A G E N D A

Meeting of the
Scotts Valley City Council

Date: June 7, 2017
Time: 6:00 pm

CITY OF SCOTTS VALLEY	**MEETING LOCATION**	**POSTING**: The agenda was
1 Civic Center Drive Scotts Valley, CA 95066 (831) 440-5602	City Council Chambers 1 Civic Center Drive Scotts Valley, CA 95066	posted 6-2-17 at City Hall, SV Senior Center, SV Library and on the Internet at www.scottsvalley.org.

Elected Officials	**City Staff Members**
Randy Johnson, Mayor Jim Reed, Vice Mayor Stephany E. Aguilar, Council Member Jack Dilles, Council Member Donna Lind, Council Member	Jenny Haruyama, City Manager Kirsten Powell, City Attorney Taylor Bateman, Acting Community Development Dir Scott Hamby, Public Works Director 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 check register – 5-12-17, 5-19-17

B. Approve the Agreement for Professional Services with HD Builders for ADA improvements at City Hall, Hocus Pocus Park and Siltanen Park and authorize the City Manager to sign the Agreement

C. Approve and ratify Council Member Donna Lind's appointment of Emilie Erickson to the ADA Accessibility Committee to fill the vacancy left by Tom Pohle

D. Approve the updated Santa Cruz County Anti Crime Team (SCCACT) Memorandum of Understanding (MOU) and authorize the Chief of Police to execute the MOU

E. Approve amendments to Memorandum of Understanding (MOU) between the City of Scotts Valley and Collection Bargaining Groups:
   (1) Approve Amendment to MOU between City of Scotts Valley and Scotts Valley Municipal Employees, SEIU Local 521
   (2) Approve Amendment to MOU between City of Scotts Valley and Scotts Valley Mid-Management Association

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. Consideration of community service and outside agency funding requests
   (City Manager Haruyama)

2. Hold Public Meeting Regarding Skypark Open Space Maintenance Assessment District No. 1: Resolution No. 1555-SP-029; Annual Engineer's Report Skypark (PublicWorks/Hamby)

3. Hold Public Meeting Regarding Pinewood Estates Landscape Maintenance Assessment District: Resolution No. 1213.31; Annual Engineer's Report Pinewood (PublicWorks/Hamby)

4. Discuss and provide policy direction for proposed FY 2017/18 Annual Budget
   (City Manager Haruyama / Budget and Financial Consultant Toler)

PUBLIC HEARING (To be heard after 6:30 p.m.)

5. Consider approval of master fees and charges schedule for FY 2017/18 for City Planning, Building, Public Works, Police, and Administrative fees
   (City Manager Haruyama / Budget and Financial Consultant Toler)

   ➔ Open public hearing
   ➔ Close public hearing
   ➔ Approve Resolution No. 1198.67

6. Consider approval of master fees and charges schedule for FY 2017/18 for Recreation Programs and Services
   (City Manager Haruyama / Budget and Financial Consultant Toler)

- ➔ Open public hearing
- ➔ Close public hearing
- ➔ Approve Resolution No. 1593.21

REGULAR AGENDA
(For Regular Agenda items following the public hearing. Regularly scheduled subjects of discussion on the Regular Agenda include:)

7. 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.)

CONVENE TO CLOSED SESSION

CLOSED SESSION
SUBJECT: City Manager Performance Evaluation

Legal Authority:	Government Code Section 54957
Name of Case:	N/A
Staff Present:	City Manager, City Attorney

RECONVENE TO OPEN SESSION

REPORT ON ACTION TAKE DURING CLOSED SESSION

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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AGENDA ITEM A
DATE: 6-7-2017

Report Selection:

RUN GROUP... 051217 COMMENT... A/P AS OF MAY 12 2017

DATA-JE-ID	DATA COMMENT
W-05122017-371	A/P AS OF MAY 12 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
05/12/2017 16:53:15 Check Register
GL540R-V08.05 PAGE 1

BANK	VENDOR	CHECK#	DATE	AMOUNT
BA GENERAL CHECKING ACCOUNT				
003025	ACTION AUTO GLASS	110307	05/12/17	97.43
003597	ADAMS ASHBY GROUP, INC	110308	05/12/17	3,500.00
000563	APPI	110309	05/12/17	560.72
000097	AT&T	110310	05/12/17	166.79
002011	B & B SMALL ENGINE	110311	05/12/17	112.35
001071	BAYSIDE OIL II INC	110312	05/12/17	1,121.02
001822	BC LABORATORIES INC.	110313	05/12/17	474.00
003260	BILES DDS MA/DAVID	110314	05/12/17	320.00
000021	BOWMAN & WILLIAMS	110315	05/12/17	5,330.00
000437	BRASS KEY LOCKSMITH	110316	05/12/17	8.13
001566	BUSINESS WITH PLEASURE	110317	05/12/17	43.80
000772	CABRILLO COLLEGE STROKE	110318	05/12/17	1,420.00
000481	CASEY PRINTING	110319	05/12/17	3,455.14
003005	CHALLENGER SPORTS CORPOR	110320	05/12/17	409.50
002091	COMCAST	110321	05/12/17	274.56
002091	COMCAST	110322	05/12/17	159.82
003596	COPWARE,INC	110323	05/12/17	85.00
003476	CORIX	110324	05/12/17	1,310.38
003564	CREATIVE SECURITY COMPAN	110325	05/12/17	3,813.42
000037	CRYSTAL SPRINGS WATER CO	110326	05/12/17	12.45
000037	CRYSTAL SPRINGS WATER CO	110327	05/12/17	63.10
003043	CSG CONSULTANTS, INC	110328	05/12/17	21,837.50
000389	DASSEL'S PETROLEUM INC	110329	05/12/17	3,632.35
000207	DEPARTMENT OF JUSTICE	110330	05/12/17	222.00
003160	DIXON & SON TIRE	110331	05/12/17	27.46
001362	DUNCAN AUTO TECH	110332	05/12/17	295.80
001282	EKLUND DDS/ERICK J	110333	05/12/17	441.60
003354	ELITE MARTIAL ARTS, INC	110334	05/12/17	210.00
000191	EMPLOYMENT DEV. DEPT.	110335	05/12/17	6,849.00
000426	ENTENMANN-ROVIN CO	110336	05/12/17	231.00
001597	ENVIRONMENTAL INNOVATION	110337	05/12/17	1,755.00
000054	EWING IRRIGATION PRODUCT	110338	05/12/17	674.12
000375	FIRST ALARM SECURITY & P	110339	05/12/17	98.89
003529	GARDEN FAIRE	110340	05/12/17	100.00
003587	GROWING UP IN SANTA CRUZ	110341	05/12/17	429.00
003598	HARDWICK/JENNIFER	110342	05/12/17	231.00
003575	HARUYAMA/JENNIFER	110343	05/12/17	127.03
000801	HINDERLITER, DE LLAMAS &	110344	05/12/17	1,811.67
000615	HOHMANN/PATRICK J.	110345	05/12/17	258.63
001841	IDEXX LABORATORIES, INC.	110346	05/12/17	1,389.40
001372	KURATOMI DDS/REED K	110347	05/12/17	164.00
001333	LARA/JESUS D	110348	05/12/17	385.18
.15181	LASER TECHNOLOGY INC.	110349	05/12/17	1,649.55
000284	LOGAN & POWELL, LLP	110350	05/12/17	14,640.00
000195	MESITI-MILLER ENGINEERIN	110351	05/12/17	502.50
000083	MISSION UNIFORM SERVICE	110352	05/12/17	758.98
001418	MONTEREY REGIONAL	110353	05/12/17	3,783.00
000939	NATIONAL COMTEL NETWORK	110354	05/12/17	13.86

BANK	VENDOR	CHECK#	DATE	AMOUNT	
BA	GENERAL CHECKING ACCOUNT				
001872	NORTH CENTRAL LABORATORI	110355	05/12/17	462.23	
003524	ONE LIFE PRINTS	110356	05/12/17	367.82	
001802	ONTRAC	110357	05/12/17	87.67	
000101	PACIFIC GAS & ELECTRIC C	110358	05/12/17	36.45	
000918	PETTY CASH-JEANETTE ROLA	110359	05/12/17	362.88	
000102	PITNEY BOWES	110360	05/12/17	147.44	
001876	POLITO/BRANDON	110361	05/12/17	230.50	
000111	S V CHAMBER OF COMMERCE	110362	05/12/17	500.00	
000134	S.V. WATER DISTRICT	110363	05/12/17	6,177.93	
001894	S.V. WATER DISTRICT - BU	110364	05/12/17	8.59	
000201	SAFETY-KLEEN CORP	110365	05/12/17	244.00	
000130	SCOTTS VALLEY FIRE DISTR	110366	05/12/17	749.55	
001077	SCOTTS VALLEY KIWANIS CL	110367	05/12/17	250.00	
000133	SCOTTS VALLEY SPRINKLER	110368	05/12/17	6.13	
000405	SILVERSTEIN/THOMAS	110369	05/12/17	2,323.82	
000153	THOMSON REUTERS-WEST	110370	05/12/17	277.96	
001366	U.S. BANCORP OFFICE	110371	05/12/17	279.91	
001803	VARGAS ACADEMY OF	110372	05/12/17	739.20	
001106	VERIZON WIRELESS	110373	05/12/17	1,015.93	
000154	WINCHESTER AUTO STORES	110374	05/12/17	885.49	
002021	ZOOM	110375	05/12/17	656.00	
001880	ZUMAR INDUSTRIES INC	110376	05/12/17	241.33	
	GENERAL CHECKING ACCOUNT			101,306.96	***

BANK	VENDOR	CHECK#	DATE	AMOUNT
REPORT TOTALS:				101,306.96

RECORDS PRINTED - 000141

GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
001	GENERAL	65,737.36
004	RECREATION	9,759.04
010	WASTEWATER OPERATIONS	11,970.82
011	TERTIARY TREATMENT PLANT	203.79
019	AFFORDABLE HOUSING	3,500.00
023	SVRDA SUCCESSOR AGENCY	240.00
028	SENIOR CENTER	507.73
077	SKYPARK MAINT ASSESS DIST	188.58
112	DENTAL INS INTERNAL SERV	1,048.60
123	COMMUNITY FACILITY CENTER	198.61
150	GENERAL CAPITAL IMPROVEMENTS	6,302.88
306	SUPPL LAW ENFORCEMENT SRVS	1,649.55
TOTAL ALL FUNDS		101,306.96

BANK RECAP:

BANK	NAME	DISBURSEMENTS
BA	GENERAL CHECKING ACCOUNT	101,306.96
TOTAL ALL BANKS		101,306.96

Report Selection:

RUN GROUP... 051917 COMMENT... A/P AS OF MAY 19 2017

DATA-JE-ID	DATA COMMENT
W-05192017-389	A/P AS OF MAY 19 2017

Run Instructions:

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BANK	VENDOR	CHECK#	DATE	AMOUNT
BA	GENERAL CHECKING ACCOUNT			
003566	ABA BUILDING SERVICES	110377	05/19/17	568.00
000705	ADVOCACY, INC	110378	05/19/17	384.00
001405	AFLAC-FLEX ONE	110379	05/19/17	3,437.97
001626	AGUILAR/STEPHANY	110380	05/19/17	40.98
003594	BARTLE WELLS ASSOCIATES	110381	05/19/17	7,105.00
001822	BC LABORATORIES INC.	110382	05/19/17	96.00
001593	BENEDICT DDS/NANETTE	110383	05/19/17	356.80
.15182	BERNARDI/DONNA	110384	05/19/17	32.56
000021	BOWMAN & WILLIAMS	110385	05/19/17	825.00
001633	CAL-WEST LIGHTING & SIGN	110386	05/19/17	1,752.90
001385	CALIFORNIA PUBLIC EMPLOY	110387	05/19/17	134,371.03
003446	CARROT-TOP INDUSTRIES	110388	05/19/17	118.36
000235	CIVIL CONSULTANTS GROUP	110389	05/19/17	3,600.00
000453	COLE-PARMER INSTRUMENT C	110390	05/19/17	828.34
002091	COMCAST	110391	05/19/17	269.68
003588	CONDUENT BUSINESS SVCS,	110392	05/19/17	1,792.76
003558	DECKER EQUIPMENT	110393	05/19/17	984.81
001362	DUNCAN AUTO TECH	110394	05/19/17	168.52
.15184	DURAN & VENABLES, INC	110395	05/19/17	125.00
003248	EARTHWORKS	110396	05/19/17	21,624.70
001257	EBRAHIMIAN DDS/MARK	110397	05/19/17	144.00
.15183	ECONOMIC & PLANNING SYS	110398	05/19/17	5.00
.15185	EXTREME BACKHOE SERVICES	110399	05/19/17	105.00
000582	FERRARA/TRACY A.	110400	05/19/17	37.04
000801	HINDERLITER, DE LLAMAS &	110401	05/19/17	700.49
000615	HOHMANN/PATRICK J.	110402	05/19/17	481.40
001669	JIMENEZ DDS/JOHN J	110403	05/19/17	261.80
001308	JOHNSON DDS/BRETT	110404	05/19/17	127.50
001660	KING/KATI	110405	05/19/17	7.48
002032	KT MECHANICAL INC	110406	05/19/17	19,341.00
001673	LINCOLN FINANCIAL GROUP	110407	05/19/17	1,389.90
003321	LOPEZ/RENE	110408	05/19/17	254.66
.15186	MAXHIMER/JEFF W	110409	05/19/17	65.00
000195	MESITI-MILLER ENGINEERIN	110410	05/19/17	18,894.60
003171	MICHALAK/GENE	110411	05/19/17	110.00
003591	NICHOLS CONSULTING	110412	05/19/17	1,120.00
001485	O'NEILL SEA ODYSSEY	110413	05/19/17	22,630.00
000101	PACIFIC GAS & ELECTRIC C	110414	05/19/17	159.02
002063	PATEL-CROSKREY/DARSHANA	110415	05/19/17	1,054.85
000382	PETE'S OUTFLOW TECHNICIA	110416	05/19/17	490.00
000918	PETTY CASH-JEANETTE ROLA	110417	05/19/17	231.62
000102	PITNEY BOWES	110418	05/19/17	42.61
003117	PRIORITY 1 PUBLIC SAFETY	110419	05/19/17	500.00
003346	SAN LORENZO	110420	05/19/17	145.30
.15187	SANCO PIPELINES INC	110421	05/19/17	165.00
001533	SANTA CRUZ COUNTY BANK	110422	05/19/17	2,554.22
001533	SANTA CRUZ COUNTY BANK	110423	05/19/17	6,898.40
000126	SANTA CRUZ FIRE EQUIPMEN	110424	05/19/17	705.84

BANK	VENDOR		CHECK#	DATE	AMOUNT	
BA	GENERAL CHECKING ACCOUNT					
	000133	SCOTTS VALLEY SPRINKLER	110425	05/19/17	6.47	
	003085	SHRED-IT US JV LLC	110426	05/19/17	86.85	
	003599	SUN BADGE CO	110427	05/19/17	63.32	
	001085	SYCAL ENGINEERING INC	110428	05/19/17	145.00	
	003435	ULTRAMAX	110429	05/19/17	5,585.00	
	003008	WILLIAMS/JESSE	110430	05/19/17	800.00	
	001625	YOSHIDA DDS/NOREEN	110431	05/19/17	1,182.50	
	GENERAL CHECKING ACCOUNT				264,973.28	***

BANK	VENDOR	CHECK#	DATE	AMOUNT
REPORT TOTALS:				264,973.28

RECORDS PRINTED - 000127

GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
001	GENERAL	158,231.34
002	RECYCLING/ENVIRONMENTAL	23,614.81
003	GAS TAX - SPECIAL STATE TRST	1,120.00
004	RECREATION	9,901.86
010	WASTEWATER OPERATIONS	22,078.62
011	TERTIARY TREATMENT PLANT	96.00
028	SENIOR CENTER	1,925.88
112	DENTAL INS INTERNAL SERV	2,554.00
123	COMMUNITY FACILITY CENTER	3,131.47
150	GENERAL CAPITAL IMPROVEMENTS	42,319.30
TOTAL ALL FUNDS		264,973.28

BANK RECAP:

BANK	NAME	DISBURSEMENTS
BA	GENERAL CHECKING ACCOUNT	264,973.28
TOTAL ALL BANKS		264,973.28

City of Scotts Valley
CITY COUNCIL STAFF REPORT

DATE: June 7, 2017

TO: Honorable Mayor and City Council

FROM: Jessica Kahn, Civil Engineer

APPROVED: Jenny Haruyama, City Manager

SUBJECT: **APPROVE AGREEMENT WITH HD BUILDERS FOR ADA IMPROVEMENTS AT CITY HALL, HOCUS POCUS PARK AND SILTANEN PARK**

SUMMARY OF ISSUE

On April 20, 2016 the Council accepted the Access Audit and Transition Plan (Transition Plan) developed by Recreation Accessibility Consultants, LLC. Funds have been allocated via the Capital Improvements project to complete Phase 1 of the Plan in FY 2016/2017 thorough FY 2020/2021. On February 1, 2017 the Council received recommendations from the ADA Committee to prioritize health and safety corrections (e.g. bathroom and water accessibility) and incorporate Phase II items into Phase I projects.

City staff solicited quotes from several local contractors to complete restroom projects at City Hall, Hocus Pocus and Siltanen Parks for FY 16/17. Staff received a response from two contractors indicating that they were not able to provide a quote for services. Several additional contractors solicited did not respond to the correspondence or submit a quote. The City received one quote from HD Builders in the amount of $107,794.

- Work at City Hall is within the amount budgeted for FY 16/17 and slightly above the amount estimated in the Transition Plan.

- Work at Hocus Pocus Park is quoted slightly above the amount estimated in the Transition Plan; however, the scope has been adjusted from the Transition Plan as it is technically infeasible to achieve compliance within the confines of the existing restroom. An accessible sink with hand dryer will be installed outside. An accessible drinking fountain and infant changing stations will also be installed as part of this project.

- Work at Siltanen Park is significantly above the amount estimated in the Transition Plan ($17,000 vs $66,000). Every element in this restroom requires adjustment, including the interior walls and exterior concrete. Neighboring jurisdictions completing similar work have also shared this experience receiving bids up to 4x the amount of estimated costs for accessibility corrections in restrooms. An accessible drinking fountain will also be installed as part of this project.

FISCAL IMPACT

This work is included in the FY 2016/17 and 2017/2018 Capital Improvement Program (CIP). The contract cost of approximately $107,794 and will be funded through the CIP General Fund and Lennar funds.

STAFF RECOMMENDATION

It is recommended that Council approve the attached agreement with HD Builders for ADA improvements at City Hall, Hocus Pocus Park and Siltanen Park and authorize the City Manager to sign the Agreement.

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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 **June 7, 2017**, by and between the City of Scotts Valley, a municipal corporation, hereinafter referred to as "CITY", and **HD Builders** 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 **Richard A. Duckart, Owner, whose address is 843 Amigo Road, Soquel, CA 95073; telephone: (831)479-1119; Email: rickduckart@hdbuilders.net.**

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

4. **Time of Performance:** The services of CONSULTANT are to commence upon execution of this Agreement and shall continue until all authorized work is approved by the CITY. All such work shall be completed no later than September 1, 2017. 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 **$107,794**. 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 **7th day of June, 2017**, at Scotts Valley, California.

CONSULTANT:	CITY OF SCOTTS VALLEY:
______________________________	______________________________
Richard A. Duckart, Owner HD Builders	Jenny Haruyama, City Manager
APPROVED AS TO FORM:	ATTEST:
______________________________	______________________________
Kirsten M. Powell, City Attorney	Tracy Ferrara, City Clerk

Exhibit A

HD Builders
843 Amigo Rd
Soquel, Ca 95073

Date:5-11-17
Proposal N0. 05112017

PROPOSAL SUBMIT TO:

Name: City of Scotts Valley Public Works
Address: 701 Lundy Lane
City: Scotts Valley State: **Ca** Zip: 95066
Telephone: 831-438-5854 Fax:

WORK TO BE PERFORMED AT:

Name: City Of Scotts Valley City Hall
Address: 1 Civic Center dr.
City: Scotts Valley State: **Ca** Zip 95066
Telephone: Fax:

Construction To Begin: **ASAP** Contract Completion Date: 45 Days

We hereby propose to furnish all materials and necessary equipment, and perform all labor necessary to complete the following work:

ADA Improvements to City Hall and council chamber Restrooms: $23,500.00
Signage: acquire needed or remount signs as needed.
Hardware: Lower hooks in 4 accessible stalls, Lower 1 mirror, relocate 1 tampon dispenser, remount 4 sets of grab bars, Remount 4 four toilet paper holders
Toilets: Replace 4 toilets and move to correct location
Sinks: lower 4 sink units and insulate exposed pipes
Stalls: Replace 4 sets of locking hardware, repair 1 door self closer.
Doors: Replace 2 -36"back doors and 1 new ADA threshold at the council chamber restroom door

ADA improvements to Siltanen Park Restrooms: $66,190.00
Signage: acquire needed or remount signs as needed.
Hardware: remount grab bars, remount toilet paper holder, replace stall door latches in both restrooms
Toilets: Move 4 toilets, replace toilet in women's, replace and remount urinal at correct height
Sinks: Remount sinks, insulate pipes under sinks.
Mirrors: Lower mirror in woman's restroom
Accessible stalls: Move wall of stalls to 60" in both restrooms
Tile: install tile to areas where tile is removed to complete work (match as close as possible)
Hand dryers: Replace 2 hand dryers with new 4" nova 2 model
Drinking fountain: Change drinking fountain with new Hi- Low Elkay Bi level soft sides water fountain model EHWM17C non refrigerated
Door thresholds: Grind down concrete lip.

ADA Improvements to Hocus Pocus Park Restrooms: $18,105.00
Signage: Remount signs to correct height.
Hardware: install stall latches, lower soap dispensers, remount grab bars in both restrooms, and install 2 Koala Horizontal with granite baby changing stations model KB200-05
Sinks: insulate pipes under sinks, install new advanced tab co 7-ps-26 ADA sink
Hand dryers: Replace 2 hand dryers with new 4" nova 2 model, install 1 Fastaire HD 03 outside next to new sink
Drinking fountain: Replace existing drinking fountain with new Hi- Low Elkay Bi level soft sides water fountain model EHWM17C non refrigerated

Painting is touch up only as needed
Date Of Plans: **N/A** Architect: **N/A** Engineer: **N/A**

PAYMENT: Owner agrees to pay Contractor a total cash price of **$107,794.00** OWNER represents that this agreement is a cash transaction wherein no financing is contemplated and contractor acts in reliance on said representation. The down payment for home improvements must not exceed $1000 or 10% of the contract price, which ever is less. *(Section 7159(d) California Business & Professions Code).* The payment schedule will be:
(1) Down payment of $ **0** , (2) Payment schedule as follows: **A invoice will sent out at agreed upon payment schedule and the completion of work.**

You, as Owner or Tenant, have the right to require the contractor to have a Performance and Payment bond.

You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. Cancellation by the buyer after the right to rescind has passed shall be deemed a material breach of this agreement and entitles the contractor to damages.

Contractors are required by law to be licensed and regulated by the Contractors' State License Board, which has jurisdiction to investigation complaints against contractors if a complaint is filed within four years of the date of the alleged violation. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board,
P.O. Box 26000, Sacramento, CA. 95826.

Contractor's Name: **HD Builders** Address: **843 Amigo Rd.**

By: **Richard Duckart, Greg Hipkins** City/St: **Soquel, Ca.**

Contractor's License #: **816184** Phone: **479-1119** Fax: **479-1119**

NOTE: This proposal may be withdrawn by us if not accepted within **30** days.

ACCEPTANCE OF PROPOSAL

You are hereby authorized to furnish all material, equipment and labor required to complete the work described in the above proposal, for which the undersigned agrees to pay the amount stated in said proposal and according to the terms thereof.

Signature: ______________________ Date: / /17 Signature: ______________________ Date: / /17

City of Scotts Valley
CITY COUNCIL STAFF REPORT

DATE: June 7, 2017

TO: Honorable Mayor and City Council

FROM: Tracy A. Ferrara, City Clerk

APPROVED: Jenny D. Haruyama, City Manager

SUBJECT: **APPOINTMENTS TO ADA ACCESSIBILITY COMMITTEE**

SUMMARY OF ISSUE

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

There is a vacancy on the ADA Accessibility Committee due to the resignation of Tom Pohle. An application has been submitted by Emilie Erickson, and Council Member Donna Lind has nominated Ms. Erickson to serve on the ADA Accessibility Committee. Upon Council approval, Ms. Erickson would fill the vacancy left by Tom Pohle. June 2, 2017

FISCAL IMPACT

None.

STAFF RECOMMENDATION

Council's approval of this item on the Consent Agenda will ratify the appointment.

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CITY OF SCOTTS VALLEY

APPLICATION FOR APPOINTMENT TO CITY COMMISSION, COMMITTEE OR BOARD

This application should be completed and returned to the City Clerk by any person desiring appointment to a City Commission, Committee or Board. A separate application must be submitted for each advisory body to which you seek appointment.

I would like to be appointed to serve on the: ADA Accessibility Committee

NAME: Emilie R. Erickson DATE: 2/21/2017

HOME ADDRESS: Scotts valley, 95066

Hm Phone: ______ Cell Phone: ______ Work Phone: ______

Email: emilieerickson@aol.com

How long have you lived in the City of Scotts Valley? 16 years

Occupation: Student Employer: SVHS

Briefly describe your interests, education, and/or experience as they relate to this position.
As a wheelchair user, student of SVHS and resident of Scotts Valley I am keenly aware of accessibility issues in our community. My experience would be an asset to the ADA Accessibility Committee.

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

Other cultural or civic activities:
My civic activities include the participation of an orginization of an event put on by Jacobs Heart. The fundraising event was to help the familys of children living with cancer.

Date of Application: 3/7/17 Signature: [signature]

(O V E R>>>>)

→ my experience as a wheelchair user will provide a unique and vital perspective to the ADA Accesibility Committee. As a user I understand the difficulties we face and that others may over look.

I learned about this vacancy via: Newspaper ☐ Posting ☐ Friend ■ Television ☐
Other ☐

Resumes should be filed with the City Clerk's Office, One Civic Center Drive, Scotts Valley, CA 95066. Candidates with resumes on file will be considered by the City Council when openings occur. Thank you for your interest.

<u>NOTE:</u> If you are appointed to a City commission or board, you may be required to file a Statement of Economic Interests (Form 700) with the City as a prerequisite of your appointment. This filing identifies any financial interests you may have within the City of Scotts Valley only and if any conflict of interest may exist.

Presented to Council on: ______________________

J:\MyFiles\FORMS\Commission.Application.wpd

City of Scotts Valley
CITY COUNCIL STAFF REPORT

DATE: June 7, 2017

TO: Honorable Mayor and City Council

FROM: Steve Walpole, Chief of Police

APPROVED: Jenny D. Haruyama, City Manager

SUBJECT: **APPROVE AMENDED SANTA CRUZ COUNTY ANTI CRIME TEAM MEMORANDUM OF UNDERSTANDING (MOU)**

SUMMARY OF ISSUE

The Santa Cruz County Anti Crime Team (SCCACT) is a multi-jurisdictional organization of City, County, State, and Federal law enforcement agencies whose mission is to significantly reduce and prevent criminal activity in Santa Cruz County. While the Scotts Valley Police Department is a participating member of SCCACT; we do not provide full time personnel to the organization due to staffing limitations. Participation in the SCCACT is memorialized through a Memorandum of Understanding (MOU) approved by member agencies.

In February 2017, the Santa Cruz Sherriff's Office provided notice that it would no longer participate in SCCACT and officially withdrew from the organization on March 11, 2017. As a result, the MOU has been updated to reflect this change.

The attached MOU is relatively unchanged, with the exception of the elimination of references to the Santa Cruz Sherriff's Office and some minor clean up language. The only significant alteration to the MOU was a new addendum, which further clarifies the role of the California Highway Patrol. The addendum does not impact City of Scotts Valley's participation in SCCACT.

FISCAL IMPACT

There is no fiscal impact associated with the approval of the attached SCCACT MOU. Funds have been included in the FY 2016/17 budget in the amount of $22,204.

STAFF RECOMMENDATION

It is recommended that the City Council approve the updated MOU, and authorize the Chief of Police to execute the MOU.

AGENDA ITEM D
DATE: 6-7-2017

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Santa Cruz County Anti-Crime Team

MEMORANDUM
OF
UNDERSTANDING

Effective date: March 2017

Memorandum of Understanding

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MEMORANDUM OF UNDERSTANDING:

This Memorandum of Understanding (MOU) to establish SANTA CRUZ COUNTY ANTI-CRIME TEAM (hereinafter SCCACT) is entered into by the following participating agencies:

1. SCOTTS VALLEY POLICE DEPARTMENT
2. SANTA CRUZ COUNTY DISTRICT ATTORNEY'S OFFICE
3. SANTA CRUZ POLICE DEPARTMENT
4. CAPITOLA POLICE DEPARTMENT
5. WATSONVILLE POLICE DEPARTMENT
6. UNIVERSITY OF CALIFORNIA – SANTA CRUZ P.D.
7. CALIFORNIA HIGHWAY PATROL
8. SANTA CRUZ COUNTY PROBATION DEPARTMENT
9. CALIFORNIA STATE PARKS

ORGANIZATIONAL STRUCTURE:

The Santa Cruz County Anti-Crime Team (SCCACT) was originally established to consist of the combined resources of two multi-agency task forces;

- The Gang Task Force (GTF)
- The Narcotic Task Force (NTF)

Each task force has its own Mission. In summary;

GTF – To proactively investigate, apprehend, and prosecute criminal street gang members for violations of local, state and federal laws. The participating agencies will work collaboratively to bring shared resources in order to mitigate criminal street gang activity. Gang suppression via proactive patrols, street presence, and proactive investigation of gang related intelligence.

NTF – Reduce and prevent criminal organizations and individuals which commit serious and violent crimes including major narcotic offenses via undercover and covert investigative methods.

I. PURPOSE:

The purpose of this memorandum is to set forth the responsibilities of the participating agencies as they relate to SCCACT.

Working in conjunction, the participating agencies within the **GTF** will endeavor to effectively enforce the laws of the State of California as expressed in the Penal Code, other law statutes and Municipal Laws within the Santa Cruz County, and other applicable laws relating to gang suppression. Concurrently, our purpose is to proactively investigate any gang, group or organization that may be active within Santa Cruz County as enumerated within Penal Code section 186.22 or similar Federal Organized Crime statutes. Agencies participating in the GTF will be focusing their investigations on the apprehension of those committing violent crime for the purpose of furthering a criminal gang or organization. Use of this task force concept is intended to ensure well-coordinated law enforcement, create a force multiplier of police resources dealing with violent gang crime and increase the flow of gang related information between law enforcement.

Working in conjunction, the participating agencies within the **NTF** will endeavor to effectively enforce the controlled substance laws of the State of California as expressed in the Health and Safety Code, state statutes and applicable federal laws relating to the trafficking of controlled substances. Agencies participating in the NTF will be focusing their investigations on the apprehension of organized, street level drug traffickers, which threaten to negatively impact the quality of life in our neighborhoods and potentially increase the likelihood of violent acts and/or victimization. It shall be the SCCACT Commander's responsibility to critically assess the need for federal law enforcement assistance (i.e. DEA) for those investigations that are beyond the scope and resources provided by SCCACT.

II. MISSION:

The mission of SCCACT is to significantly reduce and prevent the ability of criminal organizations and individuals to commit serious and violent crimes, including serious major narcotic offenses, gang related criminal activity, and to apprehend responsible offenders and bring them to justice. We strive to accomplish this work by combining the resources of City, County, State and Federal Law Enforcement agencies.

III. SCCACT COUNCIL RESPONSIBILITIES:

- SCCACT will be governed by the "SCCACT Council", comprised exclusively of the undersigned Department Heads of each participating agency or their designee. Any designee must have the ability to make decisions for the agency they represent. A "Participating Agency" is an allied Federal, State, County or City law enforcement agency that has made a commitment of either money, personnel and equipment for an agreed upon time period.

- The aforementioned Department Heads will designate a Chair of the SCCACT Council to be the direct liaison between the Council and the SCCACT Commander.

- The Council will appoint a SCCACT Commander.

- The Council shall identify and set clear expectations and objectives for the function of the SCCACT's task forces.

- The Council will ensure that these expectations and objectives are communicated throughout their agencies and political community to reduce ambiguity about the roles of SCCACT's task forces.

- The Council shall meet periodically to review, and evaluate operations, goals, objectives, policies and procedures, as well as financial statements as a part of its regularly scheduled meetings. This task should not be confused with the annual budget prepared by the Financial Officer, the annual report prepared by the SCCACT Commander, or any other separately scheduled audit or review.

IV. MANAGEMENT AND SUPERVISION:

The management and supervision of SCCACT's resources will be the responsibility of the SCCACT Commander and Supervisors. The SCCACT Commander, assisted by the GTF and NTF Supervisors, shall retain supervisory control of the personnel assigned and oversee the administrative and daily operations of the SCCACT Task Force.

V. SCCACT COMMANDER RESPONSIBILITIES:

The SCCACT Commander will report to the SCCACT Council through the Chairperson of the Council. The SCCACT Commander will provide the Council with a written report at regularly scheduled meetings and annual reports of SCCACT activities. Any personnel assigned to SCCACT shall adhere to the published policies and procedures of SCCACT. Specific provisions applying to the CHP participating members are described in the "Policy and Procedure Manual" portion of this MOU.

General Supervision of SCCACT personnel and resources will be the responsibility of the SCCACT Commander as follows:

- Establish a SCCACT MOU and Task Force Operating Procedures for approval by the Council.

- Oversee all SCCACT operations to ensure each task force is meeting its individual goals and mission.

- Ensure inter-task force support and collaboration.

- Manage and prepare a proposed budget in conjunction with the Financial Officer each year (date to be determined by the Council Chairperson) for the subsequent fiscal year for approval by the Council. This budget is to be used to operate both task forces with consideration of any funds that are specified by grant parameters, state or federal law, or county ordinance.

- Manage asset forfeiture accounts and distribution of adjudicated funds in conjunction with the Financial Officer with consideration to state and federal laws and regulations.

- Manage SCCACT specific training to officers assigned to the task force.

- Manage SCCACT's intelligence files to ensure compliance with current law, specifically 28 CFR Part 23.

- Provide a written report at regularly scheduled meetings and annual reports of SCCACT's task forces' activities to the Council, including information related to SCCACT's finances and personnel.

VI. COMPENSATION:

Each participating agency is responsible for providing its respective personnel with salaries, benefits and overtime in accordance with FLSA regulations.

VII. BUDGET/FISCAL:

The SCCACT Commander, along with the Financial Officer will prepare an annual proposed budget (date to be determined by the Council Chair) for the subsequent fiscal (July – June) year for approval by the SCCACT Council. The amount of each agency's contribution will be determined at the beginning of each fiscal year. The Financial Officer will conduct a survey to identify the actual costs for the prior calendar year for each agency. This will include all cash contributions and employee costs not reimbursed other agencies, grants or trusts. It is suggested that each agency track actual employee costs using a cost accounting method, i.e. user code reporting. The employee costs will include but, not be limited to salary, retirement, differentials and all employer costs. No agency may charge administrative fees, or workers' compensation insurance, and unemployment insurance charges. The Financial Officer will then determine a fixed percentage for each agency's required current fiscal year contribution based on the aforementioned identified contributions for the prior calendar year.

The Financial Officer shall prepare a monthly report of actual expenditures vs. budget, to accompany the monthly statistics report submitted to the Council as outlined in the Policy & Procedure Manual. The Financial Officer will also be responsible for managing, reconciling and reporting on the following bank accounts maintained at Bank of the West in accordance with applicable state and federal law and policy:

- General Operating Account *(includes $3,000 imprest cash box)*
- Federal Asset Forfeiture Account
- State Asset Forfeiture Account

- Pre-Litigation Account
- Drug Abuse/Crime Prevention Fund *

* Note: Monitoring only as account was previously established with County Auditor-Controller per statute under Sheriff's oversight. (See Attachment #1 for more details.)

VIII. TRAINING:

Training is handled by participating agencies according to their individual budgets. A yearly training plan for all task force personnel, sworn and non-sworn, shall be prepared upon their assignment to the task force. In addition, a yearly group training plan shall be prepared and submitted with the task force yearly budget proposal.

IX. ANNUAL REPORT:

The SCCACT Commander will provide the SCCACT Council with an annual report of activity no later than March 15 of each year. This report will summarize the proceeding calendar year's operations of the GTF, NTF and shall include a section for statistical data broken down in a similar fashion to that of the regularly scheduled meeting reports. The report shall contain sufficient information regarding SCCACT's goals, objectives, and accomplishments to enable the Council to evaluate SCCACT's accomplishment of goals and objectives.

X. RESOURCES:

Each of the below listed agencies agree, by virtue of the signature of the department head affixed to this MOU, to contribute the following personnel and/or financial resources to SCCACT in each year of this agreement:

Personnel:

Agency	Assigned as of 3/2017	Future Commitment	Total
California Highway Patrol	1.00	0.00	1.00
Capitola Police Department	0.00	0.00	0.00
Santa Cruz County District Attorney's Office	2.00	0.00	2.00
Santa Cruz County Probation Department	0.50	0.00	0.50
Santa Cruz Police Department	1.00	1.00	2.00
Scotts Valley Police Department	0.00	0.00	0.00
University of California, Santa Cruz Police Department	0.00	0.00	0.00
California State Parks	0.00	0.00	0.00
Watsonville Police Department	1.00	1.00	2.00
TOTAL	5.50	2.00	7.50

Administrative Support		
Agency		Assigned as of 3/2017
Santa Cruz County District Attorney's Office	Financial Officer	0.25
		0.25

Financial:

The following participating agencies agree to contribute operational funds to SCCACT based on a fixed percentage pre-determined annually to be accepted through the budget adopted by the SCCACT Council.

1. Santa Cruz County District Attorney’s Office
2. Scotts Valley Police Department
3. Santa Cruz Police Department
4. Watsonville Police Department
5. Capitola Police Department
6. University of California Santa Cruz Police Department
7. Santa Cruz County Probation Department

XI. FACILITIES, EQUIPMENT & PROPERTY:

If for some reason SCCACT should cease to exist, any balance of any facility lease agreement (or any other existing contractual agreements) will be shared on a pro-rata basis by the participating agencies to this MOU, or paid with any remaining asset forfeiture funds.

Any and all property, including equipment, furniture, and furnishings of whatever kind or description, purchased or acquired with SCCACT agency funds shall be the property of the participating agencies. At the termination of this agreement, the disposition of any equipment, furniture, and furnishings of whatever kind or description purchased or acquired with SCCACT or seized funds, shall be determined by the SCCACT Council.

Any equipment purchased with SCCACT or seized funds which are damaged, broken, misplaced, lost or stolen, through negligence, wrongful act, or omission of an officer or agent assigned to SCCACT, shall be repaired or replaced by the agency of the responsible employee at the determination of the SCCACT Commander and the SCCACT Council.

With respect to facilities, the SCCACT Council will be responsible to make decisions regarding items including, but not limited to the following:

1. Leasing of office space.

2. Installation of telephone lines and monthly, local, ATSS, and long distance charges.

3. Telephone equipment.

4. Utilities.

5. CLETS machine on single or county line.

6. Janitorial services.

Member agencies also agree to supply their assigned SCCACT staff member with proper safety equipment and vehicle. Cost of vehicle maintenance and fuel will be the responsibility of the assigned officer's agency.

XII. ASSET FORFEITURE:

Proceeds derived from asset forfeiture, under state or federal law, initiated in the course of investigations conducted by SCCACT, will be shared equitably among participating agencies in accordance with the attached asset forfeiture agreement **(Attachment #1)** . All forfeiture procedures and sharing will be based upon the appropriate provisions of state or federal law and policy. Modification to the asset forfeiture agreement requires approval in writing by members of the Council.

XIII. FINANCIAL RECORD RETENTION AND AUDIT:

Any and all financial and supporting records pertaining to SCCACT revenues, expenditures, and assets shall be readily available for examination and audit by any participating agency, or their authorized designee. In addition, all such records and reports shall be maintained until audits and examinations are completed and resolved, or for a period of (3) three years after termination of the agreement, whichever is sooner. Should SCCACT cease to exist, all records, property and reports shall be maintained as determined by the SCCACT Council.

XIV. INSPECTION PROCESS:

It is the policy of the SCCACT Council to maintain a formal administrative inspection program. This program requires an inspection of SCCACT once every 24 months, with follow-up inspections within six (6) months as needed. The Council will determine who will conduct the inspection with copies of the applicable report delivered to the SCCACT Commander and the SCCACT Council.

The findings of the inspection will be formally reviewed at the following SCCACT Council meeting to determine if any recommended action is needed. If the Council determines that corrective action is warranted, the SCCACT Commander will have 6 months in which to comply with the recommendation

At the change of SCCACT command, an inspection of the controlled substance evidence, undercover funds, weapons and specialized equipment shall be performed.

XV. NONDISCRIMINATION CLAUSE:

All participating agencies will comply with Title VI of the Civil Rights Act of 1964 and all requirements imposed or pursuant to the regulations of the U.S. Department of Justice (CFR, Part 42, Subparts C and D) issued pursuant to Title VI relating to discrimination on the grounds of race, color, creed, sex, age or national origin and equal employment opportunities.

XVI. RESPECTIVE RESPONSIBILITIES:

For the purpose of indemnification, each participating agency of SCCACT shall be responsible for the acts of its participating officer(s) and shall incur any liabilities arising out of the services and activities of those officers while participating in SCCACT. Personnel assigned to SCCACT shall be deemed to be continuing under the employment of their jurisdictions and shall have the same powers, duties, privileges, responsibilities and immunities as are conferred upon them as peace officers in their own jurisdictions.

XVII. POLICY AND PROCEDURE MANUAL:

It is agreed that all members of SCCACT shall abide by the applicable policies and procedures as expressed in the SCCACT written manual, which is specific in content to the needs, objectives and goals of SCCACT. Specific provisions for CHP participating members are described as follows:

CHP participating members shall ensure their actions strictly adhere to all departmental policies including those outlined in the Highway Patrol Manual (HPM) 81.5, Drug Programs Manual and General Order 100.91, Search and Seizure Policy. In instances where CHP policies differ from SCCACT policy, CHP policy shall be adhered to by CHP personnel assigned to SCCACT.

CHP participating officers, including those assigned to the NTF, shall not enter “confined spaces” (as defined in Title 8, Section 5156, General Industry Safety Orders) unless a SCCACT NTF supervisor trains, equips, and operates SCCACT pursuant to Title 8, Section 5157 et seq.

The SCCACT Council Chair shall make immediate notification to the CHP for critical situations which occur involving a CHP participating officer (i.e. CHP officer is seriously injured or killed, either on or off duty, or is involved in a shooting incident or traffic accident which results in death or serious injury to a private person). Within 24 hours, the CHP shall be notified of any job related injury, illness, or exposure.

Participating agency management should be notified as soon as practical of significant issues including but not limited to: any complaint made against an agency participating officer, including allegations of excessive use of force; when an investigation is going to be conducted regarding a participating officer and could lead to an adverse action; or any vehicle accident whether an agency-owned or non-agency vehicle is involved.

XVIII. TERM OF AGREEMENT:

This agreement shall commence upon the date of execution by all parties and continue in effect until terminated as provided in this MOU. Any party to this agreement shall have the right to withdraw at any time upon, and shall provide ninety (90) days written notice to each of the other participating agencies. If any changes occur (i.e., withdrawal of a participating agency and/or addition of a new participating agency, etc.), a new MOU must be submitted within 30 calendar days of the change to the SCCACT Council Chair. SCCACT will only be responsible for financial obligations incurred by participating agencies during the term of this agreement. The undersigned participating agencies further agree that any and all prior agreements shall become null and void upon execution by all parties of this agreement.

XIX. EVIDENCE COLLECTION, STORAGE, AND DISPOSITION

Assigned SCCACT personnel shall abide by the applicable policies and procedures as expressed in the SCCACT written manual, which is specific in content to the needs, objectives and goals of SCCACT, with respect to evidence collection, storage, and disposition.

XX. REPORT WRITING AND RECORDS MANAGEMENT

Assigned SCCACT personnel shall abide by the applicable policies and procedures as expressed in the SCCACT written manual, which is specific in content to the needs, objectives and goals of SCCACT, with respect to report writing and records management.

XXI. ATTACHMENTS:

Should a conflict arise between the language in the body of this MOU and any attachment to this MOU, the language in the body of this MOU controls. This MOU includes the following attachments: **Attachment #1 Asset Forfeiture MOU**

XXII AUTHORIZATION:

The participating agencies, by their duly authorized officials, have executed this MOU on the respective dates indicated below. This MOU shall be forwarded to the SCCACT Council with all attachments, and will become effective upon signatures of all parties. All future amendments must be forwarded to the Council and will become effective upon signature of all parties:

DATE: __________________ ___________________________________

TERRY MC MANUS, CHIEF (CHAIR)
Capitola Police Department

DATE: __________________ ___________________________________

KEVIN VOGEL, CHIEF
Santa Cruz Police Department

DATE: __________________ ___________________________________

DAVID HONDA, CHIEF
Watsonville Police Department

DATE: ____________________ ______________________________________
CHARLES MONTOYA, CITY MANAGER
City of Watsonville

DATE: ____________________ ______________________________________
STEVE WALPOLE, CHIEF
Scotts Valley Police Department

DATE: ____________________ ______________________________________
JEFFREY S. ROSELL, DISTRICT ATTORNEY
Santa Cruz County District Attorney's Office

DATE: ____________________ ______________________________________
NADER OWEIS, CHIEF
University of California, Santa Cruz-Police Department

DATE: ____________________ ______________________________________
PAUL VINCENT, CAPTAIN
California Highway Patrol

DATE: ____________________ ______________________________________
FERNANDO GIRALDO, CHIEF PROBATION OFFICER
Santa Cruz County Probation Department

DATE: ____________________ ______________________________________
MIKE MCMENAMY, CHIEF RANGER
California State Parks

Attachment #1

ASSET FORFEITURE

MEMORANDUM OF UNDERSTANDING FOR THE MAINTENANCE AND

DISTRIBUTION OF SEIZED DRUG ASSETS

WHEREAS, the law enforcement agencies within the County of Santa Cruz have cooperated in forming a drug and gang enforcement task force known as the Santa Cruz County Anti-Crime Team, hereafter referred to as “SCCACT”; and

WHEREAS, SCCACT is responsible to a group comprised of the department heads (or their authorized designee) from the undersigned legal and public entities and as such, that group forms the SCCACT Council that shall oversee and prescribe the fiscal and field policies of SCCACT; and

WHEREAS, SCCACT from time to time seizes property involved in drug offenses and a portion of such property is subject to forfeiture and distribution to participating law enforcement agencies pursuant to California and Federal law for use in, investigation, detection and prosecution of criminal activities; and

WHEREAS, funds received from the forfeiture of such property are required to be used to supplement rather than supplant any local funds which would otherwise be made available to support the law enforcement and prosecutorial efforts of the local agencies; and

WHEREAS, it is desirable for the parties to agree upon a procedure for handling such forfeitures and distributions, and to provide for a portion of the funds received to be used to support the activities of SCCACT;

NOW THEREFORE, IT IS HERBY AGREED by and between the undersigned public agencies as follows:

I. MAINTENANCE OF SEIZED ASSETS FOR FORFEITURE:

1. All assets seized by SCCACT shall be held in the Custody of SCCACT until completion of any related forfeiture action. SCCACT shall ensure that the property is held in a responsible manner to prevent any waste, destruction, or loss of property.

2. Upon instructions from the Districts Attorney's Office or other appropriate prosecuting agency and/or by court order, SCCACT shall administer the proper distribution of the forfeited assets.

II. <u>DISTRIBUTION OF FORFEITED ASSETS UNDER STATE LAW:</u>

1. For all distributions of forfeited assets in SCCACT cases initiated on or after January 1, 1994, Health and Safety Code Section 11489 mandates two special distributions as well as the distribution to the State General Fund, the prosecuting agency, and the participating law enforcement agencies as follows:

   24.00% - State General Fund
   10.00% - Prosecuting Agency
   01.00% - Non-Profit Training Organization
   65.00% - Participating Law Enforcement Agencies of which
   15.00% is to go to a Special Drug Abuse/Gang
   Diversion County Fund

2. Under Health and Safety Code Section 11489 (b) (2) (D), one percent (1.0%) of the forfeited assets shall go to a nonprofit organization composed of local prosecutors for the exclusive use of providing statewide education and training for prosecutors and law enforcement officers on asset seizures and forfeitures. The undersigned parties agree that this one percent (1.0%) shall be distributed to the California District Attorneys Association ("CDAA"), and authorizes SCCACT to directly distribute the appropriate one percent (1.0%) share to CDAA.

3. Under Health and Safety Code Section 11489 (b) (2) (A) (i-ii), fifteen percent (15.0%) of any city and/or county law enforcement agency's law enforcement sixty-five percent (65.0%) share is to be deposited into a special fund to be expended only for programs that combat drug abuse and divert gang activity within the cities and county of the participating law enforcement agencies of SCCACT. As directed under Health and Safety Code Section 11489 (b) (2) (A) (ii), awards of this fund shall be determined by a panel formed by the Sheriff, District Attorney, and Chief Probation Officer of Santa Cruz County and a City Police Chief elected by the other city police chiefs of Santa Cruz County. This panel is hereinafter referred to as the "Special Prevention Trust Panel".

4. Based upon the statutory distribution formula under Health and Safety Code Section 11489, this fifteen percent (15.0%) of law enforcement's sixty-five percent (65.0%) share equates to nine and three-fourths percent (9.75%) of the total forfeited asset as follows:

9.75%	Drug Abuse / Crime Prevention Fund
55.25%	Participating Law Enforcement Agencies
24.00%	State General Fund
10.00%	Prosecuting Agency
1.00%	CDAA
100.00%	

5. The undersigned parties agree that SCCACT shall calculate the 9.75% Drug Abuse / Crime Prevention Fund shares for each qualifying city and / or county participating law enforcement agency prior to distribution of the forfeited assets. The undersigned parties further agree that SCCACT shall directly distribute this 9.75% share to a special interest-bearing trust account for these funds as distributed under Health and Safety Code Section 11489 (b) (2) (A) (i-ii). This special fund shall be titled, "Crime Prevention".

   a. The Santa Cruz County Sheriff currently maintains his special trust fund with the Santa Cruz County Auditor-Controller's Office.

   b. The Santa Cruz Auditor-Controller shall immediately release and disperse any of the funds as instructed by the Special Prevention Trust Panel, without the need for any further governmental or court decree.

   c. The District Attorney's Office may assist in facilitating these distributions.

6. The undersigned parties further agree that SCCACT shall follow the same procedure as other city and county law enforcement agencies within Santa Cruz County, and shall directly distribute the State General Fund's share to the Santa Cruz County Auditor-Controller's State General Fund Trust account. The Santa Cruz Auditor-Controller shall then transmit these deposited funds to the State Treasurer. The District Attorney's Office may assist in facilitating this procedure.

III. <u>DISTRIBUTION OF THE LAW ENFORCEMENT SHARE OF STATE FORFEITED PROCEEDS:</u>

1. The undersigned parties agree that the law enforcement share of any assets seized by SCCACT and forfeited pursuant to State Law shall be directly distributed by SCCACT, subject to appropriate stipulated agreements, subject to the proportionate contributions of each participating local law enforcement agency as set forth herein.

2. Each participating local law enforcement agency represented on the SCCACT Council will share in the proceeds of forfeited assets so as to reflect the proportionate contribution of that agency. All contributions by local law enforcement agencies shall be expressed in terms of monetary value so that each agency's share will be in accordance and in proportion to its dollar contribution. In valuing its contribution, each agency shall include the actual personnel costs of staff assigned, property donated or given to SCCACT, any monetary contributions, and any other valued services deemed appropriate by each agency. The value of any contribution shall be fixed by each participating law enforcement agency subject to Council agreement.

3. If there is property which has been seized and forfeited and is appropriate for sale, the District Attorney's Office and SCCACT will arrange for sale of this property at public auction. The net proceeds of the sale shall be distributed in accordance with the controlling provisions of the agreement.

4. At the beginning of each fiscal year, SCCACT's Financial Officer will conduct a survey to set the actual costs for the prior calendar (Jan/Dec) for each agency. This will include all cash contributions and employee costs not reimbursed other agencies, grants or trusts. It is suggested that each agency track actual employee costs using a cost accounting method, i.e. user code reporting. The employee costs will include but not be limited to salary, retirement, differentials and all employer costs. No agency may charge administrative fees, or Worker Compensation Insurance, and Unemployment Insurance charges. Based on each agency's cash and employee contribution for the prior fiscal year, a fixed percentage will be given and will be used to determine each participating agency's contribution percentage for purposes of determining each agency's share of asset forfeiture distributions.

5. Because SCCACT GTF and NTF are task force's mutually beneficial to all local law enforcement agencies and that they serve the common good for the Cities and County of Santa Cruz, the undersigned parties agree that the following exceptions will apply to any distribution of the law enforcement proceeds share under Health and Safety Code Section 11489 to participating SCCACT law enforcement agencies.

    a. The undersigned parties agree that the first forty thousand dollars of the State Forfeiture Trust Fund held by SCCACT will go entirely into the SCCACT's general checking account. These assets will be used to support the SCCACT budget. Any assets over forty thousand dollars will be dispersed by the Financial Officer to the participating local Law Enforcement agencies utilizing the contribution formula agreed on for that fiscal year.

b. Agencies may also decide to leave their share of the State Asset Forfeiture Fund with SCCACT. These shares will be kept in the SCCACT State Asset Forfeiture Trust Fund to cover years where asset forfeiture seizures and disbursement do not meet the forty thousand dollar threshold.

c. Any cost of SCCACT Administrative support staff that the SCCACT Council agrees can be reimbursed shall be limited to personnel costs, and shall not include the cost of equipment, supplies, or overhead expenses.

IV. DISTRIBUTION OF SEIZED ASSETS UNDER FEDERAL FORFEITURE LAW:

1. In cases where the Council has directed SCCACT to submit seized assets for forfeiture pursuant to Federal Law, the undersigned parties agree that SCCACT shall directly distribute the proceeds from such forfeited assets so as to reflect the proportionate contributions as described herein of the participating law enforcement agencies. All participating agencies to receive proceeds must maintain current Federal Equitable Sharing Agreements, abide by federal guidelines for sharing and ensure federal asset forfeiture funds are not commingled with any other funds.

2. All contributions by local law enforcement agencies shall be expressed in terms of monetary value so that each agency's share will be in accordance and in proportion to its dollar contribution. In valuing its contribution, each agency shall include the actual personnel costs of staff assigned, property donated or given to SCCACT, any monetary contributions, and any other valued service deemed appropriate by each agency. The value of any contribution shall be fixed by each participating Law Enforcement agency subject to Council agreement.

3. If there is property which has been seized and forfeited and is appropriate for sale, the District Attorney's Office and SCCACT will arrange for sale of this property by public auction. The net proceeds of this sale shall be distributed in accordance with the controlling provisions of this agreement.

4. At the beginning of each fiscal year, each agency's contribution shall be reviewed by the council and fixed as a percentage of the distribution formula for the fiscal year.

5. When the District Attorney's Office assists with the processing of the forfeiture action for federal forfeiture, the District Attorney's Office shall apply for and receive reimbursement for the federal forfeiture action. The costs shall not exceed ten percent (10.0%) of the assets distributed.

6. For the purpose of this section only, agencies who contribute to SCCACT**,** notwithstanding other asset distribution provisions, vehicles federally forfeited and awarded to SCCACT under federal equitable sharing, will be distributed to participating law enforcement agencies who contribute personnel according to the following order.

    1. Watsonville Police Department
    2. Santa Cruz Police Department
    3. Santa Cruz County District Attorney's Office
    4. Santa Cruz County Probation Department
    5. California Highway Patrol

Forfeited vehicles may be assigned by the recipient law enforcement agencies to SCCACT for SCCACT's use provided that the assigned vehicle is suitable for service as determined by the SCCACT Commander. Those vehicles not suitable for use by either the recipient law enforcement agency (accepting the responsibilities for the forfeited vehicles) or the SCCACT Commander shall be sold. The net proceeds from the sale of the forfeited vehicle shall be directly distributed to the recipient law enforcement agency.

V. DATE OF EXECUTION:

1. This agreement shall commence upon the date of execution by all parties and continue in effect until terminated as herein after provided.
2. The undersigned participating agencies further agree that any and all prior distribution agreements shall become null and void upon execution by all parties of this agreement.
3. The date assets are seized will determine which distribution formula will be used to distribute the law enforcement share to the participating law enforcement agencies.

VI. QUARTERLY REPORTS;

SCCACT shall provide each participating agency with a quarterly statement on the status of all property and funds which have been seized, including identification of funds which have been seized, funds and property declared forfeited, amounts credited to each participating agency, and all other amounts distributed pursuant to this agreement.

VII. QUARTERLY DISTRIBUTIONS:

Forfeited assets available for distribution are to be disbursed pursuant to this agreement, Health and Safety Code Section 11489 and any related court orders and appropriate stipulated agreements on a quarterly basis.

VIII. AUDIT:

An audit, subject to the privileges contained in Sections 1040, 1041, and 1042 of the Evidence Code, of all accounts maintained pursuant to this agreement shall be conducted annually by a qualified auditor/accountant. A written report on the findings of this audit shall be presented to the SCCACT Council upon the completion of the audit.

IX. TERMINATION OF SCCACT AGREEMENT:

1. Any party to this agreement shall have the right to withdraw at any time upon ninety (90) days written notice to each of the other participating agencies.

2. When this agreement is terminated by the withdrawal of one or more member agencies, or by the withdrawal of all agencies, the use of (joint) funds contributed by the withdrawing participating law enforcement agency/agencies shall be as follows:

   a. In proportion to the monetary contributions made by each participating law enforcement agency.

   b. Each asset should be appraised by the Council and its value expressed in monetary terms.

   c. Where assets cannot be divided according to the proportion of monetary contribution, the asset shall be auctioned by the Council to the highest agency bidder. The proceeds shall then be paid to the withdrawing agency in proportion to its monetary contributions.

   d. In the case where one or more, but not all of the law enforcement agencies, exercise the option to withdraw, the Council may, at its option, vote to reimburse the withdrawing agency or agencies in proportion to that agency's / agencies' monetary contribution (s) rather than assets in use by SCCACT. Payment may be made over a two (2) year period or upon a schedule approved by the Council.

   e. In the case where an agency had loaned assets to SCCACT, those assets shall be returned to the lender agency.

SANTA CRUZ COUNTY ANTI-CRIME TEAM
PROPOSED ADDENDUM
April 24, 2017

Addendum to the Santa Cruz County Anti-Crime Team (hereinafter SCCACT) Memorandum of Understanding (MOU) related California Highway Patrol (CHP) policy contained in Highway Patrol Manual 100.71, *Multiagency Task Force Participation.*

III. SCCACT COUNCIL RESPONSIBILITIES:

In the event a member(s) of the SCCACT Council requests to change a task force policy or procedure as expressed in this agreement or the SCCACT manual, those changes will be made with a majority vote of those members attending the SCCACT Council meeting. The chairperson shall notify the SCCACT Commander of any policy or procedural change prior to the effective date of the change.

Procedures for the release of information to the media:

The release of information regarding task force operations should be coordinated through the SCCACT Commander. The release of information on Critical incidents or other high profile activity should be coordinated through the SCCACT Council to determine who will release what type of information.

IV. MANAGEMENT AND SUPERVISION:

Personnel evaluations shall be the responsibility of contributing agencies. Any personnel not meeting acceptable standards of performance or refusing to comply with task force policies and procedures may be removed from the task force and transferred back to his/her agency.

Citizens' complaints and/or internal affairs matters involving SCCACT personnel shall be investigated by the involved employee's parent agency. SCCACT personnel shall cooperate with all personnel investigations. Furthermore, the SCCACT Commander shall be kept informed of the status of any investigation involving a SCCACT member. Nothing in this paragraph is meant to limit task force personnel from investigating criminal activities of government employees.

V. SCCACT COMMANDER RESPONSIBILITY:

If the SCCACT Commander has cause to replace a member, he/she shall discuss the issue with the contributing agency and notify the Council Chairperson. If the contributing agency does not concur with the decision of the SCCACT Commander to remove and replace the participating member, the issue shall be forwarded to the SCCACT Council for final resolution. It is agreed, however, that it is in the best interest of the task force to resolve operational issues at the lowest possible level.

XVII. POLICY AND PROCEDURE MANUAL:

With respect to CHP participation, assignment to SCCACT should be for a minimum of three years and a maximum of four years; however, this may be extended or terminated based on the needs of the Department. Assignments to a task force over four years must be approved by the Division commander and Assistant Commissioner, Field.

All other terms and conditions of the SCCACT MOU, effective March 2017, shall apply.

This amendment will become effective upon signature of all parties:

DATE: ___________________ ___________________________________
TERRY MC MANUS, CHIEF (CHAIR)
Capitola Police Department

DATE: ___________________ ___________________________________
KEVIN VOGEL, CHIEF
Santa Cruz Police Department

DATE: ___________________ ___________________________________
DAVID HONDA, CHIEF
Watsonville Police Department

DATE: ___________________ ___________________________________
CHARLES MONTOYA, CITY MANAGER
City of Watsonville

DATE: ___________________ ___________________________________
STEVE WALPOLE, CHIEF
Scotts Valley Police Department

DATE: ___________________ ___________________________________
JEFFREY S. ROSELL, DISTRICT ATTORNEY
Santa Cruz County District Attorney's Office

DATE: ___________________ ______________________________________
NADER OWEIS, CHIEF
University of California, Santa Cruz-Police Department

DATE: ___________________ ____________________________________
PAUL VINCENT, CAPTAIN
California Highway Patrol

DATE: ___________________ ____
FERNANDO GIRALDO, CHIEF PROBATION OFFICER
Santa Cruz County Probation Department

DATE: ___________________ __________________________________
MIKE MCMENAMY, CHIEF RANGER
California State Parks

Santa Cruz County Anti-Crime Team

MEMORANDUM

OF

UNDERSTANDING

Effective date: May 2015

Expires: August 2017

Memorandum of Understanding

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MEMORANDUM OF UNDERSTANDING:

This Memorandum of Understanding (MOU) to establish SANTA CRUZ COUNTY ANTI-CRIME TEAM (hereinafter SCCACT) is entered into by the following participating agencies:

1. SANTA CRUZ COUNTY SHERIFF'S OFFICE
2. SCOTTS VALLEY POLICE DEPARTMENT
3. SANTA CRUZ COUNTY DISTRICT ATTORNEY'S OFFICE
4. SANTA CRUZ POLICE DEPARTMENT
5. CAPITOLA POLICE DEPARTMENT
6. WATSONVILLE POLICE DEPARTMENT
7. UNIVERSITY OF CALIFORNIA – SANTA CRUZ P.D.
8. CALIFORNIA HIGHWAY PATROL
9. SANTA CRUZ COUNTY PROBATION DEPARTMENT
10. CALIFORNIA STATE PARKS

ORGANIZATIONAL STRUCTURE:

The Santa Cruz County Anti-Crime Team (SCCACT) will consist of the combined resources of two current multi-agency task forces;

- The Gang Task Force (GTF)
- The Narcotic Task Force (NTF)

Each task force has its own Mission. In summary;

GTF – To proactively investigate, apprehend, and prosecute criminal street gang members for violations of local, state and federal laws. The participating agencies will work collaboratively to bring shared resources in order to mitigate criminal street gang activity. Gang suppression via proactive patrols, street presence, and proactive investigation of gang related intelligence.

NTF – Reduce and prevent criminal organizations and individuals which commit serious and violent crimes including major narcotic offenses via undercover and covert investigative methods.

I. <u>PURPOSE</u>:

The purpose of this memorandum is to set forth the responsibilities of the participating agencies as they relate to SCCACT.

Working in conjunction, the participating agencies within the **NTF** will endeavor to effectively enforce the controlled substance laws of the State of California as expressed in the Health and Safety Code, state statutes and applicable federal laws relating to the trafficking of controlled substances. Agencies participating in the NTF will be targeting their investigations toward the apprehension of significant drug traffickers as well as those committing violent crime for the purpose of furthering a criminal gang or organization. Use of this task force concept is intended to ensure well-coordinated law enforcement and increase the flow of narcotic and gang related information between law enforcement.

Working in conjunction, the participating agencies within the **GTF** will endeavor to effectively enforce the laws of the State of California as expressed in the Penal Code other law statutes and Municipal Laws within the Santa Cruz County, and other applicable laws relating to gang suppression. Concurrently our purpose is to pro-actively investigate any gang, group or organization that may be active within Santa Cruz County as enumerated within Penal Code section 186.22 or similar Federal Organized Crime statutes. Agencies participating in the GTF will be targeting their investigations toward the apprehension of those committing violent crime for the purpose of furthering a criminal gang or organization. Use of this task force concept is intended to ensure well-coordinated law enforcement, force multiplier of police resources dealing with violent gang crime and increase the flow of gang related information between law enforcement.

II. MISSION:

The mission of S.C.C.A.C.T. is to significantly reduce and prevent criminal organizations and individuals which commit serious and violent crimes, including serious major narcotic offenses, gang related criminal activity and to apprehend responsible offenders and bring them to justice. We strive to accomplish this work by combining the resources of City, County, State and Federal Law Enforcement agencies.

III. COUNTY CHIEF'S ASSOCIATION RESPONSIBILITIES:

- SCCACT will be governed by the "SCCACT Council."
- The Council will consist of the department heads of each participating agency or their designee. (The designee must have the ability to make decisions for the agency they represent.)
- The Chief's Association will designate a Chair of the SCCACT Council to be the direct liaison between the Council and the SCCACT Commander.
- The Council will appoint a SCCACT Commander.
- The Council shall identify and set clear expectations and objectives for the function of the SCCACT's task forces.

- The Council will ensure that these expectation and objectives are communicated throughout their agencies and political community to reduce ambiguity about the roles of SCCACT's task forces.

- The Council shall meet periodically to review, and evaluate the Special Operations Group's operations, goals, objectives, policies and procedures, as well as financial statements. The members shall have general responsibility for the oversight of SCCACT.

  Participating Agency - A "Participating Agency" is an allied Federal, State, County or City law enforcement agency that has made a commitment of either money, personnel and equipment for an agreed upon time period.

  Policy Authority - The SCCACT Council shall be responsible for SCCACT policies and operating procedures. The Council shall periodically review and evaluate SCCACT operations, goals, objectives, policies and procedures, as well as financial statements.

IV. MANAGEMENT AND SUPERVISION:

The management and supervision of SCCACT's resources will be the responsibility of the Task Force Commander and Supervisors. The Task Force Commander, assisted by the GTF and NTF Supervisors, shall retain supervisory control of the personnel assigned and oversee the administrative and daily operations of the Task Force.

V. SCCACT COMMANDER RESPONSIBILITIES:

The SCCACT Commander will report to the SCCACT Council through the Chairperson of the Council. The SCCACT Commander will provide the Council with a written report at regularly scheduled meetings and annual reports of SCCACT activities. Any personnel assigned to SCCACT shall adhere to the published policies and procedures of SCCACT. Specific provisions applying to the CHP participating members are described in the "Policy and Procedure Manual" portion of this MOU.

General Supervision of SCCACT personnel and resources will be the responsibility of the SCCACT Commander. The general responsibilities of the Group Commander are as follows:

- Create a SCCACT MOU and Task Force Operating Procedures for approval by the Council.

- Oversee task force operations to ensure each task force is meeting its individual goals and mission.

- Ensure inter-task force support and collaboration.

- Manage SCCACT budget. The SCCACT Commander in conjunction with the Financial Officer will prepare a proposed budget each year (date to be determined by the Council Chairperson) for the ensuing fiscal/calendar year for approval by the Council. This budget would be used to operate both task forces with consideration of any funds that are specified by grant parameters, state or federal law, or county ordinance.

- The SCCACT Commander in conjunction with the Financial Officer will manage asset forfeiture accounts and distribution of adjudicated funds with consideration to state and federal laws and regulations

- Manage SCCACT specific training to officers assigned to the task force.

- Manage major operations of SCCACT.

- Manage the SCCACT's intelligence files to ensure compliance with current law, specifically 28 CFR Part 23.

- Provide a written report at regularly scheduled meetings and annual reports of SCCACT's task forces' activities to the Council.

- Report to the Council information related to SCCACT's task forces finances and personnel

VI. <u>COMPENSATION</u>:

Each participating agency is responsible for providing its respective personnel with salaries, benefits and overtime in accordance with FLSA regulations.

VII. <u>BUDGET</u>:

The SCCACT Commander along with the Financial Manager will prepare a proposed budget each year (date to be determined by the Council Chair) for the ensuing fiscal (July – June) year for approval by the SCCACT Council. The amount of each agency's contribution will be determined at the beginning of each calendar year. The Financial Officer will conduct a survey to set the actual costs for the prior calendar year for each agency. This will include all cash contributions and employee costs not reimbursed other agencies, grants or trusts. It is suggested that each agency track actual employee costs using a cost accounting method, ie user code reporting. The employee costs will include but, not be limited to salary, retirement, differentials and all employer costs. No agency may charge Administration fees, Worker Compensation, Unemployment charges. Based on each agency's employee contribution for the prior calendar year, cash contribution for the prior fiscal year, a fixed percentage will be given and will be used for the contribution needed by each agency. The budget will reflect a $40,000 transfer from the State Asset Forfeiture Fund to the operating budget as long as the funds are available.

A report of actual expenditures vs. the budget, shall accompany the monthly statistics report submitted to the Council as outlined in the Policy & Procedure Manual.

VIII. TRAINING:

Training is handled by participating agencies according to their individual budgets. A yearly training plan for all task force personnel, sworn and non-sworn, shall be prepared upon their assignment to the task force. In addition, a yearly group training plan shall be prepared and submitted with the task force yearly budget proposal.

IX. ANNUAL REPORT:

The SCCACT Commander will provide the SCCACT Council with an annual report of activity no later than March 15 of each year. This report will summarize the proceeding calendar year's operations of the GTF, NTF and shall include a section for statistical data broken down in a similar fashion to that of the regularly scheduled meeting reports. The report shall contain sufficient information regarding SCCACT's goals, objectives, and accomplishments to enable the Council to reassess SCCACT's goals and objectives.

X. RESOURCES:

Each of the below listed agencies intent to, by virtue of the signature of the department head affixed to this MOU, to contribute the following personnel and/or resources to SCCACT in each year of this agreement.

Agency	Assigned as of 2/2016	Future Commitment	Total
California Highway Patrol	1.00	1.00	2.00
Capitola Police Department	0.00	0.00	0.00
Santa Cruz County District Attorney's Office	2.00	0.00	2.00
Santa Cruz County Probation Department	0.50	0.00	0.50
Santa Cruz County Sheriff's Office	4.00	0.00	4.00
Santa Cruz Police Department	1.00	1.00	2.00
Scotts Valley Police Department	0.00	0.00	0.00
UCSC	0.00	0.00	0.00
Watsonville Police Department	2.00	0.00	2.00
TOTAL	10.50	2.00	12.50

Administrative Support

Agency		Assigned as of 2/2016
Santa Cruz County Sheriff's Office	Financial Officer	0.25
Watsonville Police Department	Administrative Asst. ~ Grant Funded	1.00
		1.25

FINANCIAL:

University of California, Police
Operation funds given to SCCACT and accepted through the budget adopted by the Council.

Watsonville Police Dept.
Operation funds given to SCCACT and accepted through the budget adopted by the Council.

Santa Cruz Co. Sheriff's Office
Operation funds given to SCCACT and accepted through the budget adopted by the Council.

Santa Cruz Co. Probation
Operation funds given to SCCACT and accepted through the budget adopted by the Council.

Scotts Valley Police Dept
Operation funds given to SCCACT and accepted through the budget adopted by the Council.

Santa Cruz Police Dept
Operation funds given to SCCACT and accepted through the budget adopted by the Council.

Santa Cruz County DAO
Operation funds given to SCCACT and accepted through the budget adopted by the Council.

Capitola Police Dept.
Operation funds given to SCCACT and accepted through the budget adopted by the Council.

XI. FACILITIES, EQUIPMENT & PROPERTY:

If for some reason SCCACT should cease to exist, any balance of the facilities' lease agreements (or any contractual agreement) will be shared on a pro-rata basis by the participating agencies in this MOU, or paid with any remaining asset forfeiture funds.

Any and all property, including equipment, furniture, and furnishings of whatever kind or description, purchased or acquired with SCCACT agency funds shall be the property of the Council. At the termination of this agreement, the disposition of any equipment, furniture, and furnishings of whatever kind or description purchased or acquired with SCCACT or seized funds, shall be determined by the SCCACT Council.

Any equipment purchased with SCCACT or seized funds which are damaged, broken, misplaced, lost or stolen, through gross negligence, wrongful act, or omission of an officer or agent assigned to SCCACT, shall be repaired or replaced by the agency of the responsible employee at the determination of the SCCACT Commander and the SCCACT Council.

With respect to facilities, the SCCACT Council will determine the following:

1. Lease of office space.
2. Installation of telephone lines and monthly, local, ATSS, and long distance charges.
3. Telephone equipment.
4. Utilities.
5. CLETS machine on single or county line.
6. Janitorial services.

Member agencies also agree to supply their assigned SCCACT staff member with proper safety equipment and vehicle. Cost of vehicle maintenance and fuel will be the responsibility of the assigned officer's agency.

XII. <u>ASSET FORFEITURE</u>:

Based on the attached asset forfeiture agreement (Attachment #1) proceeds derived from asset forfeiture, under state or federal law, initiated in the course of investigations conducted by SCCACT, will be shared equitably among member agencies. The equitable sharing will be based on the attached formula developed by the SCCACT Council. All forfeiture procedures and sharing will be based upon the appropriate provisions of state or federal law and policy. Modification to the asset forfeiture agreement requires approval in writing by members of the Council.

XIII. <u>ADMINISTRATION AND AUDIT</u>:

Any and all records pertaining to SCCACT GTF or NTF expenditures shall be readily available for examination and audit by any participating agency. In addition, all such records and reports shall be maintained until audits and examinations are completed and resolved, or for a period of (3) three years after termination of the agreement, whichever is sooner. Should SCCACT cease to exist, all records, property and reports shall be maintained as determined by the SCCACT Council.

XIV. INSPECTION PROCESS:

It is the policy of the SCCACT Council to maintain a formal administrative inspection program. This program requires audits of SCCACT once every 24 months, with follow-up inspections within six (6) months as needed. The Council will determine who will conduct the audit with copies of the inspection report delivered to the SCCACT Commander and the SCCACT Council.

The findings of the audit will be formally reviewed at the following SCCACT Council meeting to determine if any recommended action is needed. If the Council determines that corrective action is warranted, the SCCACT Commander will have 6 months in which to comply with the recommendation

At the change of SCCACT command, an inspection of the controlled substance evidence, undercover funds, weapons and specialized equipment shall be performed.

XV. NONDISCRIMINATION CLAUSE:

All participating agencies will comply with Title VI of the Civil Rights Act of 1964 and all requirements imposed or pursuant to the regulations of the U.S. Department of Justice (CFR, Part 42, Subparts C and D) issued pursuant to Title VI relating to discrimination on the grounds of race, color, creed, sex, age or national origin and equal employment opportunities.

XVI. RESPECTIVE RESPONSIBILITIES:

For the purpose of indemnification, each participating agency of SCCACT shall be responsible for the acts of its participating officer(s) and shall incur any liabilities arising out of the services and activities of those officers while participating in SCCACT. Personnel assigned to SCCACT shall be deemed to be continuing under the employment of their jurisdictions and shall have the same powers, duties, privileges, responsibilities and immunities as are conferred upon them as peace officers in their own jurisdictions.

XVII. POLICY AND PROCEDURE MANUAL:

It is agreed that all members of SCCACT GTF and NTF shall abide by the applicable policies and procedures as expressed in the SCCACT written manual, which is specific in content to the needs, objectives and goals of SCCACT. Specific provisions for CHP participating members are described as follows:

CHP participating members shall ensure their actions strictly adhere to all departmental policies including those outlined in the Highway Patrol Manual (HPM) 81.5, Drug

Programs Manual and General Order 100.91, Search and Seizure Policy. In instances where CHP policies differ from SCCACT policy, CHP policy shall be adhered to by CHP personnel assigned to SCCACT GTF or NTF.

Departmental (CHP) employees, including those assigned to the NTF, shall not enter "confined spaces" (as defined in Title 8, Section 5156, General Industry Safety Orders) unless a SCCACT NTF supervisor trains, equips, and operates SCCACT pursuant to Title 8, Section 5157 et seq.

The SCCACT commander shall make immediate notification to the CHP for critical situations which occur involving a CHP participating officer (i.e. CHP officer is seriously injured or killed, either on or off duty, or is involved in a shooting incident or traffic accident which results in death or serious injury to a private person). Within 24 hours, the CHP shall be notified of any job related injury, illness, or exposure.

The following instances require notification to the Agency as soon as practical. These instances, not all inclusive, include any complaint made against an Agency participating officer, including allegations of excessive use of force; when an investigation is going to be conducted and could lead to an adverse action; or any vehicle accident whether an Agency owned or non-Agency vehicle is involved.

XVIII. TERM OF AGREEMENT:

The term of this agreement shall be from May 2015 through August 2016. If any changes occur (i.e., withdrawal of a participating agency and/or addition of a new participating agency, etc.), a new MOU must be submitted within 30 calendar days of the change to the SCCACT Council Chair. SCCACT will only be responsible for financial obligations incurred by the GTF and NTF participating agencies during the term of this agreement.

XIX. EVIDENCE COLLECTION, STORAGE, AND DISPOSITION

1. SCCACT personnel will be trained in the use of the SCSO "File on Q" evidence tracking system. SCCACT personnel will follow and abide by established SCSO policy and procedures for the collection and storage of evidence.
2. Beginning January 1, 2015, SCCACT personnel will collect and book evidence into the SCSO Property Section for intake, processing, and storage. Once SCCACT evidence is accepted into property, the property section will maintain the evidence in accordance with SCSO policy.
3. SCCACT personnel will review evidence currently being stored by the task force. SCCACT personnel will purge evidence no longer needed for prosecution in accordance with current SCCACT procedures. All other evidence will be transferred and booked into SCSO property to be held as evidence in accordance with SCSO policy.

XX. REPORT WRITING AND RECORDS MANAGEMENT

1. Beginning January 1, 2015, the SCSO Records Management System (RMS) will be utilized by all personnel assigned to SCCACT as the task force's primary report writing system.
2. The primary responsibility to approve reports written by SCCACT personnel is the task force supervisors or commander. In cases where a task force supervisor or commander is not available SCSO supervisory personnel may approve the report to facilitate necessary processing and distribution.
3. SCCACT personnel will utilize the standard SCSO case number convention (ex. 14XXXXX). SCCACT personnel will designate task force reports by entering "SCCACT" into the "Agency" field of the report face sheet.
4. Once a SCCACT report is completed and approved it will be forwarded to the sheriff's office records section for final processing and storage.
5. SCCACT reports that are deemed "Confidential" will be restricted, via RMS controls. Access to such reports will be limited to SCCACT personnel and required SCSO records personnel for processing and storage. Any release of "Confidential" cases requires the expressed approval of a SCCACT supervisor or commander.
6. The SCSO will train all SCCACT personnel in the use and procedures of the RMS. SCCACT personnel will follow and abide by established SCSO policy and procedures for the use of the RMS.

XXI. ATTACHMENTS:

Should a conflict arise between the language in the body of this Contract and any attachment to this Contract, the language in the body of this Contract controls. This Contract includes the following attachments: Attachment A

XXII AUTHORIZATION:

The participating agencies, by their duly authorized officials, have executed this MOU on the respective dates indicated below. This MOU shall be forwarded to the SCCACT Council with all attachments, and will become effective upon signatures of all parties. All future amendments must be forwarded to the Council and will become effective upon signature of all parties.

DATE: 2-18-16

RUDY ESCALANTE, CHIEF (CHAIR)
Capitola Police Department

DATE: 2/18/16

JIM HART, SHERIFF
County of Santa Cruz

DATE: 3/1/16

KEVIN VOGEL, CHIEF
Santa Cruz Police Department

DATE: 3/1/16

DAVID MCCARTNEY, ACTING CHIEF
Watsonville Police Department

DATE: 2/18/2016

JOHN WEISS, CHIEF
Scotts Valley Police Department

DATE: 2/18/2016

JEFF ROSELL, DISTRICT ATTORNEY
County of Santa Cruz

DATE: 2/18/2016

NADER OWEIS, CHIEF
University of California Santa Cruz

DATE: 3-2-16

PAUL VINCENT, CAPTAIN
CALIFORNIA HIGHWAY PATROL

DATE: 3-2-16

FERNANDO GIRALDO, CHIEF
SANTA CRUZ PROBATION

DATE: 2/19/2016

Mike McMenany **SUPERINTENDENT**
CALIFORNIA STATE PARKS

Attachment #1

ASSET FORFEITURE

MEMORANDUM OF UNDERSTANDING FOR THE MAINTENANCE AND

DISTRIBUTION OF SEIZED DRUG ASSETS

WHEREAS, the law enforcement agencies within the County of Santa Cruz have cooperated in forming a drug and gang enforcement task force known as the Santa Cruz County Anti-Crime Team, hereafter referred to as "SCCACT"; and

WHEREAS, SCCACT is responsible to a "Council" of representatives from the undersigned legal and public entities and the Special Operation's Group Council shall oversee and prescribe the fiscal and field policies of SCCACT; and

WHEREAS, SCCACT from time to time seizes property involved in drug offenses and a portion of such property is subject to forfeiture and distribution to participating law enforcement agencies pursuant to California and Federal law for use in, investigation, detection and prosecution of criminal activities; and

WHEREAS, funds received from the forfeiture of such property are required to be used to supplement rather than supplant any local funds which would otherwise be made available to support the law enforcement and prosecutorial efforts of the local agencies; and

WHEREAS, it is desirable for the parties to agree upon a procedure for handling such forfeitures and distributions, and to provide for a portion of the funds received to be used to support the activities of SCCACT;

NOW THEREFORE, IT IS HERBY AGREED by and between the undersigned public agencies as follows:

I. MAINTENANCE OF SEIZED ASSETS FOR FORFEITURE:

1. All assets seized by SCCACT shall be held in the Custody of SCCACT until completion of any related forfeiture action. SCCACT shall ensure that the property is held in a responsible manner to prevent any waste, destruction, or loss of property.

2. Upon instructions from the Districts Attorney's Office or other appropriate prosecuting agency and/or by court order, SCCACT shall administer the proper distribution of the forfeited assets.

II. DISTRIBUTION OF FORFEITED ASSETS UNDER STATE LAW:

1. For all distributions of forfeited assets in SCCACT cases initiated on or after January 1, 1994, Health and Safety Code Section 11489 mandates two special distributions as well as the distribution to the State General Fund, the prosecuting agency, and the participating law enforcement agencies as follows:

   24.00% - State General Fund
   10.00% - Prosecuting Agency
   01.00% - Non-Profit Training Organization
   65.00% - Participating Law Enforcement Agencies of which 15.00% is to go to a Special Drug Abuse/Gang Diversion County Fund

2. Under Health and Safety Code Section 11489 (b) (2) (D), one percent (1.0%) of the forfeited assets shall go to a nonprofit organization composed of local prosecutors for the exclusive use of providing statewide education and training for prosecutors and law enforcement officers on asset seizures and forfeitures. The undersigned parties agree that this one percent (1.0%) shall be distributed to the California District Attorney's Association ("CDAA"), and authorizes SCCACT to directly distribute the appropriate one percent (1.0%) share to CDAA.

3. Under Health and Safety Code Section 11489 (b) (2) (A) (I-ii), fifteen percent (15.0%) of any city and/or county law enforcement agency's law enforcement sixty-five percent (65.0%) share is to be deposited into a special fund to be expended only for programs that combat drug abuse and divert gang activity within the cities and county of the participating law enforcement agencies of SCCACT. As directed under Health and Safety Code Section 11489 (b) (2) (A) (ii), awards of this fund shall be determined by a panel formed by the Sheriff, District Attorney, and Chief Probation Officer of Santa Cruz County and a City Police Chief elected by the other city police chiefs of Santa Cruz County. This panel is hereinafter referred to as the "Special Prevention Trust Panel".

4. Based upon the statutory distribution formula under Health and Safety Code Section 11489, this fifteen percent (15.0%) of law enforcement's sixty-five percent (65.0%) share equates to nine and three-fourth percent (9.75%) of the total forfeited asset as follows:

9.75%	Drug Abuse / Crime Prevention Fund
55.25%	Participating Law Enforcement Agencies
24.00%	State General Fund
10.00%	Prosecuting Agency
1.00%	CDAA
100.00%	

5. The undersigned parties agree that SCCACT shall calculate the 9.75% special prevention trust fund shares for each qualifying city and / or county participating law enforcement agency prior to distribution of the forfeited assets. The undersigned parties further agree that SCCACT shall directly distribute this 9.75% share to the Santa Cruz County Sheriff who shall maintain a special interest-bearing trust account for these funds as distributed under Health and Safety Code Section 11489 (b) (2) (A) (I-ii). This special fund shall be titled, "Crime Prevention".

   a. Other city and county law enforcement agencies may deposit their 9.75 Santa Cruz County Sheriff share into this account maintained by the Santa Cruz County Sheriff.

   b. The Sheriff may establish this special trust fund at an independent bank or financial institution of his choice, or with the Santa Cruz County Auditor-Controller.

   c. If the special trust fund is established at an independent bank or financial institution, the Sheriff shall immediately release and disperse any of the funds as instructed by the Special Prevention Trust Panel, without the need for any further governmental or court decree.

   d. If the Special Trust Fund is established with the Santa Cruz County Auditor-Controller, the Santa Cruz Auditor-Controller shall immediately release and disperse any of the funds as instructed by the Special Prevention Trust Panel, without the need for any further governmental or court decree.

   e. The District Attorney's Office may assist in facilitating these distributions.

6. The undersigned parties further agree that SCCACT shall follow the same procedure as other city and county law enforcement agencies within Santa Cruz County, and shall directly distribute the State General Fund's share to the Santa Cruz County Auditor-Controller's State General Fund Trust account. The Santa Cruz Auditor-Controller shall then transmit these deposited funds to the State Treasurer. The District Attorney's Office may assist in facilitating this procedure.

III. DISTRIBUTION OF THE LAW ENFORCEMENT SHARE OF STATE FORFEITED PROCEEDS:

1. The undersigned parties agree that the law enforcement share of any assets seized by SCCACT and forfeited pursuant to State Law shall be directly distributed by SCCACT, subject to appropriate stipulated agreements, subject to the proportionate contributions of each participating local law enforcement agency as set forth herein.

2. Each participating local law enforcement agency represented on the Special Operation's Group Council will share in the proceeds of forfeited assets so as to reflect the proportionate contribution of that agency. All contributions by local law enforcement agencies shall be expressed in terms of monetary value so that each agency's share will be in accordance and in proportion to its dollar contribution. In valuing its contribution, each agency shall include the actual personnel costs of staff assigned, property donated or given to SCCACT, any monetary contributions, and any other valued services deemed appropriate by each agency. The value of any contribution shall be fixed by each participating law enforcement agency subject to council agreement.

3. If there is property which has been seized and forfeited and is appropriate for sale, the District Attorney's Office and SCCACT will arrange for sale of this property at public auction. The net proceeds of the sale shall be distributed in accordance with the controlling provisions of the agreement.

4. At the beginning of each fiscal year, the SCCACT's Financial Officer will conduct a survey to set the actual costs for the prior calendar (Jan/Dec) for each agency. This will include all cash contributions and employee costs not reimbursed other agencies, grants or trusts. It is suggested that each agency track actual employee costs using a cost accounting method, ie user code reporting. The employee costs will include but not be limited to salary, retirement, differentials and all employer costs. No agency may charge Administration fees, Worker Compensation, Unemployment charges. Based on each agency's cash and employee contribution for the prior fiscal year, a fixed percentage will be given and will be used for the contribution needed by each agency.

5. Because SCCACT GTF and NTF are task force's mutually beneficial to all local law enforcement agencies and services the common good for the Cities and County of Santa Cruz, the undersigned parties agree that the following exceptions will apply to any distribution of the law enforcement proceeds share under Health and Safety Code Section 11489 to participating SCCACT law enforcement agencies.

a. The undersigned parties agree that the first forty thousand dollars of the State Forfeiture Trust Fund held by SCCACT will go entirely into the SCCACT's general checking account. These assets will be used to support the SCCACT budget Any assets over forty thousand dollars will be dispersed by the Financial Officer to the participating local Law Enforcement agencies utilizing the contribution formula agreed on for that fiscal year.

b. Agencies may also decide to leave their share of the State Asset Forfeiture Fund with SCCACT. These shares will be kept in the SCCACT State Asset Forfeiture Trust Fund to cover years where asset forfeiture seizures and disbursement do not meet the forty thousand dollar threshold.

c. The reimbursable cost of the SCCACT Administrative support staff shall be limited to personnel costs, and shall not include the cost of equipment, supplies, or overhead expenses.

IV. DISTRIBUTION OF SEIZED ASSETS UNDER FEDERAL FORFEITURE LAW:

1. In cases where the council has directed SCCACT to submit seized assets for forfeiture pursuant to Federal Law, the undersigned parties agree that SCCACT shall directly distribute the proceeds from such forfeited assets so as to reflect the proportionate contributions as described herein of the participating law enforcement agencies.

2. All contributions by local law enforcement agencies shall be expressed in terms of monetary value so that each agency's share will be in accordance and in proportion to its dollar contribution. In valuing its contribution, each agency shall include the actual personnel costs of staff assigned, property donated or given to SCCACT, any monetary contributions, and any other valued service deemed appropriate by each agency. The value of any contribution shall be fixed by each participating Law Enforcement agency subject to Council agreement.

3. If there is property which has been seized and forfeited and is appropriate for sale, the District Attorney's Office and SCCACT will arrange for sale of this property by public auction. The net proceeds of this sale shall be distributed in accordance with the controlling provisions of this agreement.

4. At the beginning of each fiscal year, each agency's contribution shall be reviewed by the council and fixed as a percentage of the distribution formula for the fiscal year.

5. When the District Attorney's Office assists with the processing of the forfeiture action for federal forfeiture, the District Attorney's Office shall

apply for and receive reimbursement for the federal forfeiture action. The costs shall not exceed ten percent (10.0%) of the assets distributed.

6. For the purpose of this section only, agencies who contribute to SCCACT, notwithstanding other asset distribution provisions, vehicles federally forfeited and awarded to SCCACT under federal equitable sharing, will be distributed to participating law enforcement agencies who contribute personnel according to the following order.

   1. Watsonville Police Department
   2. Santa Cruz Police Department
   3. Santa Cruz Sheriff's Office
   4. Scotts Valley Police Department
   5. District Attorney's Office
   6. Capitola Police Department
   7. California Highway Patrol

Forfeited vehicles may be assigned by the recipient law enforcement agencies to SCCACT for SCCACT's use provided that the assigned vehicle is suitable for service as determined by the SCCACT Commander. Those vehicles not suitable for use by either the recipient law enforcement agency (accepting the responsibilities for the forfeited vehicles) or the SCCACT Commander shall be sold. The net proceeds from the sale of the forfeited vehicle shall be directly distributed to the recipient law enforcement agency.

V. DATE OF EXECUTION:

1. This agreement shall commence upon the date of execution by all parties and continue in effect until terminated as herein after provided.

2. The undersigned participating agencies further agree that any and all prior distribution agreements shall become null and void upon execution by all parties of this agreement.

3. The date assets are seized will determine which distribution formula will be used to distribute the law enforcement share to the participating law enforcement agencies.

VI. QUARTERLY REPORTS;

SCCACT shall provide each participating agency with a quarterly statement on the status of all property and funds which have been seized, including identification of funds which have been seized, funds and property declared forfeited, amounts credited to each participating agency, and all other amounts distributed pursuant to this agreement.

VII. QUARTERLY DISTRIBUTIONS:

Forfeited assets available for distribution are to be disbursed pursuant to this agreement, Health and Safety Code Section 11489 and any related court orders and appropriate stipulated agreements on a quarterly basis.

VIII. AUDIT:

An audit, subject to the privileges contained in Sections 1040,1041, and 1042 of the Evidence Code, of all accounts maintained pursuant to this agreement shall be conducted annually by a qualified auditor/account. A written report on the findings of this audit shall be presented to the Special Operation's Group Council upon the completion of the audit.

IX. TERMINATION OF SCCACT AGREEMENT:

1. Any party to this agreement shall have the right to withdraw at any time upon ninety (90) days written notice to each of the other participating agencies.

2. When this agreement is terminated by the withdrawal of one or more member agencies, or by the withdrawal of all agencies, the use of (joint) funds contributed by the withdrawing participating law enforcement agency / agencies shall be as follows:

    a. In proportion to the monetary contributions made by each participating law enforcement agency.

    b. Each asset should be appraised by the Council and its value expressed in monetary terms.

    c. Where assets cannot be divided according to the proportion of monetary contribution, the asset shall be auctioned by the Council to the highest agency bidder. The proceeds shall then be paid to the withdrawing agency in proportion to its monetary contributions.

    d. In the case where one or more, but not all of the law enforcement agencies, exercise the option to withdraw, the Council may, at its option, vote to reimburse the withdrawing agency or agencies in proportion to that agency's / agencies' monetary contribution (s) rather than assets in use by SCCACT. Payment may be made over a two (2) year period or upon a schedule approved by the Council.

e. In the case where an agency had loaned assets to SCCACT, those assets shall be returned to the lender agency.

AGENDA ITEM E
DATE: 6-7-17

City of Scotts Valley
CITY COUNCIL STAFF REPORT

DATE: June 7, 2017

TO: Honorable Mayor and City Council

FROM: Jenny D. Haruyama, City Manager

SUBJECT: **CONSIDER AMENDMENT TO MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY OF SCOTTS VALLEY AND COLLECTIVE BARGAINING GROUPS:**
(1) SCOTTS VALLEY MUNICIPAL EMPLOYEES, SEIU LOCAL 521
(2) SCOTTS VALLEY MID-MANAGEMENT ASSOCIATION

SUMMARY OF ISSUE

The City of Scotts Valley has four represented bargaining groups: the Scotts Valley Municipal Employees, SEIU Local 521, Scotts Valley Mid-Management Association, Scotts Valley Police Bargaining Unit (SVBU) and Scotts Valley Police Supervisors Association (SVPSA).

The terms of the City's two collective bargaining groups, SEIU and the Mid-Management Association are July 1, 2015 – June 30, 2017, and expire one year earlier than the two police labor groups. To streamline the negotiation process and reduce expenses, an agreement was reached to extend the labor group's expiring term from June 30, 2017 to June 30, 2018 to align with SVBU and SVPSA. In exchange for amending their terms, effective July 1, 2017, SEIU and the Mid-Management Association would receive a salary adjustment of 2% for each classification within their respective bargaining groups. The attached amendments outline these terms.

FISCAL IMPACT

The total cost of the proposed wage adjustment across all funds is approximately $40,310. The estimated General Fund cost is $30,738.

STAFF RECOMMENDATION

It is recommended that Council approve the amendment to the MOU between the City of Scotts Valley and Scotts Valley Municipal Employees, SEIU Local 521 and Scotts Valley Mid-Management Association respectively.

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SECOND AMENDMENT TO MEMORANDUM OF UNDERSTANDING

between

CITY OF SCOTTS VALLEY

and

SCOTTS VALLEY MUNICIPAL EMPLOYEES, SEIU LOCAL 521

July 1, 2015 – June 30, 2018

SECOND AMENDMENT TO MEMORANDUM OF UNDERSTANDING
between
CITY OF SCOTTS VALLEY
and
SCOTTS VALLEY MUNICIPAL EMPLOYEES SEIU, LOCAL 521

JULY 1, 2015 - JUNE 30, 2018

This Amendment to Memorandum of Understanding between City of Scotts Valley and Scotts Valley Municipal Employees SEIU Local 521 ("Amendment") is entered into by and between the City of Scotts Valley (hereafter referred to as the "City") and the Scotts Valley Municipal Employees, SEIU Local 521 CTW-CLC (hereafter referred to as the "Union").

RECITALS

WHEREAS, the City and the Union entered into that certain Memorandum of Understanding between the City of Scotts Valley and Scotts Valley Municipal Employees, SEIU Local 521 dated August 19, 2015 ("Agreement"); and

WHEREAS, the Agreement was for a term from July 1, 2015 to June 30, 2017; and

WHEREAS, the City and the Union desire to extend the term of the Agreement for an additional year subject to the terms of this Amendment.

NOW, THEREFORE, the parties hereby agree as follows:

1. Section 10.01 of the Agreement is amended to add the following language:

   "Effective July 1, 2017, the salary range for each classification in the unit will receive a two percent (2%) salary increase as reflected in Exhibit A."

2. Section 24.00 of the Agreement is amended to read as follows:

   "This Memorandum of Understanding shall be effective upon the approval by the City Council and the Union and shall remain in full force and effect from July 1, 2015 through June 30, 2018."

3. Except as specifically provided in this Amendment, all terms of the Agreement shall remain in full force and effect. In the event there is any conflict between the Agreement and the Amendment, the Amendment shall control.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date first appearing above.

Signed:

City of Scotts Valley:	Scotts Valley Municipal Employees SEIU Local 521
Randy Johnson, Mayor	Jesse Williams
Jenny D. Haruyama, City Manager	Rhonda Lieb
Approved as to form: Kirsten Powell, City Attorney	Kimarie Jones
	Carlos Flores

CITY OF SCOTTS VALLEY
SEIU LOCAL 521 REPRESENTATION

SALARY SCHEDULE
07/01/2017 - 06/30/2018

Position Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Accountant I	4,010	4,211	4,421	4,643	4,875	5,119	5,374
Accounting Assistant	2,870	3,014	3,165	3,323	3,489	3,663	3,847
Accounting Technician	3,373	3,541	3,719	3,904	4,099	4,304	4,519
Administrative Secretary I	3,373	3,541	3,719	3,904	4,099	4,304	4,519
Administrative Secretary II	3,538	3,715	3,901	4,095	4,300	4,515	4,741
Administrative Secretary III	3,805	3,995	4,196	4,406	4,626	4,858	5,101
Administrative Secretary/Analyst	3,996	4,196	4,406	4,626	4,858	5,100	5,356
Administrative Secretary/ Planning Aide	3,911	4,106	4,311	4,527	4,753	4,991	5,241
Assistant Civil Engineer	5,047	5,299	5,564	5,843	6,135	6,441	6,764
Assistant Planner	4,024	4,225	4,436	4,658	4,891	5,136	5,392
Associate Planner	4,428	4,649	4,882	5,126	5,382	5,651	5,934
Building Inspector	4,229	4,440	4,662	4,896	5,141	5,398	5,668
Building Permit Technician	3,373	3,541	3,718	3,904	4,099	4,304	4,519
Chief Mechanic	3,824	4,015	4,216	4,427	4,649	4,881	5,125
Chief Wastewater Plant Operator	4,554	4,782	5,021	5,271	5,534	5,811	6,101
Code Enforcement Officer	3,898	4,093	4,298	4,513	4,739	4,976	5,225
Community Services Officer/ Training Coordinator	2,663	2,796	2,936	3,083	3,237	3,400	3,569
Engineering Aide	3,153	3,311	3,476	3,649	3,831	4,023	4,224

CITY OF SCOTTS VALLEY
SEIU LOCAL 521 REPRESENTATION

SALARY SCHEDULE
07/01/2017 - 06/30/2018

Position Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Engineering Associate	4,483	4,707	4,943	5,190	5,449	5,721	6,007
Engineering Technician	3,827	4,019	4,220	4,431	4,653	4,886	5,129
Equipment Mechanic	3,315	3,481	3,655	3,838	4,030	4,231	4,443
Facilities Maintenance Specialist	3,593	3,773	3,962	4,160	4,368	4,586	4,816
Juvenile Community Services Officer	2,745	2,882	3,026	3,177	3,336	3,503	3,678
Lab Analyst	3,854	4,046	4,249	4,460	4,684	4,918	5,164
Laborer	2,729	2,864	3,008	3,158	3,316	3,482	3,656
Maintenance Supervisor	4,174	4,383	4,602	4,833	5,074	5,328	5,595
Maintenance Worker I	2,866	3,010	3,161	3,319	3,485	3,660	3,843
Maintenance Worker II	3,228	3,390	3,559	3,737	3,923	4,119	4,325
Maintenance Worker III	3,656	3,838	4,030	4,232	4,443	4,666	4,899
Network Systems Specialist	4,103	4,309	4,524	4,750	4,988	5,238	5,500
Office Assistant	2,522	2,649	2,781	2,920	3,066	3,219	3,380
Planning/Economic Development Specialist	4,024	4,225	4,436	4,658	4,891	5,136	5,392
Public Works Inspector	4,212	4,422	4,643	4,876	5,120	5,376	5,645
Public Works Inspector/ Technician	4,212	4,422	4,643	4,875	5,118	5,374	5,643
Recreation Coordinator	3,135	3,292	3,457	3,629	3,811	4,001	4,201
Recreation Leader/Head Teacher	2,023	2,124	2,230	2,341	2,459	2,581	2,711

CITY OF SCOTTS VALLEY
SEIU LOCAL 521 REPRESENTATION

SALARY SCHEDULE
07/01/2017 - 06/30/2018

Position Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Recreation Specialist	3,060	3,213	3,374	3,543	3,721	3,906	4,101
Secretary I	2,846	2,989	3,139	3,295	3,461	3,634	3,816
Secretary II	3,079	3,233	3,396	3,565	3,744	3,931	4,128
Senior Accounting Technician	3,647	3,829	4,021	4,222	4,433	4,655	4,887
Senior Accounting / Human Resources Technician	3,770	3,958	4,156	4,364	4,583	4,812	5,053
Senior Accounting Technician/ Project Coordinator	3,770	3,958	4,157	4,365	4,583	4,812	5,053
Senior Building Inspector	4,711	4,947	5,195	5,455	5,727	6,014	6,314
Senior Building Inspector/ Code Enforcement Officer	4,711	4,947	5,195	5,455	5,727	6,014	6,314
Senior Building Permit Technician	3,689	3,874	4,067	4,271	4,485	4,709	4,945
Senior Center Coordinator	2,168	2,276	2,390	2,510	2,635	2,767	2,905
Senior Lab Technician/ Industrial Waste Inspector	4,213	4,424	4,645	4,878	5,122	5,378	5,647
Senior Public Works Inspector	4,809	5,050	5,303	5,568	5,846	6,139	6,446
Senior Recreation Leader/ Head Teacher	2,424	2,545	2,672	2,806	2,947	3,094	3,249
Senior Recreation Leader/ Site Director	2,855	2,998	3,148	3,305	3,470	3,644	3,826
Senior Recreation Specialist	3,871	4,065	4,268	4,481	4,705	4,941	5,188
Senior Wastewater Lab Analyst	4,213	4,424	4,645	4,878	5,122	5,378	5,647

CITY OF SCOTTS VALLEY
SEIU LOCAL 521 REPRESENTATION

SALARY SCHEDULE
07/01/2017 - 06/30/2018

Position Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Wastewater Plant Operator-in-Training	3,149	3,306	3,471	3,645	3,827	4,018	4,219
Wastewater Plant Operator I	3,609	3,790	3,979	4,178	4,387	4,607	4,837
Wastewater Plant Operator II	3,966	4,164	4,371	4,590	4,819	5,060	5,313

AMENDMENT TO MEMORANDUM OF UNDERSTANDING

between

CITY OF SCOTTS VALLEY

and

SCOTTS VALLEY MID-MANAGEMENT ASSOCIATION

July 1, 2015 - June 30, 2018

AMENDMENT TO MEMORANDUM OF UNDERSTANDING
between
CITY OF SCOTTS VALLEY
and
SCOTTS VALLEY MID-MANAGEMENT ASSOCIATION

JULY 1, 2015 - JUNE 30, 2018

This Amendment to Memorandum of Understanding between City of Scotts Valley and Scotts Valley Mid-Management Association ("Amendment") is entered into by and between the City of Scotts Valley (hereafter referred to as the "City") and the Scotts Valley Mid-Management Association (hereafter referred to as the "Union").

RECITALS

WHEREAS, the City and the Union entered into that certain Memorandum of Understanding between the City of Scotts Valley and Scotts Valley Mid-Management Association dated October 7, 2015 (“Agreement”); and

WHEREAS, the Agreement was for a term from July 1, 2015 to June 30, 2017; and

WHEREAS, the City and the Union desire to extend the term of the Agreement for an additional year subject to the terms of this Amendment.

NOW, THEREFORE, the parties hereby agree as follows:

1. Section 10.00 of the Agreement is amended to add the following language:

   “Effective July 1, 2017, the salary range for each classification in the unit will receive a two percent (2%) salary increase as reflected in Exhibit A.”

2. Section 20.00 of the Agreement is amended to read as follows:

   “This Memorandum of Understanding shall be effective upon the approval by the City Council and the Union and shall remain in full force and effect from July 1, 2015 through June 30, 2018.”

3. Except as specifically provided in this Amendment, all terms of the Agreement shall remain in full force and effect. In the event there is any conflict between the Agreement and the Amendment, the Amendment shall control.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date first appearing above.

Signed:

City of Scotts Valley:	Scotts Valley Mid-Management Association
Randy Johnson, Mayor	Kristin Ard, Recreation Division Mgr
Jenny D. Haruyama, City Manager	Michelle Edwards, Senior Planner
Approved as to form: Kirsten Powell, City Attorney	Laurie Grundy, Accountant II
	Troy Adams, Wastewater Division Mgr
	Taylor Bateman, Principal Planner

CITY OF SCOTTS VALLEY
MID-MANAGEMENT ASSOCIATION

SALARY SCHEDULE
07/01/2017 - 06/30/2018

Position Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Accountant II	4,879	5,123	5,379	5,648	5,930	6,227	6,538
Associate Civil Engineer	5,793	6,082	6,386	6,706	7,041	7,393	7,763
Building Official	5,180	5,439	5,711	5,997	6,297	6,612	6,942
City Clerk	5,088	5,342	5,609	5,890	6,184	6,493	6,818
City Engineer	7,078	7,432	7,803	8,193	8,604	9,034	9,486
Civil Engineer	6,141	6,448	6,771	7,109	7,465	7,839	8,230
Civil Enginer (Traffic)	6,434	6,756	7,093	7,448	7,820	8,211	8,622
Maintenance Division Manager	5,105	5,360	5,628	5,910	6,206	6,516	6,841
Recreation Division Manager	4,860	5,103	5,358	5,626	5,908	6,204	6,514
Senior Planner	5,556	5,834	6,125	6,431	6,753	7,090	7,445
Wastewater Division Manager	5,883	6,178	6,486	6,810	7,151	7,509	7,884
Wastewater & Environmental Program Manager	5,883	6,178	6,486	6,810	7,151	7,509	7,884
Wastewater Plant Superintendent	5,217	5,478	5,753	6,041	6,343	6,660	6,992
Principal Planner	6,693	7,028	7,379	7,749	8,136	8,544	8,971

City of Scotts Valley
CITY COUNCIL STAFF REPORT

DATE: June 7, 2017

TO: Honorable Mayor and City Council

FROM: Laurie Grundy, Accountant II

APPROVED BY: Jenny Haruyama, City Manager

SUBJECT: **CONSIDER COMMUNITY SERVICE AGENCY FUNDING REQUESTS**

SUMMARY OF ISSUE

Each year, members of the Human Care Alliance and the Arts Council request funding from the City of Scotts Valley to support various human services. Attached for Council consideration are the FY 2017/18 requests for funding assistance. As part of its FY 2016/17 annual operating budget, the Council authorized agency program funding in the amount of $49,564 plus $1,000 for the Arts Council for a total of $50,564.

Of the 27 agency programs funded by Scotts Valley, nearly all of the agencies are requesting to be funded at the FY 2016/17 level plus a Cost of Living Adjustment (COLA) adjustment ranging between 2%-5%. In addition to COLAs, fifteen agency programs made new funding requests to support staffing costs and/or to meet service demands. This would be an additional cost of $13,112. The attached FY 2017/18 funding request (including requested COLAs and new funding) is $64,800. Also included is information regarding the total number of persons served by each agency and number of Scotts Valley residents served.

It should be noted that the Consumer Price Index (CPI) for Urban Consumers (CPI-U) for the San Francisco-Oakland-San Jose region from February 2016 to February 2017 is 3.4%. If all agencies received a 3.4% adjustment, the total funding request including new funding, would be $51,249.

Direction is needed from Council regarding the following community service agency funding items:

1. **FY 2017/18 Community Service Agency Funding**: Council may wish to consider the following policy options when determining funding levels:

COMMUNITY SERVICE AGENCY FUNDING CONSIDERATIONS	AMOUNT
1. No Funding of FY 2017/18 Agency Requests	N/A
2. Funding at Prior Year Level Only (No COLAs/New Funding)	$49,564
3. Agency Proposed Funding with 2017 CPI (3.4%)	$51,249
4. Agency Proposed Funding with Requested COLAs Only	$51,678
5. Agency Proposed Funding with Requested COLAs and New Funding	$64,800

2. **FY 2017/18 Arts Council Funding**: The Arts Council has made a funding request of 2,000, which is a $1,000 increase from the prior year. Direction is needed whether to fund the Arts Council at the requested amount.

FISCAL IMPACT

The proposed FY 2017/18 budget includes a placeholder to fund community service agencies and the Arts Council ($1,000) at the prior year level for a total of $50,564. If Council approved the FY 2017/18 funding requests submitted by community service agencies and the Arts Council, the total fiscal impact would be $66,800. This would be a $16,236 increase over the prior year.

STAFF RECOMMENDATION

It is recommended that the City Council provide direction regarding the level of funding for agency programming and the Arts Council.

TABLE OF CONTENTS

FY 2017/18 COMMUNITY SERVICE FUNDING REQUESTS	2016/17 Current Funding	COLA Request	New Funding Request	2017/18 Total Request	Explanation of COLA and Additional Fund Requests	2017/2018 Number to Serve in SV	Agency to Serve Over All
Advocacy, Inc.	1,536	58		1,594	3.8% COLA Increase	230	2,300
Cabrillo College Stroke Center	5,684	285	**285**	6,254	5% COLA Increase / 5% increase for additional staffing	20	455
CASA of Santa Cruz	833	-	**1,200**	2,033	10% Increase due to increased number of children supported	25	280
Community Bridges-Lift Line	3,041	73		3,114	2.4% COLA Increase	30	518
Community Bridges-Meals on Wheels	5,857	141	**1,002**	7,000	2.4% COLA Increase	36	3,900
Community Bridges-Mountain Resc	273	-	**2,327**	2,600	Increased demand for services	70	
Conflict Resolution Center	761	29		790	3.8% COLA Increase	250	729
Dientes Community Dental Care	1,334	29	-	1,363	2.2% COLA Increase	320	10,000
Emcompass-Youth Services	2,755		**405**	3,160	Increasing counseling seesions to Scotts Valley schools	26	525
Family Service - Counseling Services	1,394	42	-	1,436	3% COLA Increase	25	460
Family Service - I-You Venture	709	21	-	730	3% COLA Increase	20	950
Family Service - Senior Outreach	709	21	-	730	3% COLA Increase	20	210
Family Service - Suicide Prevention	709	21	**500**	1,230	3% COLA Increase / Increase county wide prevention effort	190	4,500
Family Service - WomenCARE	562	17	-	579	3% COLA Increase	15	255
Grey Bears	1,249	34	**717**	2,000	2.7% COLA / Increased Scotts Valley demand	256	12,450
Homeless Service Center	408		**592**	1,000	Increased sheltering costs	10	13,500
Hospice of SC County	539	73	**927**	1,539	13.54 COLA Increase / Adding hospice care for all residents	200	1,330
Monarch Services	3,359	489	-	3,848	14.56% Increase -Increased staffing salaries	45	1,300
Second Harvest Food Bank	3,955	198	**47**	4,200	5% COLA Increase / Additional community need for assistance	2,244	26,933
Senior Citzen's Legal Services	2,656	106	**2,500**	5,262	4% COLA Increase / Additional staff due to increased demand	98	630
Senior's Council-Project SCOUT	2,982	89	**1,800**	4,871	3% COLA Increase / Additioanl request due to loss of other funding	90	1,910
Senior Network Services	1,452	73	-	1,525	5% COLA Increase	545	32,100
Vista Center for the Blind	2,074	62	-	2,136	3% COLA Increase	12	
Volunteer Center of Santa Cruz	2,537	253	-	2,790	10% Increase - Increase in technology and insurance costs	300	5,185
Walnut Avenue - Domestic Violence	1,680	-	**320**	2,000	Increase in services to Scotts Valley	200	
Walnut Avenue - Family Support	258	-	**250**	508	Increase staff salaries	5,200 meals	
Walnut Avenue - Youth Advocates	258	-	**250**	508	Increase youth workshops in Scotts Valley	20	52
TOTALS	49,564	2,114	**13,122**	**64,800**			

COMMUNITY SERVICE AGENCY PRIOR YEAR FUNDING WITH 3.4% COLA

	2016/17 Current Funding	3.4% COLA	2017/18 Total Budget
Advocacy, Inc.	1,536	52	1,588
Cabrillo College Stroke Center	5,684	193	5,877
CASA of Santa Cruz	833	28	861
Community Bridges-Lift Line	3,041	103	3,144
Community Bridges-Meals on Wheels	5,857	199	6,056
Community Bridges-Mountain Resc	273	9	282
Conflict Resolution Center	761	26	787
Dientes Community Dental Care	1,334	45	1,379
Emcompass-Youth Services	2,755	94	2,849
Family Service - Counseling Services	1,394	47	1,441
Family Service - I-You Venture	709	24	733
Family Service - Senior Outreach	709	24	733
Family Service - Suicide Prevention	709	24	733
Family Service - WomenCARE	562	19	581
Grey Bears	1,249	42	1,291
Homeless Service Center	408	14	422
Hospice of SC County	539	18	557
Monarch Services	3,359	114	3,473
Second Harvest Food Bank	3,955	134	4,089
Senior Citzen's Legal Services	2,656	90	2,746
Senior's Council-Project SCOUT	2,982	101	3,083
Senior Network Services	1,452	49	1,501
Vista Center for the Blind	2,074	71	2,145
Volunteer Center of Santa Cruz	2,537	86	2,623
Walnut Avenue - Domestic Violence	1,680	57	1,737
Walnut Avenue - Family Support	258	9	267
Walnut Avenue - Youth Advocates	258	9	267
TOTALS	49,564	1,685	51,249

Advocacy, Inc

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

AGENCY NAME:	Advocacy, Inc.
ADDRESS:	5274 Scotts Valley Drive, Suite #203 Scotts Valley, California 95066
AGENCY MISSION:	Our mission is to protect the civil, legal, and human rights of elder and dependent adults living in long term care, and individuals with mental health needs.
DESCRIPTION OF AGENCY SERVICES:	Receive, investigate, resolve complaints of residents of long-term care facilities and mental health clients; investigate allegations of abuse in facility settings; provide patient/resident representation at administrative hearings; assist residents and clients with care issues, Medi-Cal eligibility, service access, and treatment plans; monitor facilities to ensure that residents' rights are upheld, and that treatment is being provided in compliance with law; educate the community about residents' rights.
AGENCIES TARGET POPULATION:	All elder and dependent residents of skilled nursing facilities (SNF), assisted living facilities (including Brookdale Assisted Living, and Mystic Oaks, both located in Scotts Valley), adult residential facilities, and clients of County mental health. As there are no SNF in Scotts Valley, our advocates work with Scotts Valley residents who may be placed in a SNF in Santa Cruz County for short-term rehabilitation.

SIGNATURE: I certify that the information in this application is accurate to the best of my knowledge and that the governing body of the organization has authorized me to submit the application for funding.

PRINTED NAME Gary Edwards **DATE:** 19-May-17

TITLE Executive Director

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Advocacy, Inc.

FY 2017-18 CONTRACT SCOPE OF WORK

Scope of Service for Scotts Valley:

Service:	Provide program service access to all Scotts Valley residents of assisted living and skilled nursing facilities, and those who are clients of Santa Cruz County Mental Health; investigate, resolve resident/client complaints and abuse allegations, and monitor conditions in long term care facilities.
Quality of Service:	85% of residents served will be satisfied with the assistance, advocacy, problem solving, and information provided.
Proposed Outcome:	80% of those served will experience an improved standard of care and/or quality of life as a result of our assistance.

Target Population for Scotts Valley:

Number Served	Age	Gender
230 unduplicated residents/clients	Over 90% of our clients are seniors, age 65+	68% F, 32% M

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Advocacy, Inc.

AGENCY BUDGET:

	Total Current Budget FY 16/17	Total Proposed Budget FY 17/18
Total Fiscal Year Revenue	$ 363,282	$ 372,329

Primary types and number of units of service provided:

Type of Unit or Service	FY 15/16 Actual #	FY 16/17 Estimated #	FY 17/18 Estimated #
2300 residents/clients will receive mandated program service access, and complaint response.	2415	2300	2300

FUNDING REQUEST SUMMARY:

Current Funding Received FY 16/17	COLA Request FY 17/18	New Funding Request FY 17/18	Total Requested FY 17/18
$ 1,536	$ 58	$ -	$ 1,594

JUSTIFICATION FOR COLA OR NEW FUNDING REQUEST:

1. COLA: We are requesting a cost of living increase equal to the Bay Area CPI increase of 3.8% (for the period April 2016 to April 2017), to cover our increased costs over the past year.

2. NEW:

008

Cabrillo College Stroke and Disability Learning Center

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

AGENCY NAME: Cabrillo College Stroke and Disability Learning Center

ADDRESS:
6500 Soquel Drive #HW1000
Aptos
CA 95003

AGENCY MISSION:
The Cabrillo College Stroke and Disability Learning Center's mission is to support adults with physical/neurological challenges to remain active participants in the community by providing education, skill building and strategies for adaptation to functional losses. Students participate in small groups in Mobility and Fitness, Speech/Communication and Counseling Support. College classes are designed to support a wide range of disabilities and offer personalized assessment to identify

DESCRIPTION OF AGENCY SERVICES:
The Cabrillo College Stroke and Disability Learning Center (SDLC) provides unique educational opportunities for adults learning to live with functional loss, and for students and caregivers learning how best to support and care for members of the community after life-altering events such as a stroke and other chronic conditions including Parkinson's Disease, Multiple Sclerosis and physical/neurological disabilities. This model program has served challenged students since 1974 and continues to offer low-cost rehabilitation education through small-group learning

AGENCIES TARGET POPULATION:
The Cabrillo College Stroke and Disability Learning Center is open to adults/seniors over 18 years of age with acquired functional loss who are able to follow group instruction in one or more areas of rehabilitation education including mobility, fitness, coordination, applied problem solving, adaptation, communication and counseling.

Annual population served includes 33% age 19-59, and 67% age 60 and over. Males comprise 58% and females 42%. Ethnicity of participants are currently 78% white, 17% Latino, 4% Asian, and 1% African-American/Native American. 29% of participants come from South County, 26% from Mid-County, and 42% from North County, including Scotts Valley. 4% are from outside the County. 56% of SDLC participants are below the 200% federal poverty level (FPL).

The Cabrillo College Stroke and Disability Learning Center serves the diverse population of Santa Cruz County and has a commitment to access and inclusion of all races, nationalities and ethnic groups. Stroke, Parkinson's, multiple sclerosis, brain injury and arthritis do not differentiate by demographic category, and the faculty and staff of the SDLC have a long history of meeting the needs of adults of all ages and backgrounds.

SIGNATURE: I certify that the information in this application is accurate to the best of my knowledge and that the governing body of the organization has authorized me to submit the application for funding.

PRINTED NAME Cynthia S.T. FitzGerald, PhD **DATE:** 5/4/2017

TITLE Director

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Cabrillo College Stroke and Disability Learning Center

FY 2017-18 CONTRACT SCOPE OF WORK

Scope of Service for Scotts Valley:

Service:

Physical activity offers one of the greatest opportunities for people to extend years of active independent life and reduce functional loss (Cress, Buckner, Probaska, Rimmer, Brown, Macera, DePietro & Chodsko-Zajko, 2006, p. 34). A key to quality of life and maintenance of Activities of Daily Living (ADLs) is performing consistent physical activities while living with chronic illness, adapting to functional changes post stroke, and adjusting to the impact of neurological diseases. Multi-dimensional activities at the Stroke and Disability Learning Center (SDLC) include endurance, strength, balance and flexibility training for optimal functional benefits. Every semester and in the summer session, the mobility classes at the Center incorporate all of these components. Best practices research validates the importance and benefits of regular participation in such activities to increase quality of life and reduce functional limitations; thereby, decreasing both isolation and hospitalizations. Faculty and staff assess participants mobility, stamina and behavioral/social interactions using the Cabrillo College Accessibility Support Center Academic Accommodation Plan.

Also, behavioral health in adults/seniors is associated with both physical activity and social connection. The SDLC provides this in the variety of physical activities in a group setting, and specific behavioral discussions in counseling classes. Counseling participants learn skills to increase self-efficacy and make health choices with positive reinforcement. The unique SDLC course offerings provide adults/seniors from Scotts Valley with evidence-based practices to maintain independence, increase socialization and decrease functional loss.

Quality of Service:

90% of adult/senior participants report satisfaction in the annual participant program survey. Also, review of written documentation of telephone conversation and/or in-person assessment (participant, family member or caregiver) indicates that 80% of participants not continuing in the program will receive appropriate referrals to community resources.

Proposed Outcome:

80% of participants will demonstrate stable/increased mobility and stamina, and 95% will demonstrate increased behavioral/social interaction, as assessed by the Accessibility Support Center Academic Accommodation Plan.

Target Population for Scotts Valley:

Number Served	Age	Gender
20 participants annually	18+	All

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Cabrillo College Stroke and Disability Learning Center

AGENCY BUDGET:

	Total Current Budget FY 16/17	Total Proposed Budget FY 17/18
Total Fiscal Year Revenue	$ 448,959	$ 450,000

Primary types and number of units of service provided:

Type of Unit or Service	FY 15/16 Actual #	FY 16/17 Estimated #	FY 17/18 Estimated #
1) Unduplicated students enrolled in rehabilitation education classes per academic year (16-week each, Fall and Spring Semesters and 6-week Summer Session) including both new and continuing students in the program. 2) Hours of rehabilitation education provided per year, which is measured by class attendance hours. 3) Total participants served-additional participants may begin the Orientation process through phone calls kept by contact logs, and may not be appropriate to continue the program, so they are successfully referred to other resources.	180/22,305/390*	175/21,000/280	175/21,000/280

*Increased contacts due to more regional marketing responses in 2015

FUNDING REQUEST SUMMARY:

Current Funding Received FY 16/17	COLA Request FY 17/18	New Funding Request FY 17/18	Total Requested FY 17/18
$ 5,684	$ 285	$ 285	$ 6,254

JUSTIFICATION FOR COLA OR NEW FUNDING REQUEST:

1. COLA 5% increase is being requested from all Funders, in keeping with the potential increase in STRS/PERS required by the State of California.

2. NEW 5% increase to support salaries for 3 part-time instructor Assistants and 1 full-time Administrative Assistant, which meet the safety needs for the SDLC disabled adult participants.
"Among our greatest challenges as a nation today is making America a safe place to grow old." (Lisa Nerenberg, California Elder Justice Coalition chair)
Seniors are among the fastest growing segment of the Santa Cruz county population, and seniors are among our most vulnerable, especially those who become disabled. The need for health maintenance, safety and mutual support is increasing. Seniors with health challenges are staying isolated at home hoping for connection, seeking safety and security from ageism and elder abuse. Others lose their social supports, resulting in community support cost and homeless population increases.

These seniors have served and cared for their children and the Scotts Valley community for decades, and are among the most giving in volunteer time, donations, election participation, and taxes.

The SDLC helps meet the challenge to make Scotts Valley a safe place to grow old by providing an educational rehabilitative program for seniors and adults with functional loss.

CASA of Santa Cruz County

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

AGENCY NAME:	CASA of Santa Cruz County
ADDRESS:	813 Freedom Blvd. Watsonville, CA 95076
AGENCY MISSION:	CASA is a child's voice in dependency court, providing advocacy, stability, and hope to children who have been abused, neglected, or abandoned.
DESCRIPTION OF AGENCY SERVICES:	CASA of Santa Cruz County recruits, screens, trains and supervises over 300 volunteers, each of whom who act on behalf of one child in the juvenile dependency court/foster care system. The volunteer develops a one-on-one relationship with the child and/or their families or caregivers. The volunteers coordinate and collaborate with the child's attorney and social workers to ensure that the child's developmental, educational, social emotional health and housing needs are met. They help them gain lifeskills and, with older youth, prepare for secondary education or employment. With information gathered, a volunteer presents his or her best recommendations to the judge for the safety and welfare of his or her CASA child. They stay with the child until their "case" ends with reuinification with their parents or placement in a permanent loving home.
AGENCIES TARGET POPULATION:	CASA serves children and youth from age birth to 21 years old who are in dependency/foster care because of abuse or neglect by their parents or caregivers.

SIGNATURE: I certify that the information in this application is accurate to the best of my knowledge and that the governing body of the organization has authorized me to submit the application for funding.

PRINTED NAME Cynthia Druley **DATE:** 5/17/2017

TITLE Executive Director

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

CASA of Santa Cruz County

FY 2017-18 CONTRACT SCOPE OF WORK

Scope of Service for Scotts Valley:

Service:

1) CASA will train 100 new adult volunteers to become court-appointed Advocates
2) CASA will provide 280 youth who are in dependency care with volunteer "Advocates" who will work with social services and the court to ensure that their educational, health, social emotional, development and permanency needs are met. 3) Adult volunteers will spend 2-4 hours with the child or working on their case

Quality of Service:

1) 95% of adult volunteers who receive comprehensive training will be sworn-in as an Advocate and be matched with a youth 2) Each child's needs and progress will be measured via the creation and annual review of their specific Advocacy Plan

Proposed Outcome:

1) CASA will volunteer "Advocates" will work with social services and the court to ensure that each child's educational, health, social emotional, development and permanency needs are met.
2) 95% of children and youth (age birth to 21) will live in safe, permanent homes and/or have stable housing at the time their case is closed.
3) Children and youth will avoid high risk behaviors evidenced by 0% of youth beinge involved in the juvenile justice system

Target Population for Scotts Valley:

Number Served	Age	Gender
25*	Birth to age 21	51% male, 49% female

*Because our children move frequently from foster home to foster home, we are not able to reliably track exactly how many live in Scotts Valley throughout the contract period. In this FY 16/17 we have already served 20. However, this ONLY reflects if the child's LAST home during the year was in Scotts Valley.

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

CASA of Santa Cruz County

AGENCY BUDGET:

	Total Current Budget FY 16/17	Total Proposed Budget FY 17/18
Total Fiscal Year Revenue	$ 1,022,218	$ 1,182,234

Primary types and number of units of service provided:

Type of Unit or Service	FY 15/16 Actual #	FY 16/17 Estimated #	FY 17/18 Estimated #
The number of children in foster/dependency care that we serve	254	270*	280

*target was 260, which we will exceed

FUNDING REQUEST SUMMARY:

Current Funding Received FY 16/17	COLA Request FY 17/18	New Funding Request FY 17/18	Total Requested FY 17/18
$ 833	$ -	$ 1,200	$ 2,033

JUSTIFICATION FOR COLA OR NEW FUNDING REQUEST:

1. COLA none

2. NEW CASA has grown its services and the number of children we have served by 10% per year for the last 4 years. This has meant that over the last 4 years we have served 206, 226, 254 and (an expected 270) children this year without any increase in funding from the City of Scotts Valley. We need additional funding to continue our growth and expansion to serve 280 in 17-18. Our annual "cost per child" is $4,077.

Community Bridges - Lift Line

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

AGENCY NAME:	Community Bridges - Lift Line
ADDRESS:	236 Santa Cruz Avenue Aptos, California 95003
AGENCY MISSION:	Community Bridges is committed to strengthening our diverse community through innovative human services. Community Bridges is a family of health and human service programs with centralized governance.
DESCRIPTION OF AGENCY SERVICES:	Community Bridges - Lift Line (Lift Line) has been designated Consolidated Transportation Service Agency (CTSA) since 1982. A CTSA's purpose is to improve transportation to social service recipients by providing access, consolidation and coordination of social services transportation. Lift Line provides approximately 80,000 rides annually to nearly 650 low income Santa Cruz County residents who require specialized wheelchair accessible transportation to various social service agencies and medical appointments.
AGENCIES TARGET POPULATION:	Lift Line serves low income Santa Cruz County residents that are elderly and/or disabled. Residents in need of Lift Line services must fill out an application and qualify for the services, which include: medical rides, Taxi Scrip (subsidized taxi fare program), out of county rides, same day ride service, rides to congregated meal sites and adult day care centers such as Elderday.

SIGNATURE: I certify that the information in this application is accurate to the best of my knowledge and that the governing body of the organization has authorized me to submit the application for funding.

PRINTED NAME Raymon Cancino **DATE:** 5/19/2017

TITLE CEO, Community Bridges

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Community Bridges - Lift Line

FY 2017-18 CONTRACT SCOPE OF WORK

Scope of Service for Scotts Valley:

Service:

Transportation assistance and paratransit service: Lift Line, as the CTSA, coordinates and/or directly provides paratransit transportation for low income seniors and disabled residents of our county through various programs funded by local, state and federal funding sources. We are a bilingual, bicultural transportation service program providing and coordinating specialized transportation in otherwise unmet and underserved service areas.

Quality of Service:

Along with surveys and the needs assessment questionnaires, Lift Line has a quality assurance process for clients and staff which includes incident reporting and safety suggestions. Clients and Santa Cruz county residents are also able to contact Lift Line and submit a complaint or compliments.

Proposed Outcome:

Low income seniors and disabled residents are provided specialized transportation service to much needed medical destinations, shelters and access to nutritious meals to help maintain and improve their health.

Target Population for Scotts Valley:

Number Served	Age	Gender
30	All adults ages 18 and above	All genders

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Community Bridges - Lift Line

AGENCY BUDGET:

	Total Current Budget FY 16/17	Total Proposed Budget FY 17/18
Total Fiscal Year Revenue	$1,406,202	$1,965,488

Primary types and number of units of service provided:

Type of Unit or Service	FY 15/16 Actual #	FY 16/17 Estimated #	FY 17/18 Estimated #
One-way specialized transportation for low income seniors and disabled residents to medical and social service	471	475	518

FUNDING REQUEST SUMMARY:

Current Funding Received FY 16/17	COLA Request FY 17/18	New Funding Request FY 17/18	Total Requested FY 17/18
$ 3,041	$ 73	$ -	$ 3,114

JUSTIFICATION FOR COLA OR NEW FUNDING REQUEST:

1. COLA: A COLA of 2.4% reflecting the C.P.I. is being requested.

2. NEW:

Community Bridges - Meals on Wheels

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

AGENCY NAME:	Community Bridges - Meals on Wheels for Santa Cruz County
ADDRESS:	236 Santa Cruz Avenue Aptos, California 95003
AGENCY MISSION:	Community Bridges is committed to strengthening our diverse community through innovative human services. Community Bridges is a family of health and human service programs with centralized governance.
DESCRIPTION OF AGENCY SERVICES:	Since 1976, Community Bridges - Meals on Wheels for Santa Cruz County (MOW) has served over 8.5 million meals to adults 60 years of age and older in Santa Cruz County. MOW currently serves over 1,600 participants through our home delivered meals and congregate dining site programs, known as Older Americans Act, Title III C-1 and C-2 nutrition programs, respectively.
AGENCIES TARGET POPULATION:	MOW targets adults 60 years of age or older, many of whom are frail, homebound or isolated, and no longer able to attend to their own nutritional needs. Targeting guidelines for both the home delivered meals and congregate dining site programs prioritize services to the following categories of adults aged 60 and above: low income, minority, geo-isolated, limited English proficiency, and at risk of institutional care.

SIGNATURE: I certify that the information in this application is accurate to the best of my knowledge and that the governing body of the organization has authorized me to submit the application for funding.

PRINTED NAME Raymon Cancino **DATE:** 5/19/2017

TITLE CEO, Community Bridges

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Community Bridges - Meals on Wheels for Santa Cruz County

FY 2017-18 CONTRACT SCOPE OF WORK

Scope of Service for Scotts Valley:

Service:	MOW is the only senior program delivering a completely prepared meal to the homes of the most vulnerable, isolated, at risk seniors who are no longer able to shop, cook or prepare their own meals.
Quality of Service:	100% of the meals will provide 33 - 40 % of the Dietary Reference Intakes of most key nutrients.
Proposed Outcome:	Homebound seniors are provided access to nutritious food. 80% of seniors served will report in an annual survey that the meal delivery helps them to stay in their home.

Target Population for Scotts Valley:

Number Served	Age	Gender
36	60-74: 6 75-85: 17 85+: 13	M:14 F:22

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Community Bridges - Meals on Wheels for Santa Cruz County

AGENCY BUDGET:

	Total Current Budget FY 16/17	Total Proposed Budget FY 17/18
Total Fiscal Year Revenue	$ 1,671,973	$ 1,710,520

Primary types and number of units of service provided:

Type of Unit or Service	FY 15/16 Actual #	FY 16/17 Estimated #	FY 17/18 Estimated #
Home Delivered Meals	3773	3912	3900

FUNDING REQUEST SUMMARY:

Current Funding Received FY 16/17	COLA Request FY 17/18	New Funding Request FY 17/18	Total Requested FY 17/18
$ 5,857	$ 141	$ 1,002	$ 7,000

JUSTIFICATION FOR COLA OR NEW FUNDING REQUEST:

1. COLA: A COLA of 2.4 % reflecting the C.P.I. is being requested.
2. NEW: Increasing share of cost to help cover the cost of County of Santa Cruz cuts to MOW

Community Bridges - Mountain Resources

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

AGENCY NAME:	Community Bridges - Mountain Community Resources
ADDRESS:	236 Santa Cruz Avenue Aptos, California 95003
AGENCY MISSION:	Community Bridges is committed to strengthening our diverse community through innovative human services. Community Bridges is a family of health and human service programs with centralized governance.
DESCRIPTION OF AGENCY SERVICES:	Community Bridges - Mountain Community Resources (MCR) offers multidisciplinary services and resources to help families and individuals maximize their potential. MCR services include the following: (1) Triple P - Positive Parenting Program; (2) food distribution; (3) support for youth on probation; (4) nutrition education; (5) cognitive behavioral therapy; and (6) drop-in resource brokering and case management.
AGENCIES TARGET POPULATION:	MCR serves everyone and does not discriminate. We serve women, men, homeless, disabled, families, lesbian, gay, bisexual, transgender (LGBT), and seniors living in the City of Scotts Valley and surrounding areas.

SIGNATURE: I certify that the information in this application is accurate to the best of my knowledge and that the governing body of the organization has authorized me to submit the application for funding.

PRINTED NAME Raymon Cancino **DATE:** 5/19/2017

TITLE CEO, Community Bridges

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Community Bridges - Mountain Community Resources

FY 2017-18 CONTRACT SCOPE OF WORK

Scope of Service for Scotts Valley:

Service:

MCR will assist 65-70 City of Scotts Valley residents with emergency food assistance and applications for government programs such as Medi-Cal, Covered California, and CalFresh. Additionally, MCR will assist clients in applying for energy and rental assistance.

Quality of Service:

100% of respondents to our annual survey will report feeling welcomed and respected while receiving services.

Proposed Outcome:

100% of respondents will report that the quality of their lives was improved by MCR's assistance with emergency food, applications for government programs such as Medi-Cal, Covered California, and CalFresh, and/or applications for energy and rental assistance.

Target Population for Scotts Valley:

Number Served	Age	Gender
70	All ages	Any gender

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Community Bridges - Mountain Community Resources

AGENCY BUDGET:

	Total Current Budget FY 16/17	Total Proposed Budget FY 17/18
Total Fiscal Year Revenue	$ 363,838	$ 416,455

Primary types and number of units of service provided:

Type of Unit or Service	FY 15/16 Actual #	FY 16/17 Estimated #	FY 17/18 Estimated #
Hours of emergency food and assistance applying for government programs such as Medi-Cal, Covered California, CalFresh, and applying for energy and rental assistance.	156 hours of service	408 hours of service	476 hours of service

FUNDING REQUEST SUMMARY:

Current Funding Received FY 16/17	COLA Request FY 17/18	New Funding Request FY 17/18	Total Requested FY 17/18
$ 273	$ -	$ 2,327	$ 2,600

JUSTIFICATION FOR COLA OR NEW FUNDING REQUEST:

1. COLA

2. NEW In fiscal year 16/17, MCR experienced a 32% increase in the number of the City of Scotts Valley residents accessing services, including emergency food, assistance applying for Calfresh, Medi-Cal, and assistance to prevent evictions and discontinuance of basic utilities.

Conflict Resolution Center
of Santa Cruz County

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

AGENCY NAME: Conflict Resolution Center of Santa Cruz County

ADDRESS:
1414 Soquel Ave. Suite 216
Santa Cruz, CA
95062

AGENCY MISSION:

The Conflict Resolution Center helps prevent and resolve conflicts and teaches clear and inclusive communication skills. Our programs address conflict at all stages-from prevention to intervention-in our homes, neighborhoods, workplaces, and the justice system.
We provide effective alternatives to litigation, hostility, and violence by facilitating respectful dialogue, in which participants create their own mutually beneficial solutions.
By building relationships and understanding between people, we can create more peaceful and safe communities and help bridge divides.

DESCRIPTION OF AGENCY SERVICES:

The Conflict Resolution Center has been serving the people of Santa Cruz County since 1986 offering affordable, accessible mediation, training and facilitation services. CRC supports people in finding satisfying solutions to difficult problems. We encourage people to view conflict as an opportunity for positive change. Our Programs include:
Community & Workplace Mediation Programs: Providing affordable mediation of family, neighborhood, community and workplace disputes. Common issues include noise, pets, parking, privacy, trees, fences, safety concerns, zoning and code enforcement, landlord/tenant, estate distribution, shared parenting, and parent-teen relationships.
Workplace issues include disputes between employees, supervisors, managers, suppliers, clients and other businesses.
Mediations involve at least two participants for 3-hour medications with a panel of 3 mediators. Hours include a coordinator, 3 mediators, case development and management for an average of 20 hours of service/mediation.
Family-Law Affordable Mediation Project (FAM): For financially qualifying couples seeking a mediated divorce.
Mediations include a coordinator, 2 mediators, an attorney, case development and management. Total hours of service/mediation =13. Divorce workshop 1/mo at County building. = .25. FAM 4 day training: Training involves a coordinator, aides and 4 trainers. Total service hours/FAM training = 325.
Public Workshops: Monthly 1 day Conflict Resolution Skills for Work and Life. Total service delivery averages 20 hours/training. One annual intensive 4 day Community Mediation Training for mediation certification. Training team of a coordinator, 7 trainers, and 12 assistants, an team assessment and evaluation review, and follow-up providing and average of 340 hours of service.
Workplace Trainings: Customized workshops designed to address the specific needs of the organization. Trainings range from 1 hr. - 8 hr. A coordinator, and 2 - 4 trainers provide services of between 3 - 40 hours per training.
Small Claims Mediation Program: Providing on-site mediation as an alternative to litigation on the day of small claims hearings. A coordinator, translator and 3-5 mediators provide service at the Court each week. Total hours of service/month averages 64 hours.
Restorative Justice Programs for Juveniles and Adults: Victim-Offender dialogues between offenders and the victims of their crimes, with the aim of establishing restitution plans and preventing future crimes. Neighborhood Accountability Board, meetings between offenders, families, victims, community members, and Probation Officers to craft a response to crime. Parent Teen Mediation Program for families who have a teen cited for an offense. Conflict Resolution training and mediations for AB 109 adult offenders. Hours include a coordinator, mediators, case development, case management,and compliance/agreement follow-up averaging 16 hr/mediation.
Group Facilitation: Offering meeting design, management and follow-up for small and large groups. Services include facilitation of Board, Council, and Commission retreats, meetings on strategic planning, re-organization, and program development, as well as public participation meetings encouraging civic engagement on issues that impact the community. Hours include meeting design and management, coordinator, facilitators and follow-up = 6 - 20 hours depending on length and complexity of meeting.

AGENCIES TARGET POPULATION:

Adults, youth and seniors who live, work or own property in Santa Cruz County.

SIGNATURE: I certify that the information in this application is accurate to the best of my knowledge and that the governing body of the organization has authorized me to submit the application for funding.

PRINTED NAME Shauna Mora **DATE:** 5/15/2017

TITLE Executive Director

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Conflict Resolution Center of Santa Cruz County

FY 2017-18 CONTRACT SCOPE OF WORK

Scope of Service for Scotts Valley:

Service:	CRC offers prevention and intervention services. We will provide mediation, training, consultation, and/or facilitation for at least 250 people who live, work, or own property in Scotts Valley. Estimated hours of service = 640
Quality of Service:	95% of participants returning surveys state they would use CRC services again, and score 4 or above on a scale of 1-5 in satisfaction with services delivered.
Proposed Outcome:	85% - 100% of mediations result in agreements between disputing parties. 90% - 100% are in compliance with the agreement 6 months after the mediation. National and local studies and evaluations have demonstrated that conflict resolution and restorative justice practices lead to better understanding of other perspectives, reduced litigation, contribute to a significant reduction in recidivism for youth and adult offenders, and increase community wellness and connections. Our mediations have helped people remain housed, stay employed, reunite families members experiencing mental health and alcohol and substance abuse, support people in aging in place, and help people be more involved in decision making processes.

Target Population for Scotts Valley:

Number Served	Age	Gender
250 or more	youth, adults, seniors Ages 12-20 Ages 21-59	all

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Conflict Resolution Center of Santa Cruz County

AGENCY BUDGET:

	Total Current Budget FY 16/17	Total Proposed Budget FY 17/18
Total Fiscal Year Revenue	$205,491.00	$180,000

Primary types and number of units of service provided:

Type of Unit or Service	FY 15/16 Actual #	FY 16/17 Estimated #	FY 17/18 Estimated #
Mediation, facilitation, training, consultaton and coaching hours -- including intial referral and conversations, intake, medation/training, evaluation and follow-up.	265 people were served equated 702 units of service	270 people were served equated 715 units of service	275 people were served equated 729 units of service

FUNDING REQUEST SUMMARY:

Current Funding Received FY 16/17	COLA Request FY 17/18	New Funding Request FY 17/18	Total Requested FY 17/18
$761.00	$ 29	$ -	$ 790

JUSTIFICATION FOR COLA OR NEW FUNDING REQUEST:

1. COLA CRC is requesting a Cost of Living increase of $29.00. This is based on the Bay Area CPI of 3.8%. Our expenses for insurance, payroll and taxes have gone up by approximately 30%, while we have reduced hours for our Executive Director and Managers

2. NEW

Dientes Community Dental Care

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

AGENCY NAME:	Dientes Community Dental Care
ADDRESS:	Dientes Community Dental Care 1830 Commercial Way Santa Cruz, CA 95065
AGENCY MISSION:	Our mission is to create lasting oral health for the underserved children and adults of Santa Cruz County and neighboring communities.
DESCRIPTION OF AGENCY SERVICES:	Dientes is a critical part of the healthcare safety net. Our 15-chair facility is open six days a week and is conveniently located in mid-county directly on the bus line, providing easy access for all residents. Our 4-chair clinic in Watsonville opened in August 2015 in partnership with the County of Santa Cruz to serve Pajaro Valley residents. In July 2016, we opened a 1-chair outreach clinic at the Homeless Services Center to better serve the homeless population in our county. In June 2017, we will open a 2-chair outreach clinic in Beach Flats to serve additional Santa Cruz patients. Dientes is one of only two providers in the county offering sliding scale fees for low-income people. We are the only Federally Qualified Health Center (FQHC) sub-recipient dedicated purely to dentistry, allowing a unique focus on high-quality, affordable dental care. Our services include oral health education, hygiene, general dentistry (e.g., examinations, x-rays, sealants, fillings, crowns, prosthodontics, basic oral surgery/extractions, etc.), endodontics (advanced root canal therapy), periodontics (care for gums, bone, tongue, and cheeks) and pedodontics (specialized dental care for children and children with disabilities).
AGENCIES TARGET POPULATION:	The large majority (96%) of Dientes' patients live at or below 100% of the Federal Poverty Level. These patients include children, adults and seniors, patients who are homeless, patients with HIV/AIDS, patients with physcial or mental disabilities, farm workers and their families, the uninsured, and others who lack access to care.

SIGNATURE: I certify that the information in this application is accurate to the best of my knowledge and that the governing body of the organization has authorized me to submit the application for funding.

PRINTED NAME Sheree Storm **DATE:** 5/15/2017

TITLE Development Director

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Dientes Community Dental Care

FY 2017-18 CONTRACT SCOPE OF WORK

Scope of Service for Scotts Valley:

Service:	Dientes Community Dental Care provides preventative, restorative, and emergency care.
Quality of Service:	At least 96% of patients surveyed rate us as providing good or excellent care and service in our Annual Patient Satisfaction Survey. At least 96% of dental care provided is appropriate and of high standard according to our Bi-Annual Chart and Treatment review by a third party Dental Advisory Committee.
Proposed Outcome:	While 100% of patients who receive treatment at Dientes will experience some degree of improved oral health (case-by-case assessment by dentists), our goal is to create dental homes for our patients to enable improved long-term oral health. We will provide a minimum of 2.5 visits per Scotts Valley patient.

Target Population for Scotts Valley:

Number Served	Age	Gender
320 Scotts Valley patients.	All ages.	All gender identities.

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Dientes Community Dental Care

AGENCY BUDGET:

	Total Current Budget FY 16/17	Total Proposed Budget FY 17/18
Total Fiscal Year Revenue	$ 6,889,858	$ 7,041,900

Primary types and number of units of service provided:

Type of Unit or Service	FY 15/16 Actual #	FY 16/17 Estimated #	FY 17/18 Estimated #
Dientes provides comprehensive dental care. Treatment will include preventative, restorative, and emergency care.	9,668	10,000	10,000

FUNDING REQUEST SUMMARY:

Current Funding Received FY 16/17	COLA Request FY 17/18	New Funding Request FY 17/18	Total Requested FY 17/18
$ 1,334	$ 29	$ -	$ 1,363

JUSTIFICATION FOR COLA OR NEW FUNDING REQUEST:

1. COLA: Based on the current CPI, a 2.2% Cost of Living Adjustment reflects the increased cost of doing business.

2. NEW:

Encompass Community Services

Youth Services Program

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

AGENCY NAME: Encompass Community Services

ADDRESS: 380 Encinal Suite 200
Santa Cruz, CA 95060

AGENCY MISSION: Founded in 1973, Encompass Community Services has grown steadily to provide a broad spectrum of evidence-based and outcome-driven services supporting the behavioral health, early development and social well-being of over 8,000 children, adults and families across the county each year. The largest nonprofit human services provider in Santa Cruz County, Encompass provides a continuum of accessible, person-centered and trauma informed care and services. We stand for dignity, equity, and justice. With our partners, we are transforming our community into one in which every adult, youth and child is healthy, thriving and able to reach their full potential.

DESCRIPTION OF AGENCY SERVICES: Counseling provided through Encompass Youth Services helps families in multiple systems to integrate school-based programs and assistance with other mental health and substance use services. The service model combines counseling (individual, family, collateral) with case management and utilizes Motivational Interviewing (MI), Trauma Informed Care (TIC) and the Seven Challenges curriculum for substance abuse issues.

AGENCIES TARGET POPULATION: The population of focus is generally low income youth between the ages of 3 and 20 living throughout the county who are experiencing emotional disturbances and/or substance use issues. Along with emotional and substance use challenges, the population of focus also experiences: conflict with parents, physical, sexual and emotional abuse, other family crises such as divorce, death, or sudden loss of income, challenges with peers, school attendance, truancy, poor grades, inability to get along with teachers, or gang involvement.

SIGNATURE: I certify that the information in this application is accurate to the best of my knowledge and that the governing body of the organization has authorized me to submit the application for funding.

PRINTED NAME Christine Sippl **DATE:** 5/19/2017

TITLE Senior Director - Impact and Partnerships

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Encompass Community Services

FY 2017-18 CONTRACT SCOPE OF WORK

Scope of Service for Scotts Valley:

Service:

Funds are used to defray some of the costs for Youth Services counseling offered to Scotts Valley youth and families through the Encompass Community Services. Countywide counseling and treatment programs addressing the needs of youth with emotional disturbances and substance use problems have been provided for over 3 decades. Currently Encompass Youth Services programs offer three types of counseling services: 1) Outpatient Individual/Family Counseling, 2) School-Based Counseling, and 3) Alcohol and Other Drugs early intervention treatment groups. By providing an array of individualized mental health and substance use counseling and treatment services, YS supports youth and their families to manage through crises, improve skills and understanding, decrease risk factors and improve overall well-being. City of Scotts Valley funding helps to cover some of the costs of providing these services to Scotts Valley youth and families in cases where no other funding is available.

Quality of Service:

Quality and outcomes are measured by administering the Children's Assessment of Needs and Strengths (CANS) at intake and every six months for those receiving services for 6 months or longer. 100% of counselors receive weekly supervision from a licensed supervisor to ensure quality of services provided.

Proposed Outcome:

Goal: To improve the functioning of children and families at home, in school and in the community. Obj 1: Post treatment, 75% of clients will positively evaluate services received , as measured by self-report outcome survey. Obj 2: 65% served will report improvement in at least 3 areas of functioning as measured by the Child and Adolescent. Obj 3: 70% of youth who present with substance abuse issues will report reduction of substance use or an increased understanding of problems related to use, as measured by self-report outcome survey.

Target Population for Scotts Valley:

Number Served	Age	Gender
26	youth 3-20 yrs. Parenting adults 26-60+ yrs	all

039

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Encompass Community Services

AGENCY BUDGET:

	Total Current Budget FY 16/17	Total Proposed Budget FY 17/18
Total Fiscal Year Revenue	$ 30,619,868	$ 31,000,000

Primary types and number of units of service provided:

Type of Unit or Service	FY 15/16 Actual #	FY 16/17 Estimated #	FY 17/18 Estimated #
Counseling sessions for school age youth and family members incl. referral and linkage to community resources and health/medical services. Unit is counseling hours.	600 youth and family members throughout the county	550 youth and family members throughout the county	525 youth and family members throughout the county

FUNDING REQUEST SUMMARY:

Current Funding Received FY 16/17	COLA Request FY 17/18	New Funding Request FY 17/18	Total Requested FY 17/18
$ 2,755	$ -	$ 405	$ 3,160

JUSTIFICATION FOR COLA OR NEW FUNDING REQUEST:

1. COLA

2. NEW Not a new program. In the prior year, Encompass requested a total of $2,755 to help defray the costs of programs offered through two programs - Youth Services Counseling and Santa Cruz AIDS Project Services. Our request this year is one combined proposal focussed only on Youth Services Counseling. A small increase in total funding is requested for counseling sessions provided to Scotts Valley school age youth and family members incl. referral and linkage to community resources and health/medical services. These funds help defray some of the costs of providing these services to youth and families who receive services not covered by any other funding.

Family Service Agency of the Central Coast

Counseling Services Program

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

AGENCY NAME: Family Service Agency of the Central Coast - Counseling Services

ADDRESS:
104 Walnut Ave.
Suite 208
Santa Cruz, CA 95060

AGENCY MISSION:
Facing life's challenges and crises can help us recognize our inner strengths. Family Service Agency of the Central Coast believes in the power and potential of people of all ages and backgrounds to discover their own creative solutions. Our professional staff and volunteers provide the resources, support and counseling services essential to healthy families and communities.

DESCRIPTION OF AGENCY SERVICES:
Family Service Agency of the Central Coast operates the following programs:
*Counseling Services(individual, couple, and family counseling)
*Conferences (continuing education for mental health professionals)
*Senior Outreach (senior peer counseling)
*Suicide Prevention Service (crisis intervention, outreach, and grief support services)
*I-You Venture (friendly visitation in care facilities)
*Renaissance (professional counseling for Medicare recipients)
*First Step (counseling for children with Medi-Cal)
*Survivors Healing Center (services to survivors of and those at risk of child sexual abuse)
*WomenCARE (advocacy, education and support for women with cancer)
Our agency has been a valuable contributor to the health and welfare of the community since 1957.

AGENCIES TARGET POPULATION:
Our agency welcomes people of diverse cultures, genders, sexual orientations, ages, faiths, socioeconomic backgrounds and abilities to receive services and as volunteers and staff members. We offer a variety of clinical, crisis, educational, outreach and supportive services designed to maintain and strengthen family and community life. We specifically target those members of our community who have the most difficulty accessing and affording mental health services. We are supported by client fees, public contracts, and private donations through our Friends of the Family, The United Way, foundations and our Daisy Auxiliary.

SIGNATURE: I certify that the information in this application is accurate to the best of my knowledge and that the governing body of the organization has authorized me to submit the application for funding.

PRINTED NAME David Bianchi **DATE:** 5/15/2017

TITLE Executive Director

Family Service Agency of the Central Coast - Counseling Services

FY 2017-18 CONTRACT SCOPE OF WORK

Scope of Service for Scotts Valley: Counseling Services

Service:

Providing low-cost counseling services to residents of Scotts Valley who are experiencing depression, anxiety, marital and family problems, grief, isolation, loneliness or who are struggling with life decisions. Counseling helps people to process feelings which are inhibiting functioning in life. It helps them to make decisions which will improve their lives. It helps families to function better. Counseling can keep people out of mental health facilities.

Quality of Service:

Interns who provide the services receive both individual and group supervision. The majority of our staff are licenced and have many years of experience. We have male and female therapists of all ages. We can provide counseling in Spanish. Clients have a wide choice to enable them find a therapist that will meet their needs.

Proposed Outcome:

80% of clients completing 6 sessions or more who respond will have made progress on their issues acording to our Client Centered Treatment Scale.

Target Population for Scotts Valley:

Number Served	Age	Gender
25	all ages children and adults	32% M 68% F

043

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Family Service Agency of the Central Coast - Counseling Services

AGENCY BUDGET:

	Total Current Budget FY 16/17	Total Proposed Budget FY 17/18
Total Fiscal Year Revenue	$ 687,628	$ 708,257

Primary types and number of units of service provided:

Type of Unit or Service	FY 15/16 Actual #	FY 16/17 Estimated #	FY 17/18 Estimated #
Counseling Client	445	450	460

FUNDING REQUEST SUMMARY:

Current Funding Received FY 16/17	COLA Request FY 17/18	New Funding Request FY 17/18	Total Requested FY 17/18
$ 1,394	$ 42	$ -	$ 1,436

JUSTIFICATION FOR COLA OR NEW FUNDING REQUEST:

1. COLA: Increased cost of doing business including rent, supplies and salaries.

2. NEW:

Family Service Agency of the Central Coast

I-You Venture Program

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

AGENCY NAME:	Family Service Agency of the Central Coast - I-You Venture
ADDRESS:	104 Walnut Ave. Suite 208 Santa Cruz, CA 95060
AGENCY MISSION:	Facing life's challenges and crises can help us recognize our inner strengths. Family Service Agency of the Central Coast believes in the power and potential of people of all ages and backgrounds to discover their own creative solutions. Our professional staff and volunteers provide the resources, support and counseling services essential to healthy families and communities.
DESCRIPTION OF AGENCY SERVICES:	Family Service Agency of the Central Coast operates the following programs: *Counseling Services(individual, couple, and family counseling) *Conferences (continuing education for mental health professionals) *Senior Outreach (senior peer counseling) *Suicide Prevention Service (crisis intervention, outreach, and grief support services) *I-You Venture (friendly visitation in care facilities) *Renaissance (professional counseling for Medicare recipients) *First Step (counseling for children with Medi-Cal) *Survivors Healing Center (services to survivors of and those at risk of child sexual abuse) *WomenCARE (advocacy, education and support for women with cancer) Our agency has been a valuable contributor to the health and welfare of the community since 1957.
AGENCIES TARGET POPULATION:	Our agency welcomes people of diverse cultures, genders, sexual orientations, ages, faiths, socioeconomic backgrounds and abilities to receive services and as volunteers and staff members. We offer a variety of clinical, crisis, educational, outreach and supportive services designed to maintain and strengthen family and community life. We specifically target those members of our community who have the most difficulty accessing and affording mental health services. We are supported by client fees, public contracts, and private donations through our Friends of the Family, The United Way, foundations and our Daisy Auxiliary.

SIGNATURE: I certify that the information in this application is accurate to the best of my knowledge and that the governing body of the organization has authorized me to submit the application for funding.

PRINTED NAME David Bianchi **DATE:** 5/15/2017

TITLE Executive Director

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Family Service Agency Of the Central Coast I-You Venture

FY 2017-18 CONTRACT SCOPE OF WORK

Scope of Service for Scotts Valley: I - You Venture

Service: Volunteers go into local residential care facilities to provide visitation, share their skills, read, sing and help residents adapt to living in a residential community. They provide art classes through Ageless Art Program with skilled professional artists who run art groups.

Quality of Service: Residents' life experiences are enhanced by weekly visits, an art program led by professional artists, an annual picnic, an annual art exhibit, musicians that play at the facilities and visits with animals. They are often the only people seen from the outside world.

Proposed Outcome: 90% of care facility residents responding will experience improvement and a decrease in loneliness and isolation according to the Client Centered Treatment Scale

Target Population for Scotts Valley:

Number Served	Age	Gender
20	55-90	35% M 65% F

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Family Service Agency of the Central Coast - I-You Venture

AGENCY BUDGET:

	Total Current Budget FY 16/17	Total Proposed Budget FY 17/18
Total Fiscal Year Revenue	$ 54,524	$ 56,160

Primary types and number of units of service provided:

Type of Unit or Service	FY 15/16 Actual #	FY 16/17 Estimated #	FY 17/18 Estimated #
Care facility resident	951	950	950

FUNDING REQUEST SUMMARY:

Current Funding Received FY 16/17	COLA Request FY 17/18	New Funding Request FY 17/18	Total Requested FY 17/18
$ 709	$ 21	$ -	$ 730

JUSTIFICATION FOR COLA OR NEW FUNDING REQUEST:

1. **COLA** Increased cost of doing business including rent, supplies and salaries.

2. **NEW**

048

Family Service Agency of the Central Coast

Senior Outreach Program

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

AGENCY NAME: Family Service Agency of the Central Coast-Senior Outreach

ADDRESS:
104 Walnut Ave.
Suite 208
Santa Cruz, CA 95060

AGENCY MISSION: Facing life's challenges and crises can help us recognize our inner strengths. Family Service Agency of the Central Coast believes in the power and potential of people of all ages and backgrounds to discover their own creative solutions. Our professional staff and volunteers provide the resources, support and counseling services essential to healthy families and communities.

DESCRIPTION OF AGENCY SERVICES:
Family Service Agency of the Central Coast operates the following programs:
*Counseling Services(individual, couple, and family counseling)
*Conferences (continuing education for mental health professionals)
*Senior Outreach (senior peer counseling)
*Suicide Prevention Service (crisis intervention, outreach, and grief support services)
*I-You Venture (friendly visitation in care facilities)
*Renaissance (professional counseling for Medicare recipients)
*First Step (counseling for children with Medi-Cal)
*Survivors Healing Center (services to survivors of and those at risk of child sexual abuse)
*WomenCARE (advocacy, education and support for women with cancer)
Our agency has been a valuable contributor to the health and welfare of the community since 1957.

AGENCIES TARGET POPULATION: Our agency welcomes people of diverse cultures, genders, sexual orientations, ages, faiths, socioeconomic backgrounds and abilities to receive services and as volunteers and staff members. We offer a variety of clinical, crisis, educational, outreach and supportive services designed to maintain and strengthen family and community life. We specifically target those members of our community who have the most difficulty accessing and affording mental health services. We are supported by client fees, public contracts, and private donations through our Friends of the Family, The United Way, foundations and our Daisy Auxiliary.

SIGNATURE: I certify that the information in this application is accurate to the best of my knowledge and that the governing body of the organization has authorized me to submit the application for funding.

PRINTED NAME David Bianchi **DATE:** 5/15/2017

TITLE Executive Director

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Family Service Agency - Senior Outreach Program

FY 2017-18 CONTRACT SCOPE OF WORK

Scope of Service for Scotts Valley: Senior Outreach

Service:	Senior Outreach provides in home peer counseling to adults over 55 who would not be able to attend counseling at a center because of age or infirmity. Counseling helps combat isolation, lonliness, depression, anxiety, grief, family and other issues of aging. There is no charge for services.
Quality of Service:	Volunteer peer counselors receive 40 hours of training and meet twice monthly for continuing education and supervision. They provide counseling, empathy and support to isolated older adults. There are presently ten support groups offered at no charge to older men and women.
Proposed Outcome:	80% of seniors receiving 6 sessions or more will have made progress on their issues according to our Client Centered Treatment Scale.

Target Population for Scotts Valley:

Number Served	Age	Gender
20	55 and over	22% M 78% F

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Family Service Agency of the Central Coast-Senior Outreach

AGENCY BUDGET:

	Total Current Budget FY 16/17	Total Proposed Budget FY 17/18
Total Fiscal Year Revenue	$ 56,213	$ 57,899

Primary types and number of units of service provided:

Type of Unit or Service	FY 15/16 Actual #	FY 16/17 Estimated #	FY 17/18 Estimated #
Peer counseling client	227	200	210

FUNDING REQUEST SUMMARY:

Current Funding Received FY 16/17	COLA Request FY 17/18	New Funding Request FY 17/18	Total Requested FY 17/18
$ 709	$ 21	$ -	$ 730

JUSTIFICATION FOR COLA OR NEW FUNDING REQUEST:

1. **COLA** Increased cost of doing business including rent, supplies and salaries.

2. **NEW**

Family Service Agency of the Central Coast

Suicide Prevention Program

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

AGENCY NAME:	Family Service Agency of the Central Coast-Suicide Prevention
ADDRESS:	104 Walnut Ave. Suite 208 Santa Cruz, CA 95060
AGENCY MISSION:	Facing life's challenges and crises can help us recognize our inner strengths. Family Service Agency of the Central Coast believes in the power and potential of people of all ages and backgrounds to discover their own creative solutions. Our professional staff and volunteers provide the resources, support and counseling services essential to healthy families and communities.
DESCRIPTION OF AGENCY SERVICES:	Family Service Agency of the Central Coast operates the following programs: *Counseling Services(individual, couple, and family counseling) *Conferences (continuing education for mental health professionals) *Senior Outreach (senior peer counseling) *Suicide Prevention Service (crisis intervention, outreach, and grief support services) *I-You Venture (friendly visitation in care facilities) *Renaissance (professional counseling for Medicare recipients) *First Step (counseling for children with Medi-Cal) *Survivors Healing Center (services to survivors of and those at risk of child sexual abuse) *WomenCARE (advocacy, education and support for women with cancer) Our agency has been a valuable contributor to the health and welfare of the community since 1957.
AGENCIES TARGET POPULATION:	Our agency welcomes people of diverse cultures, genders, sexual orientations, ages, faiths, socioeconomic backgrounds and abilities to receive services and as volunteers and staff members. We offer a variety of clinical, crisis, educational, outreach and supportive services designed to maintain and strengthen family and community life. We specifically target those members of our community who have the most difficulty accessing and affording mental health services. We are supported by client fees, public contracts, and private donations through our Friends of the Family, The United Way, foundations and our Daisy Auxiliary.

SIGNATURE: I certify that the information in this application is accurate to the best of my knowledge and that the governing body of the organization has authorized me to submit the application for funding.

PRINTED NAME David Bianchi **DATE:** 5/15/2017

TITLE Executive Director

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Family Service Agency of the Central Coast-Suicide Prevention

FY 2017-18 CONTRACT SCOPE OF WORK

Scope of Service for Scotts Valley: Suicide Prevention

Service:

We are the only program in the tri-county area that provides 24/7/365 suicide intervention and prevention services to Scotts Valley residents. Program services include a tollfree, multilingual, 24/7/365 nationally-accredited suicide crisis line available to all residents who are considering suicide or who are concerned about another. The suicide crisis line is also available to teachers, first responders, and therapists concerned about individuals and looking for support and resources. Educational presentations and trainings are available free-of-charge, including evidence-based trainings such as ASIST, Mentral Health First Aid, and safeTALK. Bereavement support services are also available free-of-charge for all Scotts Valley residents who have lost loved ones to suicide. We project we will serve 4,500 outreach participants and receive 400 calls from suicidal callers to the suicide crisis line.

Quality of Service:

95% of teachers who complete the evaluation will report they would recommend the presentation to others. 90% of suicidal callers who answer the evaluation question at the end of their call will report the call was helpful.

Proposed Outcome:

90 % of outreach education participants will increase their knowledge of suicide warning signs. 90% of suicidal callers will demonstrate the call has been successful by expressing their willingness to contract to stay safe.

Target Population for Scotts Valley:

Number Served	Age	Gender
190	Across the lifespan	45% M 55% F

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Family Service Agency of the Central Coast-Suicide Prevention

AGENCY BUDGET:

	Total Current Budget FY 16/17	Total Proposed Budget FY 17/18
Total Fiscal Year Revenue	$ 533,478	$ 549,482

Primary types and number of units of service provided:

Type of Unit or Service	FY 15/16 Actual #	FY 16/17 Estimated #	FY 17/18 Estimated #
Outreach participants	4,690	4,500	4,500

FUNDING REQUEST SUMMARY:

Current Funding Received FY 16/17	COLA Request FY 17/18	New Funding Request FY 17/18	Total Requested FY 17/18
$ 709	$ 21	$ 500	$ 1,230

JUSTIFICATION FOR COLA OR NEW FUNDING REQUEST:

1. **COLA** Increased cost of doing business including rent, supplies and salaries.

2. **NEW** Increased effort county wide including Scotts Valley to reduce suicides and suicidal ideation. 2014-2016 average 48 suicides per year in county, ages 15-96, 72% male and 28% female.

Family Service Agency of the Central Coast

WomenCARE Program

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

AGENCY NAME:	Family Service Agency of the Central Coast - WomenCARE
ADDRESS:	104 Walnut Ave. Suite 208 Santa Cruz, CA 95060
AGENCY MISSION:	Facing life's challenges and crises can help us recognize our inner strengths. Family Service Agency of the Central Coast believes in the power and potential of people of all ages and backgrounds to discover their own creative solutions. Our professional staff and volunteers provide the resources, support and counseling services essential to healthy families and communities.
DESCRIPTION OF AGENCY SERVICES:	Family Service Agency of the Central Coast operates the following programs: *Counseling Services(individual, couple, and family counseling) *Conferences (continuing education for mental health professionals) *Senior Outreach (senior peer counseling) *Suicide Prevention Service (crisis intervention, outreach, and grief support services) *I-You Venture (friendly visitation in care facilities) *Renaissance (professional counseling for Medicare recipients) *First Step (counseling for children with Medi-Cal) *Survivors Healing Center (services to survivors of and those at risk of child sexual abuse) *WomenCARE (advocacy, education and support for women with cancer) Our agency has been a valuable contributor to the health and welfare of the community since 1957.
AGENCIES TARGET POPULATION:	Our agency welcomes people of diverse cultures, genders, sexual orientations, ages, faiths, socioeconomic backgrounds and abilities to receive services and as volunteers and staff members. We offer a variety of clinical, crisis, educational, outreach and supportive services designed to maintain and strengthen family and community life. We specifically target those members of our community who have the most difficulty accessing and affording mental health services. We are supported by client fees, public contracts, and private donations through our Friends of the Family, The United Way, foundations and our Daisy Auxiliary.

SIGNATURE: I certify that the information in this application is accurate to the best of my knowledge and that the governing body of the organization has authorized me to submit the application for funding.

PRINTED NAME David Bianchi **DATE:** 5/15/2017

TITLE Executive Director

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Family Service Agency of the Central Coast - WomenCARE

FY 2017-18 CONTRACT SCOPE OF WORK

Scope of Service for Scotts Valley:

Service:

WomenCARE provides services to women in the Santa Cruz community who are dealing with any type of cancer, not only through our expanding support groups in both English and Spanish, but also through workshops (including art, writing, meditation, yoga, qigong, and soul collage), a lending library, individual consultation and practical support (transportation, housecleaning, meal preparation, errands). WomenCARE has also established a network of health care resources and practitioners who volunteer their services to WomenCARE clients. WomenCARE's Entre Nosotras program provides culturally appropriate support for Latinas with cancer negotiating a health care system in which they are at a linguistic disadvantage.

Quality of Service:

85% of clients responding to surveys will express satisfaction with the services they received.

Proposed Outcome:

85% of clients completing 6 support group sessions or more who respond will have made progress on their issues according to our Client Centered Treatment Scale.

Target Population for Scotts Valley:

Number Served	Age	Gender
15	70% between age 19-59 30% age 60 and over	96% Female 4% Male

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Family Service Agency of the Central Coast - WomenCARE

AGENCY BUDGET:

	Total Current Budget FY 16/17	Total Proposed Budget FY 17/18
Total Fiscal Year Revenue	$ 207,581	$ 213,808

Primary types and number of units of service provided:

Type of Unit or Service	FY 15/16 Actual #	FY 16/17 Estimated #	FY 17/18 Estimated #
Counseling, support group and peer clients	273	250	255

FUNDING REQUEST SUMMARY:

Current Funding Received FY 16/17	COLA Request FY 17/18	New Funding Request FY 17/18	Total Requested FY 17/18
$ 562	$ 17	$ -	$ 579

JUSTIFICATION FOR COLA OR NEW FUNDING REQUEST:

1. COLA: Increased cost of doing business including rent, supplies and salaries.

2. NEW:

Grey Bears

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

AGENCY NAME: Grey Bears

ADDRESS:
2710 Chanticleer Ave
Santa Cruz CA 95060

AGENCY MISSION:
Grey Bears improves the health and well being of seniors through food distribution, volunteerism and community participation. Our vision is that all seniors live healthy, meaningful lives.

DESCRIPTION OF AGENCY SERVICES:
Local, vital and multifaceted, Grey Bears promotes good nutrition, activity and social connection as the perfect recipe for healthy aging. The Healthy Food for Seniors program delivers a brown bag of fresh produce and healthy staples to 265 low-income Scotts Valley seniors each week. That adds up to 100,000 healthy meals a year.

Each Friday, volunteer drivers deliver the bags to our main distribution site at Scotts Valley Community Center, and to mobile home parks including Vista Del Lago, Montevalle and Spring Lakes. Weekly bags of groceries are also delivered to 23 homebound seniors by Scotts Valley resident, Richard Palasik. Our homebound seniors indicate that their feelings of isolation are alleviated by the weekly visits of a caring volunteer driver interested in their well being. Healthy recipes are regularly included in bags and on our website recipe page, www.greybears.org.

More than 500 volunteers, the vast majority of whom are age 55+, donate 80,000 volunteer hours each year. Their service cultivates social support systems and health benefits for both volunteers and program participants while making our programs possible.

Finally, Grey Bears offers weekly classes, quarterly repair cafés, and free annual events that feature healthy lunches, entertainment, dancing and raffles, and attended by more than 3,000 seniors.

AGENCIES TARGET POPULATION:
The target population consists of food-insecure Scotts Valley seniors age 55+, and age 50+ with a disability. The Scotts Valley seniors we serve range in age from 50 to 95 years old, with a median age of 72. We also provide food to 15 other local nonprofit agencies each week who serve seniors and those in need.

SIGNATURE: I certify that the information in this application is accurate to the best of my knowledge and that the governing body of the organization has authorized me to submit the application for funding.

PRINTED NAME Tim Brattan **DATE:** 5/18/2017

TITLE Executive Director

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Grey Bears

FY 2017-18 CONTRACT SCOPE OF WORK

Scope of Service for Scotts Valley:

Service:

1) 12,450 brown bags of fresh produce and healthy staples will be delivered to City of Scotts Valley seniors, including 1,100 to homebound seniors. That will total 110,000 pounds of food, equivalent to 92,000 healthy meals; 2) Approximately 20 volunteer activities will be provided to volunteers.

Quality of Service:

1) 95% of brown bags will be delivered as scheduled each week. They will contain a mix of seasonal fruits and vegetables, healthy staples and recipes; 2) 90% of volunteers will be provided with diverse volunteer opportunities, access to daily food distributions, and healthy hot meals.

Proposed Outcome:

1) 80% of surveyed brown bag recipients will indicate that they are eating healthier, saving money on food costs, and feel healthier; 2) 70% of volunteers will indicate a sense of accomplishment, purpose, and that they make a positive difference in the lives of others.

Target Population for Scotts Valley:

Number Served	Age	Gender
256	55+, and 50+ with a disability, don't drive or are rurally	64% are women, 36% are men

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Grey Bears

AGENCY BUDGET:

	Total Current Budget FY 16/17	Total Proposed Budget FY 17/18
Total Fiscal Year Revenue	$ 1,957,466	$ 1,992,705

Primary types and number of units of service provided:

Type of Unit or Service	FY 15/16 Actual #	FY 16/17 Estimated #	FY 17/18 Estimated #
1) Healthy Food for Seniors Program 2) Volunteer Activities for Senior Wellness Program	1) 14,203 bags 2) 1,287 hours	1) 13,028 bags 2) 1,265 hours	1) 12,450 bags 2) 1,200 hours

FUNDING REQUEST SUMMARY:

Current Funding Received FY 16/17	COLA Request FY 17/18	New Funding Request FY 17/18	Total Requested FY 17/18
$ 1,249	$ 34	$ 717	$ 2,000

JUSTIFICATION FOR COLA OR NEW FUNDING REQUEST:

1. **COLA** We are requesting an increase of 2.7% based on the greater Bay Area CPI for the increased cost of doing business.

2. **NEW** The requested new funding will go directly to food purchases that will enable us to continue delivering the highest quality fresh produce and healthy staples, especially during the winter months, to Scotts Valley's most vulnerable seniors.

Homeless Service Center

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

AGENCY NAME:	Homeless Services Center
ADDRESS:	115B Coral Street Santa Cruz, CA 95060
AGENCY MISSION:	Homeless Services Center partners with individuals and families to create pathways out of their homelessness into permanent housing.
DESCRIPTION OF AGENCY SERVICES:	The Homeless Services Center provides emergency shelter and transitional housing for up to 200 people on the 2-acre campus in Santa Cruz and provides case management or other supportive services to over 260 individuals in our community using a Housing First approach. Housing First is a nationally recognized best practice that centers on housing someone who is homeless as quickly as possible, then connecting them to appropriate supportive services in order to improve their health, well-being, and opportunities for community integration and independent living.
AGENCIES TARGET POPULATION:	Homeless individuals 18 and over, homeless families of all configurations.

SIGNATURE: I certify that the information in this application is accurate to the best of my knowledge and that the governing body of the organization has authorized me to submit the application for funding.

PRINTED NAME Tatiana Stone **DATE:** 5/25/2017

TITLE Grants Manager

Homeless Services Center

FY 2017-18 CONTRACT SCOPE OF WORK

Scope of Service for Scotts Valley:

Service: The Paul Lee Loft provides emergency shelter to men and women experiencing homelessness. Shelter includes access to showers, laundry, two hot meals a day, and other supportive services available on the HSC campus.

Quality of Service: Shelter includes access to showers, laundry, two hot meals a day, and other supportive services focused on housing and increasing income that are available on the HSC campus. Measured in bed nights.

Proposed Outcome: As a result of their stay at the Paul Lee Loft, 100% of participants will increase their safety and access to hygienic facilities for the nights they are sheltered (bed nights). Of the clients who exit the Paul Lee Loft to an improved living situation, 85% will exit to permanent housing.

Target Population for Scotts Valley:

Number Served	Age	Gender
10	18+	Male and Female

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Homeless Services Center

AGENCY BUDGET:

	Total Current Budget FY 16/17	Total Proposed Budget FY 17/18
Total Fiscal Year Revenue	$ 4,524,262	$ 5,311,358

Primary types and number of units of service provided:

Type of Unit or Service	FY 15/16 Actual #	FY 16/17 Estimated #	FY 17/18 Estimated #
Bed nights at the Paul Lee Loft	9194	12800	13500

FUNDING REQUEST SUMMARY:

Current Funding Received FY 16/17	COLA Request FY 17/18	New Funding Request FY 17/18	Total Requested FY 17/18
$ 408	$ -	$ 592	$ 1,000

JUSTIFICATION FOR COLA OR NEW FUNDING REQUEST:

1. COLA

2. NEW The Paul Lee Loft costs over $600,000 per year to run and only has dedicated funding of $31,000. The remainder of the cost is covered by the agency's undesignated funds, which are also essential for covering funding gaps in other programs. In an effort to be more efficient with our resources we are requesting additional dedicated funding for the Paul Lee Loft. Not only will this help the Loft to be more sustainable, it can function as additional match dollars for our entire county and be leveraged to help our whole Continuum of Care.

Hospice of Santa Cruz County

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

AGENCY NAME: Hospice of Santa Cruz County

ADDRESS: 940 Disc Drive
Scotts Valley, CA 95066

AGENCY MISSION:
We honor the choices of individuals and families by providing exemplary end-of-life care and grief support to our community. Our vision is that all members of our community live and die with dignity. We commit to ensuring that patients and families come first; valuing the contributions of staff and volunteers; building awareness of and access to services; providing care beyond industry standards and patient expectations; and being responsible stewards of our resources.

DESCRIPTION OF AGENCY SERVICES:
Approaching our 40th anniversary, Hospice of Santa Cruz County honors the choices of individuals and families by providing exemplary end-of-life care and grief support to our community. Our vision is that all members of our community live and die with dignity. We empower patients by providing them with the information and support they need to make meaningful choices that optimize their quality of life and reflect their values and preferences. Each service is created with the needs of our community in mind and is available to anyone needing support. In 2015-16 we delivered:

- Expert medical, emotional, and spiritual hospice care to 1,061 patients and their families;
- Pain and symptom management, goal setting, family caregiver support, and practical and social support to 33 patients through our home-based Palliative Care Services pilot;
- Transitional Care Services to 236 people with life-limiting illness, helping them navigate healthcare decision-making;
- Education & faith outreach to help 1,109 community members consider their future healthcare needs and make related decisions with confidence;
- Hours of relaxation, love, and light through six furry friends who made numerous visits to patients in our Pet Companions program;
- Counseling, support groups, in-school education, and Camp Erin to grieving community members. In partnership with Grief Support Volunteers, we provided a place of solace, refuge, and release, accompanying 2447 people in their grief;
- Specialized hospice care to 171 veterans through our We Honor Veterans program;
- More than 3,600 volunteer visits that provided respite, relief, and practical support. Volunteer Visitors created space for families to focus on what mattered most; and
- Music Therapy sessions to more than 80 hospice patients to reduce pain, anxiety, and stress.

AGENCIES TARGET POPULATION:
For our entire organization, the demographics are generally as follows: Age: 5% Children (11 and under); 4 % Adolescents (12-17); 15% Adults (18-64); 76% Elderly (65 and older). Gender: 64% Female; 36 % Male. Ethnicity: 2 % African American; 3% Asian/Pacific Islander; 60% Caucasian; 32% Hispanic; 1 % Native American; 2% Other. As a non-profit hospice provider, we serve terminally ill patients who both do and do not qualify for Medicare or other insurance benefits. The vulnerable populations in our region who most need this support include families who may already be burdened with medical debt, younger families (where the patient may be too young to qualify for Medicare coverage), and families where the primary caregiver may have to reduce their work hours and/or leave their job in order to meet the demands of caregiving. While the Affordable Care Act has enabled us to reduce the budget for Charity Care (hospice care provided free of charge), it still costs more than $50,000 annually. No one is turned away at Hospice of Santa Cruz County due to an inability to pay.

SIGNATURE: I certify that the information in this application is accurate to the best of my knowledge and that the governing body of the organization has authorized me to submit the application for funding.

PRINTED NAME Sally Green **DATE:** 24 May, 2017

TITLE Director of Development

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Hospice of Santa Cruz County

FY 2017-18 CONTRACT SCOPE OF WORK

Scope of Service for Scotts Valley:

Service:

According to the National Hospice and Palliative Care Organization, around 1 percent of hospice services in the United States are delivered free of charge to families who otherwise have no way to pay for them. Hospice of Santa Cruz County is among the one percent. Through Charity Care, we provide hospice care to all who want it as an essential part of our vision that all people in our community live and die with dignity.

Our multi-disciplinary hospice teams provide compassionate care to patients in the final stages of life, ensuring comfort, alleviating physical pain, and providing emotional spiritual support for the entire family - inlcuding grief support. Hospice is available 24 hours a day, every day, and is offered in the home or in residential care facilities. Spanish-language and cultural expertise ensure that Latino families can access our end-of-life services with ease.

Charity Care is comprehensive and includes the provision of medication and medical equipment—everything that is typically covered under the Medicare Hospice Benefit. With the personalized care and psychosocial support for the patient and their family, outcomes for patients include: a decrease in avoidable trips to the ER and hospital admissions; reduced days in the Intensive Care Unit; better health through reduced anxiety, depression, and difficulty in breathing; care in a setting that patients & families want and need (home); and an increased sense of wellbeing.

Our Transitions program provides psychosocial, emotional, and practical non-medical support for seriously ill people and their caregivers. It serves the most pressing needs of both seriously ill patients who are not yet ready or eligible for hospice care, and patients who have been discharged from hospice service due to a change in prognosis. Transitions is free of charge and relies solely on community support to fund it. Our Community Education program interacts with the broader community to provide end-of-life and advance health care planning information and tools.

Quality of Service:

Focusing on what is right for the patient, each person receives a plan of care that is aligned with their personal goals. Caregiver stress is reduced by having a clear plan in place and from having support from our team.

While Medicare covers the cost of hospice services for Medicare eligible patients, our Charity Care serves terminally ill patients who are not yet eligible for Medicare, those whose private insurance falls short of covering the actual cost of hospice care, and the uninsured. The goal of Transitions is to contribute to the seamless continuum of care by providing the critical guidance that seriously ill people and their families need to make informed healthcare decisions. We meet the individual needs of each patient by connecting them, and their family, with a Transitions Medical Social Worker who can discuss treatment options, provide emotional support, identify community resources that address the patient's care needs, provide assistance with completing Advance Directives, POLST forms (Physician Orders for Life Sustaining Treatment), and other shared decision making tools, and provide assistance in creating a safe caregiving plan.

Proposed Outcome:

Hospice/Charity Care: Between July 1, 2017 and June 30, 2018, all people from Scotts Valley who qualify for hospice care will be provided expert, compassionate hospice care regardless of their ability to pay. As a result of personalized care, psychosocial support (including grief support) for the patient and their family, and prevention of avoidable trips to the ER and hospital admissions, patients will experience better health and better care in terms of reduced anxiety, depression and dyspnea, and an increased sense of well-being.

Transitions: Between July 1, 2017 and June 30, 2018, focusing on what is right for the patient, each person will establish a plan of care that is aligned with their personal goals. Stress on care givers will be reduced by having a clear plan in place and from having support from the Hospice and Transitions teams. 75% of all Transitions patients will complete a POLST and/or Advance Directive within 90 days of coming on service.

Community Education: By June 30, 2017, we will make a minimum of 4 community workshops in Scotts Valley regarding advance health care planning and provide ongoing one-on-one consultations to all redients of Scotts Valley who request one.

Target Population for Scotts Valley:

Number Served	Age	Gender
200	People of all ages with hospice care, community education, and Transitions	All

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Hospice of Santa Cruz County

AGENCY BUDGET:

	Total Current Budget FY 16/17	Total Proposed Budget FY 17/18
Total Fiscal Year Revenue	$ 17,571,145	$ 19,792,000

Primary types and number of units of service provided:

Type of Unit or Service	FY 15/16 Actual #	FY 16/17 Estimated #	FY 17/18 Estimated #
Transitional Care Services, Presenstations, Provide Hospice Care to patients regardless of their ability to pay (full services area). About 7% of all of Hospice of Santa Cruz County's services are delivered to residents of Scotts Valley.	313, 30, 1061	200, 30, 1,100	200, 30, 1,100

FUNDING REQUEST SUMMARY:

Current Funding Received FY 16/17	COLA Request FY 17/18	New Funding Request FY 17/18	Total Requested FY 17/18
$ 539	$ 73	$ 927	$ 1,539

JUSTIFICATION FOR COLA OR NEW FUNDING REQUEST:

1. **COLA** In 2009, we received at 500 grant (thank you!) and the amount hasn't changed much since then. Using a Cost of Living Calculator between 2009 and 2017, the amount could potentially have increased to $612.00 if we had requested a COLA annually.

2. **NEW** This year we've added providing hospice care to all residents, despite their ability to pay (Charity Care) to our request.

Monarch Services

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

AGENCY NAME: Monarch Services

ADDRESS: 233 East Lake Ave. Watsonville, CA 95076

AGENCY MISSION: Lives free from violence and abuse.

DESCRIPTION OF AGENCY SERVICES:

Monarch Services offers immediate crisis response to victims of domestic violence and sexual assault through our 24-hour crisis line, including emergency response to law enforcement or medical facilities, and accompaniment to forensic rape examinations.

Support services include emergency shelter for victims of domestic violence or sexual assault and their children, peer counseling, advocacy, information, referrals, drop-in support groups, and assistance with restraining order applications. We also provide community education presentations to schools, community groups and service providers.

AGENCIES TARGET POPULATION:

Target areas for Monarch Services are the entire Santa Cruz County and the Pajaro Valley. Cities include Watsonville, Aptos, Scotts Valley, and Santa Cruz. Through our 24 hour crisis line we have even served people from out of the state of California. We think it is very important to help everyone as much as we are able to and we do not turn anyone away. If we are unable to directly assist someone in need, we refer them to partner agencies to provide various options and resources in order for people to get the help they need and so greatly deserve.

Monarch Services assists persons of all ages, genders, cultural and economic backgrounds. All of our services are free, confidential and bilingual. Services offered include, but are not limited to our 24 hour crisis line, an emergency confidential shelter, support groups, individual counseling, legal services, sexual assault response teams, community outreach events and presentations. We operate the only domestic violence emergency shelter in Santa Cruz County. Additionally, we are the only rape crisis center in the Santa Cruz County.

SIGNATURE: I certify that the information in this application is accurate to the best of my knowledge and that the governing body of the organization has authorized me to submit the application for funding.

PRINTED NAME Leeann Luna **DATE:** 5/18/2017

TITLE Fund Development Manager

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Monarch Services

FY 2017-18 CONTRACT SCOPE OF WORK

Scope of Service for Scotts Valley:

Service:

To provide domestic violence crisis intervention, emergency shelter and assistance with restraining orders.

Quality of Service:

85% of clients who respond to a client survey will be satisfied with the services they receive.

Proposed Outcome:

80% of clients who seek crisis intervention services will be assisted in developing safety plans to keep themselves and their children safe from further domestic violence incidents. They will also assess themselves as knowing more about how to keep safe and about community resources available to assist them. Additionally, 15% of clients who receive legal information will file restraining order applications.

Target Population for Scotts Valley:

Number Served	Age	Gender
45	All ages	All genders

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Monarch Services

AGENCY BUDGET:

	Total Current Budget FY 16/17	Total Proposed Budget FY 17/18
Total Fiscal Year Revenue	$ 2,100,000	$ 2,100,000

Primary types and number of units of service provided:

Type of Unit or Service	FY 15/16 Actual #	FY 16/17 Estimated #	FY 17/18 Estimated #
45 survivors of domestic violence, sexual assault or human trafficking will receive crisis intervention services.	1,285	1,300	1,300

FUNDING REQUEST SUMMARY:

Current Funding Received FY 16/17	COLA Request FY 17/18	New Funding Request FY 17/18	Total Requested FY 17/18
$ 3,359	$ 489	$ -	$ 3,848

JUSTIFICATION FOR COLA OR NEW FUNDING REQUEST:

1. **COLA** The amunt was determined by the cost of increased staff salaries in order to continue to have wage equity for non-profit employees.

2. **NEW** N/A

Second Harvest Food Bank-Santa Cruz County

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

AGENCY NAME:	Second Harvest Food Bank Santa Cruz County
ADDRESS:	800 Ohlone Parkway Watsonville, CA 95076
AGENCY MISSION:	To end hunger and malnutrition by educating and involving the community.
DESCRIPTION OF AGENCY SERVICES:	Our request is for the continuation of our fresh food distribution efforts serving Scott's Valley families in need. We provides healthy foods such as fruits, vegetables, whole grains, low-fat dairy products, lean proteins, and healthy staples including rice, lentils, and beans. Committed to distributing foods with high nutritional value, we work closely with local farmers, food distributors and retailers to source and provide our local seasonal fresh fruits and vegetables.
AGENCIES TARGET POPULATION:	The individuals in need of food assistance in Santa Cruz County, including children, families, individuals, veterans, people with disabilities, homeless, GLBT individuals and youth, foster children, seniors and others of all ages.

SIGNATURE: I certify that the information in this application is accurate to the best of my knowledge and that the governing body of the organization has authorized me to submit the application for funding.

PRINTED NAME Willy Elliott-McCrea **DATE:** 5/17/2017

TITLE CEO

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Second Harvest Food Bank Santa Cruz County

FY 2017-18 CONTRACT SCOPE OF WORK

Scope of Service for Scotts Valley:

Service:	Annually Second Harvest provides 485,000 lbs of food to approximately 2,244 Scotts Valley Residents (based on monthly particiption reports). We promote good nutrition by emphasizing fresh produce which accounts for more than 61% of the food distributed.
Quality of Service:	The most recent customer survey showed that 86% of food recipients give Second Harvest the highest rating for helpfulness from staff and volunteers in all our services.
Proposed Outcome:	The food insecure residents of Scotts Valley will have access to fresh nutritious food and pantry items. Each month we will provide at least 40,500 pounds of food to six Scotts Valley agencies to distribute to an average of 2,244 clients.

Target Population for Scotts Valley:

Number Served	Age	Gender
2,244 unduplicated	All ages from 0 - over 60	Both male and female

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Second Harvest Food Bank Santa Cruz County

AGENCY BUDGET:

	Total Current Budget FY 16/17	Total Proposed Budget FY 17/18
Total Fiscal Year Revenue	$ 4,978,228	$ -

Primary types and number of units of service provided:

Type of Unit or Service	FY 15/16 Actual #	FY 16/17 Estimated #	FY 17/18 Estimated #
Food Provision, Food Distribution through six Scotts Valley agencies	10,200lbs food/mos	40,500lbs food/mos	42,500lbs food/mos

FUNDING REQUEST SUMMARY:

Current Funding Received FY 16/17	COLA Request FY 17/18	New Funding Request FY 17/18	Total Requested FY 17/18
$ 3,955	$ 198	$ 47	$ 4,200

JUSTIFICATION FOR COLA OR NEW FUNDING REQUEST:

1. **COLA** The energy index declined 3.2 percent, with the gasoline index falling 6.2 percent, and other majorenergy component indexes decreasing as well. The food index rose 0.3 percent, with the index for food
at home increasing 0.5 percent, its largest increase since May 2014

2. **NEW** Second Harvest is requesting an increase in funding based on annual increases in the community need for food assistance and pounds of foods distributed.

Senior Citizens Legal Services

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

AGENCY NAME:	Senior Citizens Legal Services
ADDRESS:	501 Soquel Ave. STE F Sanat cRuz, CA 95062
AGENCY MISSION:	Senior Citizens Legal Services (SCLS) provides free legal services to elderly residents of Santa Cruz and San Benito Counties. The highest priority of the organization is to defend the right of the elderly to quality health care, social integration, to secure their persons and property, and to be free of discrimination on the basis of age or disability.
DESCRIPTION OF AGENCY SERVICES:	Senior Citizens Legal Services (SCLS) provides a broad range of civil legal representation to senior citizens who reside in Santa Cruz and San Benito Counties. The highest priority of the program is to defend the right of the elderly to quality health care, social integration, security in their persons and property and freedom from discrimination and abuse on the basis of age or disability. SCLS represents seniors with their individual legal problems and also advocates before administrative and legislative bodies on issues affecting the senior community generally. SCLS also accepts offers to provide community education programs which disseminate information about legal problems and issues which are often unique to this age group and outside the expertise of the private bar. SCLS also provides special services for seniors who are most at-risk of financial abuse through its Elder Abuse Prevention Program.
AGENCIES TARGET POPULATION:	Senior Citizens age 60 and above. Cleints who are low income and clients with disabilities.

SIGNATURE: I certify that the information in this application is accurate to the best of my knowledge and that the governing body of the organization has authorized me to submit the application for funding.

PRINTED NAME Creighton Mendivil **DATE:** 19-May-17

TITLE Executive Director

Senior Citizens Legal Services

FY 2017-18 CONTRACT SCOPE OF WORK

Scope of Service for Scotts Valley:

Service:

SCLS serve approximately 600 new clients for all legal categories; and continue service to ongoing cases not completed in 1 fiscal year. These outcomes are shared across funding sources.

Quality of Service:

SCLS measures the quality of its services by: (1) keeping detailed statistics on all closed case outcomes; (2) calculating the actual financial benefit received by clients whose cases are closed; and soliciting client feedback via questionnaires to clients to determine the level of satisfaction with the services. SCLS expects to receive favorable ratings from at least 90% of the responding clients concerning the timeliness and quality of the services.

Proposed Outcome:

Of the new cases, SCLS will assist these clients in obtaining essential benefits which would otherwise not be available to them: (1) 20 clients in obtaining health care and medical services other than through Medi-Cal (e.g., Medicare, Medi-Cruz or private insurance); (2) 50 clients in securing or retaining income for basic needs; (3) 50 clients in securing or retaining affordable housing; (4) 12 clients in preventing elder abuse and/or recovering assets; and (5) 65 clients in obtaining or retaining healthcare services or benefits through Medi-Cal.

Target Population for Scotts Valley:

Number Served	Age	Gender
98	60+	All

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Senior Citizens Legal Services

AGENCY BUDGET:

	Total Current Budget FY 16/17	Total Proposed Budget FY 17/18
Total Fiscal Year Revenue	$ 291,111	$ 320,000

Primary types and number of units of service provided:

Type of Unit or Service	FY 15/16 Actual #	FY 16/17 Estimated #	FY 17/18 Estimated #
Individual clients	607	620	630

FUNDING REQUEST SUMMARY:

Current Funding Received FY 16/17	COLA Request FY 17/18	New Funding Request FY 17/18	Total Requested FY 17/18
$ 2,656	$ 106	$ 2,500	$ 5,262

JUSTIFICATION FOR COLA OR NEW FUNDING REQUEST:

1. **COLA** SCLS is requesting a COLA of 4 percent to help in part cover our increased costs from staff health insurance.

2. **NEW** Based on the increasing demand from the growing low income senior population, SCLS hopes to hire an additional part-time staff attorney ($25,000) to help meet client demand. SCLS has received some of these needed funds from other sources.

Senior's Council

Project SCOUT Program

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

AGENCY NAME:	Seniors Council of Santa Cruz & San Benito' Counties - Project SCOUT
ADDRESS:	234 SANTA CRUZ AVENUE APTOS CA 95003
AGENCY MISSION:	It is the mission of the Seniors Council to enable older persons to function with independence and dignity in their homes and in the community to their fullest capacity.
DESCRIPTION OF AGENCY SERVICES:	Through its corps of volunteers, Project SCOUT provides free tax assistance to seniors and low income individuals and families. During tax season, Project SCOUT provides tax assistance to seniors and low-income individuals and families throughout Santa Cruz County, including weekly at the Scotts Valley Senior Center. We have a volunteer who goes to the Brookdale Scotts Valley (formerly Oak Tree Villa). In addition, we also provide in-home service to those who cannot get to a site. Year round we provide assistance by appointment to those who have not gotten their taxes done or who have gotten letters from the IRS or Franchise Tax Board.
AGENCIES TARGET POPULATION:	Low-income individuals, families and seniors.

SIGNATURE: I certify that the information in this application is accurate to the best of my knowledge and that the governing body of the organization has authorized me to submit the application for funding.

PRINTED NAME Clay Kempf **DATE:** 5/18/2017

TITLE Executive Director

Seniors Council of Santa Cruz & San Benito' Counties - Project SCOUT

FY 2017-18 CONTRACT SCOPE OF WORK

Scope of Service for Scotts Valley:

Service:	Project SCOUT will prepare taxes for seniors and low-income residents of Scotts Valley throughout the year as well as assist with response to letters from the IRS and Franchise Tax Board.
Quality of Service:	90% of clients will indicate satisfaction with the assistance received
Proposed Outcome:	A minimum of 80 Scotts Valley residents be assisted with either tax return preparation or response to letters from the IRS or the Franchise Tax Board.

Target Population for Scotts Valley:

Number Served	Age	Gender
90	18-100	All

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Seniors Council of Santa Cruz & San Benito' Counties - Project SCOUT

AGENCY BUDGET:

	Total Current Budget FY 16/17	Total Proposed Budget FY 17/18
Total Fiscal Year Revenue	$ 57,203	$ 60,292

Primary types and number of units of service provided:

Type of Unit or Service	FY 15/16 Actual #	FY 16/17 Estimated #	FY 17/18 Estimated #
Clients served	1890	1900	1910

FUNDING REQUEST SUMMARY:

Current Funding Received FY 16/17	COLA Request FY 17/18	New Funding Request FY 17/18	Total Requested FY 17/18
$ 2,982	$ 89	$ 1,800	$ 4,871

JUSTIFICATION FOR COLA OR NEW FUNDING REQUEST:

1. **COLA** A 3% cost of doing business increase is included; operating costs continue to rise and we have been unable to provide any staff raises since 2009-09.

2. **NEW** United Way of Santa Cruz County reduced their funding to all organizations by 50% in 2016-17 and into the future. Project SCOUT's loss was $9,000. We are hoping the City of Scotts Valley would be able to restore 1/5 of those lost funds. We have also applied to the County and City of Santa Cruz to assist us in filling this hole in our budget.

Senior Network Services

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

AGENCY NAME: Senior Network Services, Inc.

ADDRESS:
1777-A Capitola Road
Santa Cruz, CA 95062

AGENCY MISSION:
Senior Network Services, Inc. is a private nonprofit agency providing senior citizens and persons with disabilities with information, guidance and assistance in coordinating existing resources to promote independence and the hightest qulaity of life.

DESCRIPTION OF AGENCY SERVICES:
Senior Network Services, established in 1974, is a private, nonprofit multipurpose community resource agency serving all of Santa Cruz County. Senior Network Services (SNS) links older adults and their familieis with support services essential for physical and mental well-being. SNS focuses on helping people continue to live independent, fulfilling lives in their own homes by providing access to necessary information and resources. SNS promotes the highest possible quality of life, especially for those who are low income, minority, frail, home bound, isolated, or require services to meet their daily needs. Senior Network Services facilitates the delivery of services to seniors. Through this centralized service, agency staff coordinate the capabilities of service providers, professionals, family, friends, and volunteers to meet clients' complex needs. Services provided are information and assistance, benefits and options counseling, case management, in-home help, housing and employment services, family caregiver services, respite care registry, Medicare/health insurance counseling, money management, and publication of the Senior Resource Directory for Santa Cruz County and Housing Options for Seniors.

AGENCIES TARGET POPULATION:
The target population is older adults age 60+ and persons with disabilities who are residents of Santa Cruz County, cities of Capitola, Santa Cruz, Scotts Valley, and Watsonville.

SIGNATURE: I certify that the information in this application is accurate to the best of my knowledge and that the governing body of the organization has authorized me to submit the application for funding.

PRINTED NAME Brenda Moss **DATE:** 5/3/2017

TITLE Executive Director

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Senior Network Services, Inc.

FY 2017-18 CONTRACT SCOPE OF WORK

Scope of Service for Scotts Valley:

Service:	200 units of counseling, home visits, information and assistance, Medicare educational presentations and claims assistance for older adults and persons with disabilities.
Quality of Service:	90% of clients will be satisfied with services as measured by follow up calls and/or surveys.
Proposed Outcome:	150 clients will receive information and counseling to link them with support services to maintain independent living.

Target Population for Scotts Valley:

Number Served	Age	Gender
545	60 plus and persons with a disability	All genders

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Senior Network Services, Inc.

AGENCY BUDGET:

	Total Current Budget FY 16/17	Total Proposed Budget FY 17/18
Total Fiscal Year Revenue	$ 530,773	$ 535,600

Primary types and number of units of service provided:

Type of Unit or Service	FY 15/16 Actual #	FY 16/17 Estimated #	FY 17/18 Estimated #
Housing, Jobs, Home Help, Advocacy, Information, Case Management	31,256	31,500	32,100

FUNDING REQUEST SUMMARY:

Current Funding Received FY 16/17	COLA Request FY 17/18	New Funding Request FY 17/18	Total Requested FY 17/18
$ 1,452	$ 73	$ -	$ 1,525

JUSTIFICATION FOR COLA OR NEW FUNDING REQUEST:

1. **COLA** A 5% COLA is requested to assist with salary paid from this funding. Staff are still not paid a living wage through the grant, and our agency has an on-going goal to improve wages.

2. **NEW**

Vista Center for the Blind & Visually Impaired

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

AGENCY NAME:	Vista Center for the Blind & Visually Impaired
ADDRESS:	3315 Mission Drive, Suite B Santa Cruz, CA 95065
AGENCY MISSION:	Vista Center empowers individuals who are blind or visually impaired to embrace life to the fullest through evaluation, counseling, education and training.
DESCRIPTION OF AGENCY SERVICES:	**Safe & Healthy Living** assesses the individual needs of a client and develops a customized plan of action for teaching the skills that enable independence. **Low Vision Services** provides evaluations which result in recommendations and education to enhance the use of remaining vision. Vista Center's specially trained low vision optometrists provide devices, services and support. **Technology Program** brings technology that was once available to the sighted community to those who are blind or visually impaired.
AGENCIES TARGET POPULATION:	Vista Center provides services and supports to people of all ages who are blind or visually impaired. 83% of the clients we serve in Santa Cruz County are seniors 60 years and older.

SIGNATURE: I certify that the information in this application is accurate to the best of my knowledge and that the governing body of the organization has authorized me to submit the application for funding.

PRINTED NAME Christy Tall **DATE:** 5/15/2017

TITLE Branch Manager

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Vista Center for the Blind & Visually Impaired

FY 2017-18 CONTRACT SCOPE OF WORK

Scope of Service for Scotts Valley:

Service: 12 individuals will receive services from Vista Center's Safe & Healthy Living program. Our professional staff will assess the individual needs of each client and develop a customized plan of action for teaching skills that will enable independence.

Quality of Service: 85% of individuals who have completed services will have met their goals.

Proposed Outcome: 90% of individuals will have received resources and/or instruction to enable them to manage their vision loss.

Target Population for Scotts Valley:

Number Served	Age	Gender
12	18-20; 21-59; 60+ years old	women, men, all

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Vista Center for the Blind & Visually Impaired

AGENCY BUDGET:

	Total Current Budget FY 16/17	Total Proposed Budget FY 17/18
Total Fiscal Year Revenue	$ 2,207,106	$ 2,224,141

Primary types and number of units of service provided:

Type of Unit or Service	FY 15/16 Actual #	FY 16/17 Estimated #	FY 17/18 Estimated #
Individuals who receive one or more program services	15	20	12

FUNDING REQUEST SUMMARY:

Current Funding Received FY 16/17	COLA Request FY 17/18	New Funding Request FY 17/18	Total Requested FY 17/18
$ 2,074	$ 62.22	$ -	$ 2,136

JUSTIFICATION FOR COLA OR NEW FUNDING REQUEST:

1. COLA: We are requesting a 3% increase for COLA to cover the rising cost of doing business.

2. NEW:

Volunteer Center of Santa Cruz County

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

AGENCY NAME: Volunteer Center of Santa Cruz County

ADDRESS: 1740 17th Avenue, Santa Cruz California, 95062

AGENCY MISSION: *Transforming our communities and ourselves through volunteering, empowering everyone to Be the Difference.* For 50 Years the Volunteer Center has been a home for people who want to make meaningful connections and create lasting change. Through our family of Programs, we create and sustain a deeply rooted culture of volunteerism in Santa Cruz County that transforms our community for good.

DESCRIPTION OF AGENCY SERVICES:

50 years of experience and impact drives our programs. Our programming is county-wide, easy to access and puts the best of innovation and proven tools to work for good.

➢ Volunteering can transform communities - making them better, stronger, more resilient. Last year, our volunteers donated $9 million in labor and $400,000 in cash to our community & partners.

➢ Volunteering and the work of volunteers can transform people's lives for good – making real, measurable differences in the lives of 9,000+ local people in need. **Through our Youth & Senior Service programs, 108 Scotts Valley Residents got help they needed last year.**

➢ Because volunteering is good for people and communities, we empower everyone to Be the Difference through volunteering - by making it easy to find information about volunteering, by offering special supports to engage 12,000 volunteers and by helping our partners find and keep volunteers. **209 Scotts Valley residents connected to volunteering through us last year**

AGENCIES TARGET POPULATION: Volunteer Mobilization impacts all ages and every issue; Transportation and Helping Hands focuses on fixed and low income, frail seniors who are the fasted growing demographic in our community; YouthServe focuses on youth ages 11-18.

SIGNATURE: I certify that the information in this application is accurate to the best of my knowledge and that the governing body of the organization has authorized me to submit the application for funding.

PRINTED NAME Alicia Dayton **DATE:** 5/18/2017

TITLE Budget Manager

Volunteer Center of Santa Cruz County

FY 2017-18 CONTRACT SCOPE OF WORK

Scope of Service for Scotts Valley:

Service:	**a. Transportation for Seniors -** Volunteers will provide 4600 rides to low income, frail and homebound seniors **b. Helping Hands** volunteers will provide home safety inspections and repairs to 200 seniors homes **c. Volunteer Mobilization** provides information and asssistance to 20,000 people to connect them with current volunteer opportunities for 350 local nonprofit, school and government partners **d. YouthServe** will engage 250 youth in age appropriate service activities supervised by adult mentors after school and in the summer
Quality of Service:	**a. Transportation:** 97% of requested rides that fall within service hours are filled **b. Helping Hands:** 98% of seniors receiving service are "Happy or Very Happy" with the quality of services received on client satisfaction surveys **c. Volunteer Mobilization:** At least 11,000 people volunteer with a specific, local volunteer opportunity **d. YouthServe:** 80% of youth who participate come back again and complete multiple activities.
Proposed Outcome:	**a. Transportation:** 90% of rides provided are to access food or medical care, enabling seniors to remain independent in their homes **b. Helping Hands:** 90% of seniors receiving services are still living in their homes at follow-up contact **c. VolunteerMobilization:** Volunteers contribute $8.5 million in labor through our programs and partners to improve our community **d. YouthServe:** Youth participate in 1500 hours of positive activities outside of school.

Target Population for Scotts Valley:

Number Served	Age	Gender
300 Scotts Valley Residents	All Ages	All Genders

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Volunteer Center of Santa Cruz County

AGENCY BUDGET:

	Total Current Budget FY 16/17	Total Proposed Budget FY 17/18
Total Fiscal Year Revenue	$ 3,720,630	$ 3,869,455

Primary types and number of units of service provided:

Type of Unit or Service	FY 15/16 Actual #	FY 16/17 Estimated #	FY 17/18 Estimated #
a. Transportation: Rides to frail and homebound seniors	a. 4229	a. 4600	a. 4600
b. Helping Hands: Senoir homes repaired	b. 180	b. 200	b. 200
c. Volunteer Mobilization: People connected to 350 non-profits	c. 58,825/415	c.56,500/400	c.56,500/400
d. YouthSERVE: Youth engaged in after school and summer activities	d. 463	d. 385	d. 385

FUNDING REQUEST SUMMARY:

Current Funding Received FY 16/17	COLA Request FY 17/18	New Funding Request FY 17/18	Total Requested FY 17/18
$ 2,537	$ 253	$ -	$ 2,790

JUSTIFICATION FOR COLA OR NEW FUNDING REQUEST:

1. COLA: Increases in Health Insurance; increases in technology & insurance costs as we bring more volunteers to the table to help out.
Note that every $1 we spend on volunteer recruitment returns over $10 in donated labor.

2. NEW:

Walnut Avenue Family & Women's Center
Domestic Violence Program

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

AGENCY NAME: Walnut Avenue Family & Women's Center-Domestic Violence Program

ADDRESS:
303 Walnut Avenue
Santa Cruz, CA
95060

AGENCY MISSION:
Walnut Avenue is a 501(c)3 public benefit organization dedicated to improving the economic, physical, and emotional well-being of all women, children, and families through interactive programs. Our strength-based, trauma-informed, family-focused services have been supporting the Santa Cruz Community for over 80 years. Walnut Avenue's mission is to provide support and services so that women, children, and families will have the oppurtunities and skills to thrive.

DESCRIPTION OF AGENCY SERVICES:
Walnut Avenue has 5 programs described below:
1. **Services for Survivors of Domestic Violence**
Walnut Avenue is dedicated to providing quality supportive services to survivors of domestic violence focusing on safe, non-judgmental, trauma-informed practices. Comprehensive services include referrals, one-on-one advocacy, court accompaniment, support groups, emergency access to food, clothing and shelter, community awareness-raising events, prevention and education. This program also provides a 24-hour crisis support hotline, and helps coordinate in-kind donations received for our donation room, where participants can access clothing, shoes, household goods and necessary home establishment items.
2. The Community Engagement program intends to engage the larger Santa Cruz community in the mission of Walnut Avenue at all levels of interest.
3. Services for Children & Youth
The youth programs are designed for prevention & education--to break the cycle of violence and empower at-risk children & youth by providing a space for their voices to be heard.
4. Early Childhood Education
Early Childhood Education services are carefully designed to meet the needs of children and families who have experienced domestic violence or who face adverse circumstances such as adolescent parenting, poverty or illiteracy. 5. Family Support Services
Family Support Services includes a variety of services and campaigns which support all other programs at the agency which are intended to supplement the basic needs of participants. We strive to reduce barriers to success by providing individuals and families with supplemental food, as well as gently used and new clothing and household items. Through a number of collaborations with state-funded organizations and local businesses, we are able to provide our participants with free supplemental groceries including diapers and baby formula, business/interview clothes, clothing vouchers, furniture, appliances, and other practical household items. Further, this department coordinates the reception desk/participant intake, agency fundraising events, community events and annual community service campaigns.

AGENCIES TARGET POPULATION:
Walnut Avenue prioritizes individuals and families seeking supportive programs who are from under-served populations due to poverty, early pregnancy, homelessness, mental health, substance abuse, food insecurity, domestic violence and those who live in geographically isolated communities with few resources. Walnut Avenue seeks to improve the economic, physical, and emotional well-being of all the individuals and families we serve.

SIGNATURE: I certify that the information in this application is accurate to the best of my knowledge and that the governing body of the organization has authorized me to submit the application for funding.

PRINTED NAME Julie P. Macecevic **DATE:** 5/19/2017

TITLE Executive Director

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Walnut Avenue Family & Women's Center-Domestic Violence Program

FY 2017-18 CONTRACT SCOPE OF WORK

Scope of Service for Scotts Valley:

Service:	Walnut Avenue's Domestic Violence Program will provide 1,000 hours of peer counseling support via our hotline and peer lead support groups, 300 hours of legal assistance to navigate the family law, civil law and criminal law systems, and 250 hours of social service advocacy and accompaniment to survivors of domestic violence.
Quality of Service:	By the end of contract, 90% of participants will report satisfaction with support services received with a 2 or higher on a 0-3 scale on an agency designed survey. By the end of contract, 90% of participants will report satisfaction with the legal support services with a 2 or higher on a 0-3 scale on an agency designed survey. By the end of the contract, 90% of participants will report satisfaction with agency services received with a 2 or higher on a 0-3 scale on an agency designed survey.
Proposed Outcome:	By the end of contract, 90% of participants will report that they have developed a realistic safety plan, including strategies for physical, emotional and/or spiritual safety with a 2 or higher on a 0-3 scale. By the end of contract, 90 % of participants will report feeling less stressed and having fewer barriers to safety since recieving legal support. By the end of the contract, 90% of participants will report having options and strategies to manage immediate emergency needs (re. food, housing, children/youth) at a 2 or higher on a 0-3 scale..

Target Population for Scotts Valley:

Number Served	Age	Gender
200	0-65+	All

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Walnut Avenue Family & Women's Center-Domestic Violence Program

AGENCY BUDGET:

	Total Current Budget FY 16/17	Total Proposed Budget FY 17/18
Total Fiscal Year Revenue	$ 1,255,576	$ 1,285,181

Primary types and number of units of service provided:

Type of Unit or Service	FY 15/16 Actual #	FY 16/17 Estimated #	FY 17/18 Estimated #
1. 1000 hours of peer counseling support via our hotline and peer lead support groups 2. 300 hours of legal assistance to navigate the family law, civil law and criminal law systems to survivors of Domestic violence 3. 250 hours of social service advocacy and accompaniment to survivors of domestic violence	(1) 2690 (2) 582 (3) 658	(1) 2000 (2) 1360 (3) 578	(1)1000 (2) 300 (3) 250

FUNDING REQUEST SUMMARY:

Current Funding Received FY 16/17	COLA Request FY 17/18	New Funding Request FY 17/18	Total Requested FY 17/18
$ 1,680	$ -	$ 320	$ 2,000

JUSTIFICATION FOR COLA OR NEW FUNDING REQUEST:

1. COLA

2. NEW Walnut Avenue respectfully requests a small increase in funding to help support the wide variety of services we have available for Scotts Valley residents who are experiencing domestic violence. Walnut Avenue is the closest agency that provides comprehensive DV support services to Scotts Valley and we wish to provide living wages and competitive benefits for our employees so that we can provide the best quality of service to Scotts Valley residents in need.

Walnut Avenue Family & Women's Center

Family Support Services Program

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

AGENCY NAME: Walnut Avenue Family & Women's Center-Family Support Services

ADDRESS:
303 Walnut Avenue
Santa Cruz, CA
95060

AGENCY MISSION:
Walnut Avenue is a 501(c)3 public benefit organization dedicated to improving the economic, physical, and emotional well-being of all women, children, and families through interactive programs. Our strength-based, trauma-informed, family-focused services have been supporting the Santa Cruz Community for over 80 years. Walnut Avenue's mission is to provide support and services so that women, children, and families will have the oppurtunities and skills to thrive.

DESCRIPTION OF AGENCY SERVICES:
Walnut Avenue has 5 programs described below:
1. Family Support Services includes a variety of services and campaigns which support all other programs at the agency which are intended to supplement the basic needs of participants. We strive to reduce barriers to success by providing individuals and families with supplemental food, as well as gently used and new clothing and household items. Through a number of collaborations with state-funded organizations and local businesses, we are able to provide our participants with free supplemental groceries including diapers and baby formula, business/interview clothes, clothing vouchers, furniture, appliances, and other practical household items. Further, this department coordinates the reception desk/participant intake, agency fundraising events, community events and annual community service campaigns.
2. Services for Survivors of Domestic Violence
Walnut Avenue is dedicated to providing quality supportive services to survivors of domestic violence focusing on safe, non-judgmental, trauma-informed practices.
3. Services for Children & Youth
The youth programs are designed for prevention & education--to break the cycle of violence and empower at-risk children & youth by providing a space for their voices to be heard.
4. Early Childhood Education
Early Childhood Education services are carefully designed to meet the needs of children and families who have experienced domestic violence or who face adverse circumstances such as adolescent parenting, poverty or illiteracy.
5. The Community Engagement program intends to engage the larger Santa Cruz community in the mission of Walnut Avenue at all levels of interest.

AGENCIES TARGET POPULATION:
Walnut Avenue prioritizes individuals and families seeking supportive programs who are from under-served populations due to poverty, early pregnancy, homelessness, mental health, substance abuse, food insecurity, domestic violence and those who live in geographically isolated communities with few resources. Walnut Avenue seeks to improve the economic, physical, and emotional well-being of all the individuals and families we serve.

SIGNATURE: I certify that the information in this application is accurate to the best of my knowledge and that the governing body of the organization has authorized me to submit the application for funding.

PRINTED NAME Julie P. Macecevic **DATE:** 5/19/2017

TITLE Executive Director

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Walnut Avenue Family & Women's Center-Family Support Services

FY 2017-18 CONTRACT SCOPE OF WORK

Scope of Service for Scotts Valley:

Service:	By end of contract Walnut Avenue's Family Support Services will provide 2,000 individual supplemental food bags which is equal to 5200 meals and will provide 1200 hours of access to our clothing barn, household items and toiletries (donations) to participants.
Quality of Service:	By the end of contract, 80% of those participating will report a satisfaction score on the participants survey of a 2 or higher on a 0-3 scale on an agency developed survey. By the end of contract, 80% of families using this service will report satisfaction with this service by a score of 2 on a scale of 0-3 or higher on the agency developed participant survey.
Proposed Outcome:	By the end of contract, 80% of those participating will report a reduction of stress related to the availability of supplemental food bags thus reducing the stress on the family budget and 80% of families using this service will report a reduction of stress related to the availability of basic needs thus reducing the stress on the families budget, on an agency developed survey.

Target Population for Scotts Valley:

Number Served	Age	Gender
2000 (5200 meals) supplemental food bags, 1200 hours	All	All

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Walnut Avenue Family & Women's Center-Family Support Service

AGENCY BUDGET:

	Total Current Budget FY 16/17	Total Proposed Budget FY 17/18
Total Fiscal Year Revenue	$ 1,255,576	$ 1,285,181

Primary types and number of units of service provided:

Type of Unit or Service	FY 15/16 Actual #	FY 16/17 Estimated #	FY 17/18 Estimated #
1. 2,000 indevidual supplemental food bags (5200 meals) 2. 1200 hours access to emergency donations	1. 2065 2. 1540	1. 2000 2. 1619	1. 2000 2. 1200

FUNDING REQUEST SUMMARY:

Current Funding Received FY 16/17	COLA Request FY 17/18	New Funding Request FY 17/18	Total Requested FY 17/18
$ 258	$ -	$ 250	$ 508

JUSTIFICATION FOR COLA OR NEW FUNDING REQUEST:

1. COLA

2. NEW Walnut Avenue appreciate's the city of Scott's Valley's commitment to our Family Support Services. We are planning this coming year to evaluate how much we pay staff with a desire to pay more competitive, living wages. In addition, we would like to offer more fresh dairy and nutritional foods in our supplemental food bags.

Walnut Avenue Family & Women's Center

Volunteer Youth Advocates Program

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

AGENCY NAME: Walnut Avenue Family & Women's Center-Youth Services

ADDRESS:
303 Walnut Avenue
Santa Cruz CA
95060

AGENCY MISSION:

Walnut Avenue is a 501(c)3 public benefit organization dedicated to improving the economic, physical, and emotional well-being of all women, children, and families through interactive programs. Our strength-based, trauma-informed, family-focused services have been supporting the Santa Cruz Community for over 80 years. Walnut Avenue's mission is to provide support and services so that women, children, and families will have the oppurtunities and skills to thrive.

DESCRIPTION OF AGENCY SERVICES:

Walnut Avenue has 5 programs described below:
1. Services for Children & Youth: The youth programs are designed for prevention & education--to break the cycle of violence and empower at-risk children & youth by providing a space for their voices to be heard. Programs are provided in multiple settings to provide the widest breadth of opportunity for young people to engage including one-on-one mentoring, support groups, in-school workshops, and community workshops. All aspects of the youth programs are designed to promote young leaders in their schools and community. Our objective is to build assets among the youth in our community, raise their standards for what is an acceptable healthy relationship, and encourage them to seek out healthy relationships in the future thereby motivating behavior change in generations to come. The Child Mentor program provides a safe, fun environment for children while their parent or guardian is receiving services at our agency. This supports the elimination of childcare barriers for families that would like to receive services but cannot financially afford childcare while they meet with staff advocates or attend support groups.
2. Services for Survivors of Domestic Violence
Walnut Avenue is dedicated to providing quality supportive services to survivors of domestic violence focusing on safe, non-judgmental, trauma-informed practices.
3. The Community Engagement program intends to engage the larger Santa Cruz community in the mission of Walnut Avenue at all levels of interest.
4. Early Childhood Education services are carefully designed to meet the needs of children and families who have experienced domestic violence or who face adverse circumstances such as adolescent parenting, poverty or illiteracy.
5. Family Support Services
Family Support Services includes a variety of services and campaigns which support all other programs at the agency which are intended to supplement the basic needs of participants.

AGENCIES TARGET POPULATION:

Walnut Avenue prioritizes individuals and families seeking supportive programs who are from under-served populations due to poverty, early pregnancy, homelessness, mental health, substance abuse, food insecurity, domestic violence and those who live in geographically isolated communities with few resources. Walnut Avenue seeks to improve the economic, physical, and emotional well-being of all the individuals and families we serve.

SIGNATURE: I certify that the information in this application is accurate to the best of my knowledge and that the governing body of the organization has authorized me to submit the application for funding.

PRINTED NAME Julie P. Macecevic **DATE:** 5/19/2017

TITLE Executive Director

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Walnut Avenue Family & Women's Center-Youth Services

FY 2017-18 CONTRACT SCOPE OF WORK

Scope of Service for Scotts Valley:

Service:

By end of contract, 30 young adults will have been trained as Volunteer Youth Advocates and begun working directly with youth through mentoring, support groups and educational workshops. Walnut Avenue will provide supportive services such as support groups and/or individual advocacy for 20 youth. Also, Walnut Avenue will provide at least one workshop in a Scotts Valley School to educate and prevent intimate partner violence and provide resources for youth experiencing Domestic Violence.

Quality of Service:

By end of contract, 80% of volunteers that received the full training will express satisfaction with the training by scoring a 3 or higher out of 5 on an agency developed survey. 80% of participating youth will indicate on a satisfaction survey that they agreed that our services were satisfactory at a 4 or 5 out of 5.

Proposed Outcome:

By the end of contract, 80 % of youth volunteer advocates trained in one-on-one mentoring, leading support groups and or educational workshops will report increased skills in group leadership and youth mentoring. At the completion of the year, 90% of youth participants will be able to identify 2 additional adults they feel have a positive influence on their life.

Target Population for Scotts Valley:

Number Served	Age	Gender
20	Youth 6-17	All

FY 2017-18 FUNDING APPLICATION - CITY OF SCOTTS VALLEY

Walnut Avenue Family & Women's Center-Youth Services

AGENCY BUDGET:

	Total Current Budget FY 16/17	Total Proposed Budget FY 17/18
Total Fiscal Year Revenue	$ 1,255,576	$1,285,181

Primary types and number of units of service provided:

Type of Unit or Service	FY 15/16 Actual #	FY 16/17 Estimated #	FY 17/18 Estimated #
1. 30 young adults will have been trained as Volunteer Youth Advocates and begun working directly with youth through mentoring, support groups and educational workshops 2. match 20 at-risk youth with appropriately screened and trained adult mentors. 3. At least one workshop or outreach event presented at a Scotts Valley School	1. 50 2. This was a different outcome.	1. 40 2. 31 3. 1	1. 30 2. 20 3. 2

FUNDING REQUEST SUMMARY:

Current Funding Received FY 16/17	COLA Request FY 17/18	New Funding Request FY 17/18	Total Requested FY 17/18
$ 258	$ -	$ 250	$ 508

JUSTIFICATION FOR COLA OR NEW FUNDING REQUEST:

1. COLA

2. NEW Walnut Avenue respectfully requests additional funding to support our youth workshops in Scotts Valley intended to educate Scotts Valley youth and their allies about the dangers of intimate partner violence, how to be allies to friends experiencing violence in relationships or at home, and how to access resources. This year we presented at Scotts Vally High during Teen Dating Violence Awareness Month, but would be happy to be invited back for more opportunities and at more locations. In addition, we have a 24/7 hotline available to Scotts Valley youth as well summer programming available.

City of Scotts Valley

Arts Council of Santa Cruz County is extremely grateful for our 38-year partnership with the residents and city leaders of Scotts Valley. Together, we are helping to stimulate creativity, change the lives of the people we serve, and make Santa Cruz County even more vibrant. We request $2,000 to continue our vibrant arts programming for the full Scotts Valley community.

Arts Council Highlights

- **ACSCC makes wise investments in the County's creative economy.** In 2015-16, ACSCC awarded over $206,000 to more than 50 artists and arts organizations to produce arts and cultural activities in theater, music, dance, literary and visual arts, and community events. Last year, Scotts Valley artist Brian Bowes, an illustrator of children's books, received a grant from us for a public art exhibit at the Scotts Valley Library. Our grantees also included organizations that serve Scotts Valley, such as the Japanese Cultural Fair, Cabrillo Festival of Contemporary Music, Santa Cruz County Symphony, Poetry Santa Cruz, the Ohlone Festival, and Santa Cruz Ballet Theater.

- **The arts help create tomorrow's leaders.** Through arts education, youth learn to problem-solve, innovate, and think critically. Annually, over 17,000 students are served through SPECTRA and Mariposa's Art.

- **The arts are good business.** More than 300 artists participate annually in the Open Studios Art Tour, which brings thousands of people to our community and generates more than $775,000 in taxable art sales for the county each year. Eighteen of those artists are in the Scotts Valley area including plein-air painter Scott Hamill, ceramist Andrea Dana-McCullough (featured below), and oil painter Kat Moseley (featured below).

- **The arts stimulate the economy**. Nonprofit arts and culture are a significant industry in Santa Cruz County—one that generates $38.38 million in total economic activity. This spending supports 877 full-time equivalent jobs, generates $22.36 million in household income to local residents, and delivers $5.26 million in local and state government revenue.

- **The arts contribute to community improvement.** We are working with "unlikely partners", using the arts to solve broad community issues. With partners that range from the Coastal

Watershed Council to Sutter Health, we are powering the arts to drive positive community change. One example is our collaborative work to revitalize the San Lorenzo River through our Ebb & Flow River Arts Project — a day of celebration where artists, environmentalists, neighbors and strangers come together to celebrate the San Lorenzo River and Tannery Arts Center. Please join us on June 3rd for a kinetic art parade along the Riverwalk that leads to an all day River Arts Celebration at the Tannery.

- **The arts inspire people where they are**. Each year, ACSCC collaborates with the County of Santa Cruz to bring rotating exhibits to the County Government Center, including the exciting annual Children's Art Exhibit which includes works from more than 400 students.

- **ACSCC supports the business of art.** Through Fiscal Sponsorship, ACSCC provides strategic guidance and financial oversight to multiple organizations.

Summary

Funds from the City of Scotts Valley will be used to provide support to artists and arts organizations, and to fulfill our mission to promote, connect, and invest in the arts to stimulate creativity and vibrancy throughout Santa Cruz County. As the state- and county-designated support agency for the arts in Santa Cruz County, it is our charge to ensure that the children, youth, residents, artists, and visitors to this community have access to high-quality, diverse arts experiences.

We are in the process of finalizing a strategic plan for 2017-2020. Our goals are to: 1) lead a community-building effort at the Tannery Arts Center; 2) work with leaders and organizations, especially in underserved areas, to enhance creative opportunities; 3) support the leadership development of middle school and high school students through our innovative Mariposa's Art arts education program; 4) strategize and implement new guidelines in our Grants and Open Studios programs to address barriers and increase diverse participation; and 5) work with a racial justice consultant and diverse community members to create a long-range equity plan for the Arts Council.

Arts Council Santa Cruz County is proud of the many accomplishments achieved in its partnership with the City of Scotts Valley, and we look forward to continuing our collective impact in the coming year. Thank you for funding and empowering creativity. Thank you for being advocates for the arts. Your support is critical. We look forward to the next 38 years!

City of Scotts Valley
CITY COUNCIL STAFF REPORT

DATE: June 7, 2017

TO: Honorable Mayor and City Council

FROM: Scott Hamby, Public Works Director

APPROVED: Jenny D. Haruyama, City Manager

SUBJECT: **SKYPARK OPEN SPACE MAINTENANCE ASSESSMENT DISTRICT NO. 1 PUBIC MEETING**

SUMMARY OF ISSUE

In 1995, the City Council formed the Skypark Open Space Maintenance Assessment District No. 1 and subsequently authorized the levy and collection of an assessment to maintain the open space district. The revenue collected to maintain the district includes linear park, two greenbelt areas, and a self-insurance fund in the event of a slope failure. The assessment district is formed pursuant to the Landscaping and Lighting Act of 1972 and must be renewed annually.

Each year, an Annual Engineer's Report is filed, which includes an estimate of expenses to be paid by the district, a description of the work to be performed or improvements to be made, and benefit assessment, outlining the proposed budget for the cost of maintaining, repairing, and operating any public improvements. The FY 2017/18 assessment is $219.74 per unit, the same as last year's. The total assessment revenue is estimated to be $41,750.60. At the time the assessment was established, an annual inflator was not included; therefore, the per unit assessment has remained the same since 1995.

Revenue generated by the assessment covers expenses related landscape services such as cultivation, trimming, spraying, fertilizing, or treating of disease, and removal of trimmings, debris, and other solid waste; repair, reconstruction, removal, and/or replacement of items related to the maintenance of vegetation and open space, including but not limited to: irrigation systems, lighting, infrastructure (curbs, gutters, sidewalks); and utilities (water and electricity). The assessment also requires that funds be set aside in the event of a slope failure within the assessment area. To date, there have been no visible slope stability issues; an inspection of the bluff/slope area is anticipated to be scheduled this month.

The table below reflects the proposed FY 2017/18 budget, estimated year-end for FY 2016/17 and FY 2015/16 actuals:

	Proposed FY 17/18	Estimated FY 16/17	Actual FY15/16
Total Revenue	**$41,750**	**$41,750**	**41,872**
Expenses			
Utilities	$8,500	$8,500	$ 8,474
Landscape Maintenance/Repairs*	23,450	18,800	$19,618
Printing/Advertising	$800	$800	$800
Expense Subtotal	*$31,750*	*$28,100*	*$29,092*
Self Insurance Fund – Slope Stability	$9,000	$9,000	$9,000
Total Expenses	**$41,750**	**$37,100**	**$38,092**

*also includes estimated city staff time

As required, all 190 owners were notified of the June 7, 2017 public meeting and the June 21, 2017 public hearing via mail. The purpose of the public meeting is to receive public testimony regarding the assessment. No other action is required.

On June 21, 2017, a public hearing will be held to receive additional testimony from property owners. At that time, Council will consider approving the annual Engineer's Report and adopting the attached Resolution 1555-SP-29.

FISCAL IMPACT

Costs associated with maintaining, repairing, and operating the assessment district is funded through an annual assessment levy, which generates an estimated $41,750.60.

STAFF RECOMMENDATION

It is recommended that Council accept testimony at the June 7, 2017 public meeting and hold a public hearing on June 21, 2017.

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RESOLUTION NO. 1555-SP-029

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

SKYPARK OPEN SPACE MAINTENANCE DISTRICT

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

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

WHEREAS, June 7, 2017 at the hour of 6:00 o’clock p.m. and June 21, 2017 at the hour of 6:30 o'clock p.m., in the regular meeting place of said Council, Council Chambers, One Civic Center Drive, Scotts Valley, California, was appointed and fixed as the time and place of public hearings to act upon the Engineer's Report and Resolution No. 1555-SP-029; and

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

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

NOW, THEREFORE, IT IS ORDERED, as follows:

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

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

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

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

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

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

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

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

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

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

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

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

I hereby certify that the foregoing resolution was duly and regularly adopted and passed by the City Council of the City of Scotts Valley, California, at a regular meeting thereof held on the 21st day of June 2017, by the following vote of the members thereof:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved: ______________________________
Randy Johnson, Mayor

Attest: ______________________________
Tracy A. Ferrara, City Clerk

ENGINEER'S REPORT
Fiscal Year 2017-2018

SKYPARK OPEN SPACE
MAINTENANCE ASSESSMENT DISTRICT NO. 1
Tract No. 1380

CITY OF SCOTTS VALLEY
Santa Cruz County, California

Randy Johnson
Mayor

Jim Reed **Vice-Mayor**	**Jack Dilles** **Council Member**
Stephany E. Aguilar **Council Member**	**Donna Lind** **Council Member**

Jenny Haruyama
City Manager

Scott Hamby
Public Works Director

Ken D. Anderson, RCE 46485
Assessment District Engineer of Work

Skypark Open Space Maintenance Assessment District No. 1

ASSESSMENT

Fiscal Year 2017-2018

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

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

NOW, THEREFORE, I, Ken D. Anderson, RCE 46485, City Engineer of said City of Scotts Valley, acting in the capacity of Engineer of Work under order of the City Council of said City of Scotts Valley, hereby make the following assessment to cover the portion of the estimated cost of the maintenance and servicing of the proposed improvements, including the costs and expenses incidental thereto, to be paid by the assessment district.

The amount to be paid for said maintenance and servicing of the proposed improvements, including the costs and expenses incidental thereto; to be paid by the assessment district for the fiscal year 2017-2018 is as follows:

Engineer's Estimate: $41,750.60

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

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

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

I hereby place opposite the number of each lot or parcel of land assessed, the amount assessed thereon and the number of the assessment. Each lot or parcel of land is described in the assessment list by reference to its parcel number as shown on the Assessor's Maps of the County of Santa Cruz for the fiscal year 2017-2018 to the right of the parcel numbers and includes all of such parcels.

Date	Ken D. Anderson, RCE 46485 City Engineer

DESCRIPTION OF WORK

Skypark Open Space Maintenance Assessment District No. 1

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

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

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

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

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

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

SKYPARK OPEN SPACE

MAINTENANCE ASSESSMENT DISTRICT NO. 1

Engineer's Estimate

Fiscal Year 2017-2018

BENEFIT ASSESSMENT

The budget for the costs and expenses of maintaining and operating any and all of said public improvements for fiscal year 2017-2018 is as follows:

MAINTENANCE

1. Initial maintenance contract

a.	Park Maintenance and Materials	$23,450.00
b.	Water Cost	$ 8,000.00
c.	Utilities (PG&E)	$ 500.00

Subtotal $31.950.00
Total maintenance cost (12-month period)

INSURANCE

1. Self-Insurance Fund for Park Slope/Bluff Area $ 9,000.00

INCIDENTALS

1. Printing and advertising (notices) $ 800.60

BALANCE TO ASSESSMENT **$41,750.60**

RULES OF SPREADING ASSESSMENTS

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

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

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

Certificates

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

____
Tracy A. Ferrara, City Clerk

I, Ken D. Anderson, City Engineer of the City of Scotts Valley, do hereby certify that the amounts set forth under the Engineer's Estimate on Page 1 of the Assessment, and the individual amounts on the foregoing pages of the Assessment have been computed in accordance with the order of the City Council of said City of Scotts Valley, as expressed by Resolution No. 1555-SP-029, duly adopted by said City Council on June 21, 2017.

____
Ken D. Anderson, RCE 46485
City Engineer

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

____
Tracy A. Ferrara, City Clerk

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

____
Tracy A. Ferrara, City Clerk

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

Superintendent of Streets
Scotts Valley, Santa Cruz County, California

By ________________________________
Scott Hamby, Public Works Director

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

ASSESSMENT ROLL

Ass. No.	Assessor's Parcel No.	Property Owner	Assessment Amount
1001	22-691-01	Mario Guerrero Magno & Marife Arcinas	$ 219.74
1002	22-691-02	Jyri J Virkki	$ 219.74
1003	22-691-03	Christopher & Dianne Wong	$ 219.74
1006	22-691-06	Robert D. & Sheri L. Larkin	$ 219.74
1007	22-691-07	Nanette L Carrillo Trustee	$ 219.74
1008	22-691-08	Brian D. & Teresa M. Hallin Trustees	$ 219.74
1009	22-691-09	Soon K. & Young H. Yuh	$ 219.74
1010	22-691-10	Michael Mark Goodwin Trustee et al	$ 219.74
1011	22-691-11	Suzanne Merrill Rosen	$ 219.74
1012	22-691-12	Jeremy & Lori Gentile	$ 219.74
1013	22-691-13	Clarence W. & Maureen A. Mezzell	$ 219.74
1014	22-691-14	Robert L Hambelton et al	$ 219.74
1015	22-691-15	Gillian McGlaze Trustee	$ 219.74
1016	22-691-16	Shaunak Mistry et al	$ 219.74
1017	22-691-17	Dan Joe Aspromonte Trustee	$ 219.74
1018	22-691-18	Willie D. & Lisa J. Lu Trustees	$ 219.74
1004	22-691-20	Jose F. & Heather T. Lomba	$ 219.74
1005	22-691-21	Christian Life Center First Assembly of	$ 219.74
1144	22-692-01	Nancy Gonzalez Caro Trustee	$ 219.74
1145	22-692-02	Deutsche Bank National Trust Co.	$ 219.74
1146	22-692-03	Jann L Smart	$ 219.74
1147	22-692-04	Richard L. & Joy H. Rohde	$ 219.74
1148	22-692-05	Andreas & Jennifer Becker	$ 219.74
1149	22-692-06	Hin F. Boen et al	$ 219.74
1150	22-692-07	Peter K. Thompson	$ 219.74
1151	22-692-08	Edward J. & Karen E. McNamara	$ 219.74
1152	22-692-09	Guadalupe & Sarah De Leon	$ 219.74
1153	22-692-10	Jeffrey Allen Ott	$ 219.74
1154	22-692-11	Jonah Kaj & Josephine Fleming	$ 219.74
1177	22-692-12	Cherylee Roberts	$ 219.74
1178	22-692-13	Johnny Mon et al	$ 219.74
1179	22-692-14	Yuriko Yamasaki et al	$ 219.74
1180	22-692-15	Keith H. & Jody L. Tyndall	$ 219.74
1181	22-692-16	John C. & Kassi L. Van Lanen	$ 219.74
1182	22-692-17	Jeffrey Allen & Marci Beth Maple	$ 219.74
1183	22-692-18	Nicholas Paul & Waritha Richards	$ 219.74
1184	22-692-19	Henry J. Kondrat et al	$ 219.74

1185	22-692-20	Benjamin M. & Tarin W. Beebe	$ 219.74
1186	22-692-21	David J. Albano	$ 219.74
1187	22-692-22	Anjna & Kamaljit Mann	$ 219.74
1188	22-692-23	Catherine C. Kolumbus Trustee	$ 219.74
1189	22-692-24	Peter Svensson	$ 219.74
1190	22-692-25	Eric P. & Julie A. Miller	$ 219.74
1107	22-693-01	Clay M. Teramo	$ 219.74
1108	22-693-02	Catherine Hope & Gregory L. Horvath	$ 219.74
1109	22-693-03	M. Patricia & David Dorsey	$ 219.74
1110	22-693-04	Stuart & Lora Glasgow	$ 219.74
1137	22-693-05	Shelley Smith	$ 219.74
1138	22-693-06	Scott & Lisa M. MacGowan	$ 219.74
1139	22-693-07	Ping Fai Ben Li et al	$ 219.74
1140	22-693-08	Hubert H. Burroughs	$ 219.74
1141	22-693-09	Sylvia P. Morrison	$ 219.74
1142	22-693-10	Prashanth Jade	$ 219.74
1143	22-693-11	Jeffrey Kennedy & Jennifer Leigh Wade	$ 219.74
1019	22-701-01	Sheryl Ann McEwan	$ 219.74
1020	22-701-02	Allen M. & Susan E. Sandretti	$ 219.74
1021	22-701-03	Bruce R. & Tura M. Fuller Co-Trustees	$ 219.74
1022	22-701-04	Andrew Seppy Bloom et al	$ 219.74
1023	22-701-05	Mary Simpson	$ 219.74
1024	22-701-06	Christopher S. Thomas	$ 219.74
1025	22-701-07	James V. & Lea K. Reed	$ 219.74
1026	22-701-08	George C. Jones et al	$ 219.74
1027	22-701-09	Kevin & Julie L. Burnett	$ 219.74
1028	22-701-10	Linda Lloyd Fisher Trustee et al	$ 219.74
1029	22-701-11	Carolyn Nicholson	$ 219.74
1030	22-701-12	Howard D. & Rosalia D. Shapiro	$ 219.74
1031	22-701-13	Roderick A. & Cheryle M. Brownfield	$ 219.74
1032	22-701-14	Jessica I. Puccinelli	$ 219.74
1033	22-701-15	Kendall Q. & Marisela Maria Sullivan	$ 219.74
1176	22-702-01	Isaac & Michelle Sparrow	$ 219.74
1175	22-702-02	Alber & Inas K. Youssef Trustees	$ 219.74
1174	22-702-03	William L. & Carol M. Campbell	$ 219.74
1173	22-702-04	James S. Szabo et al	$ 219.74
1172	22-702-05	Terre C. & Denise S. Wortman Trustees	$ 219.74
1171	22-702-06	Terrence A. & Megan A. O'Toole	$ 219.74
1170	22-702-07	Nathan C. & Shera R. York	$ 219.74
1169	22-702-08	Gregory W. & Marnie L. Giguiere	$ 219.74
1168	22-702-09	Justin J. & Sara R. Kiesby	$ 219.74
1167	22-702-10	Debbie P. Dizon	$ 219.74
1166	22-702-11	Charles E. Schmuck Trustee	$ 219.74

1165	22-702-12	Steven & Kathleen F. Gullickson	$ 219.74
1164	22-702-13	Dale R. Henry et al	$ 219.74
1163	22-702-14	Brian & Michiyo Johnston	$ 219.74
1162	22-702-15	Eric & Beth Seib	$ 219.74
1161	22-702-16	Luane Beck et al	$ 219.74
1160	22-702-17	Amanda Danner	$ 219.74
1159	22-702-18	Brian P. & Stacey G. Costello Trustees	$ 219.74
1158	22-702-19	David J. & Cheryl L. Romer	$ 219.74
1157	22-702-20	Charles e. & Cynthia J. Frakes Trustees	$ 219.74
1156	22-702-21	Brigham Craun et al	$ 219.74
1155	22-702-22	Richard D. & Elaine C. Bennett	$ 219.74
1134	22-702-26	Robert D. & Jayne E. Scott	$ 219.74
1133	22-702-27	Mark T. & Helen L. Youmans	$ 219.74
1132	22-702-28	Maria C. Torchio-Gauthier et al	$ 219.74
1131	22-702-29	Andrew & Jenny Wood	$ 219.74
1115	22-702-30	Stephen Morairty et al	$ 219.74
1114	22-702-31	The Salvation Army	$ 219.74
1113	22-702-32	Stephen P. & Kristina N.Dinwiddie	$ 219.74
1112	22-702-33	Jason P. & Amy M. Ivey	$ 219.74
1111	22-702-34	Gavin J. & Jane F. Melford Trustees	$ 219.74
1135	22-702-36	Cesar & Jacqueline DeSantos	$ 219.74
1136	22-702-37	Douglas & Susan Diane Morey Trustees	$ 219.74
1105	22-703-01	Gregory Jackson et al	$ 219.74
1106	22-703-02	Fazlul & Rokhsana B. Quader	$ 219.74
1073	22-703-03	John Lau et al	$ 219.74
1072	22-703-04	James E. & Deborah L. Nieters	$ 219.74
1129	22-711-01	Craig W. & Kathleen M Adams Trustees	$ 219.74
1128	22-711-02	Shannon Lewis Malcolm	$ 219.74
1127	22-711-03	Lisa M Newton	$ 219.74
1126	22-711-04	Gregory Allen Rexelle	$ 219.74
1125	22-711-05	Peter C. Lombrozo et al	$ 219.74
1124	22-711-06	William & Joanne Thompson	$ 219.74
1123	22-711-07	Philip W. Crowley	$ 219.74
1122	22-711-08	Tavin B & Kristina M. Lanpheir	$ 219.74
1121	22-711-09	Thomas M. Carli & Margaret Walsh	$ 219.74
1120	22-711-10	Jakko M. Kleijnen et al	$ 219.74
1119	22-711-11	John B. & Susan A. Ledingham	$ 219.74
1118	22-711-12	David S. Sanchez et al	$ 219.74
1117	22-711-13	Kaylon M. & John A. Northington	$ 219.74
1100	22-711-14	Kim & John M. Lariviere	$ 219.74
1099	22-711-15	Henry R. & Stephanie A. Knight	$ 219.74
1098	22-711-16	Donald G. Melrose et al	$ 219.74
1097	22-711-17	Sandra Holland et al	$ 219.74

1096	22-711-18	Ben & Katie Howell	$ 219.74
1095	22-711-19	Craig Moorhead	$ 219.74
1094	22-711-20	Omeed M. & Traci L. Ghaffarian	$ 219.74
1093	22-711-21	Robert M Jr. & Denise M Rodd Trustees	$ 219.74
1092	22-711-22	Steven & Kristie Trefethen	$ 219.74
1091	22-711-23	Gareth & Karen S. Egerton	$ 219.74
1090	22-711-24	Jill M. & Gary D. Cramer Trustees	$ 219.74
1089	22-711-25	Clark & Debra Patteson Trustees	$ 219.74
1088	22-711-26	Tom Evenson Survivors Trust	$ 219.74
1087	22-711-27	Mark R. & Marna S. Scarr Trustees	$ 219.74
1086	22-711-28	Christine Pryor	$ 219.74
1085	22-711-29	John D. Gullory & Suzanne Herrera	$ 219.74
1084	22-711-30	Kim & Michael Cushing	$ 219.74
1083	22-711-31	James D. Neef et al	$ 219.74
1082	22-711-32	Alan & Laurie Okamura	$ 219.74
1081	22-711-33	Sudesh Shetty Kodialbail et al	$ 219.74
1080	22-711-34	Gerald E. Beyke	$ 219.74
1079	22-711-35	Matthew & Marina M. Ward	$ 219.74
1078	22-711-36	Keith & Jennifer Chomentowski	$ 219.74
1130	22-711-38	Kevin Tien et al	$ 219.74
1116	22-711-39	Barry W. Prentiss	$ 219.74
1101	22-711-40	Richard P. Des Jardin Trustee et al	$ 219.74
1102	22-711-41	Anna Marhenke et al	$ 219.74
1103	22-711-42	Leslie Marie Christie Trustee	$ 219.74
1104	22-711-43	Susan Hanlock Chapman	$ 219.74
1074	22-711-44	Larry D. & Rebecca C. Mosley	$ 219.74
1075	22-711-45	Valerie Polito	$ 219.74
1076	22-711-46	Todd & Michelle Rebecca Riddle	$ 219.74
1077	22-711-47	Richard & Theresa Riemer	$ 219.74
1034	22-712-01	Matthew A. & Gretchen Clark Trustees	$ 219.74
1035	22-712-02	Claude H. & Cynthia M. Lopez	$ 219.74
1036	22-712-03	Christopher W. Bensen & Tara Dalton	$ 219.74
1037	22-712-04	Jeffrey L. Gee et al	$ 219.74
1038	22-712-05	Emir & Denise Gurer	$ 219.74
1039	22-712-06	Goran & Susan Domitrovic	$ 219.74
1040	22-712-07	Latha Amujuri et al	$ 219.74
1041	22-712-08	Shaun Shahram & Habibeh Deyhim	$ 219.74
1042	22-712-09	Robert J. Romero et al	$ 219.74
1043	22-712-10	Scott & Deanna L. Heywood	$ 219.74
1044	22-712-11	Rodney W. & Christine E. Stanton	$ 219.74
1045	22-712-12	Clifford & Lily Dong Trustees	$ 219.74
1046	22-712-13	Wellington R & George Ann White Trust	$ 219.74
1047	22-712-14	Donald L. & Paula K. Cardoza Trustees	$ 219.74
1048	22-712-15	Elaine Z. Moore et al	$ 219.74
1049	22-712-16	Alan Van Wambeck Trustee et al	$ 219.74

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

TOTAL ASSESSMENTS **$41,750.60**

City of Scotts Valley
CITY COUNCIL STAFF REPORT

DATE: June 6, 2017

TO: Honorable Mayor and City Council

FROM: Scott Hamby, Public Works Director

APPROVED: Jenny D. Haruyama, City Manager

SUBJECT: **PINEWOOD ESTATES LANDSCAPE MAINTENANCE ASSESSMENT DISTRICT; RESOLUTION 1213.31; ANNUAL ENGINEER'S REPORT**

SUMMARY OF ISSUE

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

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

As required, all 25 owners were notified of the June 7, 2017 public meeting and the June 21, 2017 public hearing via mail. The assessor’s role is used to obtain the current name and address of each property owner to be notified of the proceedings. The purpose of the public meeting is to receive public testimony from the affected property owners regarding the assessment. No other action is necessary.

On June 21, 2017, a public hearing will be held to receive additional testimony from property owners. At that time, Council will consider approving the annual Engineer’s Report and adopting the attached Resolution No. 1213.31.

FISCAL IMPACT

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

STAFF RECOMMENDATION

1. It is recommended that the City Council accept public testimony at the June 7, 2017 public meeting and hold a public hearing on June 21, 2017.

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RESOLUTION NO. 1213.31

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

PINEWOOD ESTATES LANDSCAPE MAINTENANCE DISTRICT

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

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

WHEREAS, June 7, 2017 at the hour of 6:00 o’clock p.m. and June 21, 2017 at the hour of 6:30 o'clock p.m., in the regular meeting place of said Council, Council Chambers, One Civic Center Drive, Scotts Valley, California, was appointed and fixed as the time and place of public hearings to act upon the Engineer's Report and Resolution No. 1213.31.

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

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

NOW, THEREFORE, IT IS ORDERED, as follows:

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

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

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

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

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

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

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

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

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

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

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

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

I hereby certify that the foregoing resolution was duly and regularly adopted and passed by the City Council of the City of Scotts Valley, California, at a regular meeting thereof held on the 21st day of June 2017, by the following vote of the members thereof:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved: ______________________________
Randy Johnson, Mayor

Attest: ______________________________
Tracy A. Ferrara, City Clerk

ANNUAL ENGINEER'S REPORT
Fiscal Year 2017-2018

PINEWOOD ESTATES
LANDSCAPING MAINTENANCE DISTRICT
Tract No. 1121

City of Scotts Valley
Santa Cruz County, California

Randy Johnson
Mayor

Jim Reed
Vice Mayor

Jack Dilles
Council Member

Stephany E. Aguilar
Council Member

Donna Lind
Council Member

Jenny Haruyama
City Manager

Scott Hamby
Public Works Director

Ken D. Anderson, RCE 46485
Assessment District Engineer of Work

ASSESSMENT

Fiscal Year 2017-2018

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

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

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

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

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

NOW, THEREFORE, I, Ken D. Anderson, RCE 46485, City Engineer of said City of Scotts Valley, acting in the capacity of Engineer of Work under order of the City Council of said City of Scotts Valley, hereby make the following assessment to cover the portion of the estimated cost of the maintenance and servicing of the proposed improvements, including the costs and expenses incidental thereto, to be paid by the assessment district.

The amount to be paid for said maintenance and servicing of the proposed improvements, including the costs and expenses incidental thereto, to be paid by the assessment district for the fiscal year 2017-2018 is as follows:

Engineer's Estimate: $6,000

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

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

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

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

Dated: ____________________

____
Ken D. Anderson, RCE 46485
City Engineer

DESCRIPTION OF WORK

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

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

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

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

ESTIMATE OF COSTS

ANNUAL MAINTENANCE COSTS

Fiscal Year 2017-2018

Engineer's Estimate (City Engineer)

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

RULES OF SPREADING ASSESSMENTS

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

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

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

Certificates

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

____
Tracy Ferrara, City Clerk

I, Ken D. Anderson, City Engineer for the City of Scotts Valley, do hereby certify that the amounts set forth have been re-computed in accordance with the order of the City Council of said City of Scotts Valley, as expressed by Resolution No. 1213.31, duly adopted by said City Council on June 21, 2017.

____
Ken D. Anderson, RCE 46485
City Engineer

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

____
Tracy Ferrara, City Clerk

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

____
Tracy Ferrara, City Clerk

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

Superintendent of Streets
Scotts Valley, Santa Cruz County, California

By:________________________________
Scott Hamby

City of Scotts Valley

PINEWOOD ESTATES LANDSCAPING MAINTENANCE DISTRICT

ASSESSMENT ROLL

2017-2018

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

City of Scotts Valley
CITY COUNCIL STAFF REPORT

DATE: June 7, 2017

TO: Honorable Mayor and City Council

FROM: Jenny D. Haruyama, City Manager
Steve Toler, Budget and Financial Consultant

APPROVED: Jenny D. Haruyama, City Manager

SUBJECT: **DISCUSSION AND POLICY DIRECTION REGARDING THE PROPOSED FY 2017/18 ANNUAL BUDGET**

SUMMARY OF ISSUE

Over the past three months, the City Council has provided policy and budget direction at four City Council meetings:

- **February 15, 2017** – the Council received the FY 2016/17 Mid-Year Financial Report and provided policy direction on City goals and priorities relative to the preparation of the Preliminary FY 2017/18 Annual Budget and Five-Year Financial Plan.
- **April 5, 2017** – the Council provided direction regarding the draft Five-Year Capital Improvement and Capital Purchase Plan ("Five-Year CIP Plan"), and inclusion of replacement costs associated with the City's investment in equipment, vehicles and building systems into an alternative scenario in the development of the Five-Year Financial Plan.
- **May 3, 2017** – the Council provided direction regarding the inclusion of funding options in the Five-Year Financial Plan for post-employment benefit costs associated with retiree medical benefits.
- **May 17, 2017** – the Council reviewed the Preliminary FY 2017/18 Annual Budget and Five-Year Financial Plan and provided direction.

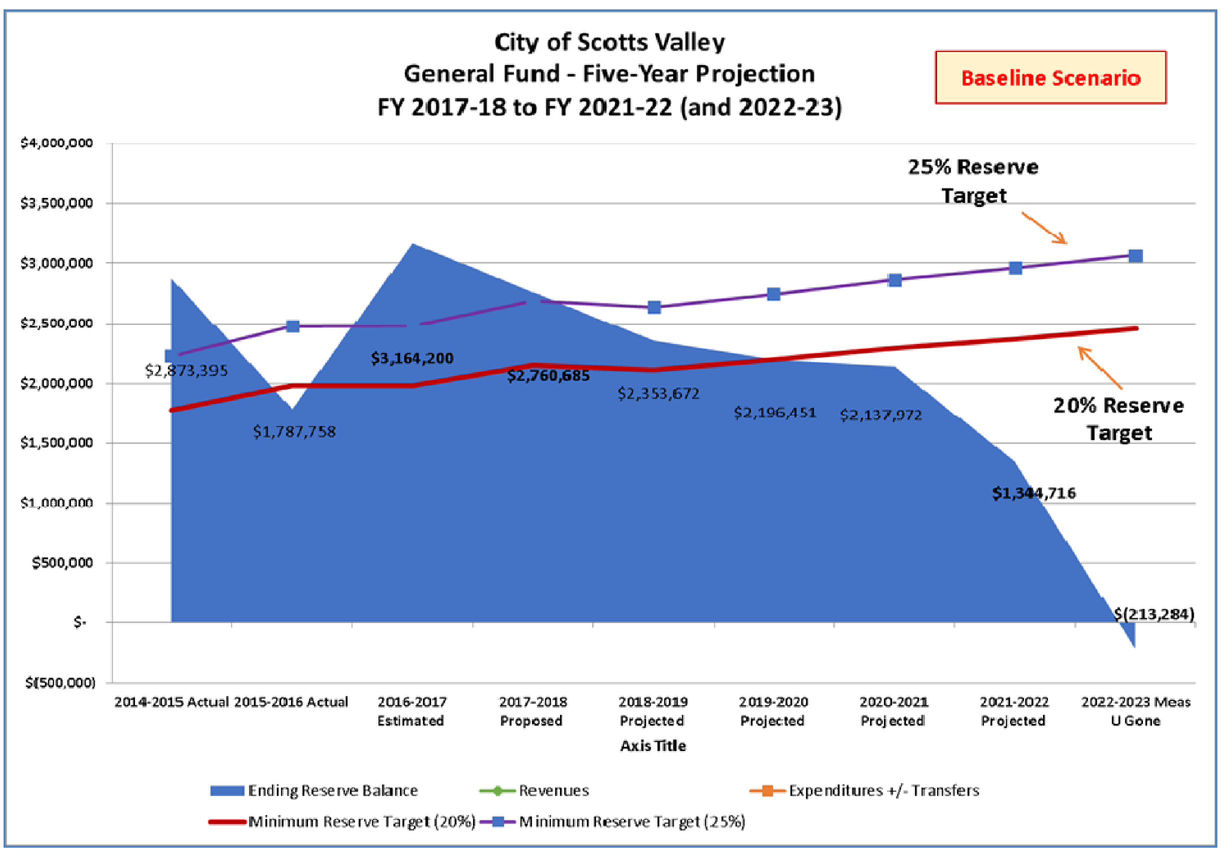
Council indicated their general support for the proposed FY 2017/18 Annual Budget based on its review of the Preliminary FY 2017/18 Annual Budget and Five-Year Financial Plan on May 17, 2017, with the following direction provided:

- **Fiscal Sustainability Plan** – Directed the City Manager to prepare a comprehensive fiscal sustainability plan during FY 2017/18 to provide policy options regarding reserve policies, revenue options and expenditure reductions necessary to achieve fiscal sustainability for the City's General Fund and other funds. The plan will be developed in anticipation of consideration of the FY 2018/19 Annual Budget and Five-Year Financial Plan.

- **Equipment Replacement Funding** – provided policy direction to not incorporate any set-asides for equipment replacement funding at this time, but to incorporate those needs in the comprehensive fiscal sustainability plan as mentioned earlier.

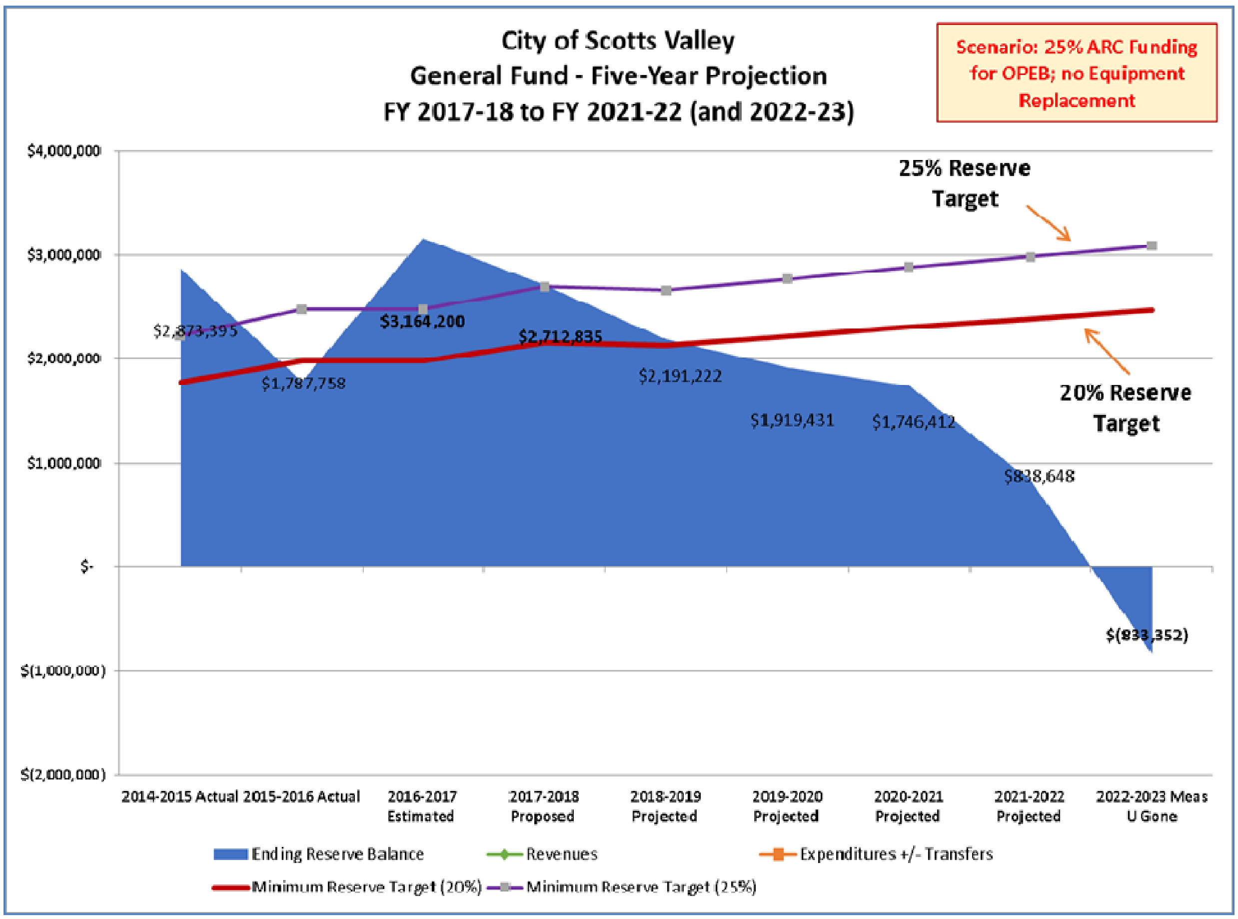
- **Minimum Reserve Policies** – provided feedback regarding the following:
    - o General CIP Fund – use a targeted minimum reserve guideline for capital improvement projects of $500,000 in preparation of the Five-Year Financial Plan
    - o Wastewater Funds – use a targeted minimum reserve guideline of 67% of annual operating expenditures, plus a minimum capital reserve amount of $1 million, in preparation of the draft wastewater rate model for City Council consideration and in preparation of the Five-Year Financial Plan.
    - o General Fund – review options for a targeted minimum reserve guideline of 20% and 25% of annual operating expenditures (including net transfers out) in preparation of the Five-Year Financial Plan

The chart below reflects a General Fund reserve target of 20% and 25% respectively. Council policy direction is needed regarding the minimum reserve level.



- **OPEB Obligations** – requested to review options for funding the annual required contribution (ARC) amount of 5% to 25% of the difference between the pay-as-you-go amount and the full ARC. The citywide contribution at the 5% level would be $23,300, of which the General Fund portion would be $19,200. Funding at the 25% level would be $116,500, of which the General Fund portion would be $96,250. Final Council direction is needed to finalize the proposed budget for FY 2017/18, as well as providing direction whether the payments should deposited into the irrevocable trust established under the California Employers' Retiree Benefit Trust (CERBT) with CalPERS.

The chart below reflects the impact on the General Fund Balance assuming the City begins to fund its OPEB obligation at an amount equal to 25% of the difference between the pay go and the full ARC into the CERBT. Staff recommends that Council initially set its funding level at this amount for FY 2017/18.



- **Changes to Proposed FY 2017/18 Annual Budget** – provided direction to incorporate the following in the FY 2017/18 budget:
  - **Building Division** – ensure that funding will allow for prompt response times for the provision of building application plan checks and permit issuance. Staff believes that the funding amounts presented in the Preliminary FY 2017/18 Annual Budget will allow for enhanced and appropriate turnaround times to facilitate construction of projects by developers and homeowners in a prompt and efficient manner.
  - **Parks Maintenance** – including an additional $75,000 in funding facilitate the completion of various citywide park maintenance and improvement activities, including retaining wall repair, facility and restroom painting, and street striping.
  - **Capital Improvement Plan (CIP)** – no changes to the proposed CIP. Results of the City's pavement management study will be brought forward to Council at a subsequent meeting for discussion. An update of the CIP may be considered at that time, depending on the results of the study.

These changes, along with any additional direction provided after the public hearing is held, will be incorporated into the proposed FY 2017/18 Annual Budget provided for City Council consideration and adoption at its June 21, 2017 meeting.

FISCAL IMPACT

Final adoption of the FY 2017/18 Annual Budget is scheduled for June 21, 2017, which at that time will establish the appropriations for the City for FY 2017/18.

STAFF RECOMMENDATION

It is recommended that obtain public input on the proposed FY 2017/18 Annual Budget and Five-Year Financial Plan and provide policy direction to the City Manager regarding the General Fund Reserve Policy minimum reserve and OPEB funding levels, and any other changes to the proposed FY 2017/18 Annual Budget. The final budget document will be brought to the City Council for adoption on June 21, 2017.

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None.

AGENDA ITEM 5
DATE: 6-7-2017

City of Scotts Valley
CITY COUNCIL STAFF REPORT

DATE: June 7, 2017

TO: Honorable Mayor and City Council

FROM: Steve Toler, Budget and Financial Consultant

APPROVED: Jenny D. Haruyama, City Manager

SUBJECT: **CONSIDER APPROVAL OF PROPOSED FY 2017/18 MASTER FEES AND CHARGES FOR PLANNING, BUILDING, PUBLIC WORKS, POLICE, AND ADMINISTRATION**

SUMMARY OF ISSUE

As part of the annual budget process, the Council reviews the Master Fee Schedule. This schedule includes all services and charges that are charged by the City in providing services to the community. Fees such as building permit fees, encroachment permits, inspections, fingerprinting, copying and duplication charges are examples of the fees charged to residents. The Master Fee Schedule is subject to a public hearing prior to adoption. At the conclusion of the public hearing this evening, and subject to any modifications, the Council could then adopt the Master Fee Schedule through approval of the attached resolution. The fees and charges would go into effect on Monday, August 7, 2017, to comply with state law concerning fees related to development projects.

Proposed FY 2017/18 Master Fee Schedule – Overview

The Proposed FY 2017/18 Master Fee Schedule is included as Exhibit A to this staff report. Most fees have been increased by 3.5% based upon increased costs of providing services as included in the FY 2017/18 Preliminary Annual Budget. This increase is driven primarily from two sources: 1) personnel costs related to merit salary increases, adjustments in the police bargaining unit pay plans, and increases in medical benefits and workers compensation costs; and, 2) supplies and services that support the delivery of those services to the community that include contracted services and raw materials (e.g., parks maintenance supplies). It is worth noting that this increase is consistent with the 3.4% increase in the Consumer Price Index for Urban Consumers (CPI-U) for the San Francisco-Oakland-San Jose region from February 2016 to February 2017, but is not driven by that index. Some fees such as wide/overweight vehicle permits (Public Works), auto repossession releases (Police) and Notary Service fees are established by State law and are not changed unless approved by the State.

Planning/Building Department

The Planning and Building divisions charge fees for application intake and file maintenance when property owners/developers submit plans for review and processing. Planning division application intake charges have two levels: a fee of $77 per application for minor or singular discretionary permit applications, and a fee of $148 for major projects requiring discretionary permits or where there are multiple applications filed for one project. The higher tier is due to the fact that staff is processing more complex applications and, thus, spends more time in accepting and processing those applications.

In the Building division, however, there is only one application intake fee. Staff is spending more time in processing application as they come in for those more significant projects that may have one or multiple applications filed. It is recommended that the Building fees be amended to be consistent with the fees charged for application intake for Planning applications. Staff's experience is that those more complex projects take just as long in the Building division to accept building permit applications as they do in the Planning process. Thus, the fees would be amended for the Building division as follows:

Fee description	Current Fee FY 2016/17	Proposed Fee FY 2017/18
Application intake and file maintenance – all building permits	$74 per application	**Deleted**
Application intake and file maintenance:		
• **Minor or singular building permit application**	N/A	$77 per application
• **Major building permits or multiple applications filed for one project**	N/A	$148 per application

All other Planning and Building fees are subject to the increases as described under "Overall Increases" above.

Public Works – Engineering

The Engineering division conducts plan review services when plans are submitted either directly to Public Works (for improvements in the right of way) or through the Planning/Building divisions as part of development projects. These fees have been on the City's Master Fees and Charges schedule for years. However, an error was made in the FY 2016/17 fee schedule that suppressed that line from appearing on the schedule. To be consistent with past practice, this fee appears on the proposed schedule as consistent with past and current practice.

Fee description	Current Fee FY 2016/17	Proposed Fee FY 2017/18
Engineering Plan Review fee (per page)	$184	$191

All other Public Works Engineering fees are subject to the increases as described under "Overall Increases" above.

Exclusions from Master Fees and Charges Schedule

The Master Fees and Charges schedule excludes the following items:

Development Impact Fees
Development impact fees are spelled out in the City's municipal code. Changes to impact fees require a nexus study that identify the costs of the impacts on the City in various matters (e.g., traffic mitigation, parks and recreation facilities, etc) and develop a fee borne by developers to pay for those impacts. These fees are not included in the Master Fees and Charges schedule. Staff intends to update these fees as part of the General Plan Update process.

Utility Rates –Wastewater Services
The City has engaged the services of Bartle Wells Associates to conduct a wastewater rate study for the period FY 2017/18 to FY 2021/22. The rate model is currently under development. It is anticipated that it will be brought forward for City Council discussion at its June 21, 2017 City Council meeting.

Recreation Services
The City conducted a preliminary cost study on the fees and charges related to recreation programs and facility rental charges. The results of the study, including proposed FY 2017/18 recreation program fees and charges are on agenda this evening. Based on Council direction, those fees and charges may be adopted at the June 7, 2017 public hearing, or can be continued and considered on June 21, 2017.

Future Rate Study

Staff is proposing that a comprehensive fee study be completed in FY 2017/18 on fees and charges related to planning, building, engineering, police, and other administrative services. This is included in the proposed budget for the Administrative Services' Finance division for FY 2017/18. This fee study will allow the city to develop a new benchmark for the cost of services based on current processes, legal/regulatory requirements, and the costs of providing those services. The fee study would be conducted by a consulting firm that specializes in municipal services cost studies and fee analyses. It is anticipated that the fee study would be concluded for consideration as part of the FY 2018/19 budget.

Implementation Date
California Government Code §66016 et seq provides the laws regarding setting fees and charges for a municipality. Cal GC §66017(a) requires that any fees associated with

processing applications and permits relative to development projects (as defined) may not be effective sooner than 60 days after final action is taken on the fees after a public hearing. These would impact most of the Planning and Building divisions' fee schedule, and much of Public Works Engineering's fees. This makes the earliest implementation date for those fees August 7, 2017 (based on the proposed schedule). Other fees could go into effect immediately if the City Council so chose. Instead of implementing fees on mixed dates, staff is recommending that all fees and charges be implemented on August 7, 2017. This implementation date has been considered in the development of revenue estimates included in the City's Preliminary FY 2017/18 Annual Budget.

FISCAL IMPACT

City revenues would increase by an estimated $100,000 in total based upon the assumptions used in preparation of the Preliminary FY 2017/18 Annual Budget, which were included in the revenue projections. Any adjustments to the proposed master fees and charges schedule this evening will be incorporated into the final proposed FY 2017/18 Annual Budget scheduled for City Council adoption at its June 21, 2017 meeting.

STAFF RECOMMENDATION

Staff recommends that the City Council approved the attached resolution approving the Proposed FY 2017/18 Master Fees and Charges Schedule.

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RESOLUTION NO. 1198.67

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY APPROVING THE MASTER FEES AND CHARGES SCHEDULE FOR FY 2017/18 FOR CITY PLANNING, BUILDING, PUBLIC WORKS, POLICE, AND ADMINISTRATIVE FEES

WHEREAS, Resolution No. 1198.10 establishing a schedule of fees and charges (“Master Fees and Charges Schedule”) for city services was adopted by the City Council of the City of Scotts Valley on June 6, 1990; and

WHEREAS, the City Council has amended the Master Fees and Charges Schedule for city service by resolution from time to time since its original adoption; and

WHEREAS, the City desires to amend the Master Fees and Charges schedule to reflect the services provided and updated costs of providing those service to the community; and

WHEREAS, pursuant to Section 3.40.040(a) of the City’s Municipal Code, rates of fees and charges to be charged and collected in order to recover the percentage of costs reasonably borne in providing services shall be set by resolution, and pursuant to Section 3.40.050 and 3.40.060 of the Municipal Code, any new or increased charges are to be set after public hearing and notice as required; and

WHEREAS, notice of time and place of public hearing, including a general explanation of the matter to be considered, has been provided in compliance with the provisions of that ordinance; and

WHEREAS, the City Council has held a public hearing concerning the adoption of the proposed Master Fees and Charges Schedule for FY 2017/18 that is proposed to go into effect not earlier than August 7, 2017.

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

1. The Master Fees and Charges Schedule for FY 2017/18 is hereby amended as stated in Exhibit A to this Resolution.

2. The resolution shall take effect 60 days following its adoption.

The above and foregoing resolution was duly and regularly adopted by the City Council of the City of Scotts Valley at a regular meeting held on the 7th day of June, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved: ______________________________
Randy Johnson, Mayor

Attest: ______________________________
Tracy A. Ferrara, City Clerk

EXHIBIT A

CITY OF SCOTTS VALLEY
MASTER FEES AND CHARGES SCHEDULE
PROPOSED - FY 2017/18

PLANNING DEPARTMENT FEES

		CURRENT FEE AS OF 7/1/2016			PROPOSED FEE AS OF 7/1/2017	
Application Intake & File Maintenance						
Minor or Singular Discretionary Permit Applications	$	74	per Planning application	$	77	per Planning application
Major Discretionary Permits or Multiple Applications Filed for One Project	$	143	per Planning application	$	148	per Planning application
Annexation Fee	$	3,605	minimum fee for up to 25 hours of processing, $143 per hour to be charged after first 25 hours.	$	3,731	minimum fee for up to 25 hours of processing, $148 per hour to be charged after first 25 hours.
Amendment Minor:	$	864	per hearing	$	894	per hearing
Major:	$	143	per hour	$	148	per hour
Appeal Processing:			25% of original permit fee or approved application with minimum fee of $143			25% of original permit fee or approved application with minimum fee of $148
Bee Keeping Permit	$	143		$	148	
Certificate of Compliance	$	721	plus any research required by City Attorney billed at hourly rate.	$	746	plus any research required by City Attorney billed at hourly rate.
Code Compliance	$	143	per hour	$	148	per hour
Cultural Resource Alteration	$	864		$	894	
Design Review: Commercial / Industrial	$	864		$	894	
Residential	$	864		$	894	
Residential with hillside	$	1,154		$	1,194	
+ Per Each Additional 100 SQ FT in excess of 1,000 SQ FT of building for parcels to be developed with structure	$	5		$	5	
Freestanding Signs & Sign Programs	$	357		$	370	
Signs with Staff Level Review	$	143		$	148	
Development Agreement	$	3,605	minimum fee for up to to 25 hours of processing. $143 per hour to be charged after first 25 hours.	$	3,731	minimum fee for up to to 25 hours of processing. $148 per hour to be charged after first 25 hours.
Environment Assessment	$	143		$	148	
Environmental Impact Report, Administration	$	3,605	plus15% of contract cost	$	3,731	plus15% of contract cost
Final Inspection	$	324		$	336	

CITY OF SCOTTS VALLEY
MASTER FEES AND CHARGES SCHEDULE
PROPOSED - FY 2017/18

	CURRENT FEE AS OF 7/1/2016	PROPOSED FEE AS OF 7/1/2017
PLANNING DEPARTMENT FEES (cont'd)		
Fish & Game Certification:		
City Filing Fee	$ 143	$ 148
F & G Negative Declaration Fee	As set by Fish and Game	As set by Fish and Game
F & G EIR Fee	As set by Fish and Game	As set by Fish and Game
General Plan Amendment	$ 3,605 minimum fee for up to to 25 hours of processing. $143 per hour to be charged after first 25 hours.	$ 3,731 minimum fee for up to to 25 hours of processing. $148 per hour to be charged after first 25 hours.
General Plan Maintenance	$ 0.0047 per $1 building valuation (all building permits)	$ 0.0049 per $1 building valuation (all building permits)
Historical Landmark Determination	$ 1,154	$ 1,194
Home Occupation Review	$ 90	$ 93
IPHCP Certificate of Inclusion	$ 324	$ 336
Land Divisions:		
Subdivision / Tentative Map Entitlement (5 lots or more)	$ 3,605 minimum fee for up to 25 hours of processing, plus $79 per lot. $143 /hr to be charged after first 25 hrs.	$ 3,731 minimum fee for up to 25 hours of processing, plus $82 per lot. $148 /hr to be charged after first 25 hrs.
Subdivision / Tentative Map Recordation Approval (5 lots or more)	$ 1,154 minimum fee for up to 8 hours of processing, $143 per hour to be charged after first 8 hours.	$ 1,194 minimum fee for up to 8 hours of processing, $148 per hour to be charged after first 8 hours.
Minor Land Division / Parcel Map - Tentative (4 lots or less)	$ 3,605 minimum fee for up to 25 hours of processing, $143 per hour to be charged after first 25 hours.	$ 3,731 minimum fee for up to 25 hours of processing, $148 per hour to be charged after first 25 hours.
Minor Land Division / Parcel Map - Final (4 lots or less)	$ 576 minimum fee for up to 4 hours of processing, $143 per hour to be charged after first 4 hours.	$ 596 minimum fee for up to 4 hours of processing, $148 per hour to be charged after first 4 hours.
Lot Line Adjustment Review	$ 143	$ 148
Mitigation Monitoring	$ 143 per hour	$ 148 per hour
Mitigated Negative Declaration	$ 5,774 minimum fee for up to 40 hours of processing, $143 per hour to be charged after first 40 hours.	$ 5,976 minimum fee for up to 40 hours of processing, $148 per hour to be charged after first 40 hours.
Negative Declaration	$ 2,888 minimum fee for up to 20 hours of processing, $143 per hour to be charged after first 20 hours.	$ 2,989 minimum fee for up to 20 hours of processing, $148 per hour to be charged after first 20 hours.

CITY OF SCOTTS VALLEY
MASTER FEES AND CHARGES SCHEDULE
PROPOSED - FY 2017/18

	CURRENT FEE AS OF 7/1/2016	PROPOSED FEE AS OF 7/1/2017
PLANNING DEPARTMENT FEES (cont'd)		
Notice of Determination:		
City Filing Fee	$ 143	$ 148
County Fee (subject to change)	As set by County	As set by County
Planned Development	$ 3,605 minimum fee for up to 25 hours of processing, $143 per hour to be charged after first 25 hours.	$ 3,731 minimum fee for up to 25 hours of processing, $148 per hour to be charged after first 25 hours.
Preliminary Review	$ 1,154	$ 1,194
Public Hearing Notice and Radius Noticing:		
Planning Commission Meeting	$ 196	$ 203
City Council Meeting	$ 196	$ 203
Recordation Fee:		
City Filing Fee	$ 143	$ 148
County Recorder Fee (subject to change)	$7 first page, $3 per page after	$7 first page, $3 per page after
Road Name Change	$ 143	$ 148
Time Extension:		
Planning Commission Meeting	$ 852	$ 882
City Council Meeting	$ 1,146	$ 1,187
Tree Removal Permit - Heritage Tree	$ 689	$ 713
- Protected Tree	$ 50	$ 50
Use Permit:		
Commercial or Industrial - Minor	$ 852	$ 882
Commercial or Industrial - Major	$ 1,439	$ 1,489
Residential	$ 852	$ 882
Variance Application	$ 2,163	$ 2,239
Zone Change	$ 3,605 minimum fee for up to 25 hours of processing, $143 per hour to be charged after first 25 hours.	$ 3,731 minimum fee for up to 25 hours of processing, $148 per hour to be charged after first 25 hours.
Zoning Ordinance	$ 20	$ 20
Zoning Ordinance Amendment	$ 3,605 minimum fee for up to 25 hours of processing, $143 per hour to be charged after first 25 hours.	$ 3,731 minimum fee for up to 25 hours of processing, $148 per hour to be charged after first 25 hours.
Zoning Plan Check: Over the counter	$ 74	$ 77
Minor	$ 357	$ 370
Major	$ 576	$ 596
Hillside	$ 721	$ 746
Zoning Research / Letters	$ 143 per hour	$ 148 per hour

EXHIBIT A

CITY OF SCOTTS VALLEY
MASTER FEES AND CHARGES SCHEDULE
PROPOSED - FY 2017/18

	CURRENT FEE AS OF 7/1/2016			PROPOSED FEE AS OF 7/1/2017		
BUILDING DEPARTMENT FEES						
Application Intake & File Maintenance:						
Building Permit	$	74	per Building application			**DELETED, Replaced with the fee as shown below**
Application Intake & File Maintenance Minor or Singular Building Permit Applications	$	74	per Building application	$	77	per Building application
Major Building Permits or Multiple Applications Filed for One Project	$	N/A		$	148	per Building application
Appeal Processing-Building:			25% of original permit fee or approved appllication with minimum of:			25% of original permit fee or approved appllication with minimum of:
City Council Appeals	$	89		$	92	
Board of Appeals appeal	$	89		$	92	
Demolition permit	$	187		$	194	
Energy & handicapped accessibility regs.						
Residential	$	64		$	66	
Commercial	$	191		$	197	
Green Building Education Fund	$	0.0025	per $1 building valuation (all building permits)	$	0.0025	per $1 building valuation (all building permits)
Grading Inspection (residential)	$	187		$	194	
Grading Inspection (commercial)	$	376		$	389	
Change of Occupancy Permit	$	166		$	172	
Final Occupancy Review	$	114		$	118	
Other misc. inspections & reinspections	$	93		$	96	
Re-roof permit	$	284		$	294	
Plan/permit revision	$	143		$	148	
Septic tank inspection	$	191		$	197	
Sewer Lateral Connection Inspection	$	191		$	197	
Records research - building (per hour)	$	143	per hour	$	148	per hour

CITY OF SCOTTS VALLEY
MASTER FEES AND CHARGES SCHEDULE
PROPOSED - FY 2017/18

	CURRENT FEE AS OF 7/1/2016	PROPOSED FEE AS OF 7/1/2017
PUBLIC WORKS - Engineering Division		
Annexation	$ 897	$ 929
Application Intake Fee - Final Map	$ 74	$ 77
Design Review: Commercial / Industrial	$ 53	$ 54
Residential	$ 53	$ 54
Residential with hillside	$ 74	$ 77
Development Agreement	$ 256	$ 265
Engineering Plan Review Fee (per page)	$ 184	$ 191
Environmental Impact Report, Administration	$ 433	$ 448
General Plan Amendment	$ 182	$ 189
Land Divisions:		
Subdivision / Tentative Map Entitlement (5 lots or more)	$ 1,225	$ 1,268
Subdivision / Tentative Map Recordation Approval (5 lots or more)	$ 389	$ 403
Minor Land Division / Parcel Map (4 lots or less)	$ 550	$ 569
Minor Land Division / Parcel Map Record Approval (4 lots or less)	$ $ 110	$ 114
Lot Line Adjustment (or Lot Merger)	$ 824 plus recording fee	$ 853 plus recording fee
Mitigated Negative Declarations	$ 287	$ 297
Use Permit		
Commercial or Industrial - Minor	$ 187	$ 194
Commercial or Industrial - Major	$ 320	$ 332
Residential	$ 187	$ 194
Variance	$ 74	$ 77
Certificate of Correction	$ 576	$ 596
Easement/Abandonment Request	$ 3,683	$ 3,812
Encroachment Permit	greater of 6% of cost of improvement or $102	greater of 6% of cost of improvement or $106
Public Improvement Plan Check (per page)	$ 184 per page	$ 191 per page
Parcel Map or Amending Parcel Map Check	$ 2,037 + any actual surveyor cost over $1,117	$ 2,109 + any actual surveyor cost over $1,156
Final Map or Amending Final Map Check	($2,037 + $177 per lot over 4) + (any actual surveyor costs over $1,136 + $142 per lot over 4)	($2,109 + $183 per lot over 4) + (any actual surveyor costs over $1,176 + $147 per lot over 4)

CITY OF SCOTTS VALLEY
MASTER FEES AND CHARGES SCHEDULE
PROPOSED - FY 2017/18

	CURRENT FEE AS OF 7/1/2016	PROPOSED FEE AS OF 7/1/2017
PUBLIC WORKS - Engineering Division (cont'd)		
Flood Hazard Confirmation	$ 65	$ 67
House Moving Permit	$ 2,440	$ 2,525
On-site Civil Permit		
Up to $500,000	greater of 6% of cost of improvement or $87	greater of 6% of cost of improvement or $87
$500,000 to $1,000,000	$30,000+3% over $500,000	$30,000+3% over $500,000
$1,000,000 plus	$45,000+2% over$1,000,000	$45,000+2% over$1,000,000
Reversion to Acreage	$ 351	$ 364
Revision to Plan Check	$ 143	$ 148
Retrieval of Illegal Signs	$ 42	$ 44
Segregation of Assessment	$ 89	$ 92
Plus: Per Lot	$ 2 per Lot	$ 2 per Lot
Storm Water Compliance Review Fee (per page)	$ 184	$ 191
Waiver of Traffic Impact	$ 1,610	$ 1,666
Wide and Overweight Vehicle (single trip)	$ 16 as established by the State of California	$ 16 as established by the State of California
Records research - engineering (per hour)	$ 143 per hour	$ 148 per hour
Miscellaneous Hourly Rate	$ 143 per hour	$ 148 per hour
WASTEWATER OPERATIONS		
Discharge report review	$ 376	$ 389
Wastewater stoppage investigation	$ 87 per hour	$ 90 per hour
Direct Discharge Permit	$ 131 per hour	$ 135 per hour

CITY OF SCOTTS VALLEY
MASTER FEES AND CHARGES SCHEDULE
PROPOSED - FY 2017/18

POLICE

	CURRENT FEE AS OF 7/1/2016	PROPOSED FEE AS OF 7/1/2017
Police alarm services		
Business Subscribers:		
Annual subscriber registration fee	$ 31	$ 32
Fourth false alarm in one month	$ 38	$ 39
Fifth false alarm in one month	$ 44	$ 46
Sixth false alarm in one month	$ 60	$ 62
Any false alarm over six	$ 84	$ 87
Residential Subscribers:		
Annual subscriber registration fee	$ 31	$ 32
Fourth false alarm in one month	$ 37	$ 38
Fifth false alarm in one month	$ 43	$ 45
Sixth false alarm in one month	$ 82	$ 85
Auto Impound	$ 99	$ 102
Auto Repo Release	$ 15 as established by the California Vehicle Code	$ 15 as established by the California Vehicle Code
Auto Abatement	$ 176	$ 182
Bingo Games License Fee	$ 84	$ 87
Clearance Letter	$ 39	$ 41
Computer run (police)	$ 45	$ 47
DUI Emergency Response	$ 2.16 per minute, per officer	$ 2.24 per minute, per officer
Parking Citations Copies:		
- single-sided	$ 0.12 per page	$ 0.13 per page
- double-sided	$ 0.15 per page	$ 0.16 per page
Police Photograph Sale:		
- Polaroid	$ 2.58 per photo	$ 2.67 per photo
- Digital	$ 0.26 per photo	$ 0.27 per photo
Police Report - single-sided page	$ 0.12 per page	$ 0.13 per page
- double-sided page	$ 0.15 per page	$ 0.16 per page
Special security service incurred in responding to loud or unruly gathering following 1st response	$ 2.16 per minute, per officer	$ 2.24 per minute, per officer
Speed Surveys (per street):		
- single-sided page	$ 0.12 per page	$ 0.13 per page
- double-sided page	$ 0.15 per page	$ 0.16 per page
Taxicab Driver's Permit	$ 81	$ 84
Firearms:		
CCW permit - 2 yr standard permit (new)	$ 190	$ 190
CCW permit - 2 yr standard (renewal)	$ 42	$ 42
CCW permit - 3 yr judge permit (new)	$ 90	$ 90
CCW permit - 3 yr judge (renewal)	$ 59	$ 59
1-3 firearms surrendered	$ 65	$ 65
4-6 firearms surrendered	$ 96	$ 96
7-9 firearms surrendered	$ 128	$ 128
10 and above firearms surrendered	$ 150 + $12 per weapon over 10	$ 150 + $12 per weapon over 10
Filing Fee for an appeal to the City Council of firearms decision by Chief of Police	$ 39	$ 41

EXHIBIT A

CITY OF SCOTTS VALLEY
MASTER FEES AND CHARGES SCHEDULE
PROPOSED - FY 2017/18

	CURRENT FEE AS OF 7/1/2016	PROPOSED FEE AS OF 7/1/2017
MISCELLANEOUS & ADMINISTRATIVE		
Entertainment permit	$ 64	$ 66
Entertainment permit renewal	$ 28	$ 29
City overhead	15%	15%
Rental of council chambers	$ 21 per hour	$ 21 per hour
Solicitor's Permit	$ 31 per day, per person	$ 32 per day, per person
Occasional Sales Permit	$ 10	$ 11
Returned check charges	$ 11	$ 12
COBRA health administrative fee	2% of health premium	2% of health premium
Notary service fee	$ 10 per signature	$ 15 per signature, as set by the State of California
MISCELLANEOUS DUPLICATION		
Sale of Aerial Photo Copies - full page	$ 1.29 per page	$ 1.33 per page
- 1/4 page	$ 1.29 per page	$ 1.33 per page
Video Tape Duplication	$ 4.94 per VHS Tape	$ 5.12 per VHS Tape
Audio tape duplication	$ 2.06 per tape	$ 2.13 per tape
Digital copies on CD's	$ 0.26 per CD	$ 0.27 per CD
Digital copies on DVD's	$ 0.77 per DVD	$ 0.80 per DVD
Photocopies - other:		
- single-sided page	$ 0.12 per page	$ 0.13 per page
- double-sided page	$ 0.15 per page	$ 0.16 per page
Map blueprint copies (24x36 & up)		
- Copied by City	$ 1.29 per page	$ 1.33 per page
- copied by vendor	Vendor cost	Vendor cost
MISCELLANEOUS DEPT. DOCUMENTS		
Residential Design Handbook	$ 6	$ 6
ELECTIONS		
Petition Filing Fee	$ 200	$ 200

City of Scotts Valley
CITY COUNCIL STAFF REPORT

DATE: June 7, 2017

TO: Honorable Mayor and City Council

FROM: Kristin Ard, Recreation Manager
Steve Toler, Budget and Financial Consultant

APPROVED: Jenny D. Haruyama, City Manager

SUBJECT: **CONSIDER APPROVAL OF PROPOSED FY 2017/18 RECREATION PROGRAM FEES AND CHARGES**

SUMMARY OF ISSUE

The City provides a variety of recreation programs to the community and charges certain fees relative to those programs. The City also provides opportunities for the community to use city facilities such as the Community Center, Senior Center, Recreation Center and city parks for a fee. It has been several years since the City conducted a cost study to determine how the costs associated with the provision of these services compare with the fees that are charged for those services.

The cost analysis described in this staff report indicates that fees charged for school age recreation programs (e.g., after-school care, summer camps), park rentals, and Community Center rentals are sufficient to cover current costs for those services. All other programs and services, however, would require fee increases in order to meet the costs associated with the provision of those programs and facilities services.

Program Definitions

The City accounts for its recreation programs and facility rental services into the following three funds:

- **Recreation Enterprise Fund (#004)** – includes costs and expenditures associated with aquatics, recreation classes, school age recreation programs, sports, and recreation facility rentals such as parks and the meeting room in the Recreation Center at Skypark. This fund also captures the costs associated with administration of all of the recreation programs provided by the Recreation Division, including oversight of the Senior Center and Community Center operations.
- **Senior Center Special Revenue Fund (#028)** – includes costs and expenditures associated with senior programs and facility rentals administered and provided through the Senior Center.

- **Community Center Special Revenue Fund (#123)** – includes costs and expenditures associated with facility rental of the Community Center.

In conducting this cost study, the revenues and expenditures associated with the various recreation programs and facility rental services were categorized as follows:

- **Recreation Enterprise Fund Programs**
    - **Aquatics** – includes general use of the community pool at Siltanen Park on a fee-per-use basis. This also includes swimming lessons provided through recreation program listings, or private swimming lessons provided by contract instructors, for which the City earns a commission fee and an administrative fee.
    - **Classes** – includes the variety of recreation classes such as fitness, gymnastics, music, cooking, and dance. Most classes are provided by contract instructors, for which the City earns a commission fee and an administrative fee.
    - **School Age Recreation** – includes the after-school and summer camp programs provided at Brook Knoll and Vine Hill Elementary Schools. Programs are provided by City employees, paid for through monthly and hourly fees charged to participants.
    - **Sports** – includes adult and youth sports leagues and programs such as basketball, soccer, bocce ball, tennis, and pickleball.
    - **Recreation Facility Rentals** – include rental of small- to large-group areas at the City's various parks (e.g., Skypark, Siltanen, MacDorsa, Hocus Pocus) as well as the Recreation Center's meeting room. Facility rental fees are charged based on the size of the group and the facilities used.
- **Senior Center Programs/Facility Rentals** – includes all daily activities, trips, and facility rentals of the Senior Center.
- **Community Center Facility Rentals** – includes rental of the Community Center facilities and plots in the Community Garden adjacent to the Community Center.

Level of Activity Assumption

The cost analysis and baseline revenue assumptions included in the Preliminary FY 2017/18 budget assume a level (volume) of activity that is consistent with the City's experience from its FY 2016/17 operations. Those activity levels and capacity to serve more participants vary between programs. For example, summer camp programs may have limited additional capacity to provide additional services based on staffing and physical space limitations at the Brook Knoll or Vine Hill sites, whereas the aquatics programs have historically experienced an abundance of capacity to serve more participants given the size of the swimming facilities in the current hours of operation. There might also be capacity to provide more recreation classes depending on the types of classes and the facilities needed to host those classes. It is further assumed that the City will continue to operate programs and facilities at their existing hours of operations.

Cost Analysis

Staff used the proposed preliminary FY 2017/18 Annual Budget as a basis for the cost analysis of providing recreation services. Cost categories are separated into two primary categories: 1) hard dollar costs, and 2) fully loaded costs. This categorization allows for flexibility by decision-makers to determine the basis in which the organization would like to recover its costs. State law allows an agency to recover all of the costs (fully loaded costs) in the form of fees and charges. Some agencies, however, prefer to recover only their hard dollar costs.

Hard Dollar Costs

Hard dollar costs represent budgeted costs associated with the provision of services, as follows:

- **Direct Costs**
  - **Personnel** – employee compensation and benefits (e.g., group insurance, FICA, CalPERS) associated with personnel providing or administering the provision of services.
  - **Services, Supplies and Capital Outlay** – includes costs for contract instructors, trips, maintenance of specifically allocated equipment or buildings, and acquisition of equipment directly associated with the provision of a program or facility
- **Indirect Costs**
  - **Recreation Administration**
    - **Personnel** – employee compensation and benefits that are not directly charged against programs, but are allocable to those programs based on the oversight or administration provided in those programs' operations
    - **Services, Supplies and Capital Outlay** – includes administrative costs such as communications, insurance, advertising, maintenance of general use equipment and buildings, and purchase of office equipment or vehicles not directly associated with a specific program, but used in their provision
  - **Parks Maintenance** – an allocation of parks maintenance costs that support the provision of all recreation programs. Costs are not allocated to the Senior Center or Community Center facility rental services as there is no related parks maintenance costs supporting those departments.
  - **Citywide Administration** – an allocation of costs borne by administrative departments that have an impact on oversight or administration of recreation activities. Costs of the Legislative (City Council), City Attorney, City Manager/City Clerk, and Administrative Services (including Finance, Human Resources, Risk Management and Information Technology) Departments are allocated and distributed across the various recreation programs.

Fully Loaded Costs

Fully loaded costs add other costs to hard dollar costs that are not specifically budgeted, but represent the true costs of providing services to the community. They include the following:

- **Hard Dollar Costs** – see discussion above
- **Equipment Replacement Charges** – includes the annual set-aside amounts allocated across all programs based on the equipment replacement funding analysis provided to the City Council in April 2017. Those costs include information technology equipment, other equipment, vehicles/fleet and building systems.
- **Facility Replacement Costs** – includes an allocation of the replacement costs of the facilities in which recreation services are provided. The facilities included in this allocation are: 1) the Brook Knoll and Vine Hill modular buildings that support school age recreation programs; 2) the Swimming Pool at Siltanen Park that supports aquatics; 3) the Recreation Center that supports all recreation program; 4) the Senior Center for its operations; and, 5) the Community Center for its operations. There are no replacement costs included for replacement of City parks, although if there were significant capital projects to replace significant portions of such parks, those costs should likely be included in future cost studies.

Table 1 below depicts the hard dollar and fully loaded costs associated with providing recreation services based on the FY 2017/18 budget.

Table 1 – Hard Dollar and Fully Loaded Costs for Recreation, Senior Center and Community Center Programs – FY 2017/18

	Recreation Fund							
	Aquatics	Classes	Recreation Facility Rentals	School Age Recreation	Sports	Total	**Senior Center**	**Community Center**
Hard Dollar Costs								
Direct Costs								
Personnel	-	-	-	-	-	-	66,169	29,500
Services, supplies, capital outlay	20,050	55,810	-	66,460	55,460	197,780	36,060	38,070
Total direct costs	20,050	55,810	-	66,460	55,460	197,780	102,229	67,570
Indirect costs								
Recreation Administration								
Personnel	136,930	84,283	80,811	385,650	105,644	793,317	23,222	7,741
Services, supplies, capital outlay	3,626	23,206	14,504	27,558	3,626	72,520	-	-
Total Recreation Administration	140,556	107,489	95,315	413,207	109,270	865,837	23,222	7,741
Parks Maintenance	14,160	3,540	21,240	3,540	28,320	70,800	-	-
Citywide Administration	4,270	27,328	17,080	32,452	4,270	85,400	-	-
Total Indirect Costs	158,986	138,357	133,635	449,199	141,860	1,022,037	23,222	7,741
Total Hard Dollar Costs	**179,036**	**194,167**	**133,635**	**515,659**	**197,320**	**1,219,817**	**125,451**	**75,311**
Fully Loaded Costs								
Hard dollar costs (above)	179,036	194,167	133,635	515,659	197,320	1,219,817	125,451	75,311
Equipment replacement	2,046	6,273	6,097	10,539	2,046	27,001	9,561	6,615
Facility replacement	50,000	2,700	8,100	52,300	8,100	121,200	48,000	100,000
Total Fully Loaded Costs	**231,082**	**203,140**	**147,831**	**578,498**	**207,466**	**1,368,018**	**183,012**	**181,926**

Cost Recovery Analysis
As indicated earlier, the current level activity experienced in FY 2016/17 formed the basis for projecting anticipated revenues for FY 2017/18. The revenue projections used the current Recreation Fees and Charges schedule, originally adopted by the City Council for FY 2016/17 and updated effective May 1, 2017 for charges related to cleaning fees and refundable damage deposits at the Senior Center and Community Center.

Table 2 compares the projected revenues based on the existing fees to the costs of providing those services, using both the Hard Dollar Cost and Fully Loaded Cost models.

Table 2 – Cost Recovery Projections for Recreation, Senior Center and Community Center Programs Based on Existing Fees and Charges – FY 2017/18

	Recreation Fund							
	Aquatics	Classes	Recreation Facility Rentals	School Age Recreation	Sports	Total	**Senior Center**	**Community Center**
Hard Dollar Cost Model								
Projected revenues based on baseline projections	60,400	69,600	112,500	700,000	65,100	1,007,600	75,100	96,300
Less: Hard Dollar Costs	179,036	194,167	133,635	515,659	197,320	1,219,817	125,451	75,311
Net surplus (deficit) for each program	**(118,636)**	**(124,567)**	**(21,135)**	**184,341**	**(132,220)**	**(212,217)**	**(50,351)**	**20,989**
Percentage cost recovery	**34%**	**36%**	**84%**	**136%**	**33%**	**83%**	**60%**	**128%**
Fully Loaded Cost Model								
Projected revenues based on baseline projections	60,400	69,600	112,500	700,000	65,100	1,007,600	75,100	96,300
Less: Fully Loaded Costs	231,082	203,140	147,831	578,498	207,466	1,368,018	183,012	181,926
Net surplus (deficit) for each program	**(170,682)**	**(133,540)**	**(35,331)**	**121,502**	**(142,366)**	**(360,418)**	**(107,912)**	**(85,626)**
Percentage cost recovery	**26%**	**34%**	**76%**	**121%**	**31%**	**74%**	**41%**	**53%**

Certain fees and charges categories were found to currently be set at levels that are below the costs for providing those services, where others were found to be set at or above the level of costs incurred for providing those services. For example, the fees set for the aquatics program is only recovering 34% of the hard dollar costs to operate the program, or 26% of fully loaded costs. Community Center facility rentals, on the other hand, are recovering over 100% of the hard dollar costs to provide services, but are still recovering only 53% of the fully loaded costs to provide those services. In total, however, the City's fees and charges are less than it costs to provide recreation services.

It is noted that School Age Recreation is currently operating at a surplus. However, this program will experience cost increases in the next three years given the federal minimum wage mandate which will impact most of the recreation aides assigned to summer camp and after-school programs. We anticipate that by FY 2019/20 the program will be closer to 100% cost recovery if fees are maintained at their current levels.

It is common for cities to have a policy that a portion of its recreation programs would be partially subsidized from the General Fund. For example, a city might establish a policy that total recreation programs may only recover 90% of their costs through fees and charges, requiring a subsidy from the General Fund. For Scotts Valley, fees are only covering 83% of hard dollar costs allocated to the Recreation Fund, and only 60% of the hard dollar costs for the Senior Center operations.

Impact of Achieving Fully Cost Recovery through Fees and Charges
If the City desired to have its recreation programs be fully self-supporting, the City would need to raise fees significantly in certain programs as summarized in Table 3.

Table 3 – Fee Increases Necessary to Achieve Full Cost Recovery – Hard Dollar Costs and Fully Loaded Costs

	Percentage Increase in Fees to Achieve Full Cost Recovery	
Program	**Hard Dollar Costs**	**Fully Loaded Costs**
Recreation Fund		
• **Aquatics**	200%	280%
• **Classes**	180%	190%
• **Recreation facility rentals**	19%	30%
• **School age recreation**	N/A	N/A
• **Sports**	200%	220%
Senior Center	67%	140%
Community Center	N/A	90%

Classes are unique in that the City hires contract instructors for each class that, in coordination with staff, set the rate for their class. The City exacts a 30% fee based on the cost of the class (e.g., if the class fee is set at $50 per participant, the City receives a fee of $15 for each participant and the contractor receives $35). In order for the City to increase its revenues for classes, it would need to work with contract instructors in one of three ways: 1) increase capacity and/or enrollment for each class; 2) increase the cost of classes; or, 3) change the City's fee to something higher than 30%. **Staff is not recommending changes in the fee percentage for classes at this time, but rather will work with contract instructors to improve enrollment and seek increases in classes where there appears to be higher demand, with a targeted improvement in revenues of 10% or greater.**

With respect to all other fees, in order to understand the impacts of these fee increases, Table 4 identifies a handful of fees in each of the affected programs above to indicate the impact on participants of the various programs under a full cost recovery model.

Table 4 – Sample of Fee Impacts to Achieve Full Cost Recovery – Hard Dollar Costs and Fully Loaded Costs

Program	Fee Description	Current Fee	Fee under Hard Dollar Cost Recovery	Fee under Fully Loaded Cost Recovery
Aquatics	Open recreational swim	$3	$9	$11
Aquatics	Private swimming lessons (6 lessons)	$103	$309	$391
Recreation Facility Rental	Skypark – up to 100 people, four hour rental, resident	$120	$144	$156

Program	Fee Description	Current Fee	Fee under Hard Dollar Cost Recovery	Fee under Fully Loaded Cost Recovery
Recreation Facility Rental	Skypark – 500 people, full day rental, resident	$600	$720	$780
Sports	Adult soccer (per team)	$435	$1,130	$1,400
Sports	Youth basketball (per participant)	$65	$170	$210
Senior Center	Hourly rental – four hours, resident	$240	$400	$580
Senior Center	Daily rental - resident	$480	$820	$1,150
Community Center	Hourly rental – four hours, resident	$348	$348	$660
Community Center	Daily rental - resident	$950	$950	$1,800

Note: hourly and daily rentals for the Senior and Community Centers exclude cleaning fees and refundable damage deposits

As indicated in Table 4, the increases in program costs can be quite significant to the community. If fees were raised to recover all hard dollar costs, there would likely be a negative impact on participation. The City will need to be cognizant of its decisions regarding expectation on full cost recovery for recreation programs. Scotts Valley is currently operating programs as cost effectively as it can at the present as a standalone provider of recreation services. The key question that need to be answered are:

1. To what extent is there an expectation that recreation services are operating at full cost recovery?
2. What is the appropriate level of subsidy from the General Fund to maintain recreation services at their current levels?
3. How can fee revenues be increased or improved to mitigate the General Fund subsidy but still provide recreation services at reasonable prices?

In order to evaluate question 3, staff reviewed fees with other comparable agencies in the area as discussed below.

Comparative Research on Fees Charged by Other Recreation Services Providers
Staff identified the following agencies within the region with whom to compare costs of services:

- City of Santa Cruz
- County of Santa Cruz
- City of Capitola
- City of Watsonville

The City Council recently reviewed cost comparisons for its community and senior centers. Comparative research was not conducted on those services.

The detailed comparative research on fees is attached to this Staff Report as Attachment A. The survey indicates the following, including staff's recommendation on fee changes:

- **School age recreation programs** – the City's summer camp program fees are consistent with other agencies, while the after-school program fees are a little higher than the other agencies. **Staff recommends no changes in school age recreation program fees**.
- **Sports** – the City's sports programs are typically set lower than other agencies, with the exception of adult softball which is higher than the other agencies that offer co-ed leagues. **Staff is recommending increases in various sports programs to remain competitive with other agencies but reduce the subsidy reliance on the General Fund**.
- **Aquatics** – open recreation swim is currently set at $3 per session. Watsonville is the same rate, yet the City of Santa Cruz charges $5, and the County charges $6 per session. **Staff recommends that aquatics fees be increased to remain competitive with other agencies and reduce the subsidy required from the General Fund**.
- **Recreation facility rentals** – park rentals tend to be lower than other agencies on a partial day rental, but are higher than other agencies on full-day rentals with the exception of the City of Santa Cruz's Harvey Park. **Staff recommends increases to park rental fees and adjustments to non-resident fees to align with the non-resident fees charged of other City programs and in order to reduce the subsidy required from the General Fund**.

Recommended Fee Changes
Staff is recommending that the City begin to take steps in FY 2017/18 towards full cost recovery. This would require fees be adjusted where there are significant gaps in cost recovery as shown in Table 2.

Based on the cost analysis of services shown in Table 1, the cost recovery analysis shown in Table 2, and the comparative research of other agencies' select fees presented in Attachment A, staff is recommending several changes to the City's recreation fees for FY 2017/18. The proposed fee listing is attached as Attachment B to this staff report. Key changes are highlighted below:

- **Administration fee** – the fee imposed on all programs that is not returned if a customer cancels their registration would be increased from $6 to $10.
- **Sports** – increases generally ranging from 3% to 17% for various sports programs.
- **Aquatics** – increases ranging from 16% to 40% for various aquatics programs.
- **Non-resident fees** – increase of 50% to be more reflective of the lack of other subsidized funding from General Fund resources (e.g., property taxes). Also,

non-resident fees currently imposed on school-age recreation programs vary depending on the level of enrollment and currently cap at $9. Those fees are proposed to increase to a flat $10 non-resident enrollment fee regardless of the level of enrollment.
- **Recreation facility rentals** – increase averaging 17%, and adjustments to the non-residential fees to equal a 35% premium above the resident rate, which is consistent with the differential charged to non-residents for other programs and services
- **Community Center rental** – increase of 15% to the hourly rental rate, and a 5% increase in the daily rate.
- **Senior Center rental –** increase of 8% to the hourly rate, upon which the daily rate is also based. The daily rate is modified to be based upon a 10-hour day rather than an 8-hour day, which is consistent with existing rental practices and is typical of the rental period for daily rates.

FISCAL IMPACT

Implementing the recommended fees and charges herein are projected to increase FY 2017/18 annual revenues for the following funds:

- **Recreation Funds** – increased revenues totaling approximately $40,000 will positively impact the long-term financial viability of the recreation fund by reducing the ongoing subsidy of $125,000 to $85,000 per year. The transfer required to ensure the recreation fund is property funded in FY 2017/18 will be reduced from $264,500 to $224,500. This transfer is a one-time clean up from prior year deficits.
- **Community Center Fund** – increased revenues total approximately $16,000.
- **Senior Center Fund** – increase revenues totaling $1,500 will reduce the General Fund subsidy projected for FY 2017/18 from $38,200 to $36,700.

Depending on the fees recommended for implementation, staff will incorporate the anticipated revenue impacts in the final draft of the FY 2017/18 Annual Budget scheduled for City Council consideration and adoption on June 21, 2017.

STAFF RECOMMENDATION

Staff seeks policy direction from the City Council regarding the proposed recreation and facilities fees and charges for FY 2017/18.

1. Does the City Council have any questions associated with the analysis of the cost of services provided in this report?
2. Does the City Council have any questions associated with the comparative research on similar programs provided by other recreation program providers?
3. To what extent does the City Council expect full cost recovery of its recreation programs and facility rental services, in total, or by program as follows:
    a. Aquatics

   b. Classes
   c. School Age Recreation
   d. Sports
   e. Recreation Facility Rentals
   f. Senior Center Facility Rentals and Programs
   g. Community Center Facility Rentals
4. Does the City Council concur with the proposed recreation and facilities fees and charges, or does the City Council have any changes it would like to make to those fees and charges?
5. Based on the foregoing direction, does the City Council have enough information to approve the attached resolution adopting the fees and charges schedule for recreation programs and facilities for FY 2017/18, as proposed or as amended?

Subject to City Council action on the attached resolution, staff will implement the fees to go into effect for recreation programs published in the Fall 2017 Recreation Guide, which will be in effect on or after September 1. Fees for facility rentals will go into effect on September 1, 2017, excluding any existing facility rentals booked and paid in full as of July 1, 2017.

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RESOLUTION NO. 1593.21

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY APPROVING THE MASTER FEES AND CHARGES SCHEDULE FOR FY 2017/18 FOR RECREATION PROGRAMS AND SERVICES

WHEREAS, Resolution No. 1198.10 establishing a schedule of fees and charges ("Master Fees and Charges Schedule") for city services was adopted by the City Council of the City of Scotts Valley on June 6, 1990; and

WHEREAS, the City Council has amended the Master Fees and Charges Schedule for city service by resolution from time to time since its original adoption; and

WHEREAS, the City desires to amend the Master Fees and Charges schedule to reflect the services provided and updated costs of providing those service to the community; and

WHEREAS, pursuant to Section 3.40.040(a) of the City's Municipal Code, rates of fees and charges to be charged and collected in order to recover the percentage of costs reasonably borne in providing services shall be set by resolution, and pursuant to Section 3.40.050 and 3.40.060 of the Municipal Code, any new or increased charges are to be set after public hearing and notice as required; and

WHEREAS, notice of time and place of public hearing, including a general explanation of the matter to be considered, has been provided in compliance with the provisions of that ordinance; and

WHEREAS, the City Council has held a public hearing concerning the adoption of the proposed Master Fees and Charges Schedule for its recreation related programs and services for FY 2017/18 that is proposed to go into effect not earlier than September 1, 2017.

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

1. The Master Fees and Charges Schedule for Recreation Programs and Services for FY 2017/18 is hereby amended as stated in Exhibit A to this Resolution.
2. The resolution shall take effect on September 1, 2017.

The above and foregoing resolution was duly and regularly adopted by the City Council of the City of Scotts Valley at a regular meeting held on the 7th day of June, 2017 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Approved: ______________________________
Randy Johnson, Mayor

Attest: ______________________________
Tracy A. Ferrara, City Clerk

City of Scotts Valley **Attachment B**
Master Fees and Charges Schedule - Recreation Programs
FY 2017/18

PROGRAM / DIVISION	CURRENT FEE	Proposed % Increase	PROPOSED FEE
Recreation			
Childcare program fees - Full Time	$3.50 / hour	0%	$3.50 / hour
Childcare program fees - Part Time	$4.25 / hour	0%	$4.25 / hour
Childcare program fees for hours over part-	$15/hour until full-time	0%	$15/hour until full-time
time schedule (when scheduled as part-time)	cost is reached	0%	cost is reached
Childcare program late payment	Lesser of $25 or	0%	Lesser of $25 or
	cost of program		cost of program
Childcare program late pick-up	$5.50 for 1st 15 mins or portion thereof. &	0%	$5.50 for 1st 15 mins or portion thereof. &
	$11 per extra 15 min or portion thereof		$11 per extra 15 min or portion thereof
Childcare program school year drop-in:			-
Before school	$7/ drop-in	0%	$7/ drop-in
Kinder Kamp	$21 / drop-in	0%	$21 / drop-in
After School - regular school day	$21 / drop-in	0%	$21 / drop-in
After School - minimum school day	$31 / drop-in	0%	$31 / drop-in
Junior leader program	$100 / month	0%	$100 / month
Childcare program summer drop-in	$65 / day	0%	$65 / day
Parents Night Out - First child	$20	0%	$20
- Each additional sibling	$15	0%	$15
Ballfields for season:			
Youth/non-profit	$11/player	18%	$13/player
Adult resident	$21/player	14%	$24/player
Adult non-resident	$31/player	10%	$34/player
Private facility use	per schedule	N/A	per schedule
Administration fees (included in all program prices, withheld on refund requests)	$6	67%	$10
Sports			
Open Gym	$4	150%	$10
Adult volleyball	$320 / team	9%	$350 / team
Adult softball	$525 / team	9%	$575 / team
Youth basketball	$65 / participant	8%	$70 / participant
Adult basketball	$400 / team	13%	$450 / team
Adult soccer	$435 / team	3%	$450 / team
Pickle Ball League	$160 / team	13%	$180 / team
Pickle Ball Tournament	$30 / 2-player team	17%	$35 / 2-player team
Pickle Ball Drop-In	$7 / participant	0%	$7 / participant
Pickle Ball Punch Card (7 punches)	$20	0%	$20
Forfeit fee (team)	$25	200%	$75
Protest fee (refunded if protest upheld)	$10	200%	$30
Tennis lights key rental per 3 months	$21	19%	$25
Tennis Tournament	$30	16%	$35
Adult Dodgeball	$205 / team	10%	$225 / team
Adult Kickball	$130 / team	10%	$143 / team
Bocce ball	$10 / player	10%	$11 / player, plus $10 administration fee per team
Aquatics			
Swimming lesson (6 lessons)	$62	16%	$72
Private Swimming lesson (6 lessons)	$103	17%	$120
Swim Punch Card (10 punches)	$25	40%	$35
Open recreational swim	$3	33%	$4
Twilight Swim	$10 / person	20%	$12 / person
Classes, Trips and Tours	Cost - varied	10%	Cost - varied
Non-Resident fees			
Program/class amount (exacted on hourly rates for facility rentals and total costs for all other programs/classes; excludes childcare and sports programs)			
1.00 - 10.00	$5	50%	$8
11.00 - 25.00	$6	50%	$9
26.00 - 40.00	$7	50%	$11
41.00 - 70.00	$8	50%	$12
71.00 +	$9	50%	$14
Sports leagues	$10 / person	50%	$15 / person
Childcare programs	N/A		$10
Recreation Park Rentals - Siltanen, Skypark (outside facilities and/or classroom), Hocus Pocus and MacDorsa			
Up to 50 (no deposit)	Res. $20/hr - $200/day Non Res. $25/hr - $250/day	25%	Res. $25/hr - $250/day Non Res. $34/hr - $340/day
Up to 100 (no deposit)	Res. $30/hr - $300/day Non Res. $35/hr - $350/day	17%	Res. $35/hr - $350/day Non Res. $46/hr - $460/day
Up to 250 ($300 deposit)	$300/day Non Res.$425/day	17%	$450/day Non Res.$610/day
Up to 500 ($1,000 deposit)	$600/day Non Res.$850/day	17%	$700/day Non Res.$950/day
Up to 1,000 ($1,500 deposit)	$1,200/day Non Res.$1,570/day	13%	$1,350/day Non Res.$1,825/day
Siltanen Park Pool Fees			

City of Scotts Valley **Attachment B**
Master Fees and Charges Schedule - Recreation Programs
FY 2017/18

PROGRAM / DIVISION	CURRENT FEE	Proposed % Increase	PROPOSED FEE
Fee includes 2 Lifeguards, 38 people mx, 2 picnic tables, small BBQ	$125 per 2 hrs	20%	Res. $150 per 2 hrs; Non Res. $164 per 2 hrs
Athletic Field Lights	$15.00 per hr	30%	$20.00 per hr
Fee Charge Activities			
Activities on City property that charge a fee for participation	Charged 10% of collected fee in addition to the rental fee	N/A	Charged 10% of collected fee in addition to the rental fee
Accidental Facility Alarm Activation Fee			
Either for non-emergency, false alarm or accident	$50 per incident	N/A	$50 per incident
Community Center Rental Fees			
Hourly Rental	Res. $87/hr Non Res. $95/hr	15%	Res. $100/hr Non Res. $114/hr
Daily Rental	Res. $950/day Non Res. $1,050/day	5%	Res. $1,000/day Non Res. $1,140/day
Non Profit	Less 25% of Res/Non Res.	N/A	Less 25% of Res/Non Res.
Cleaning Fee	Actual City Cost plus 15% admin fee	0%	Actual City Cost plus 15% admin fee
Tear down tables/chairs	$50	50%	$75
Security (sound and enforcement)	Actual City Cost plus 15% admin fee	0%	Actual City Cost plus 15% admin fee
Refundable Damage Deposit	$500	0%	$500
Special Event Insurance Admin Fee	$10	50%	$15
Senior Center Rental Fees			
Hourly Rental	Res. $60/hr Non Res. $67/hr	8%	Res. $65/hr Non Res. $77/hr
Daily Rental	Res. $480/day Non Res. $536/day	8%*	Res. $650/day Non Res. $770/day
Non Profit	Less 25% of Res/Non Res.		Less 25% of Res/Non Res.
Cleaning Fee	Actual City Cost plus 15% admin fee	0%	Actual City Cost plus 15% admin fee
Tear down tables/chairs	$50	50%	$75
Security (sound and enforcement)	Actual City Cost plus 15% admin fee	0%	Actual City Cost plus 15% admin fee
Refundable Damage Deposit	$500	0%	$500
Special Event Insurance Admin Fee	$10	50%	$15

Recreation Programs
Comparative Research

Based on Current and Proposed Fees
Survey Date - May 31, 2017

ATTACHMENT A

Category	Program	Description	Resident Status	Scotts Valley Current	Scotts Valley Proposed	City of Santa Cruz		County of Santa Cruz		Capitola		Watsonville	
School Age Recreation Programs	Childcare/Summer Camp - Full Time - Ages 6-12	Assumes 10.5 hour day, one week, 5 days	Resident	$ 184	$ 184	$ 63		$ 226	Operates 7:30 a.m. to 6 p.m.	$ 166	Normal program 9 a.m. to 4:30 p.m., includes extended care 8 a.m. to 5:30 p.m.	$ 165	Full day is 7:45 a.m. to 6 p.m.
			Non-Resident	$ 193	$ 193	$ 82		$ 249		$ 178		$ 171	
	Childcare/Summer Camp - Part Time - Ages 6-12	Assumes 5.5 hour day, one week, 5 days	Resident	$ 117	$ 117	$ 63	City does not provide part-time rates	$ 188		$ 91	Afternoon program 1 p.m. to 4:30 p.m., extended to 5:30 p.m.	$ 95	Half day is 1 p.m. to 6 p.m.
			Non-Resident	$ 126	$ 126	$ 82		$ 207		$ 100		$ 101	
	Childcare/After School Program - Grades 1-5	Assumes 4.5 hours after school, enrolled for a full month assuming 20 days per month	Resident	$ 383	$ 383	N/A	Program not provided	$ 341	Operates end of school to 6 p.m.	N/A	Program not provided	$ 165	Operates 2:30 ot 6 p.m.
			Non-Resident	$ 392	$ 392	N/A		$ 375		N/A		$ 171	
Sports	Adult volleyball	Per team cost	Base cost	$ 320	$ 350	N/A	City provides beach volleyball tournaments, but not leagues	N/A	Program not provided	N/A	Program not provided	$ 425	
			Non-resident fee per player	$ 10	$ 15	N/A		N/A		N/A		$ 10	Cap of $50 per team
	Adult softball - Co-ed league	Per team cost	Base cost	$ 525	$ 575	$ 440	Men's or women's leagues are $520	N/A	Program not provided	$ 495		$ 525	Men's or women's leagues are $600
			Non-resident fee per player	$ 10	$ 15	$ 20		N/A		$ -		$ 10	
	Youth basketball	Per participant cost	Base cost	$ 65	$ 70	N/A	Program not provided	$ 65	Provided by Boys & Girls Club of SCC	N/A	Program not provided	N/A	Program not provided
			Non-resident fee per player	$ 10	$ 15	N/A		N/A		N/A		N/A	
	Adult basketball	Per team cost	Base cost	$ 400	$ 450	$ 430		N/A	Program not provided	N/A	Program not provided	$ 550	
			Non-resident fee per player	$ 10	$ 15	$ 20		N/A		N/A		$ 10	
	Adult soccer	Per team cost, women's league	Base cost	$ 435	$ 450	$ 470	Cost is for regular registration; early reg. provides $40 discount	N/A	Program not provided	N/A	Program not provided	N/A	Program not provided
			Non-resident fee per player	$ 10	$ 15	$ 20		N/A		N/A		N/A	
Aquatics	Open recreational swim	Daily entry pass		$ 3	$ 4	$ 5		$ 6		N/A	Program not provided	$ 3	
Recreation facility rentals	Park rental	4 hour rental of entire City park up to 100 people, excluding deposits or cleaning fees	Resident	$ 120	$ 140	N/A	Harvey Park may only be rented an entire day.	$ 205	Pavilion - day rate $150; $164 non-res; $18.75 / hr; $20.50/hr non res; more than 50 people; $210 res; $230 non-res; $26.25 res; $28.75 non-res; fields 8 hr minimum; park $200 / day res; $220 non-res; $25/$27.50 res nonres / hr;	N/A	First come, first served	$ 242	Ramsay Park - picnic areas and one soccer field
			Non-Resident	$ 140	$ 184	N/A	Harvey Park may only be rented an entire day.	$ 225	Anna Jeans Cummings Park - both pavilions plus park (8 hr minimum on weekends)	N/A	First come, first served	$ 242	Ramsay Park - picnic areas and one soccer field
		Full-day rental of entire City park (assumes 10 hours) of up to 500 people, excluding deposits or cleaning fees	Resident	$ 600	$ 700	$ 1,700	Harvey Park	$ 410	Anna Jeans Cummings Park - both pavilions plus park (8 hr minimum on weekends)	N/A	First come, first served	$ 518	Ramsay Park - picnic areas and one soccer field
			Non-Resident	$ 650	$ 950	$ 1,720	Harvey Park	$ 450	Anna Jeans Cummings Park - both pavilions plus park (8 hr minimum on weekends)	N/A	First come, first served	$ 518	Ramsay Park - picnic areas and one soccer field