



A G E N D A

Meeting of the Scotts Valley City Council

Date: April 17, 2019

Time: 6:00 pm

CONTACT INFORMATION	MEETING LOCATION	POSTING
City of Scotts Valley 1 Civic Center Drive Scotts Valley, CA 95066 (831) 440-5600	City Council Chambers 1 Civic Center Drive Scotts Valley, CA 95066	The agenda was posted 4-12-19 at City Hall, SV Senior Center, SV Library and on the Internet at www.scottsvally.org .

ELECTED OFFICIALS	CITY STAFF MEMBERS
Jack Dilles, Mayor Randy Johnson, Vice Mayor Donna Lind, Council Member Jim Reed, Council Member Derek Timm, Council Member	Jenny Haruyama, City Manager Kirsten Powell, City Attorney Steve Walpole, Chief of Police Taylor Bateman, Community Development Director Tony McFarlane, Administrative Services Director Daryl Jordan, Public Works Director Tracy Ferrara, City Clerk

MEETING NOTICE AND AGENDA PACKET MATERIALS
Notice regarding City Council Meetings: The City Council meets regularly on the 1st and 3rd Wednesday of each month at 6:00 pm in the City Hall Council Chambers located at 1 Civic Center Drive, Scotts Valley, CA 95066. Agenda and Agenda Packet Materials: The City Council agenda and the complete agenda packet are available for review by 5:00 pm the Friday before the Wednesday meeting on the Internet at the City's website: www.scottsvally.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.scottsvally.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 PM
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PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

ROLL CALL

SPECIAL SET MATTER

Presentation from the United States Geological Survey (USGS).

COMMITTEE REPORTS

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

CITY MANAGER REPORT

PUBLIC COMMENT TIME

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

ALTERATIONS TO CONSENT AGENDA

Council can remove or add items to the Consent Agenda.

CONSENT AGENDA

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

- A. Approve City Council minutes of 3-6-19,
- B. Approve check registers dated 3-25-19, 3-29-19, 4-5-19
- C. Approve and ratify Council Member Jim Reed's appointment of Cathie Simonovich to the Planning Commission to replace Lori Gentile
- D. Approve the updated Accountant I class specification; Resolution No. 1955.2 approving the updated City Clerk/Administrative Manager class specification and salary schedule; Resolution No. 1955.3 approving the updated Police Captain salary schedule; and, Resolution No. 1955.4 approving the new Public Works Director/City Engineer/Deputy City Manager class specification
- E. Approve Resolution No. 1955.1, designating the job classification of Wastewater Laboratory/Environmental Compliance Manager and adding a salary range to the salary schedule
- F. Approve request for non-collection of fees in the amount of \$1,000 for the Exchange Club of Scotts Valley for use of the Scotts Valley Community Center on May 10, 2019 for their annual Blue and Gold Awards Dinner

- G. Approve the Agreement for Professional Services between the City of Scotts Valley and CSG Consultants, Inc., in the amount of \$450,000, to provide permit technician, plan check, and building inspection services

ALTERATIONS TO REGULAR AGENDA

Council can remove or add items to the Regular Agenda.
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REGULAR AGENDA

Persons wishing to speak on any item may do so by raising their hand to be recognized by the Mayor.

1. Consider approval of Resolution No. 1963 supporting the 2020 Census and allocating approximately \$5,000 to support 2020 Census outreach efforts
(City Manager Haruyama)
2. Consider approval of 2018 Annual Progress Report as submitted to the Department of Housing and Community Development
(Community Development Director Bateman)
3. Consider approval of Resolution No. 1946.1, approving a list of projects to be funded by SB-1: The Road Repair and Accountability Act for Fiscal Year 2019/20
(Public Works Director/City Engineer Jordan)
4. Consider amendments to the Scotts Valley Public Financing Authority Joint Powers Agreement adding the Parking Authority of the City of Scotts Valley and withdrawing the Successor Agency of the Scotts Valley Redevelopment Agency
(Administrative Services Director McFarlane)
5. Future Council agenda items
(This portion of the Regular Agenda allows the Council to determine items to be placed on a future agenda and to choose a date, if so desired.)

ADJOURNMENT

ADA NOTICE

The City of Scotts Valley does not discriminate against persons with disabilities. The City Council Chambers is an accessible facility. If you wish to attend a City Council meeting and require assistance such as sign language, a translator, or other special assistance or devices in order to attend and participate at the meeting, please call the City Clerk's office at (831) 440-5602 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.
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PROCEDURAL INFORMATION FOR THE PUBLIC

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

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

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

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

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

Unless otherwise determined by the presiding officer of the meeting:

1. Three minutes allowed per individual to speak.
2. Five minutes allowed per individual representing a group of three or more.



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MINUTES

Meeting of the Scotts Valley City Council

Date: March 6, 2019

Time: 6:00 pm

CONTACT INFORMATION	MEETING LOCATION	POSTING
City of Scotts Valley 1 Civic Center Drive Scotts Valley, CA 95066 (831) 440-5600	City Council Chambers 1 Civic Center Drive Scotts Valley, CA 95066	The agenda was posted 3-1-2019 at City Hall, SV Senior Center, SV Library and on the Internet at www.scottsvalley.org .

CALL TO ORDER 6:00 PM

The City Council meeting was called to order at 6:00 pm.

PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

ROLL CALL

ELECTED OFFICIALS PRESENT:

Jack Dilles, Mayor
Randy Johnson, Vice Mayor
Donna Lind, Council Member
Jim Reed, Council Member
Derek Timm, Council Member

CITY STAFF MEMBERS PRESENT:

Jenny Haruyama, City Manager
Kirsten Powell, City Attorney
Steve Walpole, Chief of Police
Tony McFarlane, Administrative Services Director
Daryl Jordan, Public Works Director
Tracy Ferrara, City Clerk
Scott Harriman, Contract Planner

CITY STAFF MEMBERS ABSENT:

Taylor Bateman, Community Development Director

SPECIAL SET MATTERS

- (1) Mayor Jack Dilles presented a Mayor's Proclamation to Rayvon Williams, Board Chair of the Red Cross, and Rowena Cervantes of the Red Cross, proclaiming March 2019 as Red Cross Month.
- (2) Dan Haifley, retiring Executive Director of O'Neill Sea Odyssey, introduced Rachel Kippen, the new Executive Director of O'Neill Sea Odyssey and gave a PowerPoint presentation on their program. Ms. Kippen announced that a retirement celebration will be held for Dan Haifley on April 11, 2019 at the Coconut Grove in Santa Cruz. Mayor Dilles presented a Mayor's Proclamation to Dan Haifley, retiring Executive Director of O'Neill Sea Odyssey.

- (3) Steve Kovacs, Fire Chief of the Scotts Valley Fire Protection District (SVFPD), gave an oral presentation and update on the SVFPD's accomplishments over the past year and provided information on wildfire safety.

COMMITTEE REPORTS

CM Timm reported that the AMBAG Board met and discussed the Energy Watch grant program, which Scotts Valley has participated in the past.

CM Timm reported that the General Plan Advisory Committee met and discussed transportation and mobility.

CM Lind reported that the Santa Cruz Metropolitan Transit Board met and discussed budget, active recruitments, and bus replacement.

CM Lind reported that the Criminal Justice Committee met and received a presentation on a community corrections partnership and some of the work they are doing with at-risk youth and families. They also received a report from the Santa Cruz County Gang Crime Team.

CM Lind announced that there is a Santa Margarita Groundwater Agency Joint Powers Authority workshop on Saturday, March 9, 2019 at the Felton Community Hall regarding "Managing Groundwater: How Can We Prepare for an Uncertain Future?"

Mayor Dilles reported that the Seniors Advisory Council met and discussed budget and advocating for more funding for seniors at the state level.

Mayor Dilles reported that the Monterey Bay Community Power (MBCP) Policy Board met some items of discussion included a report/update from the CEO, an update on MBCP outreach and engagement, and approval of the FY 2018/19 mid-year operating budget.

CITY MANAGER REPORT

New Park Woodchips: Seventy (70) cubic yards of new cedar woodchips were spread at Siltanen and Skypark last week.

New Shade Structure/Gazebo: A new gazebo/shade structure was installed at Skypark last week and will be available for rent.

Bicycle Friendly Community Survey: The City recently applied for Bicycle Friendly Community status from the League of American Bicyclists. As part of its review process, the League is seeking community input via survey on bicycling. The survey will remain open through Sunday, March 24, 2019. The survey has been posted on the City's social media pages and website, and My Scotts Valley.

RCD Fire Prevention Workshop: The Resource Conservation District of Santa Cruz County will be hosting a free workshop and tour on Sunday, March 10, 2019 from 1:00 pm – 3:30 pm at the Graham Hill Showgrounds to help residents protect their home, property, family and animals in the event of a fire in the Santa Cruz Mountains. The workshop includes a tour of fuel break work along Graham Hill Road and information on adapting these practices to homeowners' property.

PUBLIC COMMENT TIME

Mayor Dilles announced that the Annual Scrabble Tournament, Saturday, March 23, 2019 at the Santa Cruz County Law Library. He stated that additional information is available by calling 420-2205.

ALTERATIONS TO CONSENT AGENDA

CM Timm recused himself due to a conflict with Item E on the Consent Agenda.

M/S: Johnson/Lind

To approve the Consent Agenda.

Carried 4/0/1 (AYES: Dilles, Johnson, Lind, Reed; ABSENT: Timm)

CONSENT AGENDA

- A. Approve City Council minutes of 2-6-2019
- B. Approve check registers dated 2-8-19, 2-15-19, 2-22-19
- C. Approve and ratify Vice Mayor Randy Johnson's nomination of Barbara Mendenhall to the Arts Commission to fill the vacancy
- D. Approve non-collection of fees in the amount of \$1,000 for the use of the Scotts Valley Community Center by the Scotts Valley Fire Protection District for their Employee Recognition Dinner on Saturday, March 9, 2019
- E. Approve non-collection of fees in the amount of \$1,300 for the use of Skypark Park by the Scotts Valley Educational Foundation (SVEF) for their Annual Touch A Truck event being held on Sunday, April 28, 2019
- F. Approve non-collection of fees in the amount of \$450 for the use of MacDorsa Park on Saturday, April 27, 2019 for Days of Wine and Wet Noses, Unconditional Love Animal Rescue fundraising event

ALTERATIONS TO REGULAR AGENDA

M/S: Lind/Timm

To approve the Regular Agenda.

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

REGULAR AGENDA

1. **Status Update on Alternate Uses for City Property Located at 251 Kings Village Road**

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

David Schnee, Group 4 Architecture, spoke regarding the costs presented in the staff report, and responded to questions from Council.

Bill Blake, AMS Planning and Research, gave a PowerPoint presentation on the Performing Arts Feasibility Study that he prepared, and responded to questions from Council.

Judy Grunstra, questioned who paid for the study and how Measure S funds will be used. She recommended holding the space for future library use.

Ray Gorski, Scotts Valley Community Theater Guild (SVCTG), stated that the SVCTG will be using a large amount of donated fixtures for the facility and stated that he would like to use Measure S funds.

Larry Smith, Scotts Valley Community Theater Guild (SVCTG), spoke in support of a performing arts center and stated that he feels that the demand is available for a theater.

June Langhoff, Scotts Valley resident, questioned where the funding will come from for a theater as the majority of the Measure S funds are needed to repair and maintain the current library.

Trish Melehan, Scotts Valley Arts Commission, spoke in support of a theater and stated that she believes that the SVCTG can make the theater happen.

Darshana Croskrey, spoke in support of a theater.

Sylvia Lee, President of the Friends of the Library in Scotts Valley, spoke regarding the need for Measure S funds to make necessary repairs in the library and to provide for future maintenance.

M/S: Timm/Reed

Use Measure S funds to repair and replace the Library and attached vacant space roof; upgrade Library HVAC system; and work with JPA Library Director to purchase and install furniture, fixtures and equipment (FFE) items as described in the Library needs attachment to the staff report. For purposes of cost efficiencies, HVAC prep and/or installation work may be done for the attached vacant space, and is dependent upon available funding. Capital work funded by

Measure S will be done in consultation with the Council Library Subcommittee. Direct staff to prepare an RFP for a public/quasi-public use located at the vacant space attached to the Library building. Use should be compatible with the Library and may include, but is not limited to recreation and children's and cultural activities. Enter into a lease with the Guild for 120 days and authorize the City Manager to extend the lease for no more than two 30-day extensions.
Carried 5/0 (AYES: Dilles, Johnson, Lind, Reed, Timm)

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

2. **Consider approval of a Planned Development Overlay and Permit (PD18-001), Design Review (DR18-001), Minor Subdivision (MLD18-001, and Environmental Assessment (EA18-001) for a Four-Lot Residential Subdivision, Four Single-Family Homes, and Related Site Improvements to a 0.42-Acre Site Located at 22 Blake Lane, APN 022-902-16**

Scotts Harriman, Contract Planner for the City of Scotts Valley, presented the written staff, gave a PowerPoint presentation on the proposed development, and responded to questions from Council.

PUBLIC HEARING OPENED – 10:00 PM

Rob Holt, property owner on Christel Oaks Drive, which is adjacent to the proposed development, questioned the potential impacts of this project on his property.

Maria Jensen, project applicant and Founder of Lantana, LLC, introduced herself and spoke regarding this project and other projects she has developed in Scotts Valley, and responded to questions from Council.

PUBLIC HEARING CLOSED – 10:17 PM

M/S: Johnson/Lind

To approve Resolution No. 1815.2 approving the Mitigated Negative Declaration for the “22 Blake Lane – Lantana Homes” Planned Development consisting of four single-family homes, and related site improvements on a 0.42-acre site at 22 Blake Lane, APN 022-902-16.

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

M/S: Johnson/Lind

To approve first reading and introduction of Ordinance No. 16-ZC-211.1 approving a Planned Development District Overlay (PD18-001) for the development of a four-lot single-family residential subdivision on a 0.42-acre site located at 22 Blake Lane, APN 022-902-16, and waive the reading thereof.

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

M/S: Johnson/Lind

To approve Resolution No. 1815.3 approving Minor Land Division (MLD18-001) for the “22 Blake Lane – Lantana Homes” Planned Development consisting of a four-lot residential subdivision, four single-family homes and related property improvements, on a 0.42-acre site at 22 Blake Lane, APN 022-902-16.

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

M/S: Lind/Johnson

To approve Resolution No. 1815.4 approving PD permit (PD18-001) and Design Review (DR18-001) for the “22 Blake Lane – Lantana Homes” Planned Development consisting of a four-lot residential subdivision, four single-family homes and related property improvements, on a 0.42-acre site at 22 Blake Lane, APN 022-902-16.

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

REGULAR AGENDA (resumed)

3. Future Council agenda items

None.

ADJOURNMENT

The meeting adjourned at 10:24 p.m.

Approved: _____
Jack Dilles, Mayor

Attest: _____
Tracy A. Ferrara, City Clerk

AGENDA ITEM B

DATE: 4-17-2019

SCOTTS VALLEY ACCOUNTS PAYABLE
03/25/2019 13:04:01 Check Register

CITY OF SCOTTS VALLEY
GL050S-V08.12 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 032519 COMMENT... 03/25/2019 AP

DATA-JE-ID DATA COMMENT

W-03252019-683 03/25/2019 AP

Run Instructions:

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BA	GENERAL CHECKING ACCOUNT				
003709	AMS PLANNING & RESEARCH	115803	03/25/19	1,600.00	
001464	ARMSTRONG/WAYNE	115804	03/25/19	927.18	
002031	ASTRO EVENTS OF SAN JOSE	115805	03/25/19	966.00	
001670	AT & T	115806	03/25/19	602.62	VOID
000097	AT&T	115807	03/25/19	157.91	
001928	BATEMAN/TAYLOR	115808	03/25/19	484.22	
001593	BENEDICT DDS/NANETTE	115809	03/25/19	587.40	
003679	BILLY BEEZ USA, LLC	115810	03/25/19	210.30	
.15330	BOOMERS LIVERMORE	115811	03/25/19	461.78	
003070	CALIFORNIA'S GREAT AMERI	115812	03/25/19	786.00	
003668	CARNEY/HANNAH	115813	03/25/19	120.00	
001546	CRAIG/ROBERT J	115814	03/25/19	1,000.00	
000037	CRYSTAL SPRINGS WATER CO	115815	03/25/19	69.60	
000207	DEPARTMENT OF JUSTICE	115816	03/25/19	137.00	
001983	DEPARTMENT OF SOCIAL SER	115817	03/25/19	2,178.00	
001362	DUNCAN AUTO TECH	115818	03/25/19	92.52	
001537	DYNAMIC PRESS	115819	03/25/19	738.50	
001991	FASTENAL	115820	03/25/19	307.39	
000202	FEDERAL EXPRESS	115821	03/25/19	121.11	
.15328	GLOW CANDLE LOUNGE	115822	03/25/19	445.64	
001828	GONZALES/GABE	115823	03/25/19	954.33	
000895	GRANITE CONSTRUCTION CO	115824	03/25/19	163.76	
000057	HACH COMPANY	115825	03/25/19	341.48	
003720	HOFKINS/DOUG	115826	03/25/19	250.00	
000615	HOHMANN/PATRICK J.	115827	03/25/19	129.00	
000283	HOSE SHOP	115828	03/25/19	132.09	
000934	JOHN'S ELECTRIC MOTOR SE	115829	03/25/19	950.47	
001308	JOHNSON DDS/BRETT	115830	03/25/19	62.50	
001660	KING/KATI	115831	03/25/19	164.72	
001372	KURATOMI DDS/REED K	115832	03/25/19	169.00	
000078	LLOYD'S TIRE SERVICE INC	115833	03/25/19	607.56	
000284	LOGAN & POWELL, LLP	115834	03/25/19	13,040.00	
003403	MAR-KEN INTERNATIONAL PO	115835	03/25/19	650.00	
000195	MESITI-MILLER ENGINEERIN	115836	03/25/19	1,260.50	
003171	MICHALAK/GENE	115837	03/25/19	125.00	
003685	MONTEREY BAY ANALYTICAL	115838	03/25/19	485.00	
000088	NORTH BAY FORD-LINCOLN-	115839	03/25/19	358.26	
000101	PACIFIC GAS & ELECTRIC C	115840	03/25/19	44,957.03	
000101	PACIFIC GAS & ELECTRIC C	115841	03/25/19	316.72	
000101	PACIFIC GAS & ELECTRIC C	115842	03/25/19	46.92	
000723	PIED PIPER INC./THE	115843	03/25/19	61.50	
001876	POLITO/BRANDON	115844	03/25/19	84.44	
001233	PORTER DDS MS/BRENT J	115845	03/25/19	66.90	
.15329	PUMP IT UP OF SAN JOSE	115846	03/25/19	351.67	
001917	PURE VALLEY WATER, INC	115847	03/25/19	200.31	
003136	S.V. PARKS & REC ADVOCAT	115848	03/25/19	2,500.00	
001894	S.V. WATER DISTRICT - BU	115849	03/25/19	55.99	
003456	SAN JOSE/CITY OF	115850	03/25/19	203.50	

Check Register

BANK	VENDOR	CHECK#	DATE	AMOUNT	
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001533	SANTA CRUZ COUNTY BANK	115853	03/25/19	3,856.40	
000126	SANTA CRUZ FIRE EQUIPMEN	115854	03/25/19	470.59	
000122	SANTA CRUZ/CITY OF	115855	03/25/19	1,022.59	
003745	SCOTTS VALLEY HOTEL LP	115856	03/25/19	15,507.35	
000133	SCOTTS VALLEY SPRINKLER	115857	03/25/19	20.17	
003085	SHRED-IT USA	115858	03/25/19	97.21	
003077	SKYHIGH SPORTS	115859	03/25/19	399.96	
001844	STERLING WATER TECHNOLOG	115860	03/25/19	9,356.50	
000882	SUPERIOR ALARM COMPANY	115861	03/25/19	487.50	
001366	U.S. BANCORP OFFICE	115862	03/25/19	342.81	
001106	VERIZON WIRELESS	115863	03/25/19	1,080.06	
000154	WINCHESTER AUTO STORES	115864	03/25/19	126.29	
003722	ZERO CITY	115865	03/25/19	3,746.25	
002021	ZOOM	115866	03/25/19	491.63	
	GENERAL CHECKING ACCOUNT			126,996.85	***

SCOTTS VALLEY ACCOUNTS PAYABLE
CITY OF SCOTTS VALLEY
03/25/2019 13:04:01
GL540R-V08.12 PAGE 3

Check Register

BANK	VENDOR	CHECK#	DATE	AMOUNT
REPORT TOTALS:				126,996.85

RECORDS PRINTED - 000121

GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
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001	GENERAL	59,375.41
004	RECREATION	9,131.26
010	WASTEWATER OPERATIONS	46,311.91
011	TERTIARY TREATMENT PLANT	478.14
025	GENERAL TRUST	3,681.25
028	SENIOR CENTER	909.40
050	PINEWOOD EST LNDSCP MAINT DT	9.86
077	SKYPARK MAINT ASSESS DIST	30.36
112	DENTAL INS INTERNAL SERV	1,014.80
123	COMMUNITY FACILITY CENTER	1,327.31
150	GENERAL CAPITAL IMPROVEMENTS	1,260.50
312	POLICE - BUDGET ACT OF 2016	3,466.65
TOTAL ALL FUNDS		126,996.85

BANK RECAP:

BANK	NAME	DISBURSEMENTS
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BA	GENERAL CHECKING ACCOUNT	126,996.85
TOTAL ALL BANKS		126,996.85

SCOTTS VALLEY ACCOUNTS PAYABLE
03/28/2019 14:03:17 Check Register

CITY OF SCOTTS VALLEY
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Report Selection:

RUN GROUP... 032919 COMMENT... A/P 03/29/2019

DATA-JE-ID DATA COMMENT

W-03292019-689 A/P 03/29/2019

Run Instructions:

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BANK	VENDOR	CHECK#	DATE	AMOUNT
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	000627 ALVAREZ/JOSE F.	115868	03/29/19	45.00
	.15332 ASHFIELD/CHARLENE	115869	03/29/19	423.39
	000998 ASSOCIATED SERVICES CO.	115870	03/29/19	54.97
	001670 AT &T	115871	03/29/19	301.31
	001822 BC LABORATORIES INC.	115872	03/29/19	1,858.00
	001963 BELLVILLE/WAYNE	115873	03/29/19	16.00
	001593 BENEDICT DDS/NANETTE	115874	03/29/19	1,349.90
	003054 BIRLEY/MICHAEL	115875	03/29/19	51.00
	003729 CENTRAL COAST DIESEL	115876	03/29/19	1,747.12
	000773 CENTRAL COAST LANDSCAPE	115877	03/29/19	383.00
	003191 CHILDREN'S DISCOVERY MUS	115878	03/29/19	264.00
	003068 CHUCK E CHEESES	115879	03/29/19	240.00
	001781 CLINE-FORTUNATO DDS/CORR	115880	03/29/19	930.00
	003568 CNOA	115881	03/29/19	135.00
	003476 CORIX WATER PRODUCTS	115882	03/29/19	124.81
	000778 DEPT OF JUSTICE	115883	03/29/19	328.00
	003253 FIRST ALARM	115884	03/29/19	117.42
	001828 GONZALES/GABE	115885	03/29/19	300.00
	000057 HACH COMPANY	115886	03/29/19	164.76
	000430 INTERSTATE BATTERIES	115887	03/29/19	1,211.36
	001903 JONES/KIMARIE	115888	03/29/19	91.00
	001660 KING/KATI	115889	03/29/19	35.76
	003389 LOCKE/CERINA	115890	03/29/19	16.00
	001130 MIRACLE PLAYSYSTEMS, INC	115891	03/29/19	37,168.12
	.15331 NATIONAL AUTO FLEET GROU	115892	03/29/19	66,299.59
	000323 NBS GOVERNMENT FINANCE G	115893	03/29/19	2,683.25
	001615 OLIN CORP-CHLOR ALKALI	115894	03/29/19	1,935.84
	003223 PETROGLYPH	115895	03/29/19	604.46
	001233 PORTER DDS MS/BRENT J	115896	03/29/19	315.20
	003604 QUALIFICATION TARGETS, IN	115897	03/29/19	701.40
	000929 RAGING WATERS	115898	03/29/19	597.79
	003567 ROBERTS/AARON	115899	03/29/19	183.00
	001022 S.B.R.P.S.T.C.	115900	03/29/19	85.00
	000135 SAN LORENZO VALLEY WATER	115901	03/29/19	30.24
	001919 SANTA CRUZ BEACH BOARDWA	115902	03/29/19	209.75
	001844 STERLING WATER TECHNOLOG	115903	03/29/19	1,488.00
	003548 TORO PETROLEUM CORP	115904	03/29/19	3,057.72
	001560 TRITON CONSTRUCTION	115905	03/29/19	75.00
	001831 USA BLUE BOOK	115906	03/29/19	150.65
	000952 WILSON/JOHN	115907	03/29/19	16.00
	.15333 WINCHESTER MYSTEREY HOUS	115908	03/29/19	620.00
	002021 ZOOM	115909	03/29/19	205.83
	GENERAL CHECKING ACCOUNT			126,797.64 ***

SCOTTS VALLEY ACCOUNTS PAYABLE
CITY OF SCOTTS VALLEY
03/28/2019 14:03:17
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Check Register

BANK	VENDOR	CHECK#	DATE	AMOUNT
REPORT TOTALS:				126,797.64

RECORDS PRINTED - 000048

GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
----	-----	
001	GENERAL	5,924.15
004	RECREATION	3,132.00
009	PARKS & REC FACILITIES	37,168.12
010	WASTEWATER OPERATIONS	10,633.90
011	TERTIARY TREATMENT PLANT	35.76
012	WASTEWATER CAPITAL RESERVE	33,149.79
021	GENERAL FACILITY	33,149.80
028	SENIOR CENTER	595.78
050	PINEWOOD EST LNDSCP MAINT DT	413.24
112	DENTAL INS INTERNAL SERV	2,595.10
TOTAL ALL FUNDS		126,797.64

BANK RECAP:

BANK	NAME	DISBURSEMENTS
----	-----	
BA	GENERAL CHECKING ACCOUNT	126,797.64
TOTAL ALL BANKS		126,797.64

SCOTTS VALLEY ACCOUNTS PAYABLE
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Report Selection:

RUN GROUP... 040519 COMMENT... 04/05/2019 A/P

DATA-JE-ID DATA COMMENT

W-04052019-699 04/05/2019 A/P

Run Instructions:

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

BANK	VENDOR	CHECK#	DATE	AMOUNT
BA	GENERAL CHECKING ACCOUNT			
	003566 ABA BUILDING SERVICES	115911	04/05/19	1,390.00
	000041 ACC BUSINESS	115912	04/05/19	1,219.38
	001219 ALHAMBRA	115913	04/05/19	88.89
	001219 ALHAMBRA	115914	04/05/19	100.79
	001009 ARD/KRISTIN	115915	04/05/19	30.00
	000097 AT&T	115916	04/05/19	230.27
	003742 AVALOS/KEVIN	115917	04/05/19	20.00
	001373 BAY TREE, LLC	115918	04/05/19	3,620.38
	001071 BAYSIDE OIL II INC	115919	04/05/19	125.00
	001066 BEHAVIORAL HEALTH CARE I	115920	04/05/19	116.00
	000107 BIRT/DUSTIN	115921	04/05/19	20.00
	000500 BOLANOS/DORENE	115922	04/05/19	20.00
	.15334 CABRILLO STAGE	115923	04/05/19	440.00
	001633 CAL-WEST LIGHTING & SIGN	115924	04/05/19	2,275.04
	.15337 CI-FABRICS	115925	04/05/19	2,101.87
	002091 COMCAST	115926	04/05/19	146.20
	003750 COUNTY OF SANTA CRUZ	115927	04/05/19	35,475.00
	003669 CREATIVE PRODUCT SOURCIN	115928	04/05/19	156.93
	003464 DANIELS/JASON	115929	04/05/19	20.00
	000098 ESCALON SERVICES	115930	04/05/19	1,479.44
	001991 FASTENAL	115931	04/05/19	172.93
	000582 FERRARA/TRACY A.	115932	04/05/19	30.00
	003154 FLANNERY/MARLENE	115933	04/05/19	315.42
	001828 GONZALES/GABE	115934	04/05/19	20.00
	003706 GRANADOS/JUSTIN	115935	04/05/19	20.00
	000801 HINDERLITER, DE LLAMAS &	115936	04/05/19	1,521.16
	000615 HOHMANN/PATRICK J.	115937	04/05/19	128.14
	001856 HUB INTERNATIONAL	115938	04/05/19	258.92
	001903 JONES/KIMARIE	115939	04/05/19	20.00
	003292 KIMLEY-HORN & ASSOCIATES	115940	04/05/19	3,061.28
	003292 KIMLEY-HORN & ASSOCIATES	115941	04/05/19	3,826.60
	003292 KIMLEY-HORN & ASSOCIATES	115942	04/05/19	3,200.00
	003292 KIMLEY-HORN & ASSOCIATES	115943	04/05/19	1,969.80
	000873 LEDYARD COMPANY	115944	04/05/19	131.95
	001673 LINCOLN FINANCIAL GROUP	115945	04/05/19	1,337.85
	000284 LOGAN & POWELL, LLP	115946	04/05/19	13,600.00
	003749 MALECKI/MARCIE	115947	04/05/19	91.37
	.15335 MAMON/MAURICE	115948	04/05/19	7.54
	003565 MANAGEMENT PARTNERS	115949	04/05/19	5,500.00
	003403 MAR-KEN INTERNATIONAL PO	115950	04/05/19	260.00
	001591 MARKELL/ROD	115951	04/05/19	1,974.00
	001815 MC GRATH/TRISH	115952	04/05/19	20.00
	000323 NBS GOVERNMENT FINANCE G	115953	04/05/19	1,775.00
	001615 OLIN CORP-CHLOR ALKALI	115954	04/05/19	1,986.66
	001857 PHOENIX GROUP	115955	04/05/19	180.65
	000723 PIED PIPER INC./THE	115956	04/05/19	61.50
	003323 POMPETTE/NICOLE	115957	04/05/19	20.00
	001097 PRODESSE PROPERTY GROUP	115958	04/05/19	3,523.52

Check Register

BANK	VENDOR	CHECK#	DATE	AMOUNT	
BA	GENERAL CHECKING ACCOUNT				
	000463 RALEY'S	115959	04/05/19	741.25	
	003572 REGIONAL GOVERNMENT SERV	115960	04/05/19	230.00	
	001544 SANTA CRUZ COUNTY CONFER	115961	04/05/19	19,013.84	
	000626 SANTA CRUZ/COUNTY OF	115962	04/05/19	510,054.00	
	000128 SCARBOROUGH LUMBER	115963	04/05/19	979.31	
	000129 SCOTTS VALLEY BANNER	115964	04/05/19	130.00	
	003748 SILVIA/DONNA	115965	04/05/19	19.72	
	002053 STEPFORD	115966	04/05/19	5,500.00	
	001844 STERLING WATER TECHNOLOG	115967	04/05/19	1,488.00	
	003699 THOMAS/PHILIP	115968	04/05/19	20.00	
	.15336 TRIMARK ECONOMY RESTAURA	115969	04/05/19	6,330.59	
	001366 U.S. BANCORP OFFICE	115970	04/05/19	1,260.35	
	000146 U.S. POSTMASTER	115971	04/05/19	235.00	
	000146 U.S. POSTMASTER	115972	04/05/19	2,800.00	
	001831 USA BLUE BOOK	115973	04/05/19	255.87	
	003590 VARGAS ACADEMY OF GYMNAS	115974	04/05/19	1,764.00	
	000151 VISION SERVICE PLAN	115975	04/05/19	1,137.15	
	000352 3T EQUIPMENT COMPANY	115976	04/05/19	318.95	
	GENERAL CHECKING ACCOUNT			646,367.51	***

SCOTTS VALLEY ACCOUNTS PAYABLE
CITY OF SCOTTS VALLEY
04/08/2019 13:04:47
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Check Register

BANK	VENDOR	CHECK#	DATE	AMOUNT
REPORT TOTALS:				646,367.51

RECORDS PRINTED - 000137

GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
----	-----	
001	GENERAL	89,896.76
004	RECREATION	7,167.72
010	WASTEWATER OPERATIONS	7,524.03
019	AFFORDABLE HOUSING	1,974.00
023	SVRDA SUCCESSOR AGENCY	518,972.90
025	GENERAL TRUST	12,057.68
028	SENIOR CENTER	8,523.93
123	COMMUNITY FACILITY CENTER	49.65
312	POLICE - BUDGET ACT OF 2016	200.84
TOTAL ALL FUNDS		646,367.51

BANK RECAP:

BANK	NAME	DISBURSEMENTS
----	-----	
BA	GENERAL CHECKING ACCOUNT	646,367.51
TOTAL ALL BANKS		646,367.51

**City of Scotts Valley
CITY COUNCIL STAFF REPORT**

DATE: April 17, 2019
TO: Honorable Mayor and City Council
FROM: Tracy A. Ferrara, City Clerk
APPROVED: Jenny D. Haruyama, City Manager
SUBJECT: APPOINTMENT TO PARKS AND RECREATION COMMISSION

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.

With the appointment of Lori Gentile to the Planning Commission, there is a vacancy on the Parks and Recreation Commission. An application has been submitted by Cathie Simonovich, and Council Member Jim Reed has nominated Ms. Simonovich to serve on the Parks and Recreation Commission. Upon Council approval, Ms. Simonovich will fill the vacancy left by Lori Gentile.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

It is recommended that the City Council ratify the appointment of Cathie Simonovich to serve on Parks and Recreation Commission.

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Application for Parks and Recreation Commission	2



City of Scotts Valley

Application for Appointment to Serve on a City Advisory Body

Advisory Body you are applying for:

- | | | |
|---|---|---|
| ☐ Planning Commission | ☐ Arts Commission | ☐ Senior Center Board |
| ☒ Parks & Recreation Commission | ☐ Board of Appeals | ☐ Code Enforcement Appeals Board |
| ☐ ADA Accessibility Committee | ☐ Parks & Recreation Advocates | ☐ Mobile Home Park Rent Review |

Contact Information

Name	Cathie Simonovich		
Street Address			
City / ST/ ZIP Code	Scotts Valley, CA 95066		
Phone – Primary	831-320-2285	☒ Cell	☐ Work ☐ Home
Phone – Secondary	831-438-1820 x105	☐ Cell	☒ Work ☐ Home
E-Mail Address	pastamom@comcast.net		

Background Information*

Years residing in Scotts Valley	21 years
Employer	Scotts Valley Unified School District
Occupation/Profession	Administrative Assistant
Education	B.S. Business Administration, Marketing concentration, CSUS

**If you are appointed to a city commission or board, you may be required to file a Statement of Economic Interests (FPPC Form 700). The Form 700 is a State-mandated public document disclosing certain business, property and investment holdings which might conflict with the member's decisions. The City Clerk's Office will supply the Form 700 upon appointment.*

Summarize your interests, education, and/or experience as they relate to this position.

I have raised my family in Scotts Valley over the past 21 years. We love Scotts Valley, and we have used its resources to the fullest extent. We have enjoyed all of the parks, the Siltanen pool, the Community Center, the 4th of July festivities, hiking, biking and much more.

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

I continue to be active outside and I use the parks multiple days every week. I believe that I can bring my own unique experiences and perspectives to the Parks and Recreation Commision.

Summarize your participation in civic or community activities.

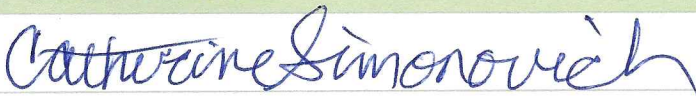
When my children were very young I was president of the Scotts Valley division of the Santa Cruz Mothers Club. Then, when my children were school-age I was active in the PTA and participated in all of the related-school and community events. As the kids continued through Scotts Valley schools, I was an active volunteer for the middle school and high school mountain bike teams (sanctioned by the National Interscholastic Cycling Association - NICA). I currently work for Scotts Valley Unified School District and participate in the school-related events, and fundraising events. Finally, I worked on the Measure A parcel tax committee which ultimately prevailed.

How did you hear about this vacancy?

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

APPLICANT SIGNATURE

DATE

x 

4-10-2019

Return application:

For more information, contact:

OFFICE USE ONLY – DATE RECEIVED

By email to:

tferrara@scottsvalley.org

In person or by mail to:

City Clerk's Office

1 Civic Center Drive

Scotts Valley, CA 95066

City Clerk's Office (831)440-5600

tferrara@scottsvalley.org

www.scottsvalley.org

Note: 1) Applications are retained for one year. You will be contacted if a vacancy occurs within that time.
2) A separate application must be submitted for each advisory body to which you seek appointment.
3) You may attach additional pages or material (such as a resume) to the application if desired.

City of Scotts Valley CITY COUNCIL STAFF REPORT

DATE: April 17, 2019

TO: Honorable Mayor and City Council

FROM: Jenny D. Haruyama, City Manager

SUBJECT: **UPDATE OF CITY CLERK, ACCOUNTANT I, POLICE CAPTAIN, AND PUBLIC WORKS DIRECTOR/CITY ENGINEER JOB SPECIFICATIONS AND SALARY SCHEDULES**

SUMMARY OF ISSUE

From time to time, updates to job descriptions are needed to better reflect a position's current duties and responsibilities. Attached for Council's consideration are updates to the City Clerk and Accountant I class specifications and Police Captains' salary schedules, and establishment of Public Works Director/City Engineer/Deputy City Manager as an authorized, unfunded position. The sections below summarize the proposed changes.

Accountant I

The City is currently recruiting for an Accountant I. The attached class specification needs to be updated to reflect a broader array of financial and budget related duties, including but not limited to: accounts payable/receivable processing, utility billing, and budget tracking, monitoring, and development responsibilities. Only the class specification will be updated; there are no proposed changes to the existing salary schedule.

City Clerk

To better reflect the duties performed by the current City Clerk, the position's class specification and salary schedule have been updated; the current job description has not been modified since 1988. The City Clerk's responsibilities have changed dramatically over the past several decades due to changes in staffing and technology. In addition to serving as the City Elections Official, the City Clerk performs a variety of administrative, analytical, managerial duties, including but not limited to: public relations, website and social media management, budget development, management of contracts and agreements, and coordination of employee recruitment, training, and orientation activities. The education and experience requirements have been updated to include the ability to obtain a Certified Municipal Clerk designation within two years and Notary Public within six months. These two conditions were not previously required. Last, the City Clerk/Administrative Manager continues to be an at-will, non-department head position appointed by the City Manager.

Police Captain

The Police Captain has been an unfilled position in the organization since 2007 when the decision was made to have this role filled by the Police Lieutenant classification. Over the course of the past twelve years, the role of the Lieutenant has evolved as it has taken on new responsibilities. Given this, the existing two Lieutenants will now serve as Police Captains. This restructuring will require a modest update to the Police Captain salary schedule, which is attached. The Police Captain continues to be an at-will, non-department head position appointed by the Chief of Police.

Public Works/City Engineer/Deputy City Manager

Also attached is a new class specification for the position of Public Works Director/City Engineer/Deputy City Manager. This class specification was authorized (not funded) for the Community Development Director and Administrative Services Director, but not the Public Works Director/City Engineer. To correct this administrative oversight, a new class specification and corresponding salary schedule has been created. There is no fiscal impact associated with establishing the position and salary schedule as it would be an authorized, unfunded position.

FISCAL IMPACT

The total fiscal impact associated with updating the City Clerk and Police Captain salary schedules is approximately \$3,500. This amount can be absorbed in the FY 2018/19 budget and no budget adjustment is required.

In addition, there is no fiscal impact associated with updating the class specification for the Accountant I position or establishing a new class specification and salary schedule for Public Works Director/City Engineer/Deputy City Manager position.

STAFF RECOMMENDATION

It is recommended that City Council approve the updated City Clerk/Administrative Manager class specification and salary schedule, modified Accountant I class specification, revised Police Captain salary schedule, and establish a new class specification for the position of Public Works Director/City Engineer/Deputy City Manager.

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Updated Accountant I Class Specification	3
Resolution No. 1955.2 approving the updated City Clerk/ Administrative Manager Class Specification	5
Resolution No. 1955.3 approving the updated Police Captain salary range	9
Resolution No. 1955.4 approving the new Public Works Director/City Engineer/ Deputy City Manager Class Specification	10



ACCOUNTANT I

Represented Classification

Salary Range: \$4,130 to \$5,536 / month

Job Purpose: Under supervision, incumbent will perform a variety of complex professional and budgeting duties; plan, organize, and administer finance related programs and projects; perform analytical analysis and research, develop, monitor, and reporting related to Citywide operating and capital improvement budgets; and perform related work as assigned.

Education, and Experience: Any combination equivalent to a Bachelor's degree in accounting, finance, economics, or related field and at least two years of increasingly responsible experience in professional accounting, budget preparation or analysis, or an equivalent combination of education and experience.

Essential Functions: As defined under the American with Disabilities Act, essential functions may include any of the following duties, knowledge, and skills. This is not a comprehensive list of all functions and duties performed by incumbents of this classification. Employee may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Perform a variety of professional accounting and budgeting duties in support of departments within City government including accounts payable, utility billing, payroll, and budget preparation.
- Prepare and analyze monthly, annual, and special financial statements and other documents, develop forecasts and projections; explain variances as directed.
- Maintain a variety of complex and detailed records and logs related to the accounting and budgeting functions of an assigned department.
- Assist in the review and update budget documents and procedures; originate communication and distribute budget preparation materials to departments.
- Assist in the calculation of cost and revenue forecasts; maintain statistical and economic data.
- Assist in the evaluation of the budget, identifying variances requiring corrective action; recommend appropriate corrective action.
- Review financial documents for accuracy and completion; assure transactions are charged to correct account.
- Maintain general ledgers and sub-ledgers; prepare journal entries, reconcile accounts and balances; account for transfers to other funds.
- Monitor a variety of data processing reports regarding cash balances, billing, production, profit and loss, revenues and expenses and/or expenditures and other accounting data.
- Assist with the preparation of the various reports including, but not limited to, annual State Controller's Report, Annual Streets and Roads Report, Annual Community Development Agency Report, and Comprehensive Annual Financial Report
- Communicate effectively with all levels of staff; build and maintain positive working relationships with coworkers, other City employees and the public using principles of good customer service.

Knowledge Of:

- Principles and practices of budget preparation, analysis and administration.
- Various professional accounting standards such as generally accepted auditing standards and generally accepted accounting principles (GAAS and GAAP).
- Principles and practices of governmental accounting, grant administration and reporting, and budget preparation, reporting and control.
- Understand general relationships between local, state and federal governments, public interest groups and private enterprise as they affect the City.
- Business and personal computers, and financial spreadsheet software.
- Research techniques.
- Customer service techniques.

Skill in:

- Reviewing financial and technical records, and identifying and reconciling errors.
- Using initiative, independent judgment, tact, and prudence within established procedural guidelines.
- Establishing and maintaining cooperative working relationships with City employees.
- Communicating effectively verbally and in writing.
- Analyze and interpret a wide variety of complex data and information.
- Identify issues, options, and projected outcomes and make recommendations.
- Work independently and in a timely fashion, but cooperatively and tactfully with others.

Licensing and Certification Requirements:

- A valid California State Driver's License may be required.

Physical Demands and Working Environment:

- Work is performed in a standard office environment.

RESOLUTION NO. 1955.2

**RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF SCOTTS VALLEY UPDATING THE JOB CLASSIFICATION
TO CITY CLERK/ADMINISTRATIVE MANAGER AND
SALARY RANGE ON THE SALARY SCHEDULE**

WHEREAS, to better reflect the duties currently performed by the City Clerk, the position's class specification and salary schedule have been updated; and

WHEREAS, the current job description has not been modified since 1988, and the City Clerk's responsibilities have changed dramatically over the past several decades due to changes in staffing and technology; and

WHEREAS, City Council approval is needed to update this position and salary range.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the City Council of the City of Scotts Valley that the updated job classification of City Clerk/Administrative Manager and updated salary range will be set as follows:

Position Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
-----	-----	-----	-----	-----	-----	-----	-----
City Clerk/ Administrative Manager	6,053	6,356	6,673	7,007	7,357	7,725	8,112

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 17th day of April, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved: _____
Jack Dilles, Mayor

Attest: _____
Tracy A. Ferrara, City Clerk

CITY OF SCOTTS VALLEY CLASS SPECIFICATION

CITY CLERK/ADMINISTRATIVE MANAGER

JOB PURPOSE

Under the direction of the City Manager, the City Clerk/Administrative Manager performs all functions required by State Government Code and City Ordinances; manages, organizes, and retains records of City actions, including laws, policies, agreements, and property legalities; records and processes minutes for City Council meetings and other board/agency/commission meetings as required; and provides a wide variety of administrative, analytical, technical, and managerial services as directed by the City Manager. The City Clerk/Administrative Manager is an at-will position and serves at the pleasure of the City Manager.

EXAMPLES OF DUTIES

Essential duties include, but are not limited to:

- Serves as a liaison between the public and the City Council.
- Provides administrative support to City Council, including event and training registration and related logistics.
- Coordinates preparation and distribution of City Council agendas and minutes.
- Attends City Council meetings and takes minutes of proceedings.
- Oversees video, digital and audio recordings of all City Council meetings.
- Coordinates with cable casting vendor to ensure meetings are broadcast and re-Broadcast on Channel 25.
- Attends other City meetings as necessary.
- Processes resolutions and ordinances adopted at such meetings and makes appropriate distribution.
- Prepares, processes, and tracks city-wide contracts and agreements.
- Prepares any follow-up correspondence for Council members or City Manager signature after Council meetings.
- Oversees all public relations and communications, both internal and external.
- Drafts city-related correspondence, including press releases, media advisories, and constituent responses.
- Manages all facets of the City's website, including vendor contracts. Serves as the City's social media manager.
- Designs marketing materials and advertisements.
- Certifies copies of official documents.
- Attests to subpoenas, City Council meeting minutes, resolutions and ordinances.
- Prepares and maintains custody of all official records and files, including municipal code books and the City seal.

- Writes, records, files, advertises, and maintains ordinances, resolutions, and notices of public hearings.
- Responsible for legal publications and posting.
- Serves as Clerk to the Successor Agency of the Scotts Valley Redevelopment Agency.
- Serves as Clerk to any other Commissions established by the Council as needed.
- Administers and records oaths of office for Council and other sworn officers of the City.

- Serves as the City's election official. Conducts and administers Municipal Elections for City Council vacancies, local ballot measures, and referendums. and performs a variety of other tasks, including but not limited to:
 - Maintaining receipt of election results.
 - Receiving and maintaining candidate records.
 - Accepting candidate campaign expense reports.
 - Coordinating filing of Fair Political Practices Commission forms.
 - Coordinating with County Elections on consolidated elections.

- In coordination with the Administrative Services Director and City Manager, the City Clerk/Administrative Manager:
 - Processes City-wide employee annual evaluations;
 - Maintains City personnel files and processes other related personnel and benefit changes/requests.
 - Coordinates employee recruitment activities and employee orientation and recognition activities.
 - Coordinates city-wide employee training.
 - Assists in budget development, preparation, and monitoring for City Council, City Manager's Office, City Attorney, and General Government.

Marginal duties include but are not limited to:

- Receives and processes applications for volunteer board and committees.
- Receives and processes public information and public records requests.
- Receives and processes petitions and claims.
- Receives and opens bids.
- Provides notary services.

EMPLOYMENT STANDARDS

Education, Experience and Licenses: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include graduation from high school, or equivalent, including or supplemented by college-level courses in business or public administration; four years of progressively responsible experience in municipal administration; five years of responsible secretarial experience; possession of, or ability to obtain, a Certified Municipal Clerk designation within two years; and, Notary Public within six months; possession of a valid California motor vehicle's license required.

Ability to: Operate a variety of office and computer equipment with skill, and/or transcription of recording at a comparable speed; interpret and explain related laws, special instructions, policies and procedures; compose correspondence; establish and maintain cooperative working relationships; supervise assigned staff; work independently with minimum supervision and serve in a position of confidentiality; exercise good judgment and tact.

Knowledge of: Proper English grammar, spelling and punctuation; office methods and record keeping procedures; business letter writing and forms; municipal codes and government practices.

CITY COUNCIL APPROVAL: April 17, 2019

RESOLUTION NO. 1955.3

**RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF SCOTTS VALLEY UPDATING THE POLICE CAPTAIN
SALARY RANGE ON THE SALARY SCHEDULE**

WHEREAS, the Police Captain has been an unfilled position in the organization since 2007 when the decision was made to have this role filled by the Police Lieutenant classification; and

WHEREAS, over the course of the past twelve years, the role of the Lieutenant has evolved as it has taken on new responsibilities. Given this, the existing two Lieutenants will now serve as Police Captains; and

WHEREAS, this restructuring will require a modest update to the Police Captain salary schedule; and

WHEREAS, City Council approval is needed to update this salary range.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the City Council of the City of Scotts Valley that the updated Police Captain salary range will be set as follows:

Position Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
-----	-----	-----	-----	-----	-----	-----	-----
Police Captain	7,985	8,384	8,803	9,244	9,707	10,192	10,702

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 17th day of April, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved: _____
Jack Dilles, Mayor

Attest: _____
Tracy A. Ferrara, City Clerk

RESOLUTION NO. 1955.4

**RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF SCOTTS VALLEY DESIGNATING THE JOB CLASSIFICATION OF
PUBLIC WORKS DIRECTOR/CITY ENGINEER/DEPUTY CITY MANAGER AND
ADDING A SALARY RANGE TO THE SALARY SCHEDULE**

WHEREAS, the City of Scotts Valley currently has authorized Deputy City Manager class specifications for the positions of Community Development Director and Administrative Services Director, but not the Public Works Director/City Engineer; and

WHEREAS, to correct this administrative oversight, a new class specification and corresponding salary schedule has been created for the position of Public Works Director/City Engineer/Deputy City Manager; and

WHEREAS, City Council approval is needed to designate this position and establish the salary range.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the City Council of the City of Scotts Valley that the job classification of Public Works Director/City Engineer/Deputy City Manager is hereby designated and the salary range will be set as follows:

Position Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
-----	-----	-----	-----	-----	-----	-----	-----
Public Works Director/City Engineer/Deputy City Manager	10,682	11,216	12,366	12,984	12,366	13,633	14,315

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 17th day of April, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved: _____
Jack Dilles, Mayor

Attest: _____
Tracy A. Ferrara, City Clerk

CITY OF SCOTTS VALLEY CLASS SPECIFICATION

PUBLIC WORKS DIRECTOR/CITY ENGINEER/ DEPUTY CITY MANAGER

JOB PURPOSE

Under administrative direction, to perform high level managerial and professional staff work for the City Manager; to function as a director, managing several departments and/or divisions; to serve as a member of the management team, assisting other members in reviewing and analyzing City operations to achieve effective and efficient operations; may perform the functions of the City Manager in the Manager's absence; performs long range planning for all activities of the Public Works Department, including the construction and maintenance of streets, storm drains, sewer facilities, parks and equipment and to perform field and office engineering under the direction of the City Manager; and to do related work as required.

EXAMPLES OF DUTIES

Essential Duties:

- Exercises general administrative supervision over the activities of all divisions by setting policies, advising and assisting on difficult problems and evaluating results;
- Oversees capital improvement program and the engineering of public and private projects;
- Manages, coordinates and participates in design, bidding, construction and grant management of the City's wastewater facilities capital improvements;
- Oversees administration of the City's industrial source control program;
- Represents the City as liaison to regulatory agencies and serves on a variety of committees to work with the public, elected officials, and other agencies;
- Plans, organizes and directs the construction, maintenance and repair of City streets, sidewalks, curbs, gutters, and driveways;
- Directs the repair of storm drains, drainage ditches, traffic signals and street traffic signs;
- Directs the painting of traffic lines, crosswalks and curbs;
- Directs the program of street sweeping and cleaning;
- Directs the installation of sewer lines and related facilities;
- Assures that all equipment is maintained in a safe and efficient operating condition;
- Plans, lays out, and supervises the work involved in developing, caring for, and improving City parks and recreational areas;
- Supervises assessment district projects;
- Oversees maintenance of city-owned buildings;
- Directs purchase of equipment designed to improve work of the department;
- Oversees preparation and implementation of the departmental operating budget;
- Inspects work in progress by contractors and City crews to ensure work is in accordance with established standards;

- Oversees the maintenance and repair of City motorized vehicles and equipment;
- Directs the assignment of personnel and training of new employees;
- Prepares reports to the City Council as required;
- Resolves work and disciplinary problems;
- Prepares and reviews reports of employee performance;
- Plans and installs improvements in the organization and work of the department;
- Directs the maintenance of records on work progress and prepares periodic reports of department activities;
- Meets with City Manager to discuss problems concerning work of the department;
- Establishes priorities in construction and maintenance work;
- Answers questions and complaints from the public regarding work of the department;
- Analyzes complex personnel issues and problems; evaluates alternatives, and develops and implements effective courses of action.
- Receives, investigates, and resolves difficult and complex complaints and requests.
- Prepares and/or approves a variety of technical studies, reports, and correspondence.
- Represents the City and assigned departments in meetings with community organizations, the public, private organizations, businesses, boards, commissions, and other government agencies.
- May meet with employee representatives to resolve labor relations issues.
- Participates with citizens' groups and organizations to promote the City's position on community development issues.
- Investigates problems and complaints as directed.
- May serve as City Manager in the Manager's absence.
- Attends City Council meetings as required.

Other Duties:

- Performs related duties and other management functions as required or assigned by the City Manager.

EMPLOYMENT STANDARDS

Education, Experience and Licenses: Any combination equivalent to graduation from an engineering school of recognized standing with major work in civil engineering and extensive experience in progressively responsible professional civil engineering work, some of which shall have been in a supervisory capacity and included the design, construction and maintenance of public works facilities; possession of a certificate to practice as a registered professional Civil Engineer issued by the State of California is required; possession of a valid California motor vehicle operator's license.

Ability to: Effectively plan, organize and direct public works programs; prepare accurate budget estimates; reason and learn new techniques and equipment such as computer hardware and software; read, comprehend and apply official documents and instruction manuals; follow oral and written instructions; instruct subordinates in proper work

methods and to supervise their work; establish and maintain effective working relationships with subordinates, other City departments, contractors and the general public; analyze data and prepare clear, comprehensive written reports and oral presentations; establish sound work priorities; exercise good judgement and tact; develop and install improvements in organization and work procedures; participate with top management on a team basis; recognize and resolve complaints; and exhibit initiative and resourcefulness in handling complex technical and managerial problem.

Knowledge of: Basic principles and practices of civil engineering as related to public works projects; equipment, materials and methods used in the construction, maintenance, cleaning and repair of public works facilities; materials and labor costs in public works construction work; designs plans and specifications related to municipal utilities and public works facilities; surveying and engineering design of sewer systems, streets and storm drains; principles of organization, supervision and employee training; governmental operations and budgeting; state regulations as applied to public works projects; and contract and bidding procedures.

CITY COUNCIL APPROVAL DATE: April 17, 2019

City of Scotts Valley CITY COUNCIL STAFF REPORT

DATE: April 17, 2019

TO: Honorable Mayor and City Council

FROM: Daryl Jordan, Public Works Director/City Engineer

APPROVED: Jenny D. Haruyama, City Manager

SUBJECT: **ADOPT RESOLUTION NO. 1955.1 DESIGNATING THE JOB CLASSIFICATION OF WASTEWATER LABORATORY/ ENVIRONMENTAL COMPLIANCE MANAGER**

SUMMARY OF ISSUE

Periodically, the City reviews existing positions to determine if they meet internal, external and regulatory needs and requirements. During transition or vacancy situations, staff is often asked to provide additional responsibilities to maintain the level of service to the community. The State of California maintains and periodically updates requirements for municipalities concerning State licenses and permits. Upon review of the existing Senior Wastewater Laboratory Analyst position, it was determined that the job classification did not match the position's current requirements dictated to the City by the State in regards to standard laboratory operations. As a result, the state has determined that a person managing a licensed laboratory, that is certified by the state must be at a management or Director level to ensure the reporting person has the appropriate authority to carry out the permit requirements. A new job description has been developed to better reflect existing and additional responsibilities required by the state to operate our Waste Water Plant Lab. This position will serve as a promotional opportunity and the existing Senior Wastewater Laboratory Analyst will no longer be funded.

Consistent with labor law, staff has conferred with the appropriate bargaining group regarding proposed position. Council authorization is required to create the Wastewater Laboratory/Environmental Compliance Manager position and establish the salary range.

FISCAL IMPACT

The fiscal impact associated with the creation of the Wastewater Laboratory/Environmental Compliance Manager; the expense can be absorbed into the FY 2018/19 budget due to current vacancies and other savings. In addition, the new job specification will not increase the City full-time employee count.

STAFF RECOMMENDATION

It is recommended that the City Council adopt Resolution No. 1955.1, designating the job classification of Wastewater Laboratory/Environmental Compliance Manager and adding a salary range to the salary schedule.

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CITY OF SCOTTS VALLEY CLASS SPECIFICATION

WASTEWATER LABORATORY/ ENVIRONMENTAL COMPLIANCE MANAGER

JOB PURPOSE

Under direction, plan and coordinate the activities of the wastewater treatment pollution control laboratory, including process control, and Environmental Compliance programs including the pretreatment and storm water programs, functions, and activities, to ensure compliance with City, State and Federal requirements; provides professional assistance to City management staff in areas of expertise; fosters cooperative working relationships with intergovernmental and regulatory agencies; perform other related duties as assigned.

Distinguishing Characteristics:

This is a mid-management level position that oversees and directs all lab activities, including day-to-day operations including short and long-range planning. Responsibilities include coordinating the activities of the lab with those of other jurisdictions and departments while managing and accomplishing the complex and varied functions of the laboratory. The incumbent is accountable for accomplishing mandatory state testing protocols and reporting while furthering City goals and objectives within general policy guidelines. The incumbent is distinguished from the Sr. Wastewater Lab Analyst by the overall responsibility for the laboratory and environmental compliance functions.

EXAMPLES OF DUTIES

(May include some, but not necessarily all of the typical duties listed; and examples given do not necessarily cover all duties which may be performed.)

Essential Duties (may include but are not limited to):

- Direct, oversee and develop the work plan related to assigned function;
- Monitors work flow; reviews and evaluates work products, methods, and procedures;
- prepares various staff reports on operations and activities; recommends modifications to programs, policies, and procedures, as appropriate;
- Reviews, audits, and configures program management tools including SCADA Historian and Excel Databases;
- Assists in the administration of the NPDES program ensuring compliance with monitoring and reporting requirements;
- Provides for the selection, training, professional development, and work evaluation of department staff;
- Authorizes discipline as required; provides policy guidance and interpretation to staff;

- assures that staff are properly trained in safety procedures and hazardous materials spill containment;
- Develops, evaluates and implements laboratory policies, procedures and standards including processes for verification of quality control;
- Plans, schedules, and coordinates lab sampling and analytical activities for monitoring plant operation, wastewater effluent, industrial dischargers and other public works activities;
- Provides oversight for any laboratory staff in sample collection and laboratory testing procedures;
- Maintains records of laboratory sampling and analyses; reviews data for accuracy and compliance; investigates reasons for anomalous data; prepares reports and correspondence for City and various regulatory agencies, as required;
- Obtains and maintains State Department of Public Health Environmental Laboratory Accreditation Program certification for a variety of physical, chemical, bacteriological and biological analyses;
- Compiles, maintains and updates the laboratory's quality assurance program documentation in accordance with regulatory requirements;
- Coordinates, supervises and may perform required analyses by EPA approved and lab verified methods;
- Prepares periodic water quality reports, including those required by other government agencies;
- Monitors changes in laws, regulations, and technology that may affect departmental operations; and implements policy and procedural changes as required;
- Consults with staff to resolve plant process and effluent quality problem and to optimize new and existing processes;
- Provides technical advice to Public Works Director, City management and the Council in operations matters;
- Assists Public Works Director in preparation of preliminary budget for equipment, materials, and supplies, including assessing capital equipment needs; requisitions chemicals, equipment and other supplies for the lab;
- Determines appropriate requirements for Wastewater Discharge Permits, according to City, State and Federal regulations.
- Develops and coordinates manual and computerized recordkeeping systems to maintain required records and data related to laboratory operations, quality assurance and pretreatment;
- Legal responsible reporting person (LRO) for all NPDES & SSO Permit requirements;
- NPDES monthly, quarterly, and annual reporting.

Marginal Duties:

Performs other related work as required.

EMPLOYMENT STANDARDS

Education, Experience:

Any combination of education and experience that provides the knowledge, skills and abilities combined with any required licenses and certificates is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following:

- A Bachelor's degree from an accredited college or university in chemistry, bacteriology, water technology or a closely related field; and
- Three (3) years' experience in wastewater and industrial laboratory testing, analysis, and control; and
- One (1) year of supervisory experience.

Licenses/Certificates:

- Possession at time of hire and continued maintenance of a valid California license and a safe driving record.
- Possession or acquisition of a California Water Pollution Control Association Laboratory Analysis Level III certificate.

Ability to:

- Interpret, apply and explain City, State and Federal regulations relating to wastewater pretreatment and process control;
- Develop and implement goals, objectives, policies, procedures, work standards, and pretreatment and process control;
- Analyze the results of chemical, biochemical, biological, bacteriological, and physical analysis of potable water and wastewater, and make appropriate recommendations for plant operations;
- Draw sound conclusions from laboratory analytical tests and procedures, making appropriate recommendations regarding plant operations;
- Effectively represent the division and the City in meetings with governmental agencies, professional, and regulatory, and legislative organizations;
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques;
- Make sound, independent decisions in day-to-day activities and in emergency situations;
- Conduct complex research projects, evaluate alternatives, make sound recommendations, implement appropriate course of action, and prepare effective technical staff reports;
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner;
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials;
- Make accurate arithmetic, financial, and statistical computations;
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines;

- Operate modern office equipment including computer equipment and specialized software applications program;
- Use English effectively to communicate in person, over the telephone, and in writing;
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines;
- Establish and maintain effective working relationships with those contacted in the course of the work;
- Perform inorganic and microbiological analyses according to standard methods on wastewater, reclaim and microbiology on drinking water;

Knowledge of:

- Applicable Federal and State laws, methods, and standards issued by the EPA and California State Department of Health Services for water sampling and analysis and pretreatment program requirements;
- General chemical, biological, bacteriological, and physical laboratory testing methods and procedures, including qualitative and quantitative analyses.
- Principles of chemistry and related sciences;
- Characteristics and problems involved with wastewater and environmental compliance analysis;
- Sampling techniques and statistical analysis;
- Care and maintenance of laboratory equipment; laboratory and safety methods and procedures;
- Principles and practices of safety management and application;
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff;
- Organization and supervisory practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned division;
- Practices of researching program issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports;
- Technical report writing practices and procedures;
- Modern office practices, methods, and computer equipment;
- Record keeping principles and procedures;
- Computer applications related to the work;
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, regulatory, and legislative organizations;
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone;

WORKING CONDITIONS

Environmental Conditions:

Employees are occasionally exposed to loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors and fumes. Must possess mobility to work in a wastewater treatment facility; operate a motor vehicle; vision to read printed materials and computer screen; color vision to identify chemical and biological solvents and substances; and hearing and speech to communicate in person and over the telephone and radio. Employees primarily work indoors. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to handle laboratory equipment.

Physical Requirements:

Positions in this class require walking, stooping, kneeling, crouching, bending and reaching on uneven and slippery surfaces and the ability to climb. Employees must possess the ability to lift, carry, push, and pull materials and objects of 25 pounds and heavier weights with the use of proper equipment.

CITY COUNCIL APPROVAL: April 17, 2019

RESOLUTION NO. 1955.1

**RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF SCOTTS VALLEY DESIGNATING THE JOB CLASSIFICATION OF
WASTEWATER LABORATORY/ENVIRONMENTAL COMPLIANCE MANAGER
AND ADDING A SALARY RANGE TO THE SALARY SCHEDULE**

WHEREAS, due to the expanded duties and requirements of the current Senior Wastewater Laboratory Analyst in the Public Works Department; and

WHEREAS, after a review of the position, it has been determined that a new classification will best fit the current and future needs of the City; and

WHEREAS, City Council approval is needed to designate this position as new and establish the salary range.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the City Council of the City of Scotts Valley that the job classification of Wastewater Laboratory/Environmental Compliance Manager is hereby designated as a new position and the salary range will be set as follows:

Position Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
-----	-----	-----	-----	-----	-----	-----	-----
Wastewater Laboratory/ Environmental Compliance Manager	6,059	6,402	6,746	7,089	7,433	7,776	8,120

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 17th day of April, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved: _____
Jack Dilles, Mayor

Attest: _____
Tracy A. Ferrara, City Clerk

City of Scotts Valley CITY COUNCIL STAFF REPORT

DATE: April 17, 2019

TO: Honorable Mayor and City Council

FROM: Kristin Ard, Recreation Division Manager

APPROVED: Jenny D. Haruyama, City Manager

**SUBJECT: REQUEST FOR NON-COLLECTION OF FEES FOR THE
EXCHANGE CLUB OF SCOTTS VALLEY**

SUMMARY OF ISSUE

The Exchange Club of Scotts Valley is holding their annual Blue and Gold Awards Dinner at the Community Center on May 10, 2019. The purpose of the dinner is to honor the police and firefighter of the year. Attendees will be the honorees and their families, members of the fire and police departments, Scotts Valley officials and supporters from throughout the community. The Exchange Club has requested that City Council not collect the \$1,000 facilities use permit fee for the use of the Community Center. The consideration for the non-collection of fees is in line with past practices.

FISCAL IMPACT

The fiscal impact associated with this action will result in a loss of General Fund revenue in the amount of \$1,000. Facility rental and/or event permit revenue not collected from non-profit organizations for community events is estimated to be approximately \$9,300 per year.

STAFF RECOMMENDATION

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

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Letter from the Exchange Club of Scotts Valley requesting non-collection of fees.... 2



The Exchange Club of Scotts Valley

P.O. Box 67146, Scotts Valley, CA 95067-7146.

March 5, 2019

RE: Request for Non-Collection of Fees – Blue and Gold Awards Dinner

Dear Mayor and City Council,

For many years, the Exchange Club of Scotts Valley has been honoring Scotts Valley's police and firefighter of the year. This year the celebration will be held at the Scotts Valley Community Center on the evening of May 10th. Attendees will be the honorees and their families, members of the fire and police departments, Scotts Valley officials and supporters from throughout the community.

This time-honored event is NOT a fundraiser for the Exchange Club, which is a non-profit service club dedicated towards supporting our City's public safety agencies. The Exchange Club of Scotts Valley is requesting the City forego the usual collection of fees associated with the use of the Community Center, with the exception of cleaning services.

We appreciate your continued support and dedication to the fine men and women of the Scotts Valley police and fire services.

**Chris Perri
President
Exchange Club of Scotts Valley**

City of Scotts Valley
CITY COUNCIL STAFF REPORT

DATE: April 17, 2019

TO: Honorable Mayor and City Council

FROM: Robin Woodman, Building Official

APPROVED: Jenny D. Haruyama, City Manager

SUBJECT: **CONSIDER AGREEMENT FOR PROFESSIONAL SERVICES TO PROVIDE BUILDING DEPARTMENT SERVICES WITH CSG CONSULTANTS, INC. FOR PERMIT TECHNICIAN, PLAN CHECK SERVICES AND BUILDING INSPECTION SERVICES**

SUMMARY OF ISSUE

Since 2015, CSG Consultants has provided building services for the City of Scotts Valley. Building services include plan review, building inspection, permit technician services, and some code enforcement services. In keeping with best practices, an Agreement for Professional Services has been drafted to reflect the services CSG currently provides to the City. These services are reflected in Scope of Services in the attached agreement. Based on the prior year’s expenditures, the Agreement is based on a not to exceed amount of \$450,000. The Agreement will remain in place until it is terminated by either party with or without cause, upon fifteen days with written notice of termination.

FISCAL IMPACT

There is no fiscal impact associated with the approval of the attached agreement; funds for building services in the amount of approximately \$450,000 were included in the FY 2018/19 budget.

STAFF RECOMMENDATION

It is recommended that the City Council approve the Agreement for Professional Services between the City of Scotts Valley and CSG Consultants, Inc., to provide building services to the community.

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AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement for Professional Services ("Agreement") is made and entered into as of April 17, 2019, by and between the City of Scotts Valley, a municipal corporation, hereinafter referred to as "CITY", and CSG Consultants, Inc., hereinafter referred to as "CONSULTANT".

RECITALS

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

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

AGREEMENT

- 1. **Employment of CONSULTANT:** CITY agrees to, and hereby does, retain and employ CONSULTANT to perform the professional services as outlined in the Scope of Work attached hereto and incorporated herein as Exhibit "A". CONSULTANT'S work product shall be performed pursuant to generally accepted standards of practice in effect at the time of performance.
- 2. **Responsible Personnel:** CITY has relied upon the professional training and ability of CONSULTANT to perform the services hereunder as a material inducement to enter into this Agreement. Primary personnel responsible for the completion of the work described in this Agreement shall be: Chai Lor, Building Inspection Manager, whose address is; 550 Pilgrim Drive, Foster City, CA 94404; telephone: 650-522-2500; fax: 650-522-2599; Email: csgstaff@csgengr.com
- 3. **Scope of Work:** CONSULTANT shall perform the services as specified in Exhibit A in a professional manner.

4. **Time of Performance:** The services of CONSULTANT are to commence upon execution of this Agreement and shall continue until all authorized work is approved by the CITY. 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 \$450,000. Periodic payments to CONSULTANT shall be made upon submittal of invoices by CONSULTANT to CITY for review and approval by the City Manager. Invoices will be paid by CITY within a reasonable time after the invoices are received and approved.

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

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

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

iii. CONSULTANT agrees to have and maintain, for the duration of the contract, professional liability insurance in amounts not less than \$1,000,000 which is Page 3 of 6 sufficient to insure CONSULTANT for professional errors or omissions in the performance of the particular scope of work under this agreement.

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

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

7. **Indemnity:** 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 any claims brought by CONSULTANT for default of this Agreement, or for 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.

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

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

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

9. **Documents:** Notes, studies, 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 arisen out of, use of the altered document,

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

10. **Independent Contractor:** CONTRACTOR is an independent contractor retained by CITY to perform the work described herein. ALL personnel employed by CONSULTANT are not and shall not be deemed to be employees of CITY. CONSULTANT shall obtain no rights to retirement benefits or other benefits that accrue

to CITY'S employees, and CONSULTANT hereby expressly waives any claim it may have to such rights. CONSULTANT shall comply with all state and federal laws pertaining to employment and compensation of its employees and its agents, including the provision of Workers' Compensation.

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

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

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

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

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

16. **Entire Agreement:** This Agreement contains the entire understanding between the parties with respect to the subject matter herein. There are no representations, agreements or understandings. Whether oral or written, between or among the parties

relating to the subject matter of this Agreement which are not fully expressed herein. The drafting and negotiation of this Agreement have been participated in by each of the parties and/or their counsel, and for all purposes this Agreement shall be deemed to have been drafted jointly by all parties.

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

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

WITNESS WHEREOF this Agreement is executed by CITY and by CONSULTANT on this ____ day of _____, 2019, at Scotts Valley, California.

CONSULTANT:
CSG CONSULTANTS, INC.

CITY:
CITY OF SCOTTS VALLEY

By: Cyrus Kianpour, President

Jenny D. Haruyama, City Manager

APPROVED AS TO FORM:

ATTEST:

Kirsten M. Powell, City Attorney

Tracy A. Ferrara, City Clerk

EXHIBIT “A”

SCOPE OF WORK

STATEMENT OF QUALIFICATIONS TO THE

City of Scotts Valley

FOR

Building Department Services

PREPARED BY

CSG Consultants, Inc.

March 5, 2019

550 Pilgrim Drive | Foster City, CA 94404
Phone (650) 522-2500 | Fax (650) 522-2599 | www.csgegr.com
Foster City • Pleasanton • San Jose • Sacramento • Newman • Orange • Redlands



This proposal is printed double-sided on 50% post-consumer content recycled paper to minimize paper consumption. CSG Consultants, Inc. is a Certified Green Business through the Bay Area Green Business Program. With this certification, CSG is recognized as an environmental leader—meeting higher standards of environmental performance in conserving natural resources, reducing waste, preventing pollution, and using energy and water efficiently.



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Letter of Transmittal

SECTION

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March 5, 2019

Taylor Bateman
Community Development Director
City of Scotts Valley
One Civic Center Drive
Scotts Valley, CA 95066

Re: Building Department Services

Dear Mr. Bateman:

CSG Consultants, Inc. (CSG) is pleased to present this Statement of Qualifications for building department services to the City of Scotts Valley (City). Our firm brings specialized expertise, proximity, and highly knowledgeable and experienced staff.

CSG can readily provide building official, plan review, inspection and permit technician services as well as code enforcement services, and no sub-consultants will be used. All proposed CSG staff are registered, ICC certified, with additional qualifications including LEED, DSA, and CASp experience and certification. Many of our proposed staff members are cross-trained in multiple service levels, providing our clients with increased efficiency as well as the ability to provide on-call staffing depending upon the City's fluctuating needs. A small sampling of communities in the region for which we have provided similar services includes:

- City of Santa Cruz
- City of Gilroy
- City of Millbrae
- Town of Woodside
- City of Foster City
- City of South San Francisco

CSG works solely for public agencies, currently furnishing building and safety, public works, planning, fire prevention, code enforcement as well as additional services to over 175 clients, including many neighboring communities. Our corporate office is in Foster City and, with a reasonable lead time, we can be available for meetings at City Hall when requested. Chai Lor, Building Inspection Manager, will serve as the project manager if awarded a contract with the City. His contact information is as follows:

Chai Lor | Building Inspection Manager
(530) 531-5343 Cell | chail@csgengr.com

Please feel free to contact Mr. Lor at the number above with any questions or comments you may have regarding our statement of qualifications. We look forward to an opportunity to continue to provide services to the City of Scotts Valley.

Sincerely,



Doug Rider, CBO
Building Services Manager, CSG Consultants, Inc.



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Firm Summary

SECTION

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CSG Consultants, Inc. (CSG) is a California company with our corporate office in Foster City. Additional support is available from our regional offices in San Jose, Pleasanton, Sacramento, Newman, Redlands, and Orange. Founded in 1991, **CSG performs work solely for public agencies**, eliminating the potential for conflicts of interest. In this way, we can focus exclusively on the specific needs of our municipal clients.

CSG provides a wide range of services to community development and public works departments, often serving as a seamless extension of City staff. The majority of the 300+ individuals within our firm have provided public agency services throughout their entire careers. Our talented personnel bring a wealth of ideas and experiences having held positions with communities facing similar development issues as the City of Scotts Valley. Depending upon the needs of our clients, we can serve in either a project-specific or on-call staff augmentation capacity.

NAME OF FIRM: CSG Consultants, Inc.

PROJECT CONTACT: **Chai Lor**, Building Inspection Manager

CORPORATE OFFICE: 550 Pilgrim Drive, **Foster City**, CA 94404
(650) 522-2500 *phone* • (650) 522-2599 *fax*
www.csgegr.com • info@csgegr.com

REGIONAL OFFICES: 3150 Almaden Expressway, Suite 255, **San Jose**, CA 95118
6200 Stoneridge Mall Road, Suite 300, **Pleasanton**, CA 94588
1022 G Street, **Sacramento**, CA 95814
930 Fresno Street, **Newman**, CA 95360
3707 W. Garden Grove Boulevard, Suite 100, **Orange**, CA 92868
1177 Idaho Street, Suite 102, **Redlands**, CA 92374

YEARS IN BUSINESS: 27 • Founded in 1991

EMPLOYEES: 300+

TYPE OF BUSINESS: California Corporation • Incorporated June 15, 2000 • Federal ID: 91-2053749

STAFF COMPOSITION

Our professional municipal services staff consists of:

- *Plan Review Engineers*
- *Structural Engineers*
- *Building Inspectors*
- *Permit Technicians*
- *CASp Professionals*
- *Construction Managers*
- *Building Officials*
- *Fire Department Plan Reviewers & Inspectors*
- *Information Technology Professionals*
- *Program & Project Managers*
- *Civil Engineers*
- *Sustainability Professionals*

MUNICIPAL SERVICES

Our services and project experience include the following areas of expertise:

BUILDING & FIRE LIFE SAFETY

*Building Department Administration
Building Plan Review and Inspection
Fire Plan Review, Inspection, and Fire Protection Engineering
Structural Plan Review
OSHPD3 Review
CASP Assessment and Inspection
Public Facilities Assessment
LEED/Green Building Services/Cal Green Code Compliance/Enforcement
Staff Augmentation*

PUBLIC WORKS ENGINEERING & DESIGN

*Capital Improvement Project Design:
Transportation/Roadway, Water and Sewer Utilities, Traffic Engineering
Development Review, Plan Check, Surveying and Mapping
Storm Water Program Compliance (NPDES, QSP/QSD)*

PLANNING & SUSTAINABILITY

*Staff Augmentation for Current and Advance Planning
Project Management Including Plan Amendments
CEQA Environmental Review
Energy Efficiency, Water Conservation, Solid Waste Program Development
AB 32 Compliance/Climate Action Plan Development and Implementation
Greenhouse Gas Reduction Strategies
Grant Writing and Grant Management*

CIP PROJECT & PROGRAM MANAGEMENT

*Capital Improvement Program Development and Implementation
Federal and State Grant Administration
Rule 20A Undergrounding
Staff Augmentation Including: Design Consultant Coordination, Project Scoping, RFP Preparation*

INFORMATION TECHNOLOGY

*GreenVue Software
Digital Plan Review
Electronic Archiving
Web-Based Construction Management Asset Management
Project Management
GIS and IT Support*

CONSTRUCTION MANAGEMENT & INSPECTION

*Contract Administration, including: Resident Engineer Oversight, Inspection and Construction Management
Constructability/Biddability Reviews
Cost and Schedule Control
Claims Avoidance*

INSURANCE COVERAGE

CSG is a fully insured corporation and currently maintains the insurance coverage as indicated below.

COVERAGE	LIMITS OF LIABILITY
WORKERS COMPENSATION	Statutory
COMMERCIAL GENERAL LIABILITY	\$1,000,000 Each Occurrence \$1,000,000 Personal & Advertising Injury \$2,000,000 General Aggregate
AUTOMOBILE LIABILITY	\$1,000,000 Combined Single Limit
PROFESSIONAL LIABILITY	\$5,000,000 Each Claim

COMMITMENT TO EXCELLENCE

We encourage staff to participate in and contribute to the many associations important to our industry. Knowing technical excellence and proficiency is vital to successful public service, attending update seminars, specialized training classes and continuing certification conferences is an integral part of ensuring that we deliver best-in-the-business service to our clients. Many of our staff hold or have held key positions within the groups listed below as well as serve as in-demand instructors and trainers.

- *League of California Cities*
- *California Building Officials*
- *International Code Council*
- *ICC Chapters of Monterey Bay, Peninsula, East Bay, Napa-Solano, Yosemite, Sacramento Valley, Central Coast, Shasta Cascade, Los Angeles Basin, Coachella, Orange Empire, Foothill, and Redwood Empire*
- *County Building Officials Association of California*
- *California Fire Chiefs Association*
- *Northern Fire Prevention Officers*
- *Southern Fire Prevention Officers*
- *National Fire Protection Association*
- *California Automatic Fire Alarm Association*
- *American Fire Sprinkler Association*
- *National Fire Sprinkler Association*
- *American Public Works Association*
- *Institute of Transportation Engineers*
- *Structural Engineers Association of Northern California*
- *Structural Engineers Association of Southern California*
- *Certified Access Specialist Institute (CASI)*



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Qualifications

SECTION

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METHODOLOGY

CSG's staff will be selected to best support the City's needs and will deliver the highest level of service through application of technical expertise, knowledge of municipal processes and procedures, efficient and effective customer care, and application of code compliance combined with innovative and helpful alternatives. Our extensive experience in furnishing comprehensive building and fire life safety services to jurisdictions provides a consistent, strong technical foundation to all projects. From cutting edge digital plan review and online plan check status reporting to providing faster-than-scheduled turnaround times, CSG will deliver the highest quality services to the City of Scotts Valley.

Key benefits that we offer include:

- ▶ ***Concentrated focus on cost-saving approaches and methods.*** Because we serve numerous municipalities and agencies, we are constantly improving and adapting to provide our clients with the most cost-effective services.
- ▶ ***Customized, responsive services.*** We are skilled at assessing time commitments, developing an accurate work plan and applying dedicated, professional personnel. We can quickly fine-tune staffing levels to match or adjust to changes in plan review, inspection and front counter activity. And, with our digital plan review capabilities, we are able utilize resources from any of our regional offices.
- ▶ ***A wealth of fully committed and qualified personnel.*** We maintain staff that is fully licensed and certified at the highest level of industry standards. To keep our personnel on the industry's leading edge, many serve as popular educational instructors and lecturers as well as sit on boards and committees for organizations developing and implementing important code regulations. We also keep up with latest in procedures and use of products, e.g., green building, accessibility, CASp certification requirements, NPDES, MRP, and more.
- ▶ ***Rapid turnarounds and expedited services.*** With extensive experience in the digital plan review process combined with extensive code application experience, our staff excels at providing expeditious turnarounds. We easily match and more often beat any required turnaround deadlines.
- ▶ ***Leading-edge, cost-saving technology.*** CSG offers a suite of digital options— speedy digital plan reviews including electronic versions of plan comments; an easy-to-use web portal for plan submittal, tracking and approval of digital plans; and available full scanning and archiving services.
- ▶ ***Environmentally friendly practices.*** Our corporate policy on sustainability supports a healthy environment, reduces our carbon footprint and promotes environmental stewardship through environmentally preferable purchasing and other sustainability actions. Our digital plan review system encourages the bypass of paper use, and all possible documents at CSG are printed double-sided on recycled, post-consumer content paper.

FIELD INSPECTION SERVICES



Standards and Responsibilities

CSG provides fully integrated, multi-disciplined building and fire inspection services for residential, commercial, and industrial projects, and are experienced in all construction types. We provide experienced, ICC certified (and/or with other appropriate entities in accordance with AB717) inspectors.

Our inspectors ensure compliance with applicable codes and requirements by identifying code violations, offering solutions to developers, property owners and tenants on potential risks and safety hazards, and by working as a team to correct violations. Specific responsibilities include but are not limited to the following:

- ▶ *Providing inspection services for project compliance with relevant codes including accessibility, fire, grading, building, electrical, mechanical and plumbing*
- ▶ *Addressing resident inquiries and resolving complaints*
- ▶ *Assisting with the construction and demolition permitting process*
- ▶ *Providing code administration, inspection and enforcement*
- ▶ *Maintaining records and files concerning construction permits and building code administration, documents for storage and/or imaging*

Our inspection staff easily integrates into client organizations, consistently implementing policies and procedures, while remaining transparent to applicants and customers.

CASp Inspection Services

To facilitate the City's compliance with current rules and regulations, CSG can provide a CASp certified professional for technical questions and interpretations, and to perform accessibility compliance inspections and CASp inspection report development.

Continuing Certification and Training

We take pride in providing inspectors who have a variety of inspection project experience and who are motivated to achieve the highest level of certification. We work hard to match your jurisdiction's level of safety and code compliance and understand that personality and customer service are crucial to on-the-job success. All CSG inspectors are ICC certified and/or possess additional required certifications. In addition, they routinely update their knowledge and skills through specialized training classes and seminar attendance in approved and modern methods, materials, tools and safety used in building inspection, as well as the most current building standards.

PERMIT PROCESSING SERVICES & FRONT COUNTER SUPPORT

CSG has highly qualified staff available to provide Permit Technician, Planning Technician and Development Review Technician services. These frontline, first response services are vital to the success of the entire building and safety permit process as they often set the tone for the applicant whether a homeowner, contractor, or architect. CSG handpicks exceptionally qualified personnel with a central focus on operating as an extension of the City's team, understanding the importance of exemplary customer service, knowledge of the inner-workings of building departments, and thorough familiarity with the building application and permit process.

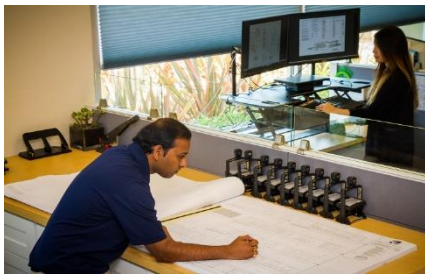
CSG's permit processing staff is trained in customer service and in helping to expedite the permit process. Our staff members are able to perform quick assessments of each customer's needs and ensure that they are properly served. Our staff is knowledgeable and experienced with permit processing functions including:

- ▶ *Providing the public with appropriate forms and handouts*
- ▶ *Creating permit applications and issuing permits using the City's software*
- ▶ *Accepting plans, specifications, structural calculations and energy reports for plan review*
- ▶ *Routing plans for Plans Examiners to plan check*
- ▶ *Preparing plan check letters to be sent to applicants*
- ▶ *Assisting the public with completing applications and other required forms*
- ▶ *Providing copies of documents when authorized*

Our permit technicians maintain orderly working environments, including folding or rolling plans, maintaining file integrity, and logging documents in-and-out in an organized manner. They are familiar with State Contractors License Law and ensure that permits are issued to properly licensed contractors. They are also familiar with multiple permit software systems and are able to quickly gain proficiency with software that has been customized for a particular agency.

BUILDING PLAN REVIEW SERVICES

Compliance Standards



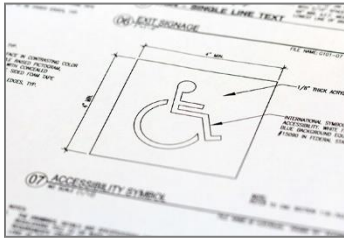
Our team of professionals is ready to assist in all aspects of plan review and to focus on the special needs and requirements of each of our clients. We promise prompt turnaround times and offer comprehensive online status reports. Our plan checkers carefully review all documents for compliance with building codes, fire codes, energy conservation standards, State accessibility regulations, and all local ordinances. We understand and will comply with the City's own requirements for plan review services.

Our engineers and plan reviewers review plans for compliance with all policy and model codes adopted by the State of California, including but not limited to:

- ▶ *California Building Code, Volumes 1 and 2*
- ▶ *California Residential Code*
- ▶ *California Electrical Code*
- ▶ *California Plumbing Code*
- ▶ *California Mechanical Code*
- ▶ *California Energy Code*

- ▶ *California Green Building Code*
- ▶ *California Fire Code as amended and adopted by the State of California (Title-24, Part 9 California Fire Code)*
- ▶ *National Fire Codes as published by the National Fire Protection Association (NFPA); as adopted and referenced by the State of California (California Code of Regulations, Title-19, Section 1.09)*
- ▶ *State Historical Building Code*
- ▶ *NPDES/WQMP/SWPPP Compliance*
- ▶ *Local adopted ordinances and amendments relative to building and municipal codes, including project Conditions of Approval from other departments, divisions, regulating agencies, and jurisdictions*

CASp Services



We understand California Building Departments are required to have a CASp certified professional in place and available for technical questions and interpretations. Our CASp certified staff are knowledgeable of state and federal accessibility laws and regulations and possess the expertise necessary to promote access to facilities for persons with disabilities. In accordance with current rules and regulations, CSG can supply a CASp certified professional to review all plans for accessibility and to facilitate

compliance with regulations.

OSHDP 3 Reviews

Our staff of professional engineers and certified plans examiners is experienced with the differences between CBC and OSHDP 3 facilities. They have successfully completed many OSHDP 3 plan reviews for multiple client agencies. CSG can also provide certified OSHDP Inspectors of Record for a variety of different projects.

Green Building and LEED Certification

Our Building Division staff is experienced in plan review and inspection for compliance with CALGreen and local green building ordinances. In addition, CSG Consultants has all of the qualifications necessary to assist the City in both the development of policy and the implementation of green and sustainable building practices. CSG's Sustainability Programs division can assist, for example, with construction and demolition debris, recycling programs, as well as public outreach to the building industry. We have Certified Green Building Professionals (CGBP) and LEED accredited personnel on staff.

Online Plan Check Status

CSG offers a convenient service allowing clients to check plan review status and comments online. CSG provides City staff with a username and password for access to CSG's secure Plan Check Status website. By logging into our Plan Check Status website, City staff as well as authorized applicants are informed about the status of each project by viewing project documents and communicating with the plan checker via e-mail or electronic post-a-note. City staff or authorized applicants can download comments from the website upon completion of the plan review. **There is no additional cost for this service.**



Plans Pickup and Delivery

CSG will arrange for pickup and delivery of plans from/to City offices. The pickup and delivery of plans and other materials via CSG staff or an approved alternative service will be provided at no additional cost.

Plan Check Comments

All plan check comments will be formatted to the City's established correction list templates. Any additional forms established by the City for alternative methods of construction and/or deviations from requirements, such as disabled access, will be incorporated into the correction comments and returned with the appropriate recommendations. In addition, plan check comments can be delivered electronically by email or other City approved means. This will enable City staff to immediately modify our checklist for incorporation with other department comments.

Digital Plan Check



CSG began the transition to digital plan review over 18 years ago, leading the consultant field with this ground-breaking service. *All paper plans submitted to CSG are immediately scanned into digital files and stored on CSG's servers for speedy access by both our clients and our plan reviewers.* Our plan reviewers furnish electronic versions of their plan comments conforming to each client's established correction list templates. Any additional forms utilized by the City for alternative methods of construction and/or deviations from requirements, such as disabled access, will be

incorporated into the correction comments and returned with the appropriate recommendations. Plan check comments can be delivered electronically by email or other City approved means, enabling City staff to immediately modify CSG's checklist for incorporation with other department comments. **Upon request, clients can be provided with a set of digitally scanned plans at no cost and including convenient, "green" (paperless) storage of all construction-related documents.**

In addition, for jurisdictions requesting a pure digital plan review workflow, CSG has developed an online web application for an applicant to submit digital files directly to us, which includes an online portal for the applicant/jurisdiction to retrieve comments and submitted digital files with redlines. This online portal tracks all submittals, including re-submittals until the plans have been approved. Key features of our digital plan review service include:

- ▶ **Efficient.** Plans are pushed to plan review staff the same day they are submitted. There is no "bin time."
- ▶ **User-Friendly.** CSG developed our own web-based portal to manage the electronic file submittal process. By using a web interface, the applicant is no longer faced with size restrictions on email attachments or required to learn complex FTP settings.
- ▶ **Proven.** We have provided a digital plan review option to our clients for over 18 years.
- ▶ **Non-Proprietary.** CSG's electronic review process is 100% PDF based with no additional software required to view redlines.
- ▶ **Extensible.** Should the City decide to implement electronic review as a standard, CSG offers an integration path for our electronic review software (GreenVue Fusion).

Plan Check Turnaround Times

CSG works hard to provide the best quality and most timely service in the industry. We pride ourselves in maintaining the requested plan review times for all our clients—even delivering faster than our own deadlines. Our goal is to approve code-complying projects and to successfully and quickly move work through jurisdictional processes. CSG will ensure that all building and safety duties and follow-up actions will be performed in a timely and responsive manner. If a review is anticipated to take longer than the maximum turnaround timing, CSG will notify the City with advanced notice and negotiate additional time required to ensure an appropriate level of review.

PROJECT TYPE	INITIAL REVIEW (DAYS)	RE-CHECK (DAYS)
Residential New Construction	10	5
Residential Additions	10	5
Small Residential Remodels	10	5
Commercial New Construction*	15	7
Commercial Additions	10	5
Small Commercial Remodels / Tenant Improvements	10	5
Large/Complex Commercial Projects*	15	7

**Turnaround time may vary with the complexity and magnitude of the project. If a review is anticipated to take longer than the maximum turnaround timing, CSG will notify the City's representative and negotiate additional time required to ensure an appropriate level of review.*

Accelerated/Expedited Plan Check

Upon request, we can perform plan check services within an accelerated time frame, with fees negotiated between the City and CSG. CSG completes initial accelerated plan check within 5 working days.

Quality Control / Quality Assurance

CSG's in-house quality assurance / quality control program utilizes a peer review process with multi-level internal plan checking and project management. A senior staff member will review plan check comments in order to ensure relevance and accuracy.

BUILDING OFFICIAL SERVICES

CSG's will provide building official services to the City on a part-time as needed basis. CSG offers Building Officials who are fully licensed, experienced, highly competent and capable of managing any agency's Building Division. Building Official responsibilities will include, but not be limited to, the following:

- *Quality Control*
- *Building Code updates and adoption*
- *Resolution of inquiries and complaints*
- *Building Official administration, processing of complex Building Code issues and dispute resolution*
- *Building and Safety procedure manual development*
- *Monthly reporting of Building and Safety activities and annual reporting*
- *Participating in pre-development review and providing comments*
- *Processing of Planning Commission and City Council staff reports (as needed)*
- *Attendance at Planning Commission and City Council meetings (as needed)*

CODE ENFORCEMENT SERVICES

Code enforcement activities are a crucial service to ensure not only public health and safety but also to enhance economic development throughout a community. CSG Code Enforcement Officers focus on identifying property nuisances such as vacant lots, overgrown weeds, deteriorated building exteriors, foreclosures, and inoperable vehicles which contribute to community deterioration—and working with property owners to correct violations in accordance with the standards required by the communities we serve. Our officers ensure compliance with municipal codes; having a well-kept community helps to maintain or increase property values, discourage crime, and encourage quality development while preserving the overall quality of life in the community.



CSG maintains Code Enforcement Officers who are fully trained, licensed and certified through the California Association of Code Enforcement Officers (CACEO) and the California Environmental Health Association (CEHA) for any code enforcement challenge presented.

CSG's Code Enforcement Officers work to identify code violations and engage stakeholders and responsible parties to correct code violations consistent with municipal and state codes tailored to the specific needs of the agency. Examples of codes and ordinances enforced include:

- *Zoning codes*
- *Building codes*
- *Housing codes*
- *Public nuisance codes*
- *State health & safety codes*
- *Special concerns such as work and safety regulations, short term rental enforcement, massage and human trafficking, and cannabis dispensaries*

Our Code Enforcement Officers have extensive experience and skills in the following key areas:

- *Code enforcement program review and analysis*
- *Code enforcement inspections*
- *Preparing administrative remedies including administrative citations*
- *Conducting administrative hearings*
- *Preparing program documentation and staff reports as well as committee and City Council presentations*
- *Testifying on behalf of clients in criminal court*
- *License and permit application review and processing*
- *Coordination of activities with multiple departments including Building, Planning, Community Development, Police and City Attorneys*
- *Providing information on municipal regulations to property owners, residents, businesses, the general public, as well as to agency departments and divisions*

Although a majority of our results are gained by voluntary compliance, our services include a full range of code enforcement activities, including:

- *Enforcing administrative abatement*
- *Testifying in public hearings and court proceedings on behalf of the agency*
- *Facilitating settlement agreements*
- *Recommending changes to the code*
- *Appearing as expert witnesses*

AVAILABILITY AND CUSTOMER SERVICE

CSG's main function is to serve as an extension of the City. We clearly understand the importance of our role in the success of the City and commit to providing its citizens and business partners—residents, architects, engineers, developers, contractors—as well as City staff, the highest level of service. We believe effective communication and excellent customer service are essential to a successful working relationship between the City, CSG and the development community.

Office Hours and Meeting Availability

CSG's inspection services can be provided upon 24 hours notice. Our staff plan checkers and inspectors are available for applicant inquiries or conferences anytime during regular business hours without charge via telephone, 8:00 AM to 5:00 PM, Monday through Friday. We can easily alter our hours to meet the City's needs.

Evenings and weekends for special events and meetings can be accommodated with 24 hour notice. For the City's convenience, we can also meet with City staff, architects and applicants. We recognize the value of pre-design consultation with prospective applicants and are available to provide this service as well. Our Project Manager will be available for consultation and meetings with a reasonable lead time at no cost to address questions or discuss issues.

Response to City Questions or Requests

CSG staff can typically respond to the City for all questions or requests generated during field inspections or any plan review during the same day, but no later than the following day a request is received.

Emergency Response

CSG is well qualified to respond to a local or regional emergency. Many of our personnel have assisted in emergencies such as the San Bruno gas explosion and the Northridge and Loma Prieta earthquakes, as well as regional floods, fires and other emergencies. Our personnel's certifications include those obtained through FEMA, Office of Emergency Services (OES), and IACET First Responder.

PERSONNEL AND QUALIFICATIONS

CSG personnel's qualifications and certifications are provided in the following table for the City's review and consideration. Resumes of proposed staff are provided on subsequent pages.

NAME	QUALIFICATIONS	LICENSE / CERTIFICATION
Michael Loomis, SE, PE, CBO, CASp, LEED AP <i>Principal Structural Engineer</i>	Professional Civil Engineer, State of California Professional Structural Engineer, State of California Certified Access Specialist (CASp), DSA LEED Accredited Professional Certified Building Official, ICC California Building Plans Examiner, ICC California Commercial Building Inspector, ICC California Commercial Plumbing Inspector, ICC California Residential Building Inspector, ICC California Residential Plumbing Inspector, ICC Certified Accessibility Inspector/Plans Examiner IBC, ICC Certified CALGreen Plans Examiner, ICC	60787 4824 099 8261448 8261448 8261448 8261448 8261448 8261448 8261448 8261448
Jim Kirkman, CBO <i>Principal Plans Examiner</i>	Certified Building Official Certified Plans Examiner Certified Combination Inspector Certified Combination Inspector-Legacy Certified Mechanical Inspector Certified Mechanical Inspector UMC Certified Plumbing Inspector Certified Building Inspector Certified Electrical Inspector Safety Assessment Program SAP General Building ContractorSupervisory Development Series I & II Code Enforcement PC 832	853639 853639 853639 853639 853639 853639 853639 853639 853639 853639 853639 61019
Phiroze Wadia, SE, LEED AP <i>Principal Structural Engineer</i>	Professional Structural Engineer, State of California Professional Civil Engineer, State of California Professional General Building Contractor, State of California LEED Accredited Professional	2020 20042 502918
Shweta Prakash, PE, CBO <i>Senior Plan Check Engineer</i>	Professional Civil Engineer, State of California Certified Building Plans Examiner, ICC Certified Building Official, ICC	79808 8014122
Sayaka Yamane, PE, CBO, LEED AP <i>Senior Plan Check Engineer</i>	Professional Civil Engineer, State of California Certified Building Plans Examiner, ICC LEED Accredited Professional Certified Building Official, ICC	78195 5303943 8325563
Bounmy Soumountha, SE, CBO <i>Senior Structural Engineer</i>	Professional Engineer, State of California Structural Engineer, State of California	32213 3062
Farzam Tondnevis, PE <i>Plan Check Engineer</i>	Professional Civil Engineer, State of California ATC-20/S.A.P. Certified	82602
Rajesh Vangala, CBO, CASp <i>Principal Plans Examiner</i>	Certified Building Plans Examiner, ICC Certified Building Official, ICC California Energy Code Compliance for Non-Residential Projects Certified Accessibility Specialist	8166142 8166142 711
Kit Wong <i>Principal Plans Examiner</i>	Certified Building Plans Examiner, ICC Certificate of Completion "Fire & Life Safety Plan Review" (DSA)	5300662

NAME	QUALIFICATIONS	LICENSE / CERTIFICATION
David Nesbet, PE <i>Senior Plan Check Engineer</i>	Professional Civil Engineer, State of California ATC-20 Certified for Post-Disaster Evacuation	72981
Linh Tran, PE <i>Associate Plan Check Engineer</i>	Professional Civil Engineer, State of California Certified Building Plans Examiner, ICC	85451 8297568
Helen Chiu, EIT <i>Associate Plan Check Engineer</i>	Certified Building Plans Examiner, ICC Engineer in Training	8213824
Chai Lor <i>Senior Building Inspector</i>	Certified Building Inspector, ICC CA Plumbing Inspector, ICC Certified Storm Water Inspector, CET	5266158 5266158 4192
Steven Davis <i>Building Inspector</i>	Certified Combination Dwelling Inspector, ICC California B-General Building License	53314100-56 935042
Juan Serrano <i>Building Inspector</i>	Certified Building Inspector, ICC	8490096
Nichelle Brown <i>Permit Technician</i>		

Michael Loomis

SE, CBO, CASp, LEED AP

Principal Structural Engineer



LICENSES & CERTIFICATIONS

Professional Engineer
State of California | 60787
Professional Structural Engineer
State of California | 4824
Certified Access Specialist (CASp) | 099
Certified Building Official | 8000164
LEED Accredited Professional
Certified California Building Plans
Examiner | ICC 8000164-I6
CALGreen Plans Examiner |
ICC8000164CX
California Commercial Building
Inspector | ICC 8000164-I1
California Residential Building
Inspector | ICC 8000164-J1
ICC Certified Accessibility Inspector
/Plans Examiner | ICC 8000164-J1
LEED Accredited Professional

EDUCATION

Master of Science, Civil Engineering
Santa Clara University | Santa Clara, CA
Bachelor of Science, Civil Engineering
Santa Clara University | Santa Clara, CA

PROFESSIONAL AFFILIATIONS

Santa Clara University
Timber Design | Adjunct lecturer
Earthquake Engineering |
Adjunct lecturer
Strength of Materials | Adjunct lecturer
County of Amador | CASp presentation
to small business owners
ICC/Peninsula Chapter | Structural
Provisions of the 2010 California
Residential Code

Mr. Loomis offers CSG's clients expertise gained from over 15 years of professional experience in the building industry. Mr. Loomis' demonstrated knowledge of California and International Building Codes are reflected in his roles as both an adjunct lecturer at Santa Clara University and as a structural plan check engineer for CSG. Mr. Loomis has experience in all forms of structural construction, including: steel, concrete, masonry, heavy timber, and light-gauge steel materials. He has also served as a peer reviewer for OSHPD and DSA projects. Mr. Loomis serves in a supervisory role in CSG's plan check division, managing and acting as a mentor to CSG's growing team of engineers and technical staff on a wide variety of projects throughout California. He provides consultation to local jurisdictions regarding structural, accessibility and green building compliance and has worked in-house for jurisdictions providing plan review, building inspection, over the counter plan review and Building Official services. Mr. Loomis' expertise includes review of complex commercial, industrial and residential structures for compliance with applicable building codes and ordinances, engineering standards and specifications, supplemental energy requirements, and accessibility regulations.

RELEVANT EXPERIENCE

Linear Coherent Light Source II Expansion | SLAC National Accelerator Laboratory

This project consisted of the underground expansion to an accelerator. Project included office space as well as special use experimental spaces and utilized mining design and construction techniques.

Gilead Sciences, Inc. | City of Foster City, CA

A five story H and B occupancy biotech building project included challenging occupancy separations as well as adverse soil conditions.

Santa Cruz Warriors Arena | City of Santa Cruz, CA

New 3,000 seat basketball arena with associated restrooms, locker rooms and concessions.

Palo Alto History Museum | City of Palo Alto, CA

This project involved the extensive remodel of historic building to house history museum and archive. Revised usage required careful study of exiting systems. This project utilized CBHC provisions for accessibility.

Ocean Street Commons | City of Santa Cruz, CA

This project consisted of 9 residential units over commercial space and was wood framed construction. Additional projects included multiple tenant improvement projects of varying sizes as well as multiple new and additions to single-family homes.

JURISDICTIONAL EXPERIENCE

Residential / Commercial Building Inspector

Towns/Cities of Atherton, Brisbane, Half Moon Bay, Los Altos Hills, Pacifica, Sausalito, Monte Sereno, and SLAC Linear Accelerator Laboratory

In-House Plan Review

Towns/Cities of Atherton, Santa Cruz, Salinas, San Jose, and SLAC National Accelerator Laboratory

Over the Counter Plan Review

Towns/Cities of Atherton, Belmont, Pacifica, Santa Cruz, Sausalito, Woodside

Building Official / Interim Building Official

Towns/Cities of Woodside (BO), Atherton (Interim BO), Pacifica (interim BO)

Jim Kirkman CBO

Principal Plans Examiner
Building Official



LICENSES & CERTIFICATIONS

Certified Building Official
Certified Plans Examiner
Certified Combination Inspector
Certified Combination Inspector-
Legacy
Certified Mechanical Inspector
Certified Mechanical Inspector UMC
Certified Plumbing Inspector
Certified Building Inspector
Certified Electrical Inspector
| 853639

Safety Assessment Program SAP
61019

General Building Contractor
Supervisory Development Series I & II
Code Enforcement PC 832

EDUCATION

Management and Code Inspection
Diablo Valley College
| Pleasant Hill, CA

Bachelor of Science, Animal Science
University of California, Davis
| Davis, CA

Management Training Courses
Customer Service Classes and Seminars

PROFESSIONAL AFFILIATIONS

California Building Officials, CALBO
Council of American Building Officials
CABO

International Code Council, ICC
Peninsula Chapter of ICC

International Association of Plumbing
and Mechanical Officials, IAPMO

National Electrical Code Association
North Bay, NECA

Northern California Fire Prevention
officers, NORCAL

National Fire Protection Association
NFPA

California Association of Code
Enforcement Officers, CACEO

Mr. Kirkman is plans examiner and building official with over 28 years of experience in the building industry. He has over 20 years of teaching experience with Diablo Valley College, focusing on building, mechanical, and plumbing codes. Prior to joining CSG, he served the City of South San Francisco for over 21 years as the Assistant and Chief Building Official. Through his experience as a building official and instructor, Mr. Kirkman is highly knowledgeable of complex commercial and residential buildings and with all stages of construction.

For CSG, Mr. Kirkman performs primarily mechanical, electrical, and plumbing review for large scale commercial and residential projects throughout northern California. Notable projects for which Mr. Kirkman has performed plan review include:

- Genentech Campus | South San Francisco, CA
- Apple Campus – Tantau Development | Cupertino, CA
- BioMed Realty - Lincoln Centre Campus | Foster City, CA
- Standard Linear Accelerator | Menlo Park, CA

RELEVANT EXPERIENCE

Chief Building Official | City of Alameda, CA

As the contract Chief Building Official, Mr. Kirkman was responsible for the management and development of 16 employees in the Building/Code Enforcement Divisions. He supervised clerical, field, and counter personnel involved in the daily operations of the division, as well as provided training to staff on customer service, plan review, inspections and counter procedures. Mr. Kirkman also worked with the Alameda Naval/Air base reuse staff within the Community Development Department, meeting with developers for Base building reuse development.

Chief Building Official | City of South San Francisco, CA

For over 18 years, Mr. Kirkman served as the Chief Building Official for South San Francisco. He was responsible for the management and development of nine employees in the Building Division. He supervised clerical, field, and counter personnel involved in the daily operations of the division, as well as provided training to staff on customer service, plan review, inspections and counter procedures. Additionally, Mr. Kirkman developed and presented to Council ordinances for the adoption of the Building Codes. He also prepared Conditions of Approval for the division on large residential and commercial development projects.

Chief Building Official / Fire Marshal | City of South San Francisco, CA

Mr. Kirkman managed 17 employees for the City's Building / Fire Prevention Division. He oversaw the implementation of the City's computer permit tracking system and developed cross training programs for building, fire prevention, and code enforcement staff.

Instructor | Diablo Valley College, Pleasant Hill, CA

Mr. Kirkman is an instructor for the Construction Technology Division. Examples of classes he teaches include: Uniform Building Code, Uniform Mechanical Code, Uniform Plumbing Code, and Fundamentals of Building Inspection. His classes are designed to provide an understanding of the health and life safety requirements of codes as they pertain to new and existing construction and inspections.

Phiroze Wadia SE, LEED AP

Principal Structural Engineer



LICENSES & CERTIFICATIONS

Professional Structural Engineer
State of California | 2020

Professional Civil Engineer
State of California | 20042

Professional General Building Contractor
State of California | 5021918

LEED Accredited Professional

EDUCATION

M.S.C.E, Structures and Soil Mechanics
University of Illinois | Urbana, IL

M.B.A, Management
Golden Gate University |
San Francisco, CA

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers
Structural Engineers Association
of California

Earthquake Engineering
Research Institute

Applied Technology Committee
International Code Council

Mr. Wadia is a plan review engineer for CSG. He has over 40 years of experience in plan review, design and construction of residential, commercial, industrial and civil engineering projects. Mr. Wadia has expertise in the delivery of a wide range of municipal services, including:

- Plan review
- Encroachment permit application review including grading, structural, drainage and erosion control permits
- Code enforcement
- Enhancing and developing new and existing City ordinances
- Supervising renovation, rehabilitation and restoration of bridges
- Inspecting buildings and structures for structural integrity and condition
- Investigating structural failures and inspecting repairs

RELEVANT EXPERIENCE

Mr. Wadia's range of expertise has evolved as a result of the successful completion of a variety of projects including:

- 24 commercial buildings
- 60 residential wood frame buildings
- 32 seismic inspections, evaluations & retrofits
- 3 bridge and over-crossings projects
- 8 post-earthquake damage assessments
- 9 offshore, modular & Arctic projects
- 4 space & defense projects
- 3 war damaged re-construction projects
- 8 petrochemical plants
- 10 nuclear/power plants
- 8 research projects
- 5 transportation projects
- 2 telecommunications projects

Plan Review Engineer | Consultant to City of Larkspur, City of Sausalito, Town of Ross, Town of San Anselmo, CA

As Consultant to the abovementioned agencies in Marin County, Mr. Wadia performed a variety of services including plan and encroachment permit application review, inspection, code enforcement, and enhancing and developing existing and new city ordinances.

Associate | Skidmore, Owings & Merrill, San Francisco, CA

As an Associate at a San Francisco architectural and engineering firm, Mr. Wadia worked closely with multidisciplinary teams on building designs from concept through construction. He led structural engineering projects including high-rise office buildings, schools and colleges, hotels, sports stadiums, theaters, retirement communities, and shopping centers. Mr. Wadia also performed seismic inspections, evaluations, and retrofits of existing facilities.

Chief Engineer | Bechtel, San Francisco, CA

As Chief Engineer of Bechtel, Mr. Wadia was responsible for leading a group of over 200 technical personnel including architects, structural engineers, civil engineers and designers. His work included establishing standards, reviewing technical quality, recruiting, and establishing training programs. His projects included bridges and industrial and mining facilities such refineries, oil fields, LNG plants, chemical waste treatment plants, offshore construction, modularized construction, arctic and extreme hot weather construction, space launch facilities, solar and geothermal power plants, and nuclear facilities.

Shweta Prakash PE, CBO

Senior Plan Check Engineer



LICENSES & CERTIFICATIONS

Professional Civil Engineer
State of California | 79808
Certified Building Plans Examiner
ICC Certified | ICC 8014122
Certified Building Official
ICC Certified | ICC 8014122

EDUCATION

Master of Science, Civil Engineering
University of California | Berkeley, CA
Bachelor of Science, Civil Engineering
San Jose State University | San Jose, CA

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers
Society of Women Engineers
Chi Epsilon National Civil Engineering
Honor Society

As a Plan Review Engineer, Ms. Prakash reviews plans for all types of construction including, building, electrical, plumbing, and mechanical systems for both commercial and residential structures. She has conducted review of master plans, new construction, tenant improvements, single family residences, and commercial developments. She has a thorough understanding of Green Building and Energy Code regulations and has extensive experience in the review of photovoltaic systems.

Ms. Prakash is knowledgeable and proficient at all elements of customer service, making her a valuable resource as an onsite plan review engineer. In addition to her as-needed plan review work, she has provided on site plan review to the cities of Redwood City, Fremont, Atherton, and Millbrae. Ms. Prakash has also served as the interim building official for the City of Millbrae.

Having worked both in the public and private sectors, Ms. Prakash has a thorough understanding of all state and local building safety regulations and enforcement of building and life safety codes. She keeps current within the building industry through routine seminar attendance through the International Code Council and the California Building Officials. She is currently pursuing her CASp (Certified Access Specialist Program) certification.

RELEVANT EXPERIENCE

Apple Campus 2 | City of Cupertino, CA

Ms. Prakash has provided on and off-site plan review for multiple new structures as part of the Apple Campus 2 project. She assisted architects and engineers for code inquiries, interpretations, and clarifications, provided expedited review of RFIs, and coordinated with City departments to ensure review and approval of submittals. Some examples of buildings for which Ms. Prakash provided review include:

- *New four-story building consisting of office, restaurant and below grade parking at 410,000 sq. ft.*
- *2 New two-story building for testing facilities totaling 212,000 sq. ft.*
- *New five story parking structure, data center and energy center at 304,000 sq. ft.*
- *New visitor center, at 206,000 sq. ft.*
- *New Tantau Reception building at 3,300 sq. ft.*
- *New Wolfe Reception at 1,870 sq. ft.*
- *2 outdoor stations at 2,586 sq. ft. each*
- *Maintenance building at 2,238 sq. ft.*

Jefferson & Franklin Apartments | City of Redwood City, CA

Ms. Prakash provided building plan review of this new construction seven-story residential building which is comprised of 175 units above a partially subterranean two-level parking garage. The complex which totals 257,513 sq. ft. also includes a fitness center and club room, and an outdoor deck.

YouTube | City of San Bruno, CA

Ms. Prakash provided the review of tenant improvements for this six-story office building. Improvements involved the conversion of 196,000 sq. ft. into YouTube's new headquarters. She attended design team meetings at City Hall to assist with the project delivery.

Marriot Courtyard | City of Santa Cruz, CA

Ms. Prakash provided the review of this new construction four story hotel. The \$34.7 million hotel includes 151 rooms situated over a one-story Type 1A parking garage.

Sayaka Yamane

PE, LEED AP, CBO

Senior Plan Check Engineer



LICENSES & CERTIFICATIONS

Professional Civil Engineer
State of California | 78195
Certified Building Plans Examiner
ICC Certified | 5303943
Certified Building Official
ICC Certified | 8325563
LEED Accredited Professional

EDUCATION

Bachelor of Science, Civil Engineering
San Jose State University | San Jose, CA

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers
(ASCE)
Chi Epsilon National Civil Engineering
Honor Society

Ms. Yamane is a Senior Plan Review Engineer for CSG Consultants, providing complete review of architectural, electrical, plumbing, mechanical, and structural plans for residential projects as well as commercial projects. Ms. Yamane has been doing plan review since 2007, providing professional plan review services along with exceptional customer service. She has in-depth knowledge of the California Building Standards Codes and extensive experience with local building and safety regulations. In addition, she serves as one of CSG's in-house subject matter experts for the California Energy Code and the California Green Building Standards Code. She is also CSG's main contact person with regard to all general plan review questions—communicating with city permit technicians concerning specific requirements to ensure timely permit processing and code compliance.

RELEVANT EXPERIENCE

Bryant Street Residences | Mountain View, CA

This project consisted of three three-story buildings of 7 residential units (total of approximately 16,000 square feet) over a post-tensioned slab podium garage.

Santa Cruz Nutritionals | Santa Cruz, CA

Review of tenant improvement consisting of converting existing 17,560 square feet warehouse area into a nutraceutical gummy production factory area.

Norris Building | Mill Valley, CA

Review of conversion of a single-family residence into a mixed-use building consisting of office occupancy and residence.

Santa Cruz Bicycles | Santa Cruz, CA

Review of tenant improvement of existing shell building for new bicycle manufacturing facility (approximately 60,000 square feet).

300 Refugio | Santa Cruz, CA

Review of a new single-family residence (approximately 5,721 square feet) utilizing rammed earth wall construction.

275 Mountain Home Road | Woodside, CA

Review of a new single-family residence (approximately 5,000 square feet) utilizing Japanese style construction method in a high fire hazard zone, with a new underground 17 car garage/parking structure (approximately 8,400 square feet).

235 Alta Avenue | Santa Cruz, CA

Review of a new single-family residence (approximately 2,600 square feet) utilizing straw bale wall construction.

Bounmy Soumountha SE, CBO

Senior Structural Engineer



LICENSES & CERTIFICATIONS

Professional Civil Engineer
State of CA | 32213
Structural Engineer, State of CA | 3062
Certified Building Official

EDUCATION

Master of Science
Structural Engineering
Washington University | St. Louis, MO
Bachelor of Science, Civil Engineering
UC Berkeley | Berkeley, CA
A.S., Engineering
Santa Rosa Junior College
Santa Rosa, CA

PROFESSIONAL AFFILIATIONS

Structural Engineers' Association of
Northern California
California Building Officials

Mr. Soumountha has over 38 years of experience in civil and structural engineering analysis, public works engineering and land development, project development review and approval, and building inspection plan review and permit services. He managed hundreds of projects in his 22 years of service at the City of Santa Clara including the 49ers Stadium, large development projects such as the Gallery at Central Park consisting of 500 plus single family and multifamily buildings and other projects worth more than 200 million dollars of all complexities in terms of fire and life safety and structural engineering systems.

RELEVANT EXPERIENCE

Permit Service Manager | City of Santa Clara, CA

Prior to joining CSG, Mr. Soumountha worked as a Permit Service Manager and managed 3 in-house and outside consultant Plan Check Engineers who were licensed civil and structural engineers, 3 Permit Technicians, and 1 Customers' Representative. He supported and acted on behalf of the Building Official for all functions as assigned or in the Building Official's absence.

Senior Plans Examiner | City of Santa Clara, CA

Mr. Soumountha served as Senior Plans Examiner where he verified, reviewed, inspected and approved construction of all commercial, industrial, and residential structures in the City of Santa Clara, with an annual construction volume valued at over \$500 million. His other responsibilities included: comprehensive review of all structural and life-safety aspects of building construction; providing code interpretation to inspection staff, architects and contractors; responding to city council inquiries in matters of urban planning and zoning issues; and assisting in supervision of Building Inspection staff as assigned.

City Engineer I & II | City of Santa Clara, CA

As City Engineer II, Mr. Soumountha supervised the Title Section of the Land and Property Division of the Engineering Department. Some of his responsibilities included:

- Assisting in the formation of assessment districts and redistribution of surplus assessment district funds
- Reviewing and processing agreements for developments for City departments such as Silicon Valley Powers (the City Electric Department)
- Permitting encroachments into public easements and right-of-ways
- Parcel and final maps inspection for the legal subdivision of private and public properties
- Preparing the Engineering Department operating budget for 5 years

Structural Engineering Designer and Code Consultant | Various Jurisdictions

- Since 1980, prior to his service at the City of Santa Clara, Mr. Soumountha provided structural analysis and design, consultation on construction issues, and code consulting services for numerous projects outside of City of Santa Clara jurisdiction.

LICENSES & CERTIFICATIONS

Professional Civil Engineer,
State of California | 82602

ATC-20/S.A.P. Certified
SEAONC Member

EDUCATION

Master of Science, Construction
Management & Geotechnical
Stanford University, San Jose, CA

Master of Science
Structural Engineering
Stanford University, San Jose, CA

Bachelor of Science, Civil & Environmental
Engineering
San Jose State University, San Jose, CA

Mr. Tondnevis serves as an Associate Plan Check Engineer with CSG. He has extensive civil and structural engineering experience. For CSG, he performs building plan review of new construction and remodels of residential houses and developments throughout the San Francisco Bay Area. His clients include but are not limited to the Towns / Cities of San Bruno, El Cerrito, Santa Cruz, Alameda, Sausalito, Hayward, Woodside, Hillsborough, Redwood City, and Mountain View.

He is also a part-time faculty member at San Jose State University lecturing in planning, permitting, & structural design for the Undergraduate Program.

RELEVANT EXPERIENCE

Residential Reviews | Cities and Towns of Woodside, Hillsborough, Los Altos Hills, Sausalito, CA

Mr. Tondnevis performed review of new construction, remodels, and additions for residences ranging from 1,000 sq. ft. to over 20,000 sq. ft. and included garages, decks, and landscaping features.

Engineer, Building Information Modeling (B.I.M.) Coordinator & Educator | Peoples Associates Structural Engineers (PASE), Milpitas, CA

- Mr. Tondnevis worked as an Engineer and worked closely with multidisciplinary teams on building designs. A small sampling of projects on which he has worked includes:
 - Designed two schematic new steel framing data center structures with SCBF lateral system & composite system floors as well as estimated & optimized weight of steel for alternative building systems for bidding
 - Designed & detailed gravity & lateral systems for a 4-story mixed-use R.C. structure with underground parking (20,400 S.F.) in Palo Alto using ETABS and ADAPT software; also, modeled, annotated, & detailed the structure using Revit for creating a complete set of structural plans for city submittal package
 - Designed & detailed slab-column connections (using studrails) for 7-story Marriott Hotel (Skyport Drive by BSB); in addition, reviewed all reinf. concrete & rebar-related submittals for compliance with latest design documents; also, designed cold-form steel & Unistrut framing for building's facade and retail level
 - Designed wood framing members for gravity & lateral systems for many multi-family & level residential complexes (Hayward Bart, Elanwood, Donner Lofts, Riverview 5&6, Station Park Green, S.C. Gateway)
 - Designed & 3D-modeled retrofit framing for 2-story tilt-up Evergreen Medical Center building (42,000 S.F.) in East San Jose; also, created Revit-generated construction documents; moreover, designed canopy, awning connections, & trash enclosure structures; performed on-site measurement taking & evaluations
 - Led & coordinated Revit structural modeling & construction documents generating for 3 (new & retrofit) data center projects (Lockheed Martin, Franklin Park, & Mills) for PASE's Mission Critical Studio PMs

Engineer Contractor | ABR Engineers, San Jose, CA

- Mr. Tondnevis was an Engineer Contractor with responsibility in creating city submittal packages including construction documents & city permits (including electrical & Title 24) using B.I.M. (Revit) software for two single-family multi-story residences undergoing alterations, additions, & re-modeling.

Rajesh Vangala

CASp, CBO

Principal Plans Examiner



LICENSES & CERTIFICATIONS

Certified Building Plans Examiner
ICC Certified | 8166142

Certified Building Official
ICC Certified | 8166142

Certified Access Specialist | 711

California Energy Code Compliance for
Non-Residential Project

EDUCATION

Master of Engineering
Andhra University
Visakhapatnam, Andhra Pradesh

Bachelor of Engineering
Andhra University
Visakhapatnam, Andhra Pradesh

With over 12 years of experience as a Principal Plans Examiner, Mr. Vangala provides a wealth of knowledge of California Building Codes to CSG. For CSG, he examines plans of commercial, industrial, and single and multi-family projects to determine compliance with the provisions of the California Building, Mechanical, electrical, Plumbing and Energy Codes, as well as OSHPD (OSHPD3). He is also adept at analyzing structural engineering aspects of all designs and calculations, evaluates test reports, and approves plans that comply with California Codes and regulations.

Mr. Vangala has also provided onsite plan review and over the counter services for the City of Foster City and the Town of Woodside.

RELEVANT EXPERIENCE

Half Moon Village Senior House | City of Half Moon Bay, CA

Mr. Vangala provided performed complete building plan review services for this affordable senior housing. The 115 unit complex consisted of a 3-story multi use building, four 2-story garden apartments, and one 2-story multi use building (multi-use buildings include community room, laundry room and gym.).

Veterans Affairs Outpatient Clinic | City of Marina, CA

Mr. Vangala provided complete building plan review for this integrated Department of Veterans Affairs and Department of Defense joint health-care clinic, the first in California. This new 146,000 square foot, three-story structure will serve as a state-of-the-art medical clinic. The facility will provide primary and specialty care to including subspecialty clinics, audiology, indoor and outdoor physical therapy, occupational therapy, a mental health center, and imaging and laboratory space. This project achieved LEED Gold certification per the LEED for Healthcare 2009 Edition.

Lincoln Centre Campus - BioMed | City of Foster City, CA

Mr. Vangala provided building review of the redevelopment of an existing 280,000 square foot campus into a nearly 600,000 square foot biomedical and life science research campus.

Atria at Foster Square | City of Foster City, CA

Mr. Vangala provided building plan review of this six-story new construction building. The senior living mixed-use structure includes 155 senior living units, common space, courtyards.

Sutter Health Memorial Hospital | City of Los Banos, CA

Mr. Vangala provided building plan review of this 5,153 sq.ft. single story non-residential building with \$1,286,742 valuation project.

The Promontory | City of Marina, CA

Mr. Vangala provided complete building plan review for this 174 unit apartment complex. The project consisted of three new 4-story apartment buildings, as well as a 1-story clubhouse, and community center (including a 1-story clubhouse within an apartment building). The 270,000 sq. ft. project had a construction cost of \$28.9 million.

Kit Wong

Principal Plans Examiner



LICENSES & CERTIFICATIONS

Certified Building Plans Examiner,
ICC Certified | 5300662

Certificate of Completion
“Fire & Life Safety Plan Review” (DSA)

EDUCATION

Bachelor of Science, Civil Engineering
University of California, Davis
| Davis, CA

Ms. Wong serves as a Principal Plans Examiner in the Plan Review Division of CSG Consultants. Her expertise includes enforcement of Building Codes for several jurisdictions throughout California. Her experience in complex commercial and residential structures provides CSG and our clients with the highest quality plan review.

Prior to her employment with CSG, Ms. Wong developed her skills as a Design Engineer for a structural engineering firm in San Francisco. She was instrumental in developing a wide variety of engineering projects including lateral analysis and design, design of concrete, masonry, steel and wood building elements, design of deep shoring and underpinning systems and preparation of structural assessment reports. Ms. Wong’s field work has included building investigations, pre-construction damage surveys and special inspection of deep shoring and underpinning systems.

RELEVANT EXPERIENCE

Genentech Development | City of South San Francisco, CA

Ms. Wong has served as the main point of contact between CSG and Genentech for the past 11 years. She provides plan review services (building, mechanical, electrical, plumbing, energy and CALGreen) for all buildings (~65 count) on Genentech’s South San Francisco campus.

Scope of work includes:

- Complete office and lab build outs; new control areas; installation of mechanical units, fume hoods, bio-safety cabinets, warehouse freezers, nitrogen bulk tanks; HVAC remediation upgrade; gas monitoring improvements; electrical switchgear replacement; glycol piping replacement and insulation; cafeteria remodel; site improvements, etc.
- Weekly meetings at Genentech campus with project managers, project architects and engineers and the City Fire Marshall to review project drawings prior to plans submittal.
- Provide digital plan review services. Manage the Genentech Greenvue website.

New Shell Building | City of Hayward, CA

Ms. Wong performed review for this new 1-story shell building of 42,098 sq.ft. with civil improvements (Phase 1).

El Granada Fire Station | County of San Mateo, CA

Ms. Wong performed review of this new single story 12,425 sq.ft. essential services fire station including 7 bunk rooms, 3 drive through apparatus bays, kitchen & dining room, day room, training room, offices, turnouts, fitness room, extractor, laundry, storage room, 72 hour run generator & fueling tank, and trash and recycle containment.

Apple Campus | City of Cupertino, CA

Ms. Wong performed review for the new visitor’s center and two (2) new reception buildings (named Wolfe and Tantau).

City of San Mateo Regional Operational Center | County of San Mateo, CA

Ms. Wong performed review for new 2 story 35,000 square feet building.

Shops at the Dunes | City of Marina, CA

Ms. Wong performed review for two new buildings with restaurants “Chipotle” and “Deli Delicious”.

Southland Mall | City of Hayward, CA

Ms. Wong performed review of tenant improvements for the Southland Mall.

Residential Development | City of Mountain View, CA

Ms. Wong performed review for new three (3) stories 6 units residential development.

David Nesbet PE

Senior Plan Check Engineer



LICENSES & CERTIFICATIONS

Certified Building Plans Examiner, ICC
Certified | 8259817

Professional Engineer, State of
California | CE 72981

ATC-20 Certified for
Post-Disaster Evaluations

EDUCATION

Master of Science, Structural and
Earthquake Engineering
San Francisco State University
| San Francisco, CA

Bachelor of Science,
Mechanical Engineering
San Francisco State University
| San Francisco, CA

PROFESSIONAL AFFILIATIONS

Member of American Society of
Civil Engineers

Member of Structural Engineers of
Northern California

Mr. Nesbet is a licensed Civil Engineer and Plan Reviewer for CSG Consultants, Inc with over 12 years of experience. He has a strong background in reviewing structural engineering for a broad range of projects, including high-end residential projects, commercial tenant improvements, seismic retrofit of existing structures, seismic anchorage of mechanical equipment for commercial facilities, and upgrades to historical structures.

Prior to joining CSG, Mr. Nesbet worked for seven years as a Structural Plan Review Engineer for Kutzmann and Associates in Fremont, CA. While employed by Kutzmann, he spent four months working as a plan checker for the City of Menlo Park. He also has gained practical experience through his experience in remodeling his 1892 home in San Francisco.

RELEVANT EXPERIENCE

Tantau Research & Development Facilities Apple Campus 2 | City of Cupertino, CA

Mr. Nesbet provided plan review for the Tantau R&D facilities which was comprised of two adjacent buildings totaling 225,000 square feet of GFA for research and development. The buildings include ground level testing chambers, shield room and other research laboratory spaces, with one above ground office level, and one mechanical roof level.

Alameda Landing Phase III | City of Alameda, CA

Mr. Nesbet provided building plan review for phase III of this 72 acre development. He reviewed plans for four housing types as part of this 285 unit subdivision.

Various Custom Homes | Cities and Towns of Woodside, Hillsborough, Los Altos Hills, Portola Valley, Palo Alto, and Mountain View, CA

Mr. Nesbet performed review of custom and historical residences ranging from 2,000 sq. ft. to over 20,000 sq. ft., including accessory structures, pools, barns, vehicle bridges, and landscaping features. Example projects for which Mr. Nesbet performed plan review services include:

- **South Whisman Development | City of Mountain View, CA**
Mr. Nesbet performed plan review of this \$38,173,920 valuation project of all new detached row houses.
- **Altamont Road Residence | Town of Los Altos Hills, CA**
Mr. Nesbet performed architectural and structural review of an 8,814 sq. ft. 3-story custom home with basement in Los Altos Hills. The project incorporated 30 foot high retaining walls, steel braced frames, and non-structural rammed earth architectural site walls. Project valuation was \$15,000,000.
- **Black Mountain Road Residence | Town of Hillsborough, CA**
Plan review for this project included architectural and structural review of a 5,350 sq. ft. split level home with a 946 sq. ft. lower level garage. The project required compliance with WUI regulations.

Linh Tran PE

Associate Plan Check Engineer



LICENSES & CERTIFICATIONS

Professional Civil Engineer
State of California | 85451
Certified Building Plans Examiner
| ICC 8297568

EDUCATION

Master of Science, Civil Engineering
San Jose State University, San Jose, CA
Bachelor of Science, Civil Engineering
San Jose State University, San Jose, CA

Mr. Tran is an Associate Plan Check Engineer with over 6 years of engineering experience. Mr. Tran offers a wealth of California Building Code knowledge to CSG clients. For CSG, he examines plans of single and multi-family projects to determine compliance with the provisions of the California Building, Mechanical, Electrical, Plumbing, Energy, and Green Building Codes.

RELEVANT EXPERIENCE

918 Lafayette | City of Alameda, CA

Provided plan review of a lower level addition to a three-story building of five residential units, approximately 4,400 square feet, including replacement of existing foundation with new retaining walls.

Camden Place | City of Hayward, CA

Mr. Tran master plan submittal for new tract homes of four different models ranging from 2,300 square feet to 2,900 square feet.

614 Grande Ave | City of South San Francisco, CA

Conducted plan review for a new three-story building of two residential units, approximately 3,300 square feet, with covered parking spaces at the bottom level.

27640 Sherlock Road | Town of Los Altos Hills, CA

Performed plan review of first and second floor additions with complete remodel of existing dwelling unit utilizing Wildland Urban Interface in high fire hazard zone. The size of the structure was approximately 5,500 square feet.

739 Clearfield Drive | City of Millbrae, CA

Reviewed plans for a two-story addition with internal remodel utilizing conventional construction.

2135 Leland Ave | City of Mountain View, CA

Provided plan review of a demolished existing home to building a new one-story house of approximately 3,300 square feet.

Helen Chiu EIT

Associate Plan Check Engineer



LICENSES & CERTIFICATIONS

Certified Building Plans Examiner
| ICC 8213824
Engineer in Training

EDUCATION

Bachelor of Science, Civil Engineering
Concentration in Structural Design
California Polytechnic State University
| San Luis Obispo, CA

PROFESSIONAL AFFILIATIONS

Engineers Without Borders (EWB)
Society of Civil Engineer (SCE)
Society of Women Engineers (SWE)
Mathematics Engineering Science
Achievement (MESA)

Ms. Chiu is an Assistant Plan Check Engineer with over six years of experience in the building industry. For the past two years, she has provided building plan review for CSG clients throughout California.

RELEVANT EXPERIENCE

Permit Technician | City of San Mateo, CA

Ms. Chiu served as Permit Technician responsible for processing building permit applications; providing plan check review for non-structural over-the-counter permits; and providing information to the public regarding permit process requirements, general building codes and inspection procedures.

Assistant General Contractor | CDX Builders, San Francisco, CA

Ms. Chiu work closely with the project manager on site to assist with construction scheduling and provide specific instructions for workers to build according to details on plans and specifications. She has extensive exposure to construction products typically used in the industry today, (i.e. Simpson hold down, strong-tie, clips, angles, epoxy grout), special inspections (i.e. ultrasonic test on welded beams & columns, core samples on CMU walls, torque test on electrical mounts, and soil compaction test), rebar placement, concrete pour, structural framing, and interior/exterior finishes.

Summer Intern | Santos & Urrutia Structural Engineers, San Francisco, CA

Ms. Chiu worked closely with multidisciplinary teams in designing and calculating structural beams, moment frames, and generating seismic and geologic evaluation reports for the following projects:

- “Green” Emergency Housing Unit (new portable modular to be available throughout the US)
- Renovation design of a 4-story existing apartment building (San Francisco)
- Structural design on a 5-story new apartment building (Burlingame)

Chai Lor

Senior Building Inspector



LICENSES & CERTIFICATIONS

Certified Building Inspector
| ICC 5266158
California Plumbing Inspector
| ICC 5266158
California Electrical Inspector
| ICC 5266158
Certified Stormwater Inspector
| CET-4192

EDUCATION

Associate of Science
Building Inspection Technology
Butte College | Oroville, CA

Mr. Lor performs field inspections of residential, commercial and industrial projects for CSG and its clients. In his work, he combines inspection expertise with outstanding customer service. Prior to joining CSG, Mr. Lor was a building inspector for the City of Red Bluff. Mr. Lor has examined construction and alterations of buildings and other structures, and enforced building, plumbing, mechanical, electrical and zoning codes, and laws adopted by his municipal clients. His work has also included facilitating the building process by working closely with contractors and building department staff to resolve issues. While with CSG, Mr. Lor's work has included performing inspection and/or plan review services for the following jurisdictions.

RELEVANT EXPERIENCE

Building Inspection | SLAC National Accelerator Laboratory Campus, Menlo Park, CA

Inspection projects included the SLAC Laboratory Campus.

Building Inspection | City of South San Francisco, CA

Inspection projects included the Genentech Laboratory and Office Park.

Building Inspection and Plan Review | City of Millbrae, CA

Inspection projects included: new two-story Safeway store, 120 South El Camino Real five story condominiums, 151 El Camino Real new three-story condominiums, Millbrae Estates Sub-Division of new single-family dwellings.

Building Inspection and Plan Review | City of Half Moon Bay, CA

Inspections projects included: 925 South Main Street new three-story housing building, 801 Arnold Way new mixed use three story building.

Building Inspection and Plan Review | City of Pacifica, CA

Inspection projects included: New Walgreens store, Connemara Sub-Division of 23 new SFD, New Shoreview Dental Office, New Oceana Pet Hospital, Cypress Walk sub-division, New City of Pacifica community center accessibility bathroom.

Building Inspection | Jackson Rancheria Casino, CA

Projects included: new block retaining wall, casino defects phase II demolition, standard hotel demolition, tower hotel destructive testing.

Additional municipalities for which Mr. Lor has performed services include:

Building Inspection & Plan Review	Building Inspection
City of Brisbane, CA	Town of Woodside, CA
City of Brentwood, CA	Town of Hillsborough, CA
City of Campbell, CA	County of San Benito, CA
City of Monte Sereno, CA	City of Gilroy, CA
City of Seaside, CA	City of Hayward, CA
Town of Colma, CA	City of Los Altos, CA
Town of Los Altos Hills, CA	City of Marina, CA
Town of Portola Valley, CA	City of Mill Valley, CA
	City of Scotts Valley, CA
	City of Sausalito, CA
	City of San Bruno, CA
	City of Soledad, CA

Steven Davis

Senior Building Inspector



LICENSES & CERTIFICATIONS

Combination Inspector
| 5314100-56

California B-General Building
Contractors License | 935042

EDUCATION

West Valley College
| Saratoga, CA

Mr. Davis has over 25 years of experience in the construction industry with longtime work as a general contractor as well as a building inspector. He has provided inspections of both commercial and residential projects, performed plan reviews, and provided support at the permit counter.

RELEVANT EXPERIENCE

Building Inspector | City of Redwood City, CA

Mr. Davis performed building inspection of new mixed-use condominiums and existing commercial and residential buildings. He also enforced local and state building codes and logged daily inspection reports.

Building Inspector | City of Campbell, CA

Mr. Davis provided inspection of new and existing commercial and residential buildings. He also approved architectural drawings, enforced local and state building codes and logged daily inspection reports.

Building Inspector Intern | City of Santa Cruz, CA

Mr. Davis performed scheduled inspections, assisted in the issuing of permits, and performed plan check on residential plan checks.

General Building Contractor

Mr. Davis performed remodels on residential and commercial structures.

Juan Serrano

Building Inspector



LICENSES & CERTIFICATIONS

Building Inspector
| ICC 8490096

Bureau of Investigations In-House
Training | San Jose Police Department

ACI Concrete Field Testing Technician
Gavilan College Police Academy
(non-affiliate)

POST Basic Certification
Evergreen College (affiliate)

POST Mandated Sexual Assault
Investigators Training | San Jose Police

Intensive Criminal Investigation
Training

APNGA Portable Nuclear Gauge Safety
& U.S.D.O.T. Hazmat Certification

Moisture/Density Gauge Operator
Certification

Mr. Serrano is a Building Inspector for CSG and its clients. He has over 17 years of experience as a law enforcement officer, serving as a police officer for the Cities of Gonzales, King City, and San Jose, including three full years of Bureau Investigative work as a Police Detective. Mr. Serrano also served as a Field Technician for Intertek, an industrial quality assurance provider.

He also has excellent English and Spanish verbal/written communication skills and has served as a bilingual instructional aide.

RELEVANT EXPERIENCE

Building Inspection | City of Pacifica, CA

Building Inspection | City of Brisbane, CA

Building Inspection | City of Millbrae, CA

Building Inspection | City of Half Moon Bay, CA

Building Inspection | City of San Bruno, CA

Building Inspection | City of Sausalito, CA

Building Inspection | City of Scotts Valley, CA

Building Inspection | City of Redwood City, CA

Building Inspection | City of Gilroy, CA

Building Inspection | Town of Colma, CA

Building Inspection | Town of Hillsborough, CA

Building Inspection | Town of Los Altos Hills, CA

Field Technician | Intertek

Mr. Serrano inspected/observed concrete structural/non-structural pours and tested soil compaction and moisture content for private residences and multimillion dollar job sites. Work included:

- Verifying concrete mix designs and monitoring consolidation of concrete, drum revolution, addition of water, and mix time.
- Testing concrete for temperature, slump of hydraulic cement, density (unit weight) and entrained air content
- Making and curing concrete test specimens in the field for laboratory compressive strength testing.

Police Officer | City of Gonzales, King City, and San Jose

Mr. Serrano served for over 16 years as a police officer for the Cities of Gonzales, King City, and San Jose. His duties included managing criminal investigations, gathering/processing of evidence, conducting arrests, and booking and proper documentation of criminals. He also completed a full tour in the Bureau of Investigations (BOI) as a police detective.

Nichelle Brown

Permit Technician



EDUCATION

Southwestern Christian College |
Terrell, TX

Ms. Brown has over 10 years of administrative and customer service experience, and exhibits strong time management, organizational, and multi-tasking skills. She is proficient in using Microsoft Office applications and ACSR/CSG.

RELEVANT EXPERIENCE

Administrative Assistant | City of Gilroy, CA

As an administrative assistant, Ms. Brown provides general support to the team and assists in day-to-day operations.

Administrative Assistant | FedEx, San Jose, CA

Ms. Brown's responsibilities included assisting with hiring process, scheduling interviews, orientation, and onboarding new hires. She also assisted FedEx Ground in all areas, from package handlers to direct support to upper management including the station's senior manager.

Customer Account Executive | Comcast, Morgan Hill, CA

As a Customer Account Executive, Ms. Brown oversaw customer accounts, assisted with billing issues and questions, set up new accounts, and oversaw the serviceability level of the Bay Area. Ms. Brown was also the liaison between technician, "go-back" team, and customer in cases or instances of "new account/new connect" and/or transferred account.

Fee Schedule

SECTION

4

CSG's fee schedule for proposed work is provided below. CSG will coordinate the pickup and return of all plans to CSG via CSG staff or a licensed courier service. ***This service is provided at no additional cost.***

Plan review is based on a percentage of plan check fees and includes the initial plan review and two subsequent reviews. Additional reviews, deferred submittals, revisions, and RFIs will be charged at the appropriate hourly rate below or as otherwise determined by mutual agreement with the City. RFIs for larger developments will be performed at an hourly rate, and turnaround times will be agreed upon in advance with the City.

PERSONNEL / SERVICES	ALL INCLUSIVE FEE / HOURLY RATE
BUILDING PLAN REVIEW	
Full Plan Review by Percentage	65% of City's Building Plan Check Fees
Structural Plan Review by Percentage	55% of City's Building Plan Check Fees
Expedited Plan Review by Percentage	95% of City's Building Plan Check Fees
Building Plan Review / Professional Engineer (Hourly)	\$125
Building Plan Review / ICC Licensed Plans Examiner (Hourly)	\$100
CASp Consultation/Review (Hourly)	\$135
Expedited Plan Review (Hourly)	1.5 x Hourly Rate
BUILDING INSPECTION	
Certified Building Inspector	\$95
CASp Inspection	\$135
BUILDING OFFICIAL	
Building Official Services	\$125
PERMIT TECHNICIAN	
Permit Technician Services	\$60
CODE ENFORCEMENT	
Code Enforcement Services	\$95
PLANNING	
Assistant Planner	\$105
Associate Planner	\$120
Senior Planner	\$150

All hourly rates include salaries, benefits, workers compensation insurance, local travel and miscellaneous office expenses. Should the scope of work change or circumstances develop which necessitate special handling, CSG will notify the City prior to proceeding. Overtime services will be billed at 1.5x the applicable hourly rate. On each anniversary of the contract start date, CSG will initiate an hourly rate increase based on change in CPI-U for the applicable region. CSG will mail an invoice at the beginning of every month for services rendered during the previous month. Unless otherwise agreed, payment terms are 30-days from receipt of invoice.

City of Scotts Valley
CITY COUNCIL STAFF REPORT

DATE: April 17, 2019
TO: Honorable Mayor and City Council
FROM: Jenny D. Haruyama, City Manager
SUBJECT: **ADOPT RESOLUTION SUPPORTING THE 2020 CENSUS**

SUMMARY OF ISSUE

The census is a large and logistically complex undertaking. It provides critical data that helps cities, schools, public safety, and non-profit organizations run effectively. It also ensures that these groups receive their fair share of federal funding and investments. The next census will take place on April 1, 2020. The United States Constitution mandates that a complete population count be conducted every 10 years.

The City of Scotts Valley is actively participating in Santa Cruz County’s Complete Count Committee (CCC), a group of regional stakeholders that work to build awareness about the census and its importance. The CCC also plays an instrumental role in developing and implementing a 2020 Census outreach, promotion, recruitment, and enumeration assistance plan of action designed to target and address the needs of the local community.

An effective outreach plan is integral to achieving a complete count as the federal allocation of funding to states is based on population counts. Improper accounting of California’s population or “undercount” may lead to reduced allocation of resources.

To support the 2020 census and the goals and objectives of the CCC, it is recommended that the Council consider contributing approximately \$5,000 to support census education and engagement activities.

FISCAL IMPACT

Should Council consider allocating funding to support census outreach efforts, the fiscal impact would be approximately \$5,000.

STAFF RECOMMENDATION

It is recommended that City Council adopt Resolution No. 1963 and allocate approximately \$5,000 to support the 2020 census outreach efforts.

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RESOLUTION NO. 1963

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY SUPPORTING THE 2020 CENSUS

WHEREAS, , the U.S. Census Bureau is required by Article I, Section 2 of the U.S. Constitution to conduct an accurate count of the population every ten years; and

WHEREAS, the next enumeration will be April 1, 2020 and will be the first to rely heavily on online responses; and

WHEREAS, the primary and perpetual challenge facing the U.S. Census Bureau is the undercount of certain population groups; and

WHEREAS, that challenge is amplified in California, given the size of the state and the diversity of communities; and

WHEREAS, California has a large percentage of individuals that are considered traditionally hard to count; and

WHEREAS, these diverse communities and demographic populations are at risk of being missed in the 2020 Census; and

WHEREAS, California receives nearly \$77 billion in federal funding that relies, in part, on census data; and

WHEREAS, a complete and accurate count of California's population is essential; and

WHEREAS, the data collected by the decennial Census determines the number of seats each state has in the U.S. House of Representatives and is used to distribute billions of dollars in federal funds to state and local governments; and

WHEREAS, the data is also used in the redistricting of state legislatures, county boards of supervisors and city councils; and

WHEREAS, the decennial census is a massive undertaking that requires cross-sector collaboration and partnership in order to achieve a complete and accurate count; and

WHEREAS, California's leaders have dedicated a historic amount of funding and resources to ensure every Californian is counted once, only once and in the right place; and

WHEREAS, this includes coordination between tribal, city, county, state governments, community-based organizations, education, and many more; and

WHEREAS, U.S. Census Bureau is facing several challenges with Census 2020, including constrained fiscal environment, rapidly changing use of technology, declining response rates, increasingly diverse and mobile population, thus support from partners and stakeholders is critical; and

WHEREAS, California is kicking-off its outreach and engagement efforts in April 2019 for the 2020 Census; and

WHEREAS, the City of Scotts Valley, in partnership with other local governments, the State, businesses, schools, and community organizations, is committed to robust outreach and communications strategies toward outreach efforts, focusing on reaching the hardest-to-count individuals.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the City of Scotts Valley recognizes the importance of the 2020 U.S. Census and supports helping to ensure a complete, fair, and accurate count of all Californians, and will allocate \$5,000 toward outreach efforts.

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 17th day of April, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved: _____
Jack Dilles, Mayor

Attest: _____
Tracy A. Ferrara, City Clerk

City of Scotts Valley CITY COUNCIL STAFF REPORT

DATE: April 17, 2019

TO: Honorable Mayor and City Council

FROM: Melanie Freitas, Planning Consultant

APPROVED: Jenny D. Haruyama, City Manager
Taylor Bateman, Community Development Director

SUBJECT: **ACCEPT ANNUAL PROGRESS REPORT AS SUBMITTED TO
THE DEPARTMENT OF HOUSING AND COMMUNITY
DEVELOPMENT**

SUMMARY OF ISSUE

California Government Code 65400(a)(2) requires the City to provide an annual report, titled an Annual Progress Report (APR), to the City Council, the State Office of Planning and Research (OPR), and the Department of Housing and Community Development (HCD) that includes the following:

- (A) The status of the adopted Housing Element and progress in its implementation.
- (B) The progress in meeting the City's share of regional housing needs and local efforts to remove governmental constraints to the maintenance, improvement, and development of housing. The housing element portion of the annual report is prepared using standards, forms, and definitions adopted by HCD.
- (C) The number of housing development applications received in the prior year.
- (D) The number of units included in all development applications in the prior year.
- (E) The number of units approved and disapproved in the prior year.
- (F) The degree to which the General Plan complies with the guidelines developed by OPR.
- (G) A listing of sites rezoned to accommodate that portion of the city's or county's share of the regional housing need.
- (H) The number of net new units of housing, including both rental housing and for-sale housing, that have been issued a completed entitlement, a building permit, or a certificate of occupancy, thus far in the housing element cycle, and the income category, by area median income category, that each unit of housing satisfies.
- (I) The number of applications submitted, approvals granted, building permits issued, and number of units constructed pursuant to Senate Bill 35 (2018).

AGENDA ITEM 2
DATE: 04-17-2019

On March 29, 2019 the City submitted Annual Progress Reports for calendar years 2015, 2016 and 2017 to HCD. Copies of those reports are available at City Hall. The 2018 Annual Progress Report was also submitted to HCD on March 29, 2019.

The reporting forms for the 2018 Annual Progress Report were significantly revised by HCD in early 2019 and required much more data than the previous years. As a result, the 2018 APR tables are very large and difficult to reproduce as attachments to this report. Therefore, Tables A and A2 are not attached to this staff report but were submitted in full to HCD and OPR as required. Summaries of the information in Tables A and A2 are included in Table B and the Summary Table, which are attached to this report.

Table A contains data on the number of housing development applications that were submitted and deemed complete in 2018. The number of proposed units in all of the applications received is 23 units.

Table A2 contains data on the discretionary housing development applications that were approved (entitled), all building permits issued for housing development and housing construction completed. This data is identified by both household income level, street address and tenure. Table A2 data shows that, in 2018:

- § 48 units were approved for entitlements,
- § 66 units were issued building permits, and
- § 8 units had building permits “signed off” and finalized.

Table B (attached) includes data on the household income levels of the 66 units in 2018 that were issued building permits. The table also includes data for 2015, 2016 and 2017 by unit count and income level as reported in the APRs for those years. Further, this table demonstrates the City’s progress in meeting its share of the Regional Housing Needs Allocation (RHNA).

Tables C, E and F are not applicable to the City of Scotts Valley.

Table D (attached) contains information on the status and progress of Housing Element program and policy implementation for all programs described in the 2016 Housing Element.

Summary Table (attached) provides a summary of housing units for which applications were submitted in 2018.

FISCAL IMPACT

There is no fiscal impact as there is no cost to the City.

STAFF RECOMMENDATION

It is recommended that the City Council receive public comments and accept the 2018 Annual Progress Report as submitted to the Department of Housing and Community Development.

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ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction	Scotts Valley
Reporting Year	2018 (Jan. 1 - Dec. 31)

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

Table B													
Regional Housing Needs Allocation Progress													
Permitted Units Issued by Affordability													
		1	2									3	4
Income Level		RHNA Allocation by Income Level	2015	2016	2017	2018	2019	2020	2021	2022	2023	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	34											34
	Non-Deed Restricted												
Low	Deed Restricted	22			3							3	19
	Non-Deed Restricted												
Moderate	Deed Restricted	26			4	3						7	19
	Non-Deed Restricted												
Above Moderate		58	5	9	38	63						115	
Total RHNA		140											
Total Units			5	9	45	66						125	72

Note: units serving extremely low-income households are included in the very low-income permitted units totals
Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction	Scotts Valley
Reporting Year	2018 (Jan. 1 - Dec. 31)

Table D

Program Implementation Status pursuant to GC Section 65583

Housing Programs Progress Report Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
1. Sites Inventory Monitoring Program	a) Report on the progress of development in the identified sites inventory in the Annual Progress Report to HCD as required pursuant to Government Code Section 654000 and due April 1 of each year. b) Monitor development approvals on identified sites and ensure that no net loss occurs. c) Continue to implement the City's 15% inclusionary Housing requirement and Title 14 Affordable Housing Production requirements.	Ongoing through December 2023	Monitoring of the 2016 site inventory continues. In 2018, building permits were issued for The Cove, a 25- unit new residential development with 3 deed-restricted moderate income units. This development is located on the opportunity site located at Scotts Valley Drive/North of Dunslee as listed in the 2016 Housing Element . Another development, The Terrace, issued 10 building permits in 2018 with another 9 permits anticipated to be issued in 2019. This development is located along the Scotts Valley Drive/North of Mount Hermon opportunity site. An application has been submitted but is not yet complete for a 52 unit development in the Oak Creek Park opportunity housing site. In addition to the projects listed above, the remaining 19 building permits for The Grove, a residential development in the Polo Ranch area, were also issued in 2018. In total, 50 building permits were issued during 2017 and 2018 for The Grove, including 7 affordable deed-restricted units. The City will continue to monitor the remaining sites in the 2016 inventory to assure that land at appropriate densities are available to meet any unmet RHNA needs. The City continues to implement the 15% Inclusionary Housing requirement.
2.Planned Unit Development	Continue providing flexible design through the PD Zoning District.	Ongoing through December 2023	The City continues to encourage flexible design options throughout PD Zoning Districts.

3. Secondary Dwelling Unit Program	a) Continue to publicize secondary dwelling unit program by developing brochures, updating the City's website, and making available brochures at the public counter. b) Periodically review program and make adjustments as feasible to facilitate the development of secondary units.	Ongoing through December 2023	
4. Emergency Shelters	a) Continue to monitor the inventory of sites appropriate to accommodate emergency shelters and work with the appropriate organizations to ensure the needs of homeless and extremely low-income residents are met. b) Prioritize available funding and other available incentives for projects that provide housing for homeless and extremely low income residents.	Ongoing through December 2023	The City continues to monitor the inventory of sites appropriate to accommodate emergency shelters and works with appropriate organizations.
5. Transitional and Supportive Housing	a) Continue to monitor the inventory of sites appropriate to accommodate transitional and supportive housing and work with the appropriate organizations to ensure the needs of homeless and extremely low income residents are met. b) Prioritize available funding and other available incentives for projects that provide housing for homeless and extremely low income residents whenever possible.	Ongoing through December 2023	Transitional and Supportive housing are permitted by-right in all residential zones.
6. Density Bonus Program	Provide information on the Density Bonus Program at City Hall and on the City's website.	Ongoing through December 2023	Density Bonus Program information is included on page 4 of the City's 2018 "Affordable Housing Action Plan Brochure."
7. Code Enforcement	Continue to implement a proactive code enforcement program through the Building Department and inform residents of rehabilitation assistance when available at City Hall and the City's website.	Ongoing through December 2023	The City continues to implement a proactive code enforcement program.

8. Design Review	Continue to review projects to ensure consistency with the General Plan Zoning Ordinance and area design guidelines. The City will give processing priority to affordable housing projects.	Ongoing through December 2023	The City continues to conduct project reviews to ensure consistency with the General Plan and Zoning Ordinance and provides priority process to affordable housing projects.
9. Monitor and Preserve Affordable Housing	a) Develop and maintain an AB987 database to include detailed information on all subsidized units, including those that have affordability covenants. b) Explore funding sources such as HUD Section 208/811 loans, HOPE II and Homeownership Program Funds, HOME funds, CDBG funds, Low Income Housing Tax Credit Funds, California Housing Finance Agency single-family and multi-family programs and other programs to stimulate private developer and non-profit efforts in the development and financing of housing for lower and moderate-income households. c) Continue to monitor at-risk developments throughout the planning period and pursue partnership opportunities with non-profits to preserve and expand affordable housing in the City.	Ongoing through December 2023	The City maintains a data base and annually publishes an inventory of affordable housing opportunities entitled the "Affordable Housing Action Plan Brochure." The most recent brochure was distributed in May 2018. The City continues to explore available federal and state funding resources that would assist private and non-profit developers in producing affordable housing. The City has an on-going contractual relationship with the Housing Authority of Santa Cruz County to provide eligibility and monitoring assistance of affordable units.
10. Mobile Home Park Conversion Ordinance	a) Continue to implement the mobile home park conversion ordinance in an effort to protect existing mobile home parks and the supply of affordable housing. b) Provide information on the mobile home park conversion ordinance and other fair housing information on the City's website and at City Hall.	Ongoing through December 2023	The City continues to implement the mobile home park conversion ordinance to protect existing mobile home parks. Information about the ordinance and other fair housing information is available at City Hall and on the City's web site.

11. Mobile Home Park Rent Stabilization Ordinance	a) Continue to implement the mobile home park rent stabilization ordinance to ensure that mobile home owners and residents are protected from unreasonable space rental increases while recognizing the need of mobile home park owners to receive a just and reasonable return on their investment. b) Provide information on the mobile home park rent stabilization ordinance and other fair housing information on the City's website and at City Hall.	Ongoing through December 2023	The City continues to implement the mobile home park rent stabilization ordinance to protect existing mobile home parks. Information about the ordinance and other fair housing information is available at City Hall and on the City's web site. In addition, the City's Mobile Home Park Rent Review Committee receives, investigates and can hold hearings as needed on proposed rent adjustments.
12. Housing Voucher Program	a) Continue to participate with the Housing Authority of Santa Cruz County Section 8 Certificate/Voucher Rental Assistance Program. B) Continue to refer residents to the County program and provide information at City Hall and on the City's website.	Ongoing through December 2023	The City continues to participate with the Housing Authority of Santa Cruz County and provides information about the Housing Authority's services in the City's 2018 "Affordable Housing Action Plan Brochure."
13. Mortgage Credit Certificate Program.	a) Continue to refer residents to the County program and provide information at City Hall and on the City website.	Ongoing through December 2023	The Housing Authority of the County of Santa Cruz no longer administers a Mortgage Credit Certificate (MCC) Program. They continue the administration of the Reissued Mortgage Credit Certificate (RMCC) program for those MCC's issued by the Housing Authority.
14. Fair Housing	Continue to provide informational and educational materials on fair housing services for property owners, apartment managers, and tenants at City Hall and on the City's website. Continue to monitor and respond, as appropriate, to complaints of discrimination, and continue to refer tenants to the California Department of Fair Employment and Housing for proper intake, investigation, and resolution of fair housing complaints.	Ongoing through December 2023	Fair Housing information is provided on the City's web site and at City Hall as well as through the Housing Authority of the County of Santa Cruz. This information is available to property owners, apartment managers and tenants as well as the general public.

15. Child Care and Day Care Facilities	a) Continue to work with child care providers and the County to promote child care facilities within the community. b) Provide information at City Hall and on the City's website on current zoning regulations that apply to child care and day care facilities. c) Continue to encourage new development to provide child care and day care facilities through a variety of activities, including outreaching to developers; providing financial or in-kind technical assistance, when available; providing expedited processing; identifying grant and funding opportunities; and providing information on the City's Density Bonus Ordinance.	Ongoing through December 2023	The City continues to provide information at City Hall and on the City's web site regarding current zoning regulations that apply to child care and day care facilities. In addition, the City continues to encourage the provision of child care and day care facilities in all new proposed development activities.
16. Reasonable Accommodation	a) Provide informational handouts and information at City Hall and on the City's website about reasonable accommodation procedures. b) Continue to work with developers and individual homeowners to encourage design and construction of projects that include features to make the units usable for persons with disabilities.	Ongoing through December 2023	Chapter 17.60 of the City's Municipal Code provides Reasonable Accommodation standards and procedures. The Municipal Code is on the City's website as well as at City Hall. The City's ADA Accessibility Committee identifies opportunities to increase ADA accessibility throughout the City.

17. Housing for Persons with Developmental Disabilities	a) Seek State and Federal monies, as funding becomes available, in support of housing construction and rehabilitation targeted for persons with development disabilities. b) Provide regulatory incentives, such as expedited permit processing, and fee waivers and deferrals, to projects targeted for persons with developmental disabilities. c) Work with the San Andreas Regional Center to implement an outreach program informing households within the City of housing and services available for persons with developmental disabilities. d) Provide information on housing and services available for persons with developmental disabilities at City Hall and on the City's website.	Ongoing through December 2023	The City continues to seek available funding and provide regulatory incentives to assist projects for persons with developmental disabilities. The City also continues to work with non profit developers who intend to provide housing for persons with developmental disabilities. Information on housing and services for persons with developmental disabilities is available at City Hall and on the City's web site.
18. Housing for Lower Income Households	Encourage the development of housing for lower income households, including extremely low, very low and low income, through a variety of activities, such as outreaching to housing developers; providing financial or in-kind technical assistance, when available; providing expedited processing; identifying grant and funding opportunities; and offering additional incentives beyond density bonus provisions.	Ongoing through December 2023	The City continues to encourage lower income housing (including low, very low and extremely low income) by providing information and assistance to both private and non profit developers. In 2018, the City continued discussions with the developer of a proposed 19 unit project (Bay Photo) in regard to designating 2 rental units for lower income households.
19. Definition of "Family"	Amend, as appropriate, the definition of "family" to be consistent with State and federal fair housing laws.	Within one year of Housing Element adoption	The City continues to review the current definition of "family" so that it is consistent with State and federal fair housing laws.
20. Agricultural Employee Housing	Amend the Zoning Ordinance to meet the requirements of Health and Safety Codes Section 17021.5 and 17021.6 as it relates to agricultural employee housing.	Within one year of Housing Element adoption	The City continues to review Health and Safety Codes as they relate to agricultural employee housing in order to amend the Zoning Ordinance if necessary.

21. Hillside Development and Design	Continue to enforce the setback, height, and density standards identified in the Hillside Residential Combining District.	Ongoing through December 2023	The City continues to enforce the various standards as identified in the Hillside Residential Combining District.
22. Resource Conservation	Encourage energy conservation measures and devices to be incorporated in the development and improvement of housing. Review such requirements through the Design Review and Building Permit processes.	Ongoing through December 2023	The City reviews energy conservation measures and devices through the Design Review process and the building permit review.
23. Water and Sewer Providers	Submit the adopted Housing Element, and any subsequent amendments, to local water and sewer providers for their review and input.	Ongoing through December 2023	The 2016 Housing Element has been submitted to local water and sewer providers. Future amendments to the 2016 Housing Element will also be submitted to local water and sewer providers.
24. Cultural Resources	Continue to review proposals for new housing to ensure that the City's cultural resources are adequately protected.	Ongoing through December 2023	The City continues to monitor proposed development activity in areas designed as "moderate or high cultural resource sensitivity zones" in the General Plan.

Jurisdiction	Scotts Valley	
Reporting Year	2018	(Jan. 1 - Dec. 31)

Entitled Units Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	1
	Non-Deed Restricted	0
Moderate	Deed Restricted	4
	Non-Deed Restricted	0
Above Moderate		43
Total Units		48

Note: units serving extremely low-income households are included in the very low-income permitted units totals

Submitted Applications Summary	
Total Housing Applications Submitted:	5
Number of Proposed Units in All Applications Received:	23
Total Housing Units Approved:	4
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Cells in grey contain auto-calculation formulas

City of Scotts Valley CITY COUNCIL STAFF REPORT

DATE: April 17, 2019

TO: Honorable Mayor and City Council

FROM: Daryl Jordan, Public Works Director/City Engineer

APPROVED: Jenny Haruyama, City Manager

SUBJECT: **CONSIDERATION OF RESOLUTION NO. 1946.1 APPROVING A LIST OF PROJECTS TO BE FUNDED BY SB-1: THE ROAD REPAIR AND ACCOUNTABILITY ACT FOR FISCAL YEAR 2019/20**

SUMMARY OF ISSUE

On April 28, 2017, the Governor signed Senate Bill (SB) 1, which is known as the Road Repair and Accountability Act of 2017. SB1 was passed by the legislature as a means of providing additional funding for basic road maintenance, rehabilitation and critical safety needs on both state highways and local streets and road system. SB 1 increases per gallon fuel excise taxes; diesel fuel excise taxes and vehicle registration fees and provides for adjustments for inflation in future years.

The California Transportation Commission (CTC) has set May 1, 2019, as the deadline for cities to submit a list of projects to be funded with Road Maintenance and Rehabilitation Account (RMRA) funds. The City expects to receive approximately \$215,000 in FY 2019/20. As part of the proposed FY 2019/20 Capital Improvement Program (CIP) – Annual Street Maintenance/Resurfacing Program, staff recommends the following projects be funded with RMRA funds:

STREET NAME	BEGIN LOCATION	END LOCATION	TREATMENT
Kirkorian Court	Oak Creek Boulevard	South End	HMA overlay
Burlwood Drive	Granite Creek Road	El Camino Road	
Sunset Terrace	Navarra Drive	South End	
Victor Square Ext	Grace Way	Scotts Valley Drive	Micro-surface with digouts, Slurry
Alto Solo Court	Whispering Pines Drive	West End	
Lunar Court	Lunar Drive	South End	

The project list submitted to the CTC does not limit flexible use of funds, provided that funds are only used for eligible projects – the City can fund projects in a given year not on the project list or not fund projects that were on the project list. As required by SB 1, the City will also prepare a report at the end of the fiscal year detailing the actual expenditure of SB 1 funds during the year including the projects funded and the amount of funding expended.

FISCAL IMPACT

SB 1 will provide RMRA funds totaling approximately \$215,000. Fund allocations in FY 2019/20 will be used for project construction. RMRA funds are supplemental to current City funding sources.

STAFF RECOMMENDATION

Staff recommends that Council adopt Resolution No. 1946.1, a resolution of the City Council of the City of Scotts Valley incorporating a list of projects to be funded by SB-1: The Road Repair and Accountability Act for Fiscal Year 2019/20.

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RESOLUTION NO. 1946.1

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY
INCORPORATING A LIST OF PROJECTS TO BE FUNDED BY
SB-1: THE ROAD REPAIR AND ACCOUNTABILITY ACT
FOR FISCAL YEAR 2019/20**

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 in order to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of City of Scotts Valley are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City of Scotts Valley must provide to the California Transportation Commission a list of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City of Scotts Valley will receive an estimated \$215,000 in RMRA funding in Fiscal Year 2019/20 from SB 1; and

WHEREAS, the full amount of the anticipated 2018/19 RMRA disbursement shall be allocated to the Annual Street Maintenance/Resurfacing Program CIP #16; and,

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

1. The City Council hereby finds that the facts set forth in the recitals to this Resolution are true and correct, and establish the factual basis for the City Council's adoption of this Resolution.
2. The City Council hereby adopts a resolution approving Project Listing for the Road Repair and Accountability Act of 2017, Senate Bill (SB1) for the California Transportation Commission (CTC).
3. The City Council hereby approves the following SB1 projects to receive Road Repair and Accountability Act funding:
 - a) Annual Street Maintenance/Resurfacing Program
 - i. FY 2019/20 consisting of the following:

STREET NAME	BEGIN LOCATION	END LOCATION	TREATMENT
Kirkorian Court	Oak Creek Boulevard	South End	HMA overlay
Burlwood Drive	Granite Creek Road	El Camino Road	
Sunset Terrace	Navarra Drive	South End	
Victor Square Ext	Grace Way	Scotts Valley Drive	Micro-surface with digouts, Slurry
Alto Solo Court	Whispering Pines Drive	West End	
Lunar Court	Lunar Drive	South End	

- ii. The useful life is estimated to be 10-15 years.
- iii. Construction to be completed by the Spring of 2020.

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 17th day of April, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved: _____
Jack Dilles, Mayor

Attest: _____
Tracy A. Ferrara, City Clerk

City of Scotts Valley CITY COUNCIL STAFF REPORT

DATE: April 17, 2019

TO: Honorable Mayor and City Council

FROM: Tony McFarlane, Administrative Services Director

APPROVED: Jenny D. Haruyama, City Manager

SUBJECT: **CONSIDER AMENDMENTS TO THE SCOTTS VALLEY PUBLIC FINANCING AUTHORITY JOINT POWERS AGREEMENT ADDING THE PARKING AUTHORITY OF THE CITY OF SCOTTS VALLEY AND WITHDRAWING THE SUCCESSOR AGENCY OF THE SCOTTS VALLEY REDEVELOPMENT AGENCY**

SUMMARY OF ISSUE

The City's 2003 and 2013 Certificates of Participation Issues ("2003 COP's" and "2013 COP's") may be refinanced now with significant benefit to the City's General Fund. The 2003 and 2013 COP's can both be called and refinanced now. The 1997 COP's are not callable, and as a result, are not candidates for a refinancing. Under current market conditions, a total of \$770,000 in net cash flow savings are projected from refinancing the 2003 COP's and the 2013 COP's.

In order to refinance these COP's, the City Council needs to take action on certain technical matters at its April 17th meeting.

Both COP issues are structured legally as a financing lease. The City itself is the lessee. The Scotts Valley Public Financing Authority, a joint powers agreement ("JPA") between the City and its former redevelopment agency, is the lessor. Since the former redevelopment agency has been dissolved, there is now a legal question regarding the legal basis of the JPA. The City's bond counsel recommends that the former redevelopment agency be formally removed as a member of the JPA, and that the City form a new entity to become the other member of the JPA. Based on review of the available options for the City in this regard, the City's bond counsel believes that the formation of a parking authority is the best option to make these changes.

As a result, the City Council will need to take the following actions:

- 1) Form a Parking Authority
- 2) Remove the Successor Agency of the Scotts Valley Redevelopment Agency from the Scotts Valley Public Financing Authority
- 3) Add the Parking Authority of the City of Scotts Valley as a member of the Scotts Valley Public Financing Authority

In addition, State law now requires that JPA boards approve financings at a regularly scheduled meeting. At present the Scotts Valley Public Financing Authority has no regularly scheduled meetings. Accordingly, the City Council is also being asked to amend the JPA to set up regularly scheduled meetings at the same time as City Council meetings. However, this amendment will also provide that no such meeting needs to take place if there is no business to conduct.

Bond Counsel Cameron Weist, from the Weist Law Firm, and Mark Northcross of NHA Advisors will discuss these items in further detail with the Council.

At its regularly scheduled meeting on May 1st, both the City Council and the Scotts Valley Public Financing Authority Board will be asked to approve the legal documents for the proposed refinancing. The schedule for the financing calls for the refinancing COP's to be sold and closed by May 22nd.

FISCAL IMPACT

There is no fiscal impact as a result of approving the recommended action.

STAFF RECOMMENDATION

It is recommended that Council consider taking the following actions:

1. Approve Resolution No. 1961 approving the formation of the Parking Authority of the City of Scotts Valley
2. Approve Resolution No. 1962 amending the Joint Powers Agreement to add the Parking Authority of the City of Scotts Valley and withdraw the Successor Agency of the Scotts Valley Redevelopment Agency

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RESOLUTION NO. 1961

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY DECLARING A NEED FOR A PARKING AUTHORITY TO FUNCTION IN THE CITY, DECLARING THAT THE CITY COUNCIL SHALL BE THE PARKING AUTHORITY, CONFIRMING THE FIRST CHAIR OF THE PARKING AUTHORITY AND DESIGNATING THE FIRST VICE-CHAIR AND CLERK OF THE PARKING AUTHORITY

WHEREAS, the Parking Law of 1949 is codified at California Streets & Highways Code Sections 32500, *et seq.* ("Law"); and

WHEREAS, Section 32650 of the Law provides that in every city, including the City of Scotts Valley ("City"), there is a public body corporate and politic known as the parking authority of the city (which parking authority in the City is hereinafter referred to as the "Parking Authority"); and

WHEREAS, Section 32651 of the Law additionally provides that the Parking Authority shall not transact business or exercise its power unless the City Council, as the governing and legislative body of the City, declares by Resolution that there is a need for the Parking Authority to function in the City; and

WHEREAS, Section 32661.1 of the Law provides that the City Council may declare by Resolution that the members of the City Council shall be the members of the Parking Authority; and

WHEREAS, Section 32658 of the Law provides that the Mayor of the City shall designate an interim chair of the Parking Authority from among the members of the Parking Authority, and thereafter the Parking Authority shall select the successor chair from among its members.

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

Section 1. Approval of Recitals. Each of the above recitals is true and correct.

Section 2. Findings and Determinations. Pursuant to the provisions of Section 32651 of the Law, the City Council hereby finds and declares: (i) that there is a need for the Parking Authority to function in the City, (ii) that the Parking Authority hereby is permitted to transact any business and exercise any power vested, conferred or inferred thereon by the provisions of the Law, and (iii) that the name of the Parking Authority shall be the "Parking Authority of the City of Scotts Valley."

Section 3. City Councilmembers to Serve as Members of the Parking Authority. Pursuant to the provisions of Section 32661.1 of the Law, the City Council finds that the appointment of the members of the City Council to serve as the members of the Parking Authority will serve the public interest and promote the public safety and welfare in an effective manner and, therefore, the members of the City Council are hereby declared to be the members of the Parking Authority and all the rights, powers, duties, privileges and immunities that are vested, conferred or inferred by the Law in the Parking Authority shall be vested, conferred and inferred in such members, except as otherwise expressly provided by the Law.

Section 4. Designation of Interim Chair, Vice-Chair, Executive Director and Clerk. In a manner consistent with Section 32658 of the Law, the City Council confirms that the Mayor of the City shall serve as the first Chair of the Parking Authority, until a successor Chair is elected by the Parking Authority. The City Council further designates that the Vice Mayor shall serve as the first Vice Chair, the City Manager shall serve as the Executive Director of the Parking Authority and the City Clerk shall serve as the Clerk to the Parking Authority.

Section 5. Effective Date. This Resolution shall take effect from and after the date of its passage and 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 17th day of April, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved: _____
Jack Dilles, Mayor

Attest: _____
Tracy A. Ferrara, City Clerk

RESOLUTION NO. 1962

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY AUTHORIZING THE EXECUTION, DELIVERY AND ADMINISTRATION OF AN AMENDED JOINT EXERCISE OF POWERS AGREEMENT BY AND AMONG THE CITY OF SCOTTS VALLEY, THE SUCCESSOR AGENCY OF THE SCOTTS VALLEY REDEVELOPMENT AGENCY, AND THE PARKING AUTHORITY OF THE CITY OF SCOTTS VALLEY

WHEREAS, the City of Scotts Valley, California (the “City”), is a general law city organized and existing under the laws of the State of California; and

WHEREAS, the City, acting pursuant to Article I (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California (the “JPA Act”) has heretofore entered into a Joint Exercise of Powers Agreement with the Scotts Valley Redevelopment Agency (the “Agency”), dated as of April 5, 1989 (the “Original Agreement”) and thereby created the Scotts Valley Public Financing Authority (the “Authority”); and

WHEREAS, in 2011 the State of California enacted legislation commonly referred to as ABx1-26, as amended (“ABx1-26”), which required the dissolution of California redevelopment agencies, including the Agency, and the disposition and winding-up of the operations of these redevelopment agencies and pursuant to which the Successor Agency to the former Agency (the “Successor Agency”) was established; and

WHEREAS, pursuant to the Parking Law of 1949 as codified in California Streets & Highways Code Sections 32500, et seq. (“Law”) and Resolution No. 1961, adopted by the City Council on April 17, 2019, the City Council declared the need for a parking authority to function in the City, declared that the City Council shall be that parking authority and took additional requisite steps to form and establish the Parking Authority of the City of Scotts Valley (the “Parking Authority”); and

WHEREAS, in furtherance of requirements of ABx1-26 and the City’s covenant with the Authority bondholders to preserve the existence of the Authority, and in anticipation of the issuance of bonds by the Authority, the City and the Successor Agency desire to amend and restate the Original Agreement so as to provide for the addition of the Parking Authority as a member of the Authority and the simultaneous withdrawal of the Successor Agency under ABx1-26 as a member of the Authority; and

WHEREAS, there has been presented at this meeting a proposed form of Amended and Restated Joint Exercise of Powers Agreement, dated as of April 17, 2019 (the “Amended Joint Powers Agreement”), by and among the City, the Successor Agency, and the Parking Authority, which Amended Joint Powers Agreement continues the existence of the Authority.

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

Section 1. Approval of Recitals. Each of the above recitals is true and correct.

Section 2. Approval of Amended Joint Powers Agreement. The form of the Amended Joint Powers Agreement on file with the City Clerk is hereby approved. The Mayor or the City Manager (each, an "Authorized Representative") or the designee thereof is hereby authorized and directed, on behalf of the City, to execute and deliver the Amended Joint Powers Agreement substantially in the approved form, with such changes as may be recommended by the City Attorney or The Weist Law Firm as Bond Counsel, said execution being conclusive evidence of such approval.

Section 3. Other Actions. The Authorized Representatives are hereby authorized, individually and collectively, to take all actions and execute any and all documents, certificates and other instruments which they may deem necessary or advisable to consummate the execution and delivery of the Amended Joint Powers Agreement and otherwise to carry out, give effect to and comply with the terms and intent of this Resolution. All actions heretofore taken by the Authorized Representatives, or their respective designees, and the employees and agents of the City, in connection with the matters described in this Resolution and the Amended Joint Powers Agreement are hereby ratified, approved and confirmed.

Section 4. Effective Date. This Resolution shall take effect from and after the date of its passage and 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 17th day of April, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved: _____
Jack Dilles, Mayor

Attest: _____
Tracy A. Ferrara, City Clerk

AMENDED AND RESTATED JOINT EXERCISE OF POWERS AGREEMENT

This Amended and Restated Joint Exercise of Powers Agreement (“Amended Joint Powers Agreement”) is dated as of April 17, 2019, and is made by and among the City of Scotts Valley, a California municipal corporation and general law city (the “City”), the City of Scotts Valley as successor agency to the former Scotts Valley Redevelopment Agency, a public entity created pursuant to California Health & Safety Code Section 34173 et seq. (the “Successor Agency”), and the Parking Authority of the City of Scotts Valley, a California public agency pursuant to the Parking Law of 1949, as codified at California Streets & Highways Code Section 32500, et seq. (the “Parking Authority”), each hereafter referred to as Members. The Members are hereinafter sometimes referred to collectively as the “Parties.”

RECITALS

A. The Joint Exercise of Powers Act, being California Government Code Section 6500, et seq., provides that public agencies by agreement may jointly exercise any power common to the contracting parties and to exercise additional powers granted to it under the Joint Powers Act (defined below); and

B. Pursuant to the Joint Powers Act, the City and the former Scotts Valley Redevelopment Agency (the “Agency”) entered into a Joint Exercise of Powers Agreement, dated as of April 5, 1989 (the “Original Agreement”); and

C. Assembly Bill 26, enacted on June 29, 2011 (“ABx1-26”), amended the Community Redevelopment Law and added Part 1.85 to Division 24 of the Health and Safety Code; ABx1-26 ordered the dissolution of all California redevelopment agencies and the vesting of all authority, rights, powers, duties and obligations of redevelopment agencies in successor agencies as therein defined; pursuant to ABx1-26, the City thereafter designated itself as the Successor Agency to the former Redevelopment Agency of the City of Scotts Valley; ABx1-26 also requires the eventual dissolution of all successor agencies and the disposition and winding up of their operations; and

D. Because of the City’s covenant with existing bondholders to preserve the existence of the Authority, and in anticipation of the purchase or issuance of additional bonds by the Authority, the Parties intend that, by execution of this Amended Joint Powers Agreement, the Parking Authority will become a Member (defined in the Original Agreement) of the Authority and the Successor Agency will no longer be a Member of the Authority; and

E. The City and the Parking Authority are “public agencies” within the meaning of that term under Section 6502 of the Joint Powers Act; and

F. Article 4 of the Joint Powers Act (known as the “Marks-Roos Local Bond Pooling Act of 1985,” Government Code Section 6584 et seq.) authorizes and empowers the Authority to issue bonds and to purchase bonds issued by, or to make loans to, the City, the Parking Authority, or other public or private entity for financing or providing interim financing for the acquisition, construction, installation and improvement of public facilities and other public capital improvements, working capital, liability and other insurance needs, or projects whenever there are significant public benefits, as determined by the City or the Parking Authority. The Marks-Roos Local Bond Pooling Act of 1985 further authorizes and empowers the Authority to sell bonds so issued or purchased to public or private purchasers at public or negotiated sale; and

G. Each of the City and the Parking Authority is empowered by law to promote economic, cultural and community development, including, without limitation, the promotion of opportunities for the creation or retention of employment, the stimulation of economic activity, the increase of the tax base, and the promotion of opportunities for education, cultural improvement and public health, safety and general welfare; and

H. Each of the City and the Parking Authority may accomplish the purposes and objectives described in the preceding preamble by various means, including through making grants, loans or providing other financial assistance to governmental and nonprofit organizations; and

I. Each of the City and the Parking Authority is also empowered by law to acquire and dispose of real property for a public purpose; and

J. Each of the City and the Parking Authority has each determined to specifically authorize a public entity authorized pursuant to the Joint Powers Act including Article 4 to issue bonds pursuant to the Joint Powers Act or other applicable provisions; and

K. The Parties desire to enter into this Amended Joint Powers Agreement in furtherance of the Joint Powers Act, including Article 4 thereof, and in anticipation of the statutorily required dissolution of the Successor Agency.

NOW, THEREFORE, for and in consideration of the mutual benefits, covenants, and agreements set forth in this Agreement, the Parties agree as follows:

Section 1. Definitions. As used herein, the following terms shall have the meaning ascribed thereto, unless the context requires otherwise:

“Agency” means the former Scotts Valley Redevelopment Agency, a public body, corporate and politic.

“Agreement” or “Amended and Restated Joint Exercise of Powers Agreement” means this this Joint Exercise of Powers Agreement, as it may be amended from time to time, creating the Authority.

“Amended Joint Powers Agreement” means this Amended and Restated Joint Exercise of Powers Agreement.

“Article 1” means Article 1 of the Joint Powers Act, commencing with Section 6500.

“Article 2” means Article 2 of the Joint Powers Act, commencing with Section 6540.

“Article 4” means Article 4 of the Joint Powers Act, commencing with Section 6584.

“Authority” means the Scotts Valley Public Financing Authority, a joint powers authority duly organized and validly existing pursuant to the Constitution and laws of the State.

“Authority Treasurer” means the Administrative Services Director of the City.

“Governing Board” or “Board” means the governing body of the Authority, which shall be constituted as provided in Section 5 hereof.

“Bond Purchase Agreement” means a contractual agreement executed between the Authority and a Local Agency whereby the Authority agrees to purchase Bonds of the Local Agency. In circumstances which the Authority is exercising its powers described in Section 15 hereof, the private purchaser may execute and be a party to such contractual agreement.

“Bonds” means bonds, notes, commercial paper, floating rate, and variable maturity securities, and any other evidences of indebtedness and also includes certificates of participation, lease-purchase agreements or loan agreements.

“Brown Act” means the Ralph M. Brown Act (Chapter 9 of Part 1 of Division 2 of Title 5 of the California Government Code), or any successor legislation hereinafter enacted.

“Executive Director” means the City Manager of the City. “City” means the City of Scotts Valley and, depending upon the context, may refer to the City as a municipal corporation duly organized and validly existing pursuant to the Constitution and laws of the State, or may refer to the area within the territorial limits of the City.

“City” means the City of Scotts Valley, a municipal corporation and general law city duly organized and existing under and by virtue of the laws of the State.

“City Council” means the City Council of the City.

“Cost” as applied to a Public Capital improvement or portion thereof financed pursuant to the Joint Powers Act, means all or any part of the cost of construction, renovation, and acquisition of all lands, structures, real or personal property, rights, rights-of-way, franchises, easements, and interests acquired or used for a Public Capital Improvement, the cost of demolishing or removing any buildings or structures on land so acquired, including the cost of acquiring any lands to which the buildings, or structures may be moved; the cost of all machinery and equipment; finance charges; interest prior to, during, and for a period after, completion of that construction, as determined by the Authority; provisions for Working Capital, reserves for principal and interest and for extensions, enlargements, additions, replacements, renovations, and improvements; the cost of architectural, engineering, financial and legal services, plans, specifications, estimates, administrative expenses, and other expenses necessary or incident to determining the feasibility of constructing any project or incident to the construction or acquisition or financing of any Public Capital Improvement.

“County” means the County of Santa Cruz.

"Fiscal Year" unless and until changed by resolution of the Governing Board, the fiscal year of the Authority shall be the period from July 1 of each year to and including the following June 30.

“Include,” “Includes” or “Including” means including without limitation.

“Joint Powers Act” means the Joint Exercise of Powers Act, being California Government Code Section 6500, et seq., as amended from time to time.

“Legislative Body” means the legislative or governing body of a Local Agency.

“Local Agency” means the City, the Parking Authority, or any city, county, city and county, authority, district, or public corporation of the State.

“Marks-Roos Local Bond Pooling Act of 1985” or “Bond Pooling Act” means the Marks-Roos Local Bond Pooling Act of 1985, constituting Article 4, Chapter 5, Division 7, Title 1 (commencing with Section 6584) of the California Government Code, as amended from time to time.

“Member” means, upon the execution of this Amended Joint Powers Agreement, the City and the Parking Authority.

“Parking Authority” means the Parking Authority of the City of Scotts Valley, a parking authority organized and existing pursuant to the Parking Law of 1949, Streets and Highways Code Section 32500 *et seq.*, and all successor statutes and implementing regulations thereto.

“Party” means a party to this Amended Joint Powers Agreement.

“Public Capital Improvements” means one or more projects specified in Section 6546 of the Joint Powers Act necessary to deliver Local Agency services or otherwise support residential and commercial development.

“Revenue” means (i) all income and receipts of the Authority from a Bond Purchase Agreement, including the purchase price of Bonds of a Local Agency sold by the Authority to a private purchaser pursuant to Section 15, hereof, (ii) all income and receipts of the Authority derived from any loan agreement or lease agreement with any Local Agency, and (iii) all interest or other income from any investment of any money in any fund or account established for the payment of principal or interest or premiums of Bonds.

“State” means the State of California.

“Successor Agency” means the City of Scotts Valley acting in its capacity as successor agency to the Agency pursuant to applicable provisions of the California Health & Safety Code.

“Working Capital” means money to be used by, or on behalf of, a Local Agency for any purpose for which a Local Agency may borrow money pursuant to California Government Code Section 53852.

Section 2. Purpose of Amended Joint Powers Agreement. The purpose of the Amended Joint Powers Agreement is to provide for the continuation of the Authority notwithstanding the statutorily required dissolution of the Agency and eventual dissolution of the Successor Agency and to carry out the intent of the State Legislature as set forth in Article 4 of the Joint Powers Act, namely the financing of Public Capital Improvements and Working Capital whenever there are significant public benefits for taking such action, including (i) demonstrable savings in effective, interest rate, bond preparation, bond underwriting, or bond

issuance costs; (ii) significant reductions in effective user charges; (iii) employment benefits from undertaking the project in a timely fashion; and (iv) more efficient delivery of services to residential and commercial development.

Section 3. Authorization. The City and the Parking Authority are authorized to jointly exercise any power common to them. Such powers include all those powers set forth in the Recitals hereof.

Section 4. Continuation of Authority; Authority as Separate Public Entity. The Authority created pursuant to the Original Agreement, as amended and restated pursuant to this Amended Joint Powers Agreement, shall continue as a public entity separate and apart from the Parties hereto and is authorized to exercise all powers common to the Members and the additional powers set forth in Article 4 of the Joint Powers Act.

Section 5. Governing Board. The City Council shall constitute the governing body of the Authority, which governing body shall be known as the Governing Board. The Governing Board shall be vested with all of the rights, powers, duties, privileges and immunities of the Authority. Each member of the City Council of the City shall be a director on the Board by virtue of being a member of the City Council of the City. The term of office as a member of the Board shall terminate when such member of the Board ceases to be a member of the City Council of the City, and the successor to such person as a member of the City Council of the City will become a member of the Board automatically upon assuming such City Council office. The Board shall be the administering agency of this Agreement and, as such, shall be vested with the powers set forth herein, and shall administer this Agreement in accordance with the purposes and functions provided herein.

Section 6. Accountability; Reports; Audits.

A. There shall be strict accountability of all funds and report of all receipts and disbursements of the Authority.

B. So long as required by Sections 6505 and 6505.5 of the Joint Powers Act, the Authority Treasurer shall either make or contract with a certified public accountant or public accountant to make an annual audit of the accounts and records of the Authority, except that the Authority Treasurer need not make or contract for the audit in any case where an annual audit of the accounts and records of the Authority by a certified public accountant or public accountant is otherwise made by any agency of the State or the United States only as to those accounts and records which are directly subject to such a federal or state audit. In each case the minimum requirements of the audit shall be those prescribed by the State Controller for special districts under Section 26909 and shall conform to generally accepted auditing standards.

C. When an audit of an account and records is made by a certified public accountant or public accountant, a report thereof shall, be filed as public records with each of the Members and also with the County auditor and shall be sent to any public agency or person in the State that submits a written request to the Authority. The report shall be filed within 12 months of the end of the fiscal year or years under examination.

D. Any of the costs of the audit, including contracts with, or employment of certified public accountants or public accountants, in making an audit pursuant to this Section 6 shall be borne by the Authority and shall be a charge against any unencumbered funds of the Authority available for the purpose.

E. By unanimous request of the Governing Board, the Authority may replace the annual special audit with an audit covering a two-year period. Notwithstanding the foregoing provisions of this Section 6 to the contrary, the Authority shall be exempt from the requirement of an annual audit if the financial statements are audited by the State Controller to satisfy federal audit requirements.

Section 7. Power of Authority; Scope and Exercise. The Authority shall have all of the powers common to the Members and all additional powers set forth in the Joint Powers Act and other statutes applicable to the Authority, and is hereby authorized to do all acts necessary or appropriate for the exercise of such powers.

Section 8. Contributions; Payments and Advances; Use of Personnel, Equipment or Property. The Members may make contributions from their respective treasuries in furtherance of any or all of the purposes set forth in this Amended Joint Powers Agreement. The Members may make payments of public funds to defray the cost of any or all of such purposes. The Members may make advances of public funds for any or all of such purpose. Such advances shall be repaid as may be provided by separate agreement regarding advances which may be entered into between the Authority and any Member making such advance. Personnel, equipment or property of any Member may be used in lieu of other contributions or advances. The funds may be paid to and disbursed by the Authority, or by any Member.

Section 9. Bonding Persons Having Access to Property. The Members designate the Executive Director and the Authority Treasurer, and the designee or designees of each of them, as the persons who shall have charge of, handle, or have access to any property of the Authority. Such person or persons shall file an official bond in the amount required by the City for the City office held by such person.

Section 10. Treasurer or Certified Public Accountant; Designation as Depositary; Duties; Auditor. The Authority Treasurer shall be the depositary and have custody of all the money of the Authority, from whatever source. The Authority Treasurer shall do all of the following:

A. Receive and receipt for all money of the Authority and place it in the treasury of the City to the credit of the Authority.

B. Be responsible, upon his or her official bond, for the safekeeping and disbursement of all Authority money so held by him or her.

C. Pay, when due, out of money of the Authority held by him or her, all sums payable on outstanding bonds and coupons of the Authority.

D. Pay any other sums due from the Authority money, or any portion thereof, only upon warrants of the Authority Treasurer.

E. So long as required by Sections 6505 and 6505.5 of the Joint Powers Act, verify and report in writing on the first day of July, October, January, and April of each year to the Authority and to the

Members, the amount of money he or she holds for the Authority, the amount of receipts since his or her last report, and the amount paid out since his or her last report.

The Authority Treasurer shall draw warrants to pay demands against the Authority when the demands have been approved by the Authority Treasurer. The Governing Board shall determine charges to be made against the Authority for the services of the Authority Treasurer.

Section 11. Services. The City shall provide all of the necessary services to carry out the provisions of this Amended Joint Powers Agreement, including all necessary administrative services. The City shall also provide all necessary personnel, supplies, equipment, office and meeting space, furnishings, and, except as otherwise provided hereunder, shall advance all costs and expenses of the Authority. By separate agreement, the Members may provide for reimbursement by the Authority to the City for the cost of administrative, overhead and other expenses advanced pursuant to or in furtherance of this Amended Joint Powers Agreement. The City may be reimbursed for the cost of administrative, overhead and other expenses advanced pursuant to this Amended Joint Powers Agreement from the proceeds of bonds, loan agreements or other obligations of the Authority.

Section 12. Obligations of Authority; Contracts for Separate Responsibility. Except as specifically provided herein, the debts, liabilities, and obligations of the Authority shall not be the debts, liabilities, and obligations of the Members. A Member or another Local Agency may separately contract for, or assume responsibility for, specific debts, liabilities or obligations of the Authority.

Section 13. Restrictions on Powers. Pursuant to and to the extent required by Section 6509 of the Joint Powers Act, the Authority shall be restricted in the exercise of its powers in the same manner as the City is restricted in its exercise of similar powers.

Section 14. Issuance of Bonds. In addition to any other powers conferred upon the Authority pursuant to law or contract, the Authority may issue revenue bonds pursuant to Article 2 and Article 4 of the Joint Powers Act to pay the cost and expenses of acquiring or constructing a project for any or all of the purposes permitted thereby.

Section 15. Bond Purchase Agreements with Local Agencies; Exemptions from Public Sales Requirements. The Authority may enter into a Bond Purchase Agreement with one or more Local Agencies. The Bond Purchase Agreement shall specify the maximum rate of interest, the cost of issuance, the amount of required reserve, and the procedure to be used in case of default.

Local Agencies may sell their Bonds to the Authority on a negotiated basis without compliance with any public sale requirement included in the statutes under which such Bonds are issued. Section 16. Issuance of Bonds; Loans to Local Agencies. The Authority may, from time to time, issue its Bonds in the principal amount as the Authority determines necessary to provide sufficient funds for its purposes, which may include providing funds for Bond Purchase Agreements, payments of interest on Bonds of the Authority, establishment of reserves to secure the Bonds, and other expenditures of the Authority incident to issuance of the Bonds. The Authority may also issue Bonds for the purpose of financing or refinancing the construction of Public Capital Improvements to be leased to, or sold by, Local Agencies. The Authority may also issue Bonds for the purpose of making loans to Local Agencies, to the extent those Local Agencies are authorized

by law to borrow moneys, and the loan proceeds shall be used by the Local Agencies to pay for Public Capital Improvements, Working Capital, or insurance programs.

Section 17. Purpose, Terms and Form of Bonds; General Obligations.

A. The Authority may, from time to time, issue Bonds to provide funds to achieve its purposes.

B. Bonds may be authorized to finance a single Public Capital Improvement, Working Capital, or insurance program for a single Local Agency, a series of Public Capital Improvements, Working Capital, or insurance program for a single Local Agency, a single Public Capital Improvement, Working Capital, or insurance program for two or more Local Agencies, or a series of Public Capital Improvements, Working Capital, or insurance program for two or more Local Agencies.

C. Bonds issued for the purpose of financing Working Capital shall be used to make loans to Local Agencies for any of the purposes for which a Local Agency may borrow money pursuant to California Government Code Section 53852. The loans shall be repaid in accordance with the terms of California Government Code Section 53854.

D. Except as otherwise expressly provided by the Authority, every issue of its Bonds shall be general obligations of the Authority payable from any revenues or moneys of the Authority available therefor and not otherwise pledged. These revenues or moneys may include the proceeds of additional Bonds, subject only to any agreements with the holders of particular Bonds pledging any particular revenues or moneys. Notwithstanding that the Bonds may be payable from a special fund, they shall be deemed to be negotiable instruments for all purposes, subject only to the registration provisions.

E. The Bonds may be issued as serial bonds or as term bonds, or the Authority may issue Bonds of both types. The Bonds shall be authorized by resolution of the Authority and shall, as provided by the resolution or indenture pursuant to which the Bonds are issued, bear the date of issuance; the time of maturity, not exceeding 50 years from their date of issuance; bear the rate of interest, either fixed or variable and, if variable, not in excess of the maximum rate of interest specified therein; be payable as to principal and interest at the time or times provided; be in the denominations provided; be in the form provided; carry the registration privileges provided; be executed in the manner provided; be payable in lawful money of the United States at the place or places provided within or without the State; and be subject to the terms of redemption provided.

F. The Bonds shall be sold by the Authority at the time and in the manner set out in the Authority's resolution. The sale may be a public or private sale, and for price or prices, and on terms and conditions as the Authority determines proper, after giving due consideration to the recommendations of any Local Agency to be assisted from the proceeds of the Bonds.

Pending preparation of the definitive Bonds, the Authority may issue interim receipts, certificates, or temporary bonds which shall be exchanged for definitive bonds.

Section 18. Purchase of Bonds by Authority. The Authority may, out of any funds available therefor, purchase its Bonds. The Authority may hold, pledge, cancel, or resell the Bonds, subject to, and in accordance with, agreements with bondholders.

Section 19. Loan Agreements. The Authority may:

A. Make secured or unsecured loans to any Local Agency in connection with the financing of Public Capital Improvement projects, Working Capital or insurance programs in accordance with an agreement between the Authority and the Local Agency. However, no loan shall exceed the total cost of the Public Capital Improvements, Working Capital or insurance needs of the Local Agency as determined by the Local Agency and by the Authority.

B. Make secured or unsecured loans to any Local Agency in accordance with an agreement between the Authority and the Local Agency to refinance indebtedness incurred by the Local Agency in connection with Public Capital Improvements undertaken and completed.

C. Assign or pledge all or any portion of its interests in mortgages, deeds of trust, indentures of mortgage or trust, or similar instruments, notes, and security interests in property, tangible or intangible, of a Local Agency to which the Authority has made loans, and the revenues therefrom, including payment or income from any interest owned or held by the Authority, for the benefit of the holders of Bonds issued to finance Public Capital Improvements.

The pledge of moneys, revenues, accounts, contract rights, or rights to payment of any kind made by or to the Authority pursuant to the authority granted in this part shall be valid and binding from the time the pledge is made for the benefit of the pledgees and successors thereto, against all parties irrespective of whether the parties have notice of the claim.

D. Lease the Public Capital Improvements being financed to a Local Agency, upon terms and conditions that the Authority deems proper; charge and collect rents therefor; terminate any lease upon the failure of the lessee to comply with any of the obligations of the lease; include in any lease provisions that the lessee shall have options to renew the lease for a period or periods, and at rents as determined by the Authority; purchase or sell by an installment agreement or otherwise any or all of the Public Capital Improvements; or, upon payment of all the indebtedness incurred by the Authority for the financing or refinancing of the Public Capital Improvements, the Authority may convey any or all of the project to the lessee or lessees.

Section 20. Other Financing Powers. The Authority shall have all other powers relating to the financing of Public Capital improvements, Working Capital, and insurance needs provided in the Joint Powers Act and in other state law.

Section 21. Compensation of Governing Board. The persons who serve on the Governing Board shall not be entitled to compensation. The Governing Board may authorize reimbursement of expenses incurred by individual Commissioners in connection with Authority business.

Section 22. Officers; Duties; Powers of Governing Board. Except as otherwise provided in this Amended Joint Powers Agreement, the Governing Board shall exercise all powers and conduct all business of the Authority, either directly or by delegation to other bodies or persons.

The officers of the Authority shall be the President, Vice President, Executive Director, Secretary and Treasurer.

The President, Vice President, Executive Director, Treasurer and Secretary of the Authority shall be same individuals who are the Mayor, Vice Mayor, City Manager, Administrative Services Director and City Clerk, respectively, of the City at any given point in time.

Said officers shall perform such functions as shall be customary in the exercise of such positions, and as may be more specifically provided by the Governing Board from time to time. The Executive Director shall have charge of the day-to-day administration of the Authority and shall execute the directives of the Board. The Executive Director may sign all contracts on behalf of the Authority. The Treasurer shall have the authority to perform all the functions, acts, duties and responsibilities of the treasurer and auditor as set forth herein. The Secretary shall have charge of the records of the Authority (to the extent not held by the Treasurer) and shall be responsible for recording the minutes of all meetings of the Governing Board. The Governing Board shall be represented by an attorney or law firm to act as the legal advisor of the Authority, who shall be the individual or law firm acting as City Attorney of the City; such attorney or law firm shall perform such duties as may be prescribed by the Governing Board.

The Governing Board shall cause to be prepared, and shall review, modify as necessary, and adopt the annual operating budget of the Authority. Adoption of the budget may not be delegated. The Governing Board shall receive, review and act upon periodic reports and audits of the funds of the Authority. The Governing Board shall have such other powers and duties as are reasonably necessary to carry out the purposes of the Authority.

Section 23. Meetings. Subject to the provision of notice of the meeting in accordance with the Brown Act the Governing Board shall hold its regular meetings concurrently with and/or immediately following the regular meetings of the City and the same shall occur consistent with the schedule set by resolution of the City for its regular meetings as to time/place and location; provided, however, that the Authority shall not be precluded from holding a duly noticed special meeting of the Governing Board. In the event an agenda for a regular meeting of the Authority is not posted timely in accordance with the provisions of the Brown Act, then such failure to post shall be deemed to be a determination by the President that no are no items required discussion, and, therefore, that the regular meeting of the Authority has been cancelled without any further action of the any Member, the Governing Board or any officer of the Authority. Each meeting of the Governing Board, shall be called, noticed, held, and conducted in accordance with the Brown Act.

In accordance with Section 6592.1 of the Brown Act, any resolution authorizing Bonds or any issuance of Bonds or accepting the benefit of any Bonds or the proceeds of Bonds shall be adopted only during a regular meeting. The Authority shall have minutes of its meetings kept by the Secretary of the Authority. A majority of the members of the Governing Board shall be a quorum for the transaction of business. However, less than a quorum may adjourn a meeting from time to time. A vote of the majority of a quorum at a meeting is sufficient to take action.

Section 24. Member Responsibilities. Each Member shall make contributions in the form of annual Membership assessments and fees, if any, determined by the Governing Board for the purpose of defraying the costs of providing the annual benefits accruing directly to each Member from this Amended Joint Powers Agreement.

Section 25. Termination and Distribution of Assets. This Amended Joint Powers Agreement may be terminated at any time that no Bonds or other obligations of the Authority are outstanding. Upon

termination of this Amended Joint Powers Agreement, all assets of the Authority shall, after payment of all unpaid costs, expenses and charges incurred under this Amended Joint Powers Agreement, be distributed among the Members in accordance with their respective contributions.

The Parties acknowledge there are currently no assets of the Authority to be distributed.

Section 26. Liability of Governing Board, Officers and Employees. The members of the Governing Board, officers and employees of the Authority shall use ordinary care and reasonable diligence in the exercise of their powers and in the performance of their duties pursuant to this Amended Joint Powers Agreement. They shall not be liable for any mistake of judgment or any other action made, taken or omitted by them in good faith, nor for any action taken or omitted by any agent, employee or independent contractor selected with reasonable care, nor for loss incurred through investment of Authority funds, or failure to invest. No Commissioner, officer or employee shall be responsible for any action taken or omitted by any other director, officer or employee. No director, officer or employee shall be required to give a bond or other security to guarantee the faithful performance of his or her duties pursuant to this Amended Joint Powers Agreement.

Section 27. Bylaws. The Governing Board may adopt bylaws consistent with this Amended Joint Powers Agreement which shall provide for the administration and management of the Authority, and the regulation of its business and the conduct of its affairs.

Section 28. Severability. Should any portion, term, condition, or provision of this Amended Joint Powers Agreement be decided by a court of competent jurisdiction to be illegal or in conflict with any law of the State, or be otherwise rendered unenforceable or ineffectual, the validity of the remaining portions, terms, conditions, and provisions shall not be affected thereby.

Section 29. Filing with State and County. The Secretary of the Authority shall cause to be filed a notice of this Amended Joint Powers Agreement with the office of the Secretary of State, within 30 days of the effective date of this Amended Joint Powers Agreement, as required by Section 6503.5 of the Joint Powers Act, and, as required by Section 6503.6 of the Joint Powers Act, a copy of the Original Agreement and this Amended Joint Powers Agreement with the State Controller. The Secretary shall also cause to be filed with the Santa Cruz County Clerk, within 10 days of the effective date of this Amended Joint Powers Agreement, the information required by Section 53051 of the California Government Code.

Section 30. Conflict of Interest Code. The Authority shall, by resolution, adopt a Conflict of Interest Code to the extent required by law. Such Conflict of Interest Code may be the conflict of interest code of the City.

Section 31. Effective Date. The effective date of this Amended Joint Powers Agreement shall be April 17, 2019.

Section 32. Withdrawal by Successor Agency. The Parties agree and acknowledge that upon execution of this Agreement, the Successor Agency shall no longer be a Member of the Authority, and that the Members of the Authority will thereafter be the City and the Parking Authority.

* * * * *

IN WITNESS WHEREOF, the Parties have executed this Amended Joint Powers Agreement as of the date indicated below.

DATE: April 17, 2019

CITY OF SCOTTS VALLEY

City Manager

ATTEST:

CITY CLERK

DATE: April 17, 2019

PARKING AUTHORITY OF THE
CITY OF SCOTTS VALLEY

President

ATTEST:

SECRETARY

DATE: April 17, 2019

CITY OF SCOTTS VALLEY, IN ITS
CAPACITY AS SUCCESSOR AGENCY
TO THE FORMER SCOTTS VALLEY
REDEVELOPMENT AGENCY

Executive Director

ATTEST:

AGENCY SECRETARY