



A G E N D A

Meeting of the
Scotts Valley City Council
REMOTE ACCESS ONLY
Date: September 16, 2020
Time: 6:00 pm

CONTACT INFORMATION	MEETING LOCATION	POSTING
City of Scotts Valley 1 Civic Center Drive Scotts Valley, CA 95066 (831) 440-5600	Zoom Videoconference	The agenda was posted 9-11-20 at City Hall, SV Senior Center, SV Library and on the Internet at www.scottsvally.org .

PUBLIC ADVISORY REGARDING COVID-19 AND PUBLIC PARTICIPATION

Consistent with Executive Order No. N-29-20 issued by Governor Newsom on March 17, 2020, and the County of Santa Cruz Health Services Agency Shelter In Place Public Health Order dated March 31, 2020, the regular meeting of the City Council for September 16, 2020 will be conducted through videoconference. Elected Officials and City Staff Members will be participating remotely via videoconference.

Public Participation:

The meeting will be available on Zoom and broadcast through Community Television of Santa Cruz on Channel 25 and via their website at the following link: <https://communitytv.org/watch/> (be sure to click on Channel 25). For those wishing to participate via Zoom you can join the following ways:

- Join from a PC, Mac, iPad, iPhone or Android device:
Please click this URL to join. <https://us02web.zoom.us/j/82375908979>
- Or join by phone:
Dial(for higher quality, dial a number based on your current location):
US: +1 669 900 9128 or +1 346 248 7799 or +1 253 215 8782 or +1 312 626 6799 or
+1 646 558 8656 or +1 301 715 8592
Webinar ID: 823 7590 8979

You will be given opportunities to provide public comment at the appropriate times throughout the meeting via Zoom. If you are participating via dial-up only, use *9 to raise your hand at the requested time.

How to comment via Zoom:

1. At the appropriate times during the meeting for public comment, on items not on the agenda, and on specific agenda items, the Mayor will announce that public comment will be accepted. Our usual time limits of 3 minutes per individual, or 5 minutes for an individual who is representing a group of three or more, will apply. Please note that per our standard practice, this is not a question and answer time, but simply a time for you to provide your comments to the Council.
2. There is an option on Zoom to raise your hand. Please click on this option when the Mayor announces that public comment will be taken. Zoom places people in line automatically. If you are participating via dial-up, you can raise your hand at the appropriate time by pressing *9. When it is your turn, the City Clerk will unmute you, and you will be able to make your comments based on the above time frames. Once your time is up, you will once again be muted and the next person in line will be given their opportunity to speak.

How to comment via email:

1. Members of the public may provide public comment by sending comments to the City Clerk via email at cityhall@scottsvalley.org.
2. Additional materials and emails must be received by 5:30 pm the day of the meeting and will be distributed to agenda recipients prior to the meeting.
3. Emails received after 5:30 pm the day of the meeting will not be included in the record.

ELECTED OFFICIALS	CITY STAFF MEMBERS
Randy Johnson, Mayor Derek Timm, Vice Mayor Jack Dilles, Council Member Donna Lind, Council Member Jim Reed, Council Member	Tina Friend, City Manager Kirsten Powell, City Attorney Steve Walpole, Chief of Police Taylor Bateman, Community Development 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.

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: <http://scottsvalley.org/AgendaCenter>. Due to COVID-19, City Hall is closed to the public therefore, the agenda is only available for viewing online.

Televised Meetings:

City Council meetings are cablecast "Live" on Community Television of Santa Cruz County on Comcast Channel 25 and are also available livestream on the Community TV website at the following link: <https://communitytv.org/watch/>

Zoom Meetings/Webinars:

For those wishing to participate via Zoom you can join from a PC, Mac, iPad, iPhone or Android device by entering or clicking on the following URL:

<https://us02web.zoom.us/j/82375908979>

CALL TO ORDER 6:00 PM

MOMENT OF SILENCE

ROLL CALL

SPECIAL SET MATTERS

- (1) Presentation of Mayor's Proclamation to 1440 Multiversity representative Frank Ashmore
- (2) Presentation of Mayor's Proclamation to Jacob's Heart Children's Cancer Support Services representative Brittany Maldonado and recognizing September 2020 as Childhood Cancer Awareness Month

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 8-5-20 Special City Council Closed Session meeting, 8-24-2020 Special City Council meeting
- B. Approve check registers dated 7-16-20, 7-24-20, 7-30-20, 8-7-20, 8-14-20, 8-27-20, 9-4-20, 9-10-20
- C. Approve Resolution No.1985 confirming the order of the Director of Civil Defense and Disaster to issue emergency temporary permits for fitness classes in certain City parks

Date: September 16, 2020

- D. Approve Resolution No. 1986 confirming the order of the Director of Civil Defense and Disaster authorizing a process for use permits for businesses affected by Shelter In Place Orders
- E. Approve the Operation & Maintenance Agreement for a private stormwater management facility at 22 Blake Lane, APN 022-902-16, Scotts Valley
- F. Approve Resolution No. 1955.1 amending the City Clerk/Administrative Manager Job Class Specification
- G. Approve the following responses to the 2019-2020 Santa Cruz County Civil Grand Jury reports and authorize submittal to the Grand Jury:
 - (1) The Tangled Web: Oh, What a Mangled Web We Weave ...
 - (2) Managers of Risk or Victims of Risk – Rocked by the Shocks
 - (3) Homelessness: Big Problem, Little Progress: It's Time to Think Outside The Box
 - (4) Ready? Aim? Fire! Santa Cruz County on the Hot Seat
- H. Approve the appointment of the Vice Mayor serving as the alternate on the Interagency Advisory Committee
- I. Authorize the City Manager to enter into a five-year lease agreement with Wizix Technology Group, Inc. for the City's fleet of Multi-Function Peripherals, in a form approved by the City Attorney

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. Discuss Scotts Valley Police Department updates on training, use of force policy and transparency
(Police Chief Walpole)
- 2. Future Council agenda items
(This portion of the Regular Agenda allows the Council to determine items to be placed on a future agenda and to choose a date, if so desired.)

ADJOURNMENT

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.

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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Mayor's Proclamation

WHEREAS, 1440 Multiversity has gone above and beyond by entering into a collaborative partnership with the County of Santa Cruz and shown tremendous generosity to the greater community, upon this occasion, they are deserving of special public commendations; and

WHEREAS, this partnership provided support in meeting the growing needs of the community and those impacted by the COVID-19 pandemic by optimizing the 1440 Multiversity workforce and resources of the 75-acre private campus located in the Santa Cruz Mountains; and

WHEREAS, 1440 Multiversity agreed to dedicate a private space to establish an alternative care site (ACS), to help expand local health care capacity in coordination with the County's network of local providers as they prepared for a surge of patients impacted by the COVID-19 pandemic and to provide a safe place for patients to receive care and recuperate; and

WHEREAS, 1440 Multiversity using its "food is medicine" approach, utilized 40 members of its culinary team at Kitchen Table to prepare nutritious hot and cold meals to be packed to-go by hand and picked up for delivery to serve vulnerable members of the community and others in need three times a day; and

WHEREAS, 1440 Multiversity donated the fabric used to make over 250 reusable gowns to protect our health care professionals and staff across Santa Cruz County; and

WHEREAS, 1440 Multiversity worked with the City of Scotts Valley to provide information resources to other businesses struggling to pivot in the early months of the pandemic and in partnership with the City of Scotts Valley participated in the COVID-19 business panel to share ideas and offer support to other businesses; and

WHEREAS, through their actions, 1440 Multiversity have demonstrated their goal of expanding personal and professional development with an emphasis on health, wellness, belonging, and unity; and

NOW, THEREFORE, I, Randy Johnson, Mayor of Scotts Valley, on behalf of the entire City Council, hereby recognize 1440 Multiversity for their generous contributions to providing care and protection for vulnerable members of our community and through this have exemplified the type of community we are proud to be.



Randy Johnson, Mayor

Signed and sealed this 16th day of September 2020

City of Scotts Valley

Mayor's Proclamation

Honoring Jacob's Heart Children's Cancer Support Services and Childhood Cancer Awareness Month ~ September 2020

WHEREAS, the character of our community is revealed in how we treat our most vulnerable; and

WHEREAS, each year, 1 in 285 children in our community are be diagnosed with cancer; and

WHEREAS, cancer remains the leading cause of death by disease among children, more than asthma, diabetes, cystic fibrosis, congenital anomalies, and AIDS combined; and

WHEREAS, during the COVID-19 crisis Jacob's Heart has been keeping medically fragile children and families housed, fed and emotionally supported by steadfastly adhering to the following commitments: 1) Parents of children with cancer and other serious illnesses will be relieved of financial fears and be able to focus attention to their children; 2) No child undergoing intensive treatment in our community will be homeless; 3) Families of seriously ill children will not experience food insecurity during and after the pandemic; and 4) No seriously ill child in our community will ever miss a medical appointment because of lack of transportation; and

WHEREAS, Jacob's Heart holds the memories and honors legacies of hundreds of children from our local community who have been lost to cancer, ensuring that their precious memories will never be forgotten; and

WHEREAS, the oncology department at Lucile Packard Children's Hospital at Stanford has worked closely with Jacob's Heart for the past 22 years as a trusted community partner in providing family-centered care that addresses the emotional, practical and financial struggles of families of children with cancer in Scotts Valley; and

WHEREAS, it is important for all Scotts Valley residents to recognize the impact of pediatric cancer on families within our community and honor the lives of children in our community whose lives have been cut short by cancer.

NOW, THEREFORE, I, Randy Johnson, Mayor of Scotts Valley, do hereby declare September 2020 as Childhood Cancer Awareness Month in the City of Scotts Valley and do hereby honor Jacob's Heart Children's Cancer Support Services for outstanding support to our community and acknowledge the organization's contributions to Childhood Cancer Awareness Month.



Randy Johnson, Mayor

Signed and sealed this 16th day of September 2020



MINUTES

Special Closed Session Meeting of the Scotts Valley City Council

Date: August 5, 2020

Time: 6:45 pm

CONTACT INFORMATION	MEETING LOCATION	POSTING
City of Scotts Valley 1 Civic Center Drive Scotts Valley, CA 95066 (831) 440-5600	Zoom Videoconference	The agenda was posted 7-31-20 at City Hall, SV Senior Center, SV Library and on the Internet at www.scottsvally.org .

ROLL CALL	
ELECTED OFFICIALS PRESENT: Randy Johnson, Mayor Derek Timm, Vice Mayor Jack Dilles, Council Member Donna Lind, Council Member Jim Reed, Council Member	CITY STAFF MEMBERS PRESENT: Tina Friend, City Manager Kirsten Powell, City Attorney Tony McFarlane, Administrative Services Director Tim Davis, Negotiator

CALL TO ORDER	6:45 PM
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The City Council meeting was called to order at 7:10 pm on 8-5-2020.

CONVENE TO CLOSED SESSION

CLOSED SESSION SUBJECT(S)

The City Council convened to closed session at 7:10 pm to discuss the following items:

- (1) Pursuant to Government Code Section 54957.6, the City Council met in closed session to confer with their labor negotiator regarding employee negotiations with the Scotts Valley Police Bargaining Unit and the Scotts Valley Police Supervisors Association.
- (2) Pursuant to Government Code Section 54956.9, the City Council met in closed session to confer with their legal counsel regarding existing litigation. Name of Case: Beam vs. City of Scotts Valley, Santa Cruz Superior Court 18CV01127; and Janet Gluch

RECONVENE TO OPEN SESSION

The City Council reconvened to open session at 7:45 pm.

REPORT ON ACTION TAKE DURING CLOSED SESSION

Mayor Johnson announced that there was nothing to report.

ADJOURNMENT

The meeting adjourned at 7:45 pm.

Approved: _____
Randy Johnson, Mayor

Attest: _____
Tracy A. Ferrara, City Clerk



MINUTES

Special Meeting of the Scotts Valley City Council

Date: August 24, 2020

Time: 4:30 pm

CONTACT INFORMATION	MEETING LOCATION	POSTING
City of Scotts Valley 1 Civic Center Drive Scotts Valley, CA 95066 (831) 440-5600	Zoom Videoconference/ Webinar	The agenda was posted 8-23-20 at City Hall, SV Senior Center, SV Library and on the Internet at www.scottsvalley.org .

CALL TO ORDER 4:30 PM

The meeting was called to order at 4:35 p.m.

PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

ROLL CALL

ELECTED OFFICIALS PRESENT: Derek Timm, Vice Mayor Jack Dilles, Council Member Donna Lind, Council Member	CITY STAFF MEMBERS PRESENT: Tina Friend, City Manager Kirsten Powell, City Attorney Steve Walpole, Chief of Police
ELECTED OFFICIALS ABSENT: Randy Johnson, Mayor Jim Reed, Council Member	Taylor Bateman, Community Development Director Daryl Jordan, Public Works Director/City Engineer Tracy Ferrara, City Clerk

PUBLIC COMMENT TIME

None.

SPECIAL SET MATTER

1. **Consider approval of adopt Resolution No. 1984 to declare a Local Health Emergency due to the CZU August Lightning Complex Fires**

CA Powell presented the written staff report and responded to questions from Council.

M/S: Lind/Dilles

To approve Resolution No. Resolution No. 1984 to declare a Local Health Emergency due to the CZU August Lightning Complex Fires.

Carried 3/0/2 (AYES: Dilles, Lind, Timm; ABSENT: Johnson, Reed)

ADJOURNMENT

The meeting adjourned at 5:03 p.m.

Approved: _____
Derek Timm, Vice Mayor

Attest: _____
Tracy A. Ferrara, City Clerk

AGENDA ITEM B
DATE: 9-16-2020

SCOTTS VALLEY ACCOUNTS PAYABLE
07/16/2020 13:10:19 Check Register

CITY OF SCOTTS VALLEY
GL050S-V08.14 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 07162A COMMENT... 7/16/2020-A

DATA-JE-ID DATA COMMENT

W-07162020-660 7/16/2020-A

Run Instructions:

Jobq	Banner	Copies	Form	Printer	Hold	Space	LPI	Lines	CPI	CP	SP	RT
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Check Register

BANK	VENDOR	CHECK#	DATE	AMOUNT	
BA	GENERAL CHECKING ACCOUNT				
	001822 BC LABORATORIES INC.	119558	07/16/20	432.00	
	000037 CRYSTAL SPRINGS WATER CO	119559	07/16/20	123.50	
	000037 CRYSTAL SPRINGS WATER CO	119560	07/16/20	24.95	
	003043 CSG CONSULTANTS, INC	119561	07/16/20	26,410.00	
	001896 D & G SANITATION	119562	07/16/20	1,427.45	
	003248 EARTHWORKS	119563	07/16/20	4,240.00	
	000051 FISHER SCIENTIFIC	119564	07/16/20	215.14	
	003654 GENERAL LOGISTICS SYSTEM	119565	07/16/20	31.57	
	001881 GRAINGER	119566	07/16/20	707.85	
	000057 HACH COMPANY	119567	07/16/20	914.79	
	.15688 JOE'S UPHOLSTERY	119568	07/16/20	2,264.22	
	000284 LOGAN & POWELL, LLP	119569	07/16/20	6,020.00	
	000291 MBASIA	119570	07/16/20	5,646.70	
	000083 MISSION UNIFORM SERVICE	119571	07/16/20	1,758.59	
	000101 PACIFIC GAS & ELECTRIC C	119572	07/16/20	64.11	
	003516 RICE LAKE WEIGHING SYSTE	119573	07/16/20	1,816.09	
	000134 S.V. WATER DISTRICT	119574	07/16/20	18,394.37	
	001894 S.V. WATER DISTRICT - BU	119575	07/16/20	55.80	
	000127 SANTA CRUZ SENTINEL	119576	07/16/20	566.40	
	003133 SANTA CRUZ/COUNTY OF	119577	07/16/20	3,172.00	
	000805 SHAPE INC.	119578	07/16/20	5,217.16	
	001844 STERLING WATER TECHNOLOG	119579	07/16/20	1,488.00	
	000153 THOMSON REUTERS-WEST	119580	07/16/20	314.15	
	003548 TORO PETROLEUM CORP	119581	07/16/20	3,568.50	
	001106 VERIZON WIRELESS	119582	07/16/20	1,324.46	
	000766 WATSONVILLE/CITY OF	119583	07/16/20	210.00	
	GENERAL CHECKING ACCOUNT			86,407.80	***

SCOTTS VALLEY ACCOUNTS PAYABLE
CITY OF SCOTTS VALLEY
07/16/2020 13:10:19
GL540R-V08.14 PAGE 2

Check Register

BANK	VENDOR	CHECK#	DATE	AMOUNT
REPORT TOTALS:				86,407.80

RECORDS PRINTED - 000049

GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
----	-----	
001	GENERAL	57,249.39
004	RECREATION	103.14
010	WASTEWATER OPERATIONS	16,336.63
011	TERTIARY TREATMENT PLANT	6,659.30
028	SENIOR CENTER	134.47
077	SKYPARK MAINT ASSESS DIST	2,766.45
088	LIBRARY FACILITIES-MEAS "S"	2,510.62
123	COMMUNITY FACILITY CENTER	647.80
TOTAL ALL FUNDS		86,407.80

BANK RECAP:

BANK	NAME	DISBURSEMENTS
----	-----	
BA	GENERAL CHECKING ACCOUNT	86,407.80
TOTAL ALL BANKS		86,407.80

SCOTTS VALLEY ACCOUNTS PAYABLE
07/16/2020 14:09:57 Check Register

CITY OF SCOTTS VALLEY
GL050S-V08.14 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 07162B COMMENT... 07/16/2020-B

DATA-JE-ID DATA COMMENT

W-07162020-662 07/16/2020-B

Run Instructions:

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

Check Register

BANK	VENDOR	CHECK#	DATE	AMOUNT	
BA	GENERAL CHECKING ACCOUNT				
003342	ACCENT CLEAN & SWEEP INC	119584	07/16/20	2,123.00	
001219	ALHAMBRA	119585	07/16/20	186.61	
003482	APGN INC	119586	07/16/20	929.47	
000097	AT&T	119587	07/16/20	9.28	
003946	BRAJKOVICH/ANNA-KATE	119588	07/16/20	5.00	
001566	BUSINESS WITH PLEASURE	119589	07/16/20	101.32	
002091	COMCAST	119590	07/16/20	283.82	
002091	COMCAST	119591	07/16/20	323.21	
.15689	FUNGUS FEDERATION	119592	07/16/20	12.00	
003300	JENSEN INSTRUMENT CO OF	119593	07/16/20	8,134.64	
000934	JOHN'S ELECTRIC MOTOR SE	119594	07/16/20	219.27	
000066	KING'S PAINT & PAPER	119595	07/16/20	136.82	
000218	MID VALLEY SUPPLY	119596	07/16/20	506.52	
001872	NORTH CENTRAL LABORATORI	119597	07/16/20	930.26	
003503	PURETEC INDUSTRIAL WATER	119598	07/16/20	124.38	
000572	SANTA CRUZ COUNTY INFORM	119599	07/16/20	2,109.48	
.15690	SMITH/WILLIAM	119600	07/16/20	17.00	
001366	U.S. BANCORP OFFICE	119601	07/16/20	345.17	
002021	ZOOM	119602	07/16/20	452.22	
	GENERAL CHECKING ACCOUNT			16,949.47	***

Check Register

BANK	VENDOR	CHECK#	DATE	AMOUNT
REPORT TOTALS:				16,949.47

RECORDS PRINTED - 000023

GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
----	-----	
001	GENERAL	4,418.20
002	RECYCLING/ENVIRONMENTAL	2,123.00
004	RECREATION	70.25
010	WASTEWATER OPERATIONS	2,203.38
011	TERTIARY TREATMENT PLANT	8,134.64
TOTAL ALL FUNDS		16,949.47

BANK RECAP:

BANK	NAME	DISBURSEMENTS
----	-----	
BA	GENERAL CHECKING ACCOUNT	16,949.47
TOTAL ALL BANKS		16,949.47

SCOTTS VALLEY ACCOUNTS PAYABLE
07/24/2020 12:57:50 Check Register

CITY OF SCOTTS VALLEY
GL050S-V08.14 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 07242A COMMENT... 07/24/2020-A

DATA-JE-ID DATA COMMENT

W-07242020-666 07/24/2020-A

Run Instructions:

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

Check Register

BANK	VENDOR	CHECK#	DATE	AMOUNT	
BA	GENERAL CHECKING ACCOUNT				
	001055 ADAMSON POLICE PRODUCTS	119603	07/24/20	437.24	
	003894 BURKE, WILLIAMS & SORENS	119604	07/24/20	14,251.58	
	001633 CAL-WEST LIGHTING & SIGN	119605	07/24/20	1,396.35	
	003521 CARD SERVICE CENTER	119606	07/24/20	6,397.46	
	003521 CARD SERVICE CENTER	119607	07/24/20	1,094.96	
	000235 CIVIL CONSULTANTS GROUP	119608	07/24/20	6,587.50	
	003726 LE DDS/VU	119609	07/24/20	16.80	
	001418 MONTEREY REGIONAL	119610	07/24/20	10,088.05	
	000101 PACIFIC GAS & ELECTRIC C	119611	07/24/20	13.76	
	001233 PORTER DDS MS/BRENT J	119612	07/24/20	48.15	
	003957 SANTA CRUZ/CITY OF	119613	07/24/20	527.79	
	003957 SANTA CRUZ/CITY OF	119614	07/24/20	671.73	
	003957 SANTA CRUZ/CITY OF	119615	07/24/20	527.79	
	001586 SCOTTS VALLEY CLEANERS	119616	07/24/20	494.00	
	003757 SWEDBERG ELECTRIC INC.	119617	07/24/20	4,647.98	
	003956 VERITONE, INC.	119618	07/24/20	1,200.00	
	GENERAL CHECKING ACCOUNT			48,401.14	***

SCOTTS VALLEY ACCOUNTS PAYABLE
CITY OF SCOTTS VALLEY
07/24/2020 12:57:50
GL540R-V08.14 PAGE 2

Check Register

BANK	VENDOR	CHECK#	DATE	AMOUNT
REPORT TOTALS:				48,401.14

RECORDS PRINTED - 000030

SCOTTS VALLEY ACCOUNTS PAYABLE
CITY OF SCOTTS VALLEY
07/24/2020 12:57:50
GL060S-V08.14 RECAPPAGE

Check Register

GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
----	-----	
001	GENERAL	30,557.09
004	RECREATION	1,302.00
010	WASTEWATER OPERATIONS	16,463.34
112	DENTAL INS INTERNAL SERV	64.95
123	COMMUNITY FACILITY CENTER	13.76
TOTAL ALL FUNDS		48,401.14

BANK RECAP:

BANK	NAME	DISBURSEMENTS
----	-----	
BA	GENERAL CHECKING ACCOUNT	48,401.14
TOTAL ALL BANKS		48,401.14

SCOTTS VALLEY ACCOUNTS PAYABLE
07/24/2020 14:19:29 Check Register

CITY OF SCOTTS VALLEY
GL050S-V08.14 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 07242B COMMENT... 07/24/2020-B

DATA-JE-ID DATA COMMENT

W-07242020-668 07/24/2020-B

Run Instructions:

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

Check Register

BANK	VENDOR	CHECK#	DATE	AMOUNT	
BA	GENERAL CHECKING ACCOUNT				
	003534 ADOBE ANIMAL HOSPITAL SO	119619	07/24/20	384.37	
	001405 AFLAC-FLEX ONE	119620	07/24/20	1,710.40	
	.15692 ALEX VARTAN	119621	07/24/20	2,700.00	
	001219 ALHAMBRA	119622	07/24/20	94.11	
	003010 BREWER DDS/DEAN	119623	07/24/20	106.40	
	000773 CENTRAL COAST LANDSCAPE	119624	07/24/20	383.00	
	002091 COMCAST	119625	07/24/20	146.20	
	002091 COMCAST	119626	07/24/20	167.60	
	.15697 DANA/MARK	119627	07/24/20	98.00	
	001362 DUNCAN AUTO TECH	119628	07/24/20	1,099.44	
	000426 ENTENMANN-ROVIN CO	119629	07/24/20	186.37	
	000202 FEDERAL EXPRESS	119630	07/24/20	235.39	
	003253 FIRST ALARM	119631	07/24/20	405.00	
	.15694 GIDLUND/RANDY	119632	07/24/20	98.00	
	001881 GRAINGER	119633	07/24/20	192.08	
	001308 JOHNSON DDS/BRETT	119634	07/24/20	1,100.00	
	001660 KING/KATI	119635	07/24/20	55.00	
	.15696 KIRBY/TIM	119636	07/24/20	87.00	
	.15695 LAPORTE/LAURA	119637	07/24/20	76.00	
	003959 LARIOS/EDGAR	119638	07/24/20	888.00	
	003403 MAR-KEN INTERNATIONAL PO	119639	07/24/20	560.00	
	.15699 MURRAY/DON	119640	07/24/20	98.00	
	.15693 O'NEILL/JAN	119641	07/24/20	175.00	
	001615 OLIN CORP-CHLOR ALKALI	119642	07/24/20	2,234.80	
	000723 PIED PIPER INC./THE	119643	07/24/20	340.00	
	001917 PURE VALLEY WATER, INC	119644	07/24/20	203.58	
	003958 STANDEN/BENJAMIN	119645	07/24/20	888.00	
	.15700 STRIBLING/DENIS	119646	07/24/20	120.00	
	000143 SUMMIT UNIFORMS	119647	07/24/20	675.17	
	.15698 VANMILL/CHERYL	119648	07/24/20	76.00	
	.15691 WASTEWATER TECHNOLOGY TR	119649	07/24/20	550.00	
	002021 ZOOM	119650	07/24/20	10.99	
	GENERAL CHECKING ACCOUNT			16,143.90	***

SCOTTS VALLEY ACCOUNTS PAYABLE
CITY OF SCOTTS VALLEY
07/24/2020 14:19:29
GL540R-V08.14 PAGE 2

Check Register

BANK	VENDOR	CHECK#	DATE	AMOUNT
REPORT TOTALS:				16,143.90

RECORDS PRINTED - 000039

SCOTTS VALLEY ACCOUNTS PAYABLE
CITY OF SCOTTS VALLEY
07/24/2020 14:19:29
GL060S-V08.14 RECAPPAGE

Check Register

GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
----	-----	
001	GENERAL	9,547.43
004	RECREATION	1,314.20
010	WASTEWATER OPERATIONS	3,391.77
028	SENIOR CENTER	167.60
050	PINEWOOD EST LNDSCP MAINT DT	383.00
112	DENTAL INS INTERNAL SERV	1,206.40
123	COMMUNITY FACILITY CENTER	133.50
TOTAL ALL FUNDS		16,143.90

BANK RECAP:

BANK	NAME	DISBURSEMENTS
----	-----	
BA	GENERAL CHECKING ACCOUNT	16,143.90
TOTAL ALL BANKS		16,143.90

SCOTTS VALLEY ACCOUNTS PAYABLE
07/30/2020 11:08:53 Check Register

CITY OF SCOTTS VALLEY
GL050S-V08.14 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 07302A COMMENT... 07/30/2020-A

DATA-JE-ID DATA COMMENT

W-07302020-678 07/30/2020-A

Run Instructions:

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

Check Register

BANK	VENDOR	CHECK#	DATE	AMOUNT	
BA	GENERAL CHECKING ACCOUNT				
	001822 BC LABORATORIES INC.	119651	07/30/20	288.00	
	001659 CALIFORNIA BUILDING	119652	07/30/20	309.60	
	001990 CALIFORNIA MUNICIPAL	119653	07/30/20	500.00	
	000761 COMMUNITY BRIDGES	119654	07/30/20	10,646.00	
	001799 COMPLETE MAILING SERVICE	119655	07/30/20	3,088.47	
	000274 DEPT OF CONSERVATION	119656	07/30/20	1,737.38	
	003326 DIVISION OF THE STATE AR	119657	07/30/20	9.20	
	000801 HINDERLITER, DE LLAMAS &	119658	07/30/20	1,707.60	
	003292 KIMLEY-HORN & ASSOCIATES	119659	07/30/20	7,318.48	
	000712 MONARCH SERVICES	119660	07/30/20	3,584.00	
	000130 SCOTTS VALLEY FIRE DISTR	119661	07/30/20	313.50	
	000707 SENIOR CITIZEN'S LEGAL S	119662	07/30/20	3,479.00	
	003757 SWEDBERG ELECTRIC INC.	119663	07/30/20	6,171.00	
	001085 SYCAL ENGINEERING INC	119664	07/30/20	1,257.90	
	000899 VISTA CENTER FOR THE BLI	119665	07/30/20	2,214.00	
	GENERAL CHECKING ACCOUNT			42,624.13	***

Check Register

BANK	VENDOR	CHECK#	DATE	AMOUNT
REPORT TOTALS:				42,624.13

RECORDS PRINTED - 000018

GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
----	-----	
001	GENERAL	32,851.05
005	SMIP	1,737.38
010	WASTEWATER OPERATIONS	7,428.90
011	TERTIARY TREATMENT PLANT	288.00
035	GREEN BUILDING FUNDING	309.60
036	DISABILITY COMPLIANCE FUND	9.20
TOTAL ALL FUNDS		42,624.13

BANK RECAP:

BANK	NAME	DISBURSEMENTS
----	-----	
BA	GENERAL CHECKING ACCOUNT	42,624.13
TOTAL ALL BANKS		42,624.13

SCOTTS VALLEY ACCOUNTS PAYABLE
07/30/2020 13:46:58 Check Register

CITY OF SCOTTS VALLEY
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GL540R

Report Selection:

RUN GROUP... 07302B COMMENT... 07/30/2020-B

DATA-JE-ID DATA COMMENT

W-07302020-685 07/30/2020-B

Run Instructions:

Jobq	Banner	Copies	Form	Printer	Hold	Space	LPI	Lines	CPI	CP	SP	RT
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BANK	VENDOR	CHECK#	DATE	AMOUNT
BA	GENERAL CHECKING ACCOUNT			
	000041 ACC BUSINESS	119666	07/30/20	1,219.38
	002066 AC3	119667	07/30/20	5,633.00
	001670 AT &T	119668	07/30/20	475.67
	000097 AT&T	119669	07/30/20	157.91
	001051 COASTAL EVERGREEN CORP	119670	07/30/20	1,285.00
	001362 DUNCAN AUTO TECH	119671	07/30/20	303.57
	001537 DYNAMIC PRESS	119672	07/30/20	269.99
	003654 GENERAL LOGISTICS SYSTEM	119673	07/30/20	19.68
	003944 HEBARD/TYLER	119674	07/30/20	268.80
	000934 JOHN'S ELECTRIC MOTOR SE	119675	07/30/20	1,076.75
	000066 KING'S PAINT & PAPER	119676	07/30/20	82.27
	001673 LINCOLN FINANCIAL GROUP	119677	07/30/20	1,305.42
	000078 LLOYD'S TIRE SERVICE INC	119678	07/30/20	25.98
	002078 METRO MOBILE COMMUNICATI	119679	07/30/20	430.00
	000218 MID VALLEY SUPPLY	119680	07/30/20	293.11
	000494 MONTEREY BAY AIR	119681	07/30/20	5,495.71
	000967 MONTEREY BAY SYSTEMS	119682	07/30/20	855.52
	001965 MURRAY/DON	119683	07/30/20	51.42
	000101 PACIFIC GAS & ELECTRIC C	119684	07/30/20	43,140.49
	000111 S V CHAMBER OF COMMERCE	119685	07/30/20	25,000.00
	000135 SAN LORENZO VALLEY WATER	119686	07/30/20	32.06
	000128 SCARBOROUGH LUMBER	119687	07/30/20	1,836.09
	003745 SCOTTS VALLEY HOTEL LP	119688	07/30/20	6,791.37
	000133 SCOTTS VALLEY SPRINKLER	119689	07/30/20	20.73
	000805 SHAPE INC.	119690	07/30/20	28,917.52
	002053 STEPFORD	119691	07/30/20	5,240.00
	000646 UNDERGROUND SERVICE ALER	119692	07/30/20	3,223.78
	000154 WINCHESTER AUTO STORES	119693	07/30/20	35.37
	001625 YOSHIDA DDS/NOREEN	119694	07/30/20	875.00
	GENERAL CHECKING ACCOUNT			134,361.59 ***

SCOTTS VALLEY ACCOUNTS PAYABLE
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BANK	VENDOR	CHECK#	DATE	AMOUNT
REPORT TOTALS:				134,361.59

RECORDS PRINTED - 000068

GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
----	-----	
001	GENERAL	28,587.95
004	RECREATION	270.39
010	WASTEWATER OPERATIONS	78,039.09
011	TERTIARY TREATMENT PLANT	19.68
023	SVRDA SUCCESSOR AGENCY	25,000.00
028	SENIOR CENTER	407.85
050	PINEWOOD EST LNDSCP MAINT DT	41.76
077	SKYPARK MAINT ASSESS DIST	32.01
112	DENTAL INS INTERNAL SERV	1,143.80
123	COMMUNITY FACILITY CENTER	819.06
TOTAL ALL FUNDS		134,361.59

BANK RECAP:

BANK	NAME	DISBURSEMENTS
----	-----	
BA	GENERAL CHECKING ACCOUNT	134,361.59
TOTAL ALL BANKS		134,361.59

SCOTTS VALLEY ACCOUNTS PAYABLE
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CITY OF SCOTTS VALLEY
GL050S-V08.14 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 080720 COMMENT... 08/07/2020 A/P

DATA-JE-ID DATA COMMENT

W-08072020-703 08/07/2020 A/P

Run Instructions:

Jobq	Banner	Copies	Form	Printer	Hold	Space	LPI	Lines	CPI	CP	SP	RT
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BANK	VENDOR	CHECK#	DATE	AMOUNT
BA	GENERAL CHECKING ACCOUNT			
003960	ANDERSON COMMUNICATIONS	119695	08/07/20	2,499.00
003923	ANDRADE/TERRA	119696	08/07/20	50.00
001009	ARD/KRISTIN	119697	08/07/20	50.00
000097	AT&T	119698	08/07/20	300.90
003594	BARTLE WELLS ASSOCIATES	119699	08/07/20	2,403.00
000614	BATTERIES + BULBS #314	119700	08/07/20	9.77
001373	BAY TREE, LLC	119701	08/07/20	3,620.38
001822	BC LABORATORIES INC.	119702	08/07/20	298.00
000107	BIRT/DUSTIN	119703	08/07/20	50.00
000500	BOLANOS/DORENE	119704	08/07/20	50.00
015008	CENTRAL HOME SUPPLY	119705	08/07/20	1,810.84
003887	CHEUNG/ATHENA	119706	08/07/20	50.00
000453	COLE-PARMER INSTRUMENT C	119707	08/07/20	143.57
002091	COMCAST	119708	08/07/20	156.31
000318	DEPT OF TRANSPORTATION	119709	08/07/20	7,841.58
001362	DUNCAN AUTO TECH	119710	08/07/20	59.75
001257	EBRAHIMIAN DDS/MARK	119711	08/07/20	263.20
003962	ELLIS & MAKUS LLP	119712	08/07/20	3,713.00
001597	ENVIRONMENTAL INNOVATION	119713	08/07/20	1,760.00
.15703	GAIL BURK	119714	08/07/20	75.00
001828	GONZALES/GABE	119715	08/07/20	50.00
003706	GRANADOS/JUSTIN	119716	08/07/20	50.00
003127	GRUNDY/LAURIE	119717	08/07/20	50.00
003944	HEBARD/TYLER	119718	08/07/20	50.00
003954	HEIT FAMILY DENTISTRY, I	119719	08/07/20	188.00
000615	HOHMANN/PATRICK J.	119720	08/07/20	50.00
002067	INTERNATIONAL INSTITUTE	119721	08/07/20	170.00
001903	JONES/KIMARIE	119722	08/07/20	50.00
001660	KING/KATI	119723	08/07/20	50.00
003761	LEDGER/CHASE	119724	08/07/20	50.00
000284	LOGAN & POWELL, LLP	119725	08/07/20	20,280.00
003913	LONG/AMANDA	119726	08/07/20	50.00
001591	MARKELL/ROD	119727	08/07/20	1,974.00
001815	MC GRATH/TRISH	119728	08/07/20	50.00
003171	MICHALAK/GENE	119729	08/07/20	125.00
000088	NORTH BAY FORD-LINCOLN-	119730	08/07/20	155.85
003766	ORMONDE/ROBERT	119731	08/07/20	50.00
001787	PETRINI'S GARDENING SERV	119732	08/07/20	125.00
003323	POMPETTE/NICOLE	119733	08/07/20	50.00
001097	PRODESSE PROPERTY GROUP	119734	08/07/20	3,523.52
001479	ROBB DDS/JOSEPH W	119735	08/07/20	104.40
003559	ROBERTS/MEREDITH	119736	08/07/20	198.82
.15702	SACHENDRA & RASHMI SHETT	119737	08/07/20	2,734.06
001823	SANTA CRUZ CO ENVIRONMEN	119738	08/07/20	504.00
001544	SANTA CRUZ COUNTY CONFER	119739	08/07/20	10,808.13
003367	SANTA CRUZ LIVE SCAN, IN	119740	08/07/20	30.00
003949	SIMPSON/ERIK	119741	08/07/20	50.00
002065	SOTO/ART	119742	08/07/20	50.00

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BANK	VENDOR	CHECK#	DATE	AMOUNT	
BA	GENERAL CHECKING ACCOUNT				
	002053 STEPFORD	119743	08/07/20	1,750.00	
	001361 STEVENS DDS/JOHN A	119744	08/07/20	64.00	
	000143 SUMMIT UNIFORMS	119745	08/07/20	1,411.53	
	.15701 THE VEST MAN	119746	08/07/20	394.13	
	000153 THOMSON REUTERS-WEST	119747	08/07/20	323.57	
	001560 TRITON CONSTRUCTION	119748	08/07/20	300.00	
	001366 U.S. BANCORP OFFICE	119749	08/07/20	1,269.03	
	000151 VISION SERVICE PLAN	119750	08/07/20	1,137.15	
	000154 WINCHESTER AUTO STORES	119751	08/07/20	14.75	
	003991 WOWAK/PASCALE	119752	08/07/20	64.00	
	GENERAL CHECKING ACCOUNT			73,553.24	***

SCOTTS VALLEY ACCOUNTS PAYABLE
CITY OF SCOTTS VALLEY
08/07/2020 12:51:40
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BANK	VENDOR	CHECK#	DATE	AMOUNT
REPORT TOTALS:				73,553.24

RECORDS PRINTED - 000095

GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
----	-----	
001	GENERAL	53,814.26
002	RECYCLING/ENVIRONMENTAL	770.00
004	RECREATION	1,320.64
010	WASTEWATER OPERATIONS	5,106.86
011	TERTIARY TREATMENT PLANT	288.00
019	AFFORDABLE HOUSING	1,974.00
023	SVRDA SUCCESSOR AGENCY	7,143.90
028	SENIOR CENTER	509.99
112	DENTAL INS INTERNAL SERV	619.60
123	COMMUNITY FACILITY CENTER	5.99
150	GENERAL CAPITAL IMPROVEMENTS	2,000.00
TOTAL ALL FUNDS		73,553.24

BANK RECAP:

BANK	NAME	DISBURSEMENTS
----	-----	
BA	GENERAL CHECKING ACCOUNT	73,553.24
TOTAL ALL BANKS		73,553.24

SCOTTS VALLEY ACCOUNTS PAYABLE
08/14/2020 11:28:19 Check Register

CITY OF SCOTTS VALLEY
GL050S-V08.14 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 08142A COMMENT... 08/14/2020 A/P-A

DATA-JE-ID DATA COMMENT

W-08142020-711 08/14/2020 A/P-A

Run Instructions:

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BANK	VENDOR	CHECK#	DATE	AMOUNT	
BA	GENERAL CHECKING ACCOUNT				
	003342 ACCENT CLEAN & SWEEP INC	119753	08/14/20	2,123.00	
	003597 ADAMS ASHBY GROUP, INC	119754	08/14/20	3,500.00	
	001219 ALHAMBRA	119755	08/14/20	65.72	
	001219 ALHAMBRA	119756	08/14/20	62.64	
	003497 ALVAREZ INDUSTRIES, INC	119757	08/14/20	781.00	
	000097 AT&T	119758	08/14/20	9.28	
	001066 BEHAVIORAL HEALTH CARE I	119759	08/14/20	118.00	
	001593 BENEDICT DDS/NANETTE	119760	08/14/20	61.00	
	003899 BIGLER CONSTRUCTION	119761	08/14/20	29,770.00	
	003170 BOGARD CONSTRUCTION INC	119762	08/14/20	265.00	
	003714 CAPITOLA/CITY OF	119763	08/14/20	7,887.06	
	000235 CIVIL CONSULTANTS GROUP	119764	08/14/20	5,055.00	
	002091 COMCAST	119765	08/14/20	323.22	
	003100 CRPOA	119766	08/14/20	480.00	
	000037 CRYSTAL SPRINGS WATER CO	119767	08/14/20	56.10	
	001896 D & G SANITATION	119768	08/14/20	1,427.45	
	003248 EARTHWORKS	119769	08/14/20	348,935.00	
	003502 FREITAS & FREITAS	119770	08/14/20	10,437.50	
	003654 GENERAL LOGISTICS SYSTEM	119771	08/14/20	26.36	
	001881 GRAINGER	119772	08/14/20	104.06	
	003706 GRANADOS/JUSTIN	119773	08/14/20	85.00	
	003944 HEBARD/TYLER	119774	08/14/20	704.00	
	003522 HOHMANN/VINCENT	119775	08/14/20	840.00	
	000078 LLOYD'S TIRE SERVICE INC	119776	08/14/20	14.77	
	003756 MICHAEL BAKER INTERNATIO	119777	08/14/20	8,125.00	
	000083 MISSION UNIFORM SERVICE	119778	08/14/20	672.54	
	000494 MONTEREY BAY AIR	119779	08/14/20	3,705.00	
	000939 NATIONAL COMTEL NETWORK	119780	08/14/20	19.25	
	001615 OLIN CORP-CHLOR ALKALI	119781	08/14/20	2,190.15	
	000101 PACIFIC GAS & ELECTRIC C	119782	08/14/20	75.61	
	000723 PIED PIPER INC./THE	119783	08/14/20	63.50	
	003786 RENN/TIMOTHY	119784	08/14/20	202.00	
	001894 S.V. WATER DISTRICT - BU	119785	08/14/20	204.60	
	000127 SANTA CRUZ SENTINEL	119786	08/14/20	901.65	
	000133 SCOTTS VALLEY SPRINKLER	119787	08/14/20	18.04	
	000805 SHAPE INC.	119788	08/14/20	5,680.03	
	003085 SHRED-IT USA	119789	08/14/20	110.52	
	001844 STERLING WATER TECHNOLOG	119790	08/14/20	1,488.00	
	003062 SUN RIDGE SYSTEMS INC	119791	08/14/20	23,971.00	
	001085 SYCAL ENGINEERING INC	119792	08/14/20	8,682.20	
	003548 TORO PETROLEUM CORP	119793	08/14/20	3,578.68	
	001141 TRIAXIAL DATA SYSTEMS	119794	08/14/20	4,025.00	
	.15704 TRISTAR POWER SOLUTIONS	119795	08/14/20	500.00	
	001366 U.S. BANCORP OFFICE	119796	08/14/20	345.17	
	001831 USA BLUE BOOK	119797	08/14/20	1,487.16	
	003924 VIRTUAL PROJECT MANAGER	119798	08/14/20	1,000.00	
	GENERAL CHECKING ACCOUNT			480,176.26	***

SCOTTS VALLEY ACCOUNTS PAYABLE
CITY OF SCOTTS VALLEY
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Check Register

BANK	VENDOR	CHECK#	DATE	AMOUNT
REPORT TOTALS:				480,176.26

RECORDS PRINTED - 000077

GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
----	-----	
001	GENERAL	68,204.63
002	RECYCLING/ENVIRONMENTAL	2,123.00
004	RECREATION	14.10
009	PARKS & REC FACILITIES	12,900.00
010	WASTEWATER OPERATIONS	26,728.06
011	TERTIARY TREATMENT PLANT	2,275.97
019	AFFORDABLE HOUSING	13,937.50
028	SENIOR CENTER	3.00
088	LIBRARY FACILITIES-MEAS "S"	265.00
112	DENTAL INS INTERNAL SERV	765.00
150	GENERAL CAPITAL IMPROVEMENTS	4,025.00
155	TRANSPORTATION FUNDS-MEAS D	348,935.00
TOTAL ALL FUNDS		480,176.26

BANK RECAP:

BANK	NAME	DISBURSEMENTS
----	-----	
BA	GENERAL CHECKING ACCOUNT	480,176.26
TOTAL ALL BANKS		480,176.26

SCOTTS VALLEY ACCOUNTS PAYABLE
08/14/2020 12:22:58 Check Register

CITY OF SCOTTS VALLEY
GL050S-V08.14 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 08142B COMMENT... 08/14/2020 A/P-B

DATA-JE-ID DATA COMMENT

W-08142020-713 08/14/2020 A/P-B

Run Instructions:

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

Check Register

BANK	VENDOR	CHECK#	DATE	AMOUNT	
BA	GENERAL CHECKING ACCOUNT				
	000705 ADVOCACY, INC	119799	08/14/20	1,639.00	
	003714 CAPITOLA/CITY OF	119800	08/14/20	7,887.06	
	003043 CSG CONSULTANTS, INC	119801	08/14/20	50,099.73	
	000072 ECOLOGY ACTION OF SC	119802	08/14/20	24,732.89	
	000191 EMPLOYMENT DEV. DEPT.	119803	08/14/20	45,585.00	
	003502 FREITAS & FREITAS	119804	08/14/20	5,812.50	
	002070 HOMELESS SERVICE CENTER	119805	08/14/20	588.00	
	000666 HOUSING AUTHORITY OF SC	119806	08/14/20	2,909.00	
	003292 KIMLEY-HORN & ASSOCIATES	119807	08/14/20	2,387.60	
	003292 KIMLEY-HORN & ASSOCIATES	119808	08/14/20	2,166.45	
	003942 M-GROUP	119809	08/14/20	2,310.00	
	001857 PHOENIX GROUP	119810	08/14/20	1,113.05	
	003572 REGIONAL GOVERNMENT SERV	119811	08/14/20	1,207.50	
	GENERAL CHECKING ACCOUNT			148,437.78	***

SCOTTS VALLEY ACCOUNTS PAYABLE
CITY OF SCOTTS VALLEY
08/14/2020 12:22:58
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BANK	VENDOR	CHECK#	DATE	AMOUNT
REPORT TOTALS:				148,437.78

RECORDS PRINTED - 000021

GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
----	-----	
001	GENERAL	113,338.34
008	TRAFFIC IMPACT MITIGATION	1,551.94
019	AFFORDABLE HOUSING	5,812.50
025	GENERAL TRUST	2,166.45
035	GREEN BUILDING FUNDING	119.38
150	GENERAL CAPITAL IMPROVEMENTS	716.28
178	CALTRANS-GET EVERYONE MOVING	24,732.89
TOTAL ALL FUNDS		148,437.78

BANK RECAP:

BANK	NAME	DISBURSEMENTS
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BA	GENERAL CHECKING ACCOUNT	148,437.78
TOTAL ALL BANKS		148,437.78

SCOTTS VALLEY ACCOUNTS PAYABLE
08/27/2020 14:44:11 Check Register

CITY OF SCOTTS VALLEY
GL050S-V08.14 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 082720 COMMENT... 08/27/2020 A/P

DATA-JE-ID DATA COMMENT

W-08272020-724 08/27/2020 A/P

Run Instructions:

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BANK	VENDOR	CHECK#	DATE	AMOUNT
BA	GENERAL CHECKING ACCOUNT			
	000182 A SIGN ASAP	119812	08/27/20	754.53
	001405 AFLAC-FLEX ONE	119813	08/27/20	1,553.26
	003149 AQUATIC BIOASSAY &	119814	08/27/20	4,330.00
	001670 AT &T	119815	08/27/20	3,905.37
	000097 AT&T	119816	08/27/20	157.91
	000565 BANK OF NEW YORK MELLON/	119817	08/27/20	5,820.00
	000614 BATTERIES + BULBS #314	119818	08/27/20	56.96
	001822 BC LABORATORIES INC.	119819	08/27/20	298.00
	001593 BENEDICT DDS/NANETTE	119820	08/27/20	603.00
	001391 BIXBY DDS/LINDY	119821	08/27/20	103.20
	001566 BUSINESS WITH PLEASURE	119822	08/27/20	494.97
	003521 CARD SERVICE CENTER	119823	08/27/20	149.98
	003521 CARD SERVICE CENTER	119824	08/27/20	5,064.30
	000773 CENTRAL COAST LANDSCAPE	119825	08/27/20	383.00
	015008 CENTRAL HOME SUPPLY	119826	08/27/20	73.83
	001051 COASTAL EVERGREEN CORP	119827	08/27/20	1,285.00
	002091 COMCAST	119828	08/27/20	167.61
	003596 COPWARE, INC	119829	08/27/20	615.00
	000037 CRYSTAL SPRINGS WATER CO	119830	08/27/20	15.50
	003043 CSG CONSULTANTS, INC	119831	08/27/20	156.25
	000389 DASSEL'S PETROLEUM INC	119832	08/27/20	3,341.31
	000231 DOCTORS ON DUTY	119833	08/27/20	384.00
	001537 DYNAMIC PRESS	119834	08/27/20	1,355.41
	.15705 ENVIRONMENTAL WATER	119835	08/27/20	443.20
	000582 FERRARA/TRACY A.	119836	08/27/20	200.00
	003706 GRANADOS/JUSTIN	119837	08/27/20	150.00
	000283 HOSE SHOP	119838	08/27/20	172.85
	001471 JACKSON DDS/ALISON K	119839	08/27/20	102.00
	003292 KIMLEY-HORN & ASSOCIATES	119840	08/27/20	1,064.00
	003292 KIMLEY-HORN & ASSOCIATES	119841	08/27/20	1,086.64
	003292 KIMLEY-HORN & ASSOCIATES	119842	08/27/20	7,955.00
	003292 KIMLEY-HORN & ASSOCIATES	119843	08/27/20	1,076.25
	000078 LLOYD'S TIRE SERVICE INC	119844	08/27/20	19.99
	000218 MID VALLEY SUPPLY	119845	08/27/20	322.41
	000967 MONTEREY BAY SYSTEMS	119846	08/27/20	222.79
	001418 MONTEREY REGIONAL	119847	08/27/20	4,428.90
	000723 PIED PIPER INC./THE	119848	08/27/20	340.00
	000463 RALEY'S	119849	08/27/20	39.89
	003927 REIN & REIN, APC	119850	08/27/20	112.50
	000572 SANTA CRUZ COUNTY INFORM	119851	08/27/20	1,335.07
	003658 SANTA CRUZ OCCUPATIONAL	119852	08/27/20	1,938.00
	000820 SANTA CRUZ/COUNTY OF	119853	08/27/20	35.00
	002018 SANTA CRUZ/COUNTY OF	119854	08/27/20	4,216.00
	000133 SCOTTS VALLEY SPRINKLER	119855	08/27/20	122.87
	003928 SOUTH BAY REGIONAL PUBLI	119856	08/27/20	395.00
	003964 SPANGLER/KATELYN	119857	08/27/20	240.00
	002053 STEPFORD	119858	08/27/20	5,240.00
	000646 UNDERGROUND SERVICE ALER	119859	08/27/20	1,658.65

Check Register

BANK	VENDOR	CHECK#	DATE	AMOUNT	
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001106	VERIZON WIRELESS	119860	08/27/20	1,290.51	
000154	WINCHESTER AUTO STORES	119861	08/27/20	78.56	
002021	ZOOM	119862	08/27/20	478.13	
	GENERAL CHECKING ACCOUNT			65,832.60	***

SCOTTS VALLEY ACCOUNTS PAYABLE
CITY OF SCOTTS VALLEY
08/27/2020 14:44:11
GL540R-V08.14 PAGE 3

Check Register

BANK	VENDOR	CHECK#	DATE	AMOUNT
REPORT TOTALS:				65,832.60

RECORDS PRINTED - 000112

GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
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001	GENERAL	32,769.94
004	RECREATION	668.47
008	TRAFFIC IMPACT MITIGATION	5,862.35
010	WASTEWATER OPERATIONS	13,621.68
011	TERTIARY TREATMENT PLANT	288.00
025	GENERAL TRUST	1,549.57
028	SENIOR CENTER	215.13
035	GREEN BUILDING FUNDING	450.95
050	PINEWOOD EST LNDSCP MAINT DT	383.00
090	SV DRIVE A REDEMPTION	2,250.00
112	DENTAL INS INTERNAL SERV	808.20
123	COMMUNITY FACILITY CENTER	43.61
150	GENERAL CAPITAL IMPROVEMENTS	6,921.70
TOTAL ALL FUNDS		65,832.60

BANK RECAP:

BANK	NAME	DISBURSEMENTS
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BA	GENERAL CHECKING ACCOUNT	65,832.60
TOTAL ALL BANKS		65,832.60

SCOTTS VALLEY ACCOUNTS PAYABLE
09/04/2020 13:41:47 Check Register

CITY OF SCOTTS VALLEY
GL050S-V08.14 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 090420 COMMENT... 09/04/2020 A/P

DATA-JE-ID DATA COMMENT

W-09042020-737 09/04/2020 A/P

Run Instructions:

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BANK	VENDOR	CHECK#	DATE	AMOUNT
BA	GENERAL CHECKING ACCOUNT			
003534	ADOBE ANIMAL HOSPITAL SO	119863	09/04/20	955.85
003923	ANDRADE/TERRA	119864	09/04/20	50.00
001009	ARD/KRISTIN	119865	09/04/20	50.00
001125	ASHFIELD/CHARLENE	119866	09/04/20	51.22
001670	AT &T	119867	09/04/20	176.52
001373	BAY TREE, LLC	119868	09/04/20	3,620.38
001822	BC LABORATORIES INC.	119869	09/04/20	480.00
001963	BELLVILLE/WAYNE	119870	09/04/20	125.89
001633	CAL-WEST LIGHTING & SIGN	119871	09/04/20	1,001.79
003714	CAPITOLA/CITY OF	119872	09/04/20	7,887.06
003887	CHEUNG/ATHENA	119873	09/04/20	50.00
002091	COMCAST	119874	09/04/20	283.83
003134	CRIME SCENE CLEANERS, INC	119875	09/04/20	70.00
002025	ENERGY SOLUTIONS PLUS LL	119876	09/04/20	2,000.00
001597	ENVIRONMENTAL INNOVATION	119877	09/04/20	2,530.00
003127	GRUNDY/LAURIE	119878	09/04/20	50.00
003944	HEBARD/TYLER	119879	09/04/20	50.00
000801	HINDERLITER, DE LLAMAS &	119880	09/04/20	645.00
003271	HOME DEPOT CREDIT SERVIC	119881	09/04/20	107.91
003097	ICMA	119882	09/04/20	1,400.00
001903	JONES/KIMARIE	119883	09/04/20	50.00
003701	JORDAN/DARYL	119884	09/04/20	662.24
001660	KING/KATI	119885	09/04/20	75.00
001372	KURATOMI DDS/REED K	119886	09/04/20	290.40
003761	LEDGER/CHASE	119887	09/04/20	50.00
001673	LINCOLN FINANCIAL GROUP	119888	09/04/20	1,137.00
000284	LOGAN & POWELL, LLP	119889	09/04/20	23,760.00
003913	LONG/AMANDA	119890	09/04/20	50.00
003403	MAR-KEN INTERNATIONAL PO	119891	09/04/20	260.00
001591	MARKELL/ROD	119892	09/04/20	1,974.00
001815	MC GRATH/TRISH	119893	09/04/20	50.00
000218	MID VALLEY SUPPLY	119894	09/04/20	1,369.89
003766	ORMONDE/ROBERT	119895	09/04/20	50.00
001787	PETRINI'S GARDENING SERV	119896	09/04/20	125.00
001876	POLITO/BRANDON	119897	09/04/20	276.46
001097	PRODESSE PROPERTY GROUP	119898	09/04/20	3,523.52
000060	RYAN C. WITTWER, DDS	119899	09/04/20	523.50
001823	SANTA CRUZ CO ENVIRONMEN	119900	09/04/20	3,356.00
001823	SANTA CRUZ CO ENVIRONMEN	119901	09/04/20	857.00
001544	SANTA CRUZ COUNTY CONFER	119902	09/04/20	18,472.81
000128	SCARBOROUGH LUMBER	119903	09/04/20	956.05
003745	SCOTTS VALLEY HOTEL LP	119904	09/04/20	12,642.72
000133	SCOTTS VALLEY SPRINKLER	119905	09/04/20	12.87
003949	SIMPSON/ERIK	119906	09/04/20	50.00
002065	SOTO/ART	119907	09/04/20	50.00
002053	STEPFORD	119908	09/04/20	1,750.00
003252	STEVENS/BRENDA	119909	09/04/20	300.00
003548	TORO PETROLEUM CORP	119910	09/04/20	5,989.69

Check Register

BANK	VENDOR	CHECK#	DATE	AMOUNT	
BA	GENERAL CHECKING ACCOUNT				
.15706	TRASHCANS UNLIMITED, LLC	119911	09/04/20	1,140.76	
000098	TROWBRIDGE ENTERPRISES	119912	09/04/20	3,562.57	
003924	VIRTUAL PROJECT MANAGER	119913	09/04/20	1,000.00	
000151	VISION SERVICE PLAN	119914	09/04/20	1,017.45	
	GENERAL CHECKING ACCOUNT			106,970.38	***

SCOTTS VALLEY ACCOUNTS PAYABLE
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09/04/2020 13:41:47
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Check Register

BANK	VENDOR	CHECK#	DATE	AMOUNT
REPORT TOTALS:				106,970.38

RECORDS PRINTED - 000112

GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
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001	GENERAL	78,167.05
002	RECYCLING/ENVIRONMENTAL	1,140.76
004	RECREATION	245.84
010	WASTEWATER OPERATIONS	16,651.21
011	TERTIARY TREATMENT PLANT	288.00
019	AFFORDABLE HOUSING	1,974.00
023	SVRDA SUCCESSOR AGENCY	7,143.90
028	SENIOR CENTER	430.23
112	DENTAL INS INTERNAL SERV	813.90
123	COMMUNITY FACILITY CENTER	115.49
TOTAL ALL FUNDS		106,970.38

BANK RECAP:

BANK	NAME	DISBURSEMENTS
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BA	GENERAL CHECKING ACCOUNT	106,970.38
TOTAL ALL BANKS		106,970.38

SCOTTS VALLEY ACCOUNTS PAYABLE
09/10/2020 13:35:36 Check Register

CITY OF SCOTTS VALLEY
GL050S-V08.14 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 091020 COMMENT... 09/10/2020 A/P

DATA-JE-ID DATA COMMENT

W-09102020-751 09/10/2020 A/P

Run Instructions:

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BANK	VENDOR	CHECK#	DATE	AMOUNT	
BA	GENERAL CHECKING ACCOUNT				
	000041 ACC BUSINESS	119915	09/10/20	1,388.45	
	002059 ALCOPRO, INC	119916	09/10/20	227.00	
	001219 ALHAMBRA	119917	09/10/20	4.99	
	000097 AT&T	119918	09/10/20	395.76	
	003746 AVENU HOLDINGS, LLC	119919	09/10/20	5,628.03	
	000018 BRINK'S AWARDS & SIGNS	119920	09/10/20	43.70	
	001566 BUSINESS WITH PLEASURE	119921	09/10/20	113.26	
	000389 DASSEL'S PETROLEUM INC	119922	09/10/20	5,164.76	
	000207 DEPARTMENT OF JUSTICE	119923	09/10/20	32.00	
	003160 DIXON & SON TIRE	119924	09/10/20	135.50	
	001362 DUNCAN AUTO TECH	119925	09/10/20	193.04	
	001257 EBRAHIMIAN DDS/MARK	119926	09/10/20	210.40	
	000202 FEDERAL EXPRESS	119927	09/10/20	303.67	
	001660 KING/KATI	119928	09/10/20	310.00	
	000078 LLOYD'S TIRE SERVICE INC	119929	09/10/20	336.51	
	003913 LONG/AMANDA	119930	09/10/20	58.42	
	000967 MONTEREY BAY SYSTEMS	119931	09/10/20	1,593.66	
	000939 NATIONAL COMTEL NETWORK	119932	09/10/20	15.92	
	003945 OESTERLE/JESSICA	119933	09/10/20	424.97	
	001615 OLIN CORP-CHLOR ALKALI	119934	09/10/20	2,219.91	
	000101 PACIFIC GAS & ELECTRIC C	119935	09/10/20	45,994.87	
	000101 PACIFIC GAS & ELECTRIC C	119936	09/10/20	56.11	
	003952 PACIFIC SANTA CRUZ VETER	119937	09/10/20	790.52	
	000134 S.V. WATER DISTRICT	119938	09/10/20	21,587.46	
	000135 SAN LORENZO VALLEY WATER	119939	09/10/20	32.06	
	000127 SANTA CRUZ SENTINEL	119940	09/10/20	733.65	
	000319 SCOTTS VALLEY CAR WASH	119941	09/10/20	469.59	
	003928 SOUTH BAY REGIONAL PUBLI	119942	09/10/20	7,160.00	
	000143 SUMMIT UNIFORMS	119943	09/10/20	438.09	
	003330 TERRELL/ELLIOTT	119944	09/10/20	368.00	
	003330 TERRELL/ELLIOTT	119945	09/10/20	141.60	
	000153 THOMSON REUTERS-WEST	119946	09/10/20	323.57	
	.15707 TSI INCORPORATED	119947	09/10/20	19,485.22	
	001366 U.S. BANCORP OFFICE	119948	09/10/20	1,269.03	
	GENERAL CHECKING ACCOUNT			117,649.72	***

SCOTTS VALLEY ACCOUNTS PAYABLE
CITY OF SCOTTS VALLEY
09/10/2020 13:35:36
GL540R-V08.14 PAGE 2

Check Register

BANK	VENDOR	CHECK#	DATE	AMOUNT
REPORT TOTALS:				117,649.72

RECORDS PRINTED - 000076

GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
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001	GENERAL	59,253.98
004	RECREATION	817.13
010	WASTEWATER OPERATIONS	48,223.45
025	GENERAL TRUST	113.26
028	SENIOR CENTER	1,002.30
050	PINEWOOD EST LNDSCP MAINT DT	42.04
077	SKYPARK MAINT ASSESS DIST	5,602.64
112	DENTAL INS INTERNAL SERV	1,144.97
123	COMMUNITY FACILITY CENTER	1,449.95
TOTAL ALL FUNDS		117,649.72

BANK RECAP:

BANK	NAME	DISBURSEMENTS
----	-----	
BA	GENERAL CHECKING ACCOUNT	117,649.72
TOTAL ALL BANKS		117,649.72

City of Scotts Valley CITY COUNCIL STAFF REPORT

DATE: September 16, 2020

TO: Honorable Mayor and City Council

FROM: Kirsten Powell, City Attorney

SUBJECT: **CONFIRMATION OF THE ORDER OF THE DIRECTOR OF CIVIL
DEFENSE AND DISASTER TO ISSUE EMERGENCY
TEMPORARY PERMITS FOR FITNESS CLASSES
IN CERTAIN CITY PARKS**

SUMMARY OF ISSUE

On March 4, 2020, the Health Officer of the County of Santa Cruz declared a local health emergency to address the worldwide pandemic, Novel Coronavirus (COVID-19). On March 18, 2020, the Scotts Valley City Council passed Resolution No. 1974, declaring a local health emergency in the City of Scotts Valley due to COVID-19. On March 16, 2020, the County Health Officer issued a Shelter in Place order restricting business and travel to only essential so as to reduce the chance for community spread of COVID-19 in the County. This resulted in significant economic losses to businesses and residents of Scotts Valley. On March 31, April 30, May 6, May 26 and June 5, the County Health Officer has issued modified orders to slowly reopen the community. Even as the economy slowly reopens, the financial impacts to businesses continue due to the safety guidelines that are imposed on businesses open to the public. The guidelines require considerable reduction of fitness business occupancy which will continue the financial instability for many fitness businesses.

Due to the Shelter in Place orders, the City also activated the Civil Defense and Disaster Council pursuant to Chapter 2.48 of the Scotts Valley Municipal Code and named the City Manager the Director of Civil Defense and Disaster. Pursuant to Chapter 2.48, the Director of Civil Defense and Disaster is empowered to make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such disaster provided such rules and regulations must be confirmed at the earliest practicable time by the City Council. Based on that authority, on July 31, 2020, in order to protect life and property during the Shelter in Place orders, the Director of Civil Defense and Disaster issued an order temporarily allowing fitness businesses to utilize certain city parks to conduct fitness classes.

Pursuant to the order, staff was directed to develop temporary standards, conditions and associated applications for the use of certain City parks for fitness classes including, but not limited to, locations for such uses, timing for such uses, consideration of impacts to adjacent uses, and compliance with all local, state and federal regulations. Staff

determined that Skypark, Siltanen and Hocus Pocus parks were appropriate for use for fitness classes; however, at this time, Skypark is unavailable due to the presence of CalFire. Once CalFire has vacated Skypark, the park will be available for use. There will be no fees for the Emergency Temporary Permits and the permits will be valid until December 31, 2020.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a “project” with the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15305 as it is a minor alteration in land use limitations.

FISCAL IMPACT

Processing these applications will be handled by the Parks and Recreation Division and require staff time for consultation, development and issuance of necessary permits. As no fee is proposed for these permits, staff time will not be offset by corresponding revenues. Otherwise, there is no impact to the General Fund.

STAFF RECOMMENDATION

It is recommended that the City Council approve Resolution No. 1985 confirming the order of the Director of Civil Defense and Disaster to issue emergency temporary permits for fitness classes in certain City parks.

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Resolution No. 1985.....	3

RESOLUTION NO. 1985

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY CONFIRMING THE ORDER OF THE DIRECTOR OF CIVIL DEFENSE AND DISASTER FINDING AN OVERRIDING PUBLIC INTEREST TO ALLOW EMERGENCY TEMPORARY PERMITS FOR FITNESS CLASSES IN CERTAIN CITY PARKS

WHEREAS, in February 2020, Santa Cruz County Public Health Services Agency acknowledged the spread of a novel Coronavirus (COVID-19) in surrounding Bay Area counties with close connections to the resident and visitor populations in the County ("County") and continued to monitor for community spread of COVID-19; and

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a state of emergency in the State of California due to the number of confirmed cases of COVID-19 in the State; and

WHEREAS, on March 4, 2020, the Health Officer of the County declared a local health emergency based on an imminent and proximate threat to public health from the introduction of COVID-19 in the County; and

WHEREAS, on March 16, 2020, the Health Officer of the County issued an order requiring all individuals living in the County to shelter at their place of residence and directing all businesses and governmental agencies to cease all non-essential operations at physical locations in the County (Shelter In Place Order); and

WHEREAS, on March 18, 2020, the Scotts Valley City approved a resolution declaring that as of March 15th, 2020, a local health emergency exists in the City of Scotts Valley ("City"); and

WHEREAS, on March 22, 2020, President Donald Trump Declared a Major Disaster in the State of California related to the COVID-19 pandemic; and

WHEREAS, the Health Officer of the County issued modified Shelter in Place Orders on April 30, 2020, May 6, 2020, and May 26, 2020; and

WHEREAS, the Shelter in Place Orders have caused significant financial losses to local businesses and unemployment for local residents; and

WHEREAS, on June 12, 2020, the State of California allowed the re-opening of particular uses, including indoor fitness classes and gyms; and

WHEREAS, on July 25, 2020, the County of Santa Cruz was placed on the State's County Monitoring List based on the fact that it failed to meet health metrics related to the transmission of COVID-19; and

WHEREAS, because the County was on the Monitoring List for more than three consecutive days, certain industries or activities which were previously allowed were no longer allowed, including, but not limited to, indoor fitness classes and gyms, which continued financial instability for many fitness businesses; and

WHEREAS, on August 28, 2020, Governor Newsom instituted a new tiered system for permitting businesses to reopen in the State; and

WHEREAS, the County is currently in the red tier which allows indoor fitness classes and gyms to only operate indoors at 10% capacity; and

WHEREAS, indoor fitness classes and gyms cannot afford to operate at only 10% capacity—or even at 25% capacity if the County moves to the orange tier in the coming weeks or months; and

WHEREAS, in order to assist local fitness businesses and provide fitness opportunities for local residents, the City desires to allow fitness businesses to utilize certain parks in the City to offer fitness classes in an expedited fashion; and

WHEREAS, parks within the City are either zoned Public/Quasi Public or Open Space; and

WHEREAS, Chapter 17.30 of the Scotts Valley Municipal Code allows fitness classes in City parks zoned Public/Quasi Public but a conditional use permit must be obtained in order to utilize the parks for this use; and

WHEREAS, obtaining a conditional use permit can be time consuming and expensive which would be detrimental to fitness businesses already suffering due to the impact of COVID-19; and

WHEREAS, Chapter 17.32 of the Scotts Valley Municipal Code does not specifically allow fitness class in City parks zoned Open Space, but it does allow general outdoor recreational uses; and

WHEREAS, temporarily allowing fitness classes in City parks zoned Open Space would be consistent with outdoor recreational uses and would not be detrimental to the public health safety and welfare; and

WHEREAS, temporarily eliminating the requirement of obtaining a conditional use permit for fitness uses or allowing fitness uses in City parks will improve the recovery from the financial impacts of the COVID-19 pandemic.

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

The order issued by the Director of Civil Defense and Disaster on July 31, 2020, a copy of which is attached hereto, is hereby confirmed and the City shall temporarily allow the use of certain parks for outdoor fitness classes through an expedited permitting process.

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 16th day of September, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

By: _____
Randy Johnson, Mayor

Attest: _____
Tracy A. Ferrara, City Clerk

ORDER NO. 05-2020 (COVID 19)

**ORDER OF THE DIRECTOR OF CIVIL DEFENSE AND DISASTER OF THE
CITY OF SCOTTS VALLEY FINDING AN OVERRIDING PUBLIC INTEREST
TO ALLOW EMERGENCY TEMPORARY PERMITS
FOR FITNESS CLASSES IN CERTAIN CITY PARKS**

WHEREAS, in February 2020, Santa Cruz County Public Health Services Agency acknowledged the spread of a novel Coronavirus (COVID-19) in surrounding Bay Area counties with close connections to the resident and visitor populations in the County ("County") and continued to monitor for community spread of COVID-19; and

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a state of emergency in the State of California due to the number of confirmed cases of COVID-19 in the State; and

WHEREAS, on March 4, 2020, the Health Officer of the County declared a local health emergency based on an imminent and proximate threat to public health from the introduction of COVID-19 in the County; and

WHEREAS, on March 16, 2020, the Health Officer of the County issued an order requiring all individuals living in the County to shelter at their place of residence and directing all businesses and governmental agencies to cease all non-essential operations at physical locations in the County (Shelter In Place Order); and

WHEREAS, on March 18, 2020, the Scotts Valley City approved a resolution declaring that as of March 15th, 2020, a local health emergency exists in the City of Scotts Valley ("City"); and

WHEREAS, on March 22, 2020, President Donald Trump Declared a Major Disaster in the State of California related to the COVID-19 pandemic; and

WHEREAS, the Health Officer of the County issued modified Shelter in Place Orders on April 30, 2020, May 6, 2020, and May 26, 2020; and

WHEREAS, the Shelter in Place Orders have caused significant financial losses to local businesses and unemployment for local residents; and

WHEREAS, on June 12, 2020, the State of California allowed the re-opening of particular uses, including indoor fitness classes and gyms; and

WHEREAS, on July 25, 2020, the County of Santa Cruz was placed on the State's County Monitoring List based on the fact that it failed to meet health metrics related to the transmission of COVID-19; and

WHEREAS, now that the County has been on the Monitoring List for more than three consecutive days, certain industries or activities which were previously allowed are no longer allowed, including, but not limited to, indoor fitness classes and gyms, which will continue financial instability for many fitness businesses; and

WHEREAS, in order to assist local fitness businesses and provide fitness opportunities for local residents, the City desires to allow fitness businesses to utilize certain parks in the City to offer fitness classes in an expedited fashion; and

WHEREAS, parks within the City are either zoned Public/Quasi Public or Open Space; and

WHEREAS, Chapter 17.30 of the Scotts Valley Municipal Code allows fitness classes in City parks zoned Public/Quasi Public but a conditional use permit must be obtained in order to utilize the parks for this use; and

WHEREAS, obtaining a conditional use permit can be time consuming and expensive which would be detrimental to fitness businesses already suffering due to the impact of COVID-19; and

WHEREAS, Chapter 17.32 of the Scotts Valley Municipal Code does not specifically allow fitness class in City parks zoned Open Space, but it does allow general outdoor recreational uses; and

WHEREAS, temporarily allowing fitness classes in City parks zoned Open Space would be consistent with outdoor recreational uses and would not be detrimental to the public health safety and welfare; and

WHEREAS, temporarily eliminating the requirement of obtaining a conditional use permit for fitness uses or allowing fitness uses in City parks will improve the recovery from the financial impacts of the COVID-19 pandemic.

NOW, THEREFORE, BE IT ORDERED by the Director of Civil Defense and Disaster of the City of Scotts Valley as follows:

It has been determined that an overriding public interest exists to justify fitness businesses temporarily utilizing City parks for fitness classes without obtaining a conditional use permit.

BE IT FURTHER ORDERED that the staff is hereby directed to do as follows:

1. Develop temporary standards, conditions and associated applications for the use of certain City parks for fitness classes including, but not limited to, locations for such uses, timing for such uses, consideration of impacts to adjacent uses, and compliance with all local, state and federal regulations;
2. Issue Emergency Temporary Permits to fitness businesses to utilize City parks for fitness classes with appropriate feasible conditions, administer and amend the permit as necessary, and to do and perform everything necessary to carry out the purpose of this Order; and
3. Not collect any fees for such Emergency Temporary Permits.

Such permits shall be valid until December 31, 2020.

The Order shall be confirmed by the City Council at the earliest practicable time.

The above and foregoing Order is hereby adopted this 31st day of July, 2020.

DocuSigned by:

D20DD1D2726141E...

Tina Friend, Director of Civil Defense
and Disaster Council

City of Scotts Valley CITY COUNCIL STAFF REPORT

DATE: September 16, 2020

TO: Honorable Mayor and City Council

FROM: Kirsten Powell, City Attorney

SUBJECT: **CONFIRMATION OF THE ORDER OF THE DIRECTOR OF CIVIL DEFENSE AND DISASTER AUTHORIZING A PROCESS FOR USE PERMITS FOR BUSINESSES AFFECTED BY THE SHELTER IN PLACE ORDERS**

SUMMARY OF ISSUE

On March 4, 2020, the Health Officer of the County of Santa Cruz declared a local health emergency to address the worldwide pandemic, Novel Coronavirus (COVID-19). On March 18, 2020, the Scotts Valley City Council passed Resolution No. 1974, declaring a local health emergency in the City of Scotts Valley due to COVID-19. On March 16, 2020, the County Health Officer issued a Shelter in Place order restricting business and travel to only essential so as to reduce the chance for community spread of COVID-19 in the County. This resulted in significant economic losses to businesses and residents of Scotts Valley. On March 31, April 30, May 6, May 26 and June 5, the County Health Officer has issued modified orders to slowly reopen the community. Even as the economy slowly reopens, the financial impacts to businesses continue due to the safety guidelines that are imposed on businesses open to the public. The guidelines require considerable reduction of business occupancy which will continue the financial instability for many fitness businesses.

Due to the Shelter in Place orders, the City also activated the Civil Defense and Disaster Council pursuant to Chapter 2.48 of the Scotts Valley Municipal Code and named the City Manager the Director of Civil Defense and Disaster. Pursuant to Chapter 2.48, the Director of Civil Defense and Disaster is empowered to make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such disaster provided such rules and regulations must be confirmed at the earliest practicable time by the City Council. Based on that authority, on September 2, 2020, in order to protect life and property during the Shelter in Place orders and assist local businesses, the Director of Civil Defense and Disaster issued an order temporarily authorizing an administrative process to consider use permits for businesses affected by the Shelter in Place orders. Typically, use permits are considered by the Planning Commission; however, this process extends the time period for consideration of applications which will negatively impact businesses that are already struggling financially. This resolution will enable the Community Development Director to consider

use permit application, still utilizing our standards of review but in a much more expeditious way. In addition, there will be no application fees for the use permits. All use permits will be valid through December 31, 2020.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a “project” with the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15305 as it is a minor alteration in land use limitations.

FISCAL IMPACT

Processing these applications will be handled by the Community Development Department and require staff time for consultation, development and issuance of necessary permits. As no fee is proposed for these permits, staff time will not be offset by corresponding revenues. Otherwise, there is no impact to the General Fund.

STAFF RECOMMENDATION

It is recommended that the City Council approve Resolution No. 1986 confirming the order of the Director of Civil Defense and Disaster authorizing a process for use permits for businesses affected by Shelter In Place Orders.

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RESOLUTION NO. 1986

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY CONFIRMING THE ORDER OF THE DIRECTOR OF CIVIL DEFENSE AND DISASTER FINDING AN OVERRIDING PUBLIC INTEREST TO ALLOW THE COMMUNITY DEVELOPMENT DIRECTOR TO ISSUE EMERGENCY TEMPORARY USE PERMITS TO ENABLE BUSINESSES AFFECTED BY COVID-19 TO OPERATE OUTDOORS

WHEREAS, in February 2020, Santa Cruz County Public Health Services Agency acknowledged the spread of a novel Coronavirus (COVID-19) in surrounding Bay Area counties with close connections to the resident and visitor populations in the County ("County") and continued to monitor for community spread of COVID-19; and

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a state of emergency in the State of California due to the number of confirmed cases of COVID-19 in the State; and

WHEREAS, on March 4, 2020, the Health Officer of the County declared a local health emergency based on an imminent and proximate threat to public health from the introduction of COVID-19 in the County; and

WHEREAS, on March 16, 2020, the Health Officer of the County issued an order requiring all individuals living in the County to shelter at their place of residence and directing all businesses and governmental agencies to cease all non-essential operations at physical locations in the County (Shelter In Place Order); and

WHEREAS, on March 18, 2020, the Scotts Valley City Council passed a resolution declaring that as of March 15th, 2020, a local health emergency exists in the City of Scotts Valley ("City"); and

WHEREAS, on March 22, 2020, President Donald Trump Declared a Major Disaster in the State of California related to the COVID-19 pandemic; and

WHEREAS, the Health Officer of the County issued modified Shelter in Place Orders on April 30, 2020, May 6, 2020, and May 26, 2020; and

WHEREAS, the Shelter in Place Orders have caused significant financial losses to local businesses and unemployment for local residents; and

WHEREAS, in order to assist local businesses during this difficult time, the City desires to adopt expedited processes to enable businesses to operate outdoors and in compliance with the Shelter in Place Orders; and

WHEREAS, the Scotts Valley Municipal Code (“SVMC”) establishes particular uses that are conditionally allowed in the various zoning districts throughout the City provided the user obtains a use permit subject to SVMC Section 17.50.020; and

WHEREAS, use permits are required to be considered by the City’s Planning Commission and potentially the City Council; and

WHEREAS, following such process would impose an unreasonable delay on businesses that are significantly impacted by the Shelter in Place Orders further compounding the financial losses to such businesses; and

WHEREAS, authorizing the Community Development Director to consider and approve use permits for those businesses in accordance with SVMC Section 17.50.020 would expedite the process thereby improving the recovery from the financial impacts of the COVID-19 pandemic; and

WHEREAS, on September 2, 2020, the Director of Civil Defense and Disaster issued an order authorizing an administrative process for use permits to enable existing businesses subject to the Shelter in Place Orders to operate businesses outdoors in compliance with the Shelter in Place Orders.

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

The order issued by the Director of Civil Defense and Disaster on September 2, 2020, a copy of which is attached hereto, is hereby confirmed and the City shall temporarily utilize an administrative process for use permits to enable existing businesses subject to the Shelter in Place Orders to operate businesses outdoors in compliance with the Shelter in Place Orders.

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 16th day of September, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

By: _____
Randy Johnson, Mayor

Attest: _____
Tracy A. Ferrara, City Clerk

ORDER NO. 06-2020 (COVID 19)

**RESOLUTION FINDING AN OVERRIDING PUBLIC INTEREST
TO ALLOW THE COMMUNITY DEVELOPMENT DIRECTOR TO ISSUE
EMERGENCY TEMPORARY USE PERMITS TO ENABLE BUSINESSES
EFFECTED BY COVID-19 TO OPERATE OUTDOORS**

WHEREAS, in February 2020, Santa Cruz County Public Health Services Agency acknowledged the spread of a novel Coronavirus (COVID-19) in surrounding Bay Area counties with close connections to the resident and visitor populations in the County (“County”) and continued to monitor for community spread of COVID-19; and

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a state of emergency in the State of California due to the number of confirmed cases of COVID-19 in the State; and

WHEREAS, on March 4, 2020, the Health Officer of the County declared a local health emergency based on an imminent and proximate threat to public health from the introduction of COVID-19 in the County; and

WHEREAS, on March 16, 2020, the Health Officer of the County issued an order requiring all individuals living in the County to shelter at their place of residence and directing all businesses and governmental agencies to cease all non-essential operations at physical locations in the County (Shelter In Place Order); and

WHEREAS, on March 18, 2020, the Scotts Valley City Council passed a resolution declaring that as of March 15th, 2020, a local health emergency exists in the City of Scotts Valley (“City”); and

WHEREAS, on March 22, 2020, President Donald Trump Declared a Major Disaster in the State of California related to the COVID-19 pandemic; and

WHEREAS, the Health Officer of the County issued modified Shelter in Place Orders on April 30, 2020, May 6, 2020, and May 26, 2020; and

WHEREAS, the Shelter in Place Orders have caused significant financial losses to local businesses and unemployment for local residents; and

WHEREAS, in order to assist local businesses during this difficult time, the City desires to adopt expedited processes to enable businesses to operate outdoors and in compliance with the Shelter in Place Orders; and

WHEREAS, the Scotts Valley Municipal Code (“SVMC”) establishes particular uses that are conditionally allowed in the various zoning districts throughout the City provided the user obtains a use permit subject to SVMC Section 17.50.020; and

WHEREAS, use permits are required to be considered by the City's Planning Commission and potentially the City Council; and

WHEREAS, following such process would impose an unreasonable delay on businesses that are significantly impacted by the Shelter in Place Orders further compounding the financial losses to such businesses; and

WHEREAS, authorizing the Community Development Director to consider and approve use permits for those businesses in accordance with SVMC Section 17.50.020 would expedite the process thereby improving the recovery from the financial impacts of the COVID-19 pandemic.

NOW, THEREFORE, BE IT ORDERED by the Director of Civil Defense and Disaster of the City of Scotts Valley as follows:

It has been determined that an overriding public interest exists to justify considering use permit requests at an administrative level to allow expedited processing of use permits to enable existing businesses subject to the Shelter in Place Orders to operate businesses outdoors in compliance with the Shelter in Place Orders.

BE IT FURTHER ORDERED that the Community Development Department staff is hereby directed to do as follows:

1. All Use Permit or Use Permit Amendment Applications shall be processed in accordance with Section 17.50.020 of the Scotts Valley Municipal Code; however, for those businesses selecting to operate outdoors in order to comply with the Shelter in Place Orders, the permits shall be considered by the Community Development Director and not the Planning Commission. The decision of the Community Development Director can be appealed directly to the City Council. The decision of the City Council shall be final.
2. The City shall not collect any fees for such Administrative Use Permits or Administrative Use Permit Amendments.
3. Such Administrative Use Permits or Administrative Use Permit Amendments shall be valid until December 31, 2020.

The Order shall be confirmed by the City Council at the earliest practicable time.

The above and foregoing Order is hereby adopted this 2nd day of September, 2020.

DocuSigned by:

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Tina Friend, Director of Civil Defense and
Disaster Council

City of Scotts Valley CITY COUNCIL STAFF REPORT

DATE: September 16, 2020

TO: Honorable Mayor and City Council

FROM: Daryl Jordan, Public Works Director/City Engineer

APPROVED: Tina Friend, City Manager

**SUBJECT: MAINTENANCE AGREEMENT FOR PRIVATE STORMWATER
MANAGEMENT FACILITY AT 22 BLAKE LANE, APN 022-902-16**

SUMMARY OF ISSUE

Post-construction stormwater management requirements for development projects in the Central Coast Region require the permittee (City) to require operation and maintenance (O&M) plans that clearly establish responsibility for all structural water quality treatment, runoff retention, and/or peak management controls on private and public regulated projects. The permittee must also maintain a tracking database to monitor the long-term performance and maintenance of related structural storm control measures.

The Blake Lane development is considered a Tier 2 Regulated Project, which requires the property owner to have an ongoing O&M agreement with the City. The attached agreement complies with the Regional Water Quality Control Board requirements for storm control measures and will be recorded at the Santa Cruz County Recorder's Office.

FISCAL IMPACT

There is no fiscal impact to the General Fund. Approximately \$358 will be collected each year and will increase with the yearly CPI to cover City's cost of inspection, oversight, and reporting requirements to the Regional Water Quality Control Board.

STAFF RECOMMENDATION

It is recommended that Council approve the Operation & Maintenance Agreement for a private stormwater management facility at 22 Blake Lane, APN 022-902-16, Scotts Valley.

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NO RECORDING FEE PER GOV. CODE SEC. 2783

Recorded at Request of

& When Recorded, Return to:

City of Scotts Valley

Public Work Department

One Civic Center Drive, Scotts Valley 95066

(Space above this line for Recorder's use)

**City of Scotts Valley
Storm Water
Maintenance Agreement Regarding Maintenance of
Structural or Treatment Control
Best Management Practices (BMPs)**

For Address: APN No. 022-902-16

I, Maria Jensen, being the owner of the real property, APN No. 022-902-16, which is located at 22 Blake Lane, Scotts Valley, California, consents and agrees to inspect and maintain any and all structural or treatment control Best Management Practices (BMPs) as outlined in the approved project Storm Water Operation and Maintenance Plan on the subject property dated: April 2, 2019. The structural or treatment control BMPs on the subject property include(s): Grasslined bioswales, drain inlets, and bio-retention facilities.

I agree to send a letter that provides proof of inspection and maintenance to the City of Scotts Valley Department of Public Works prior to October 15 of each year. Proof of inspection and maintenance shall include a log of inspection and maintenance dates for the past year, and receipts if conducted by a hired service. The log should also indicate any significant observations or repairs made. ***The proof of inspection and maintenance should be sent to: Storm Water Maintenance, Department of Public Works, City of Scotts Valley, 701 Lundy Lane, Scotts Valley, CA 95066.***

You are required herein to pay an annual service charge of \$358.00 to cover the City's cost of inspection, oversight, and reporting requirements to the Regional Water Quality Control Board. The annual service charge is subject to change based on annual inflation adjustments.

As part of this agreement you agree to allow City staff to enter the subject property to inspect the stormwater facility. In the event that you fail to provide satisfactory inspection and maintenance reporting by October 15th and/or the stormwater facility on the subject property is not functioning satisfactorily, you will be charged for re-inspection.

In the event that the property is sold, transferred, or leased, the obligations hereby imposed on the property owner shall be assumed by subsequent property owners and lessees. To this end, property owner, in any deed transferring an ownership interest in the property or in any lease agreement for the property, shall include a term by which the subsequent property owner or lessee acknowledges his or her understanding of the obligations imposed by this agreement and expressly agrees to accept the assume responsibility for complying with all said obligations imposed by this agreement.

In addition, I will provide printed information to the new property owner or lessee regarding proper BMP inspection and maintenance frequency and methods. The information shall accompany the first deed transfer. This information shall include the following:

1. a description of any and all storm water structural or treatment control BMPs;
2. a map of the property indicating the BMP locations; and
3. a description of how inspections and necessary maintenance can be performed.

The transfer of this information shall also be required with any subsequent sale of property.

Failure to comply with the provisions of the Maintenance Agreement may result in enforcement actions including assessment of civil penalties as allowed by the City's Municipal Code, Chapter 12.14.060 Storm Water Conveyance Systems.

I have read the above agreement and understand it.

This agreement shall be binding on and shall inure to the benefit of the heirs, executors, administrators, and assigns of owner.

Owner name: Maria Jensen
Owner signature: Maria Jensen
Owners address: 8 Marten Way Palo Alto 94303
Phone: 612-669-0732
Email: maria@jensen.org

City of Scotts Valley

Tina Friend, City Manager

Signature: _____

(Note: All signatures on this form must be notarized.)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

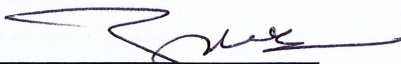
State of CA

County of SANTA CLARA

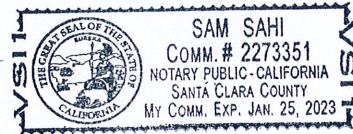
On the AUG 12, 2020 before me, SAM SAHI a Notary Public, personally appeared MARIA JENSON, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: 

Name: SAM SAHI
(Typed or Printed)



(Seal)

City of Scotts Valley
CITY COUNCIL STAFF REPORT

DATE: September 16, 2020

TO: Honorable Mayor and City Council

FROM: Tina Friend, City Manager

SUBJECT: **RESOLUTION AMENDING CITY CLERK / ADMINISTRATIVE
MANAGER JOB CLASSIFICATION**

SUMMARY OF ISSUE

In anticipation of the retirement of the incumbent City Clerk/Administrative Manager, City staff are preparing a recruitment plan to include the job posting and marketing, interview process, hiring timeline and training of the new employee. In the course of this planning, the City Manager reviewed the existing City Clerk/Administrative Manager job class specification and identified modest modifications to better reflect contemporary conditions and scope of this position.

The attached redline shows the recommended changes to the job class specification. City Council approval is required for these changes.

FISCAL IMPACT

There is no fiscal impact associated with this action.

STAFF RECOMMENDATION

It is recommended that the City Council adopt Resolution No. 1955.1 amending the City Clerk/Administrative Manager Job Class Specification.

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RESOLUTION NO. 1955.1

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY
AMENDING THE CITY CLERK/ADMINISTRATIVE MANAGER
CLASS SPECIFICATION**

WHEREAS, the City Clerk/Administrative Manager class specification in the City of Scotts Valley personnel complement was reviewed for alignment with contemporary conditions and appropriate scope of responsibilities; and

WHEREAS, as a result of this review, minor amendments are recommended to the City Clerk/Administrative Manager class specification, as attached; and

WHEREAS, City Council approval is needed to amend the class specification.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the City Council of the City of Scotts Valley that the class specification for City Clerk/Administrative Manager is hereby amended, as attached.

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 16th day of September, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved: _____
Randy Johnson, 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 the 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.
- Manages the production of City Council meetings including ~~Oversees~~ video, digital and audio broadcast and recordings ~~of all City Council meetings~~.
- Coordinates with cable casting vendor(s) to ensure meetings are broadcast and re-Broadcast on television 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/[Finance](#) 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 administrative 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: _____

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

DATE: September 16, 2020
TO: Honorable Mayor and City Council
FROM: Tina Friend, City Manager
SUBJECT: 2019-2020 GRAND JURY REQUIRED RESPONSES

SUMMARY OF ISSUE

Annually, the Santa Cruz County Civil Grand Jury (Grand Jury) releases reports on varying countywide governmental functions and issues findings and recommendations. This year, the Grand Jury released 10 reports, which can be accessed on the County of Santa Cruz website (<https://www.co.santa-cruz.ca.us/Departments/GrandJury/2019-2020GrandJuryReportsandResponses.aspx>).

The Grand Jury requires responses from the Scotts Valley City Council for four reports:

1. The Tangled Web: Oh, What a Managed Web We Weave . . .
2. Managers of Risk or Victims of Risk: Rocked by the Shocks
3. Homelessness: Big Problem, Little Progress: It's Time to Think Outside The Box
4. Ready? Aim? Fire! Santa Cruz County on the Hot Seat

City of Scotts Valley staff reviewed the findings and recommendations of each report and prepared the attached responses. The City Council will review, modify as appropriate and authorize the submittal of the response packets to the Grand Jury.

FISCAL IMPACT

There is no fiscal impact.

STAFF RECOMMENDATION

The City Council is recommended to authorize submittal of the four 2019-2020 Grand Jury response packets, as presented or edited.

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**The 2019–2020 Santa Cruz County Civil Grand Jury
Requires that the**

Scotts Valley City Council

**Respond to the Findings and Recommendations
Specified in the Report Titled**

The Tangled Web

Oh, What a Mangled Web We Weave...

by September 14, 2020

When the response is complete, please

1. Email the completed Response Packet as a file attachment to
grandjury@scgrandjury.org, and
2. Print and send a hard copy of the completed Response Packet to

The Honorable Judge John Gallagher
Santa Cruz Courthouse
701 Ocean St.
Santa Cruz, CA 95060

Instructions for Respondents

California law PC §933.05 (included [below](#)) requires the respondent to a Grand Jury report to comment on each finding and recommendation within a report. Explanations for disagreements and timeframes for further implementation or analysis must be provided. Please follow the format below when preparing the responses.

Response Format

1. For the Findings included in this Response Packet, select one of the following responses and provide the required additional information:
 - a. **AGREE** with the Finding, or
 - b. **PARTIALLY DISAGREE** with the Finding and specify the portion of the Finding that is disputed and include an explanation of the reasons therefor, or
 - c. **DISAGREE** with the Finding and provide an explanation of the reasons therefor.
2. For the Recommendations included in this Response Packet, select one of the following actions and provide the required additional information:
 - a. **HAS BEEN IMPLEMENTED**, with a summary regarding the implemented action, or
 - b. **HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE**, with a timeframe or expected date for implementation, or
 - c. **REQUIRES FURTHER ANALYSIS**, with an explanation and the scope and parameters of an analysis or study, and a timeframe for that analysis or study; this timeframe shall not exceed six months from the date of publication of the grand jury report, or
 - d. **WILL NOT BE IMPLEMENTED** because it is not warranted or is not reasonable, with an explanation therefor.

Validation

Date of governing body's response approval: September 16, 2020 (Due to the emergency situation caused by CZU August Lightning Complex Fire, the resultant evacuation of the City of Scotts Valley and repopulation about a week later, and the attendant urgent matters arising from a declared Local Emergency, approval of this response packet did not occur prior to September 16, 2020 as was planned. However, the response packet is tendered on September 14, 2020 and confirmation of City Council approval will follow on September 16, 2020.

If you have questions about this response form, please contact the Grand Jury by calling 831-454-2099 or by sending an email to grandjury@scgrandjury.org.

Findings

- F1.** County and City website information is sometimes missing, out-of-date, and inaccurate; links may be broken. Thus, many city and county departments aren't updating their websites often enough to keep citizens informed.

☐ **AGREE**

☒ **PARTIALLY DISAGREE** – explain the disputed portion

☐ **DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

The City of Scotts Valley posts all City Council, Committee and Commission agendas on the City website's Agenda Center. Some commissions/committees meet only as needed and a committee's last meeting may have been a year or more in the past. Thus, even though agendas and minutes from 2019 or earlier appear in the Agenda Center, the content is current. Similarly, the City maintains various plans and documents on its website and although they may be dated years in the past, the posted documents are still the most current. The City updates its website content regularly.

F2. County and City administrations lack a process to review content accuracy and currency and thereby assure timely correction and revision of content.

☐ **AGREE**

☒ **PARTIALLY DISAGREE** – explain the disputed portion

☐ **DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

The City of Scotts Valley does not have the resources for a dedicated webmaster and staff manages the website on a departmental level. City staff reviews and updates City webpages on regular, although not regimented, schedule.

F3. County and City goals for website redesign or quality improvement are not sufficiently “SMART”: Specific + Measurable + Attainable + Relevant + Time-Bound.

☐ **AGREE**

☒ **PARTIALLY DISAGREE** – explain the disputed portion

☐ **DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

The City of Scotts Valley implemented a major upgrade to its website in May 2018, moving from an antiquated website to the current, highly functional and easy-to-navigate site. The City of Scotts Valley has not adopted the formal goal paradigm of Specific + Measurable + Attainable + Relevant + Time-Bound. However, the City maintains the goal, as an operational prerequisite, to provide current, timely and useful information to the public.

F5. County and City website content providers do not provide an explanation in content for incorrect or out-of-date information, even though they appear to know the reasons.

☐ **AGREE**

☐ **PARTIALLY DISAGREE** – explain the disputed portion

☒ **DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

When the City of Scotts Valley identifies outdated or inaccurate information on its website, it is rectified as soon as is practically feasible. We view our website as an important communication and engagement tool with the community and do not allow erroneous information to persist on our website.

Recommendations

R1. The County Administrative Officer and the City Managers should establish a formal process by December 31, 2020 for their departments to validate and verify the accuracy and currency of website information. (F1, F2, F5)

☐ **HAS BEEN IMPLEMENTED** – summarize what has been done

☐ **HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe

☒ **REQUIRES FURTHER ANALYSIS** – explain scope and timeframe
(not to exceed six months)

☐ **WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

The City of Scotts Valley routinely updates information and maintains current agendas and notices. The City Manager will confer with the City's management team in the fourth quarter of 2020 to identify what problems may exist with our website content processes and how any problems can be most efficiently addressed.

R2. The County Administrative Officer and the City Managers should establish a protocol to be exercised quarterly, beginning January 2021, which requires department heads to confirm via documentation (initial a spreadsheet, for example) that they have verified the accuracy of their department's web information (F1, F2, F3)

- ☐ **HAS BEEN IMPLEMENTED** – summarize what has been done
- ☐ **HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- ☐ **REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- ☒ **WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

The City's website is not an expansive repository of documents and there does not appear to be a large-scale problem with stale or outdated information that would merit the creation and implementation of an extensive new protocol of monitoring, tracking and reporting. The City is unable to commit its extremely limited staffing to such a process at this time and will continue to regularly review and update the City website as appropriate.

R3. The County Administrative Officer and the City Managers should establish 'SMART' goals for website quality assurance and manage these goals beginning in 2021. (F3, F4, F5)

- ☐ **HAS BEEN IMPLEMENTED** – summarize what has been done
- ☐ **HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- ☒ **REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- ☐ **WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

When the City embarks upon its 2021-21 Strategic Plan development in the Spring of 2021, it could include a discussion of the SMART goals paradigm and whether or not to include a communications goals, which could encompass the City's website. As stated above, with the City's extremely low staffing, the City has to take great care to focus its resources on the greatest community benefit and at the appropriate scale for the challenge at hand.

Penal Code §933.05

1. For Purposes of subdivision (b) of §933, as to each Grand Jury finding, the responding person or entity shall indicate one of the following:
 - a. the respondent agrees with the finding,
 - b. the respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefor.
2. For purpose of subdivision (b) of §933, as to each Grand Jury recommendation, the responding person shall report one of the following actions:
 - a. the recommendation has been implemented, with a summary regarding the implemented action,
 - b. the recommendation has not yet been implemented but will be implemented in the future, with a timeframe for implementation,
 - c. the recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of the publication of the Grand Jury report, or
 - d. the recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefor.
3. However, if a finding or recommendation of the Grand Jury addresses budgetary or personnel matters of a County department headed by an elected officer, both the department head and the Board of Supervisors shall respond if requested by the Grand Jury, but the response of the Board of Supervisors shall address only those budgetary or personnel matters over which it has some decision-making authority. The response of the elected department head shall address all aspects of the findings or recommendations affecting his or her department.
4. A Grand Jury may request a subject person or entity to come before the Grand Jury for the purpose of reading and discussing the findings of the Grand Jury report that relates to that person or entity in order to verify the accuracy of the findings prior to their release.
5. During an investigation, the Grand Jury shall meet with the subject of that investigation regarding that investigation unless the court, either on its own determination or upon request of the foreperson of the Grand Jury, determines that such a meeting would be detrimental.
6. A Grand Jury shall provide to the affected agency a copy of the portion of the Grand Jury report relating to that person or entity two working days prior to its public release and after the approval of the presiding judge. **No officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to the public release of the final report.**



**The 2019–2020 Santa Cruz County Civil Grand Jury
Requires that the
City Council of Scotts Valley
Respond to the Findings and Recommendations
Specified in the Report Titled
Managers of Risk or Victims of Risk –
Rocked by the Shocks
by September 17, 2020**

When the response is complete, please

1. Email the completed Response Packet as a file attachment to grandjury@scgrandjury.org, and
2. Print and send a hard copy of the completed Response Packet to

The Honorable Judge John Gallagher
Santa Cruz Courthouse
701 Ocean St.
Santa Cruz, CA 95060

Instructions for Respondents

California law PC §933.05 (included [below](#)) requires the respondent to a Grand Jury report to comment on each finding and recommendation within a report. Explanations for disagreements and timeframes for further implementation or analysis must be provided. Please follow the format below when preparing the responses.

Response Format

1. For the Findings included in this Response Packet, select one of the following responses and provide the required additional information:
 - a. **AGREE** with the Finding, or
 - b. **PARTIALLY DISAGREE** with the Finding and specify the portion of the Finding that is disputed and include an explanation of the reasons therefor, or
 - c. **DISAGREE** with the Finding and provide an explanation of the reasons therefor.
2. For the Recommendations included in this Response Packet, select one of the following actions and provide the required additional information:
 - a. **HAS BEEN IMPLEMENTED**, with a summary regarding the implemented action, or
 - b. **HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE**, with a timeframe or expected date for implementation, or
 - c. **REQUIRES FURTHER ANALYSIS**, with an explanation and the scope and parameters of an analysis or study, and a timeframe for that analysis or study; this timeframe shall not exceed six months from the date of publication of the grand jury report, or
 - d. **WILL NOT BE IMPLEMENTED** because it is not warranted or is not reasonable, with an explanation therefor.

Validation

Date of governing body's response approval: September 16, 2020

If you have questions about this response form, please contact the Grand Jury by calling 831-454-2099 or by sending an email to grandjury@scgrandjury.org.

Findings

F1. RISK ASSESSMENT: As the Auditor's Office is an authoritative source of studies and assessments for the State Legislature, we find that the risk assessment methodology used by the Auditor's Office is a valid and valuable approach to assessing financial risk for all SCC city jurisdictions and communicating that risk to stakeholders.

☐ **AGREE**

☒ **PARTIALLY DISAGREE** – explain the disputed portion

☐ **DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

The City of Scotts Valley agrees that the assessment methodology used by the Auditor's Office (AO) is a valid and valuable assessment tool in assessing financial risk, and can be used to effectively communicate financial risk to decision makers, stakeholders and the community. However, it should not be considered authoritative in that there are several other tools that have been developed by the Government Finance Officers Association, the League of California Cities, and others that can also be used as a valuable assessment of inherent financial risk of a city like ours. The Auditor's Office methodology places a heavy reliance on pension obligations. While this may be an important risk to consider, likewise risks associated with revenues, infrastructure, other post employment benefit obligations, and operational costs such as maintaining competitive salaries in an area that competes heavily for talent in Silicon Valley but without the financial resources to effectively compete, are just as much if not a higher risk to our community.

F2. RISK ASSESSMENT: All SCC Cities did not fully consider the calculated high risk indicators from the Auditor's Office and their potential impacts on city operations, services, and capital assets/infrastructure.

☐ **AGREE**

☐ **PARTIALLY DISAGREE** – explain the disputed portion

☒ **DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

The City of Scotts Valley developed a fiscal sustainability plan in 2017 that identified a fiscal gap that the City's General Fund was going to experience without corrective action. The impacts on operations, services and capital assets/infrastructure have been at the forefront of the collective minds and efforts of the City Council, senior management team, and operations staff. The City addressed the risks associated with several key financial indicators included in the AO's methodology: 3) General Fund reserves; 4) revenue trends; 5) pension obligations; 6) pension funding; 7) pension costs; 8) future pension costs; and, 9) OPEB obligations. Each of these were incorporated into the financial model/forecast that the City used to determine future fiscal impact. The result was a keen understanding of the impacts to funding core General Fund operations, including potential reductions in police, parks, recreation, public works and city administration. The potential reduction in funding City streets and parks infrastructure improvements was indicated as potential outcomes of not addressing the fiscal gap.

To say that we did not consider those risks is inaccurate and demonstrates a lack of understanding of the importance of the City's fiscal sustainability plan in addressing the financial risks faced by the City.

F3. RISK ASSESSMENT: The state of risk determined for all SCC Cities by the Auditor's Office in 2017 remained largely unchanged through 2019.

☒ **AGREE**

☐ **PARTIALLY DISAGREE** – explain the disputed portion

☐ **DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

F4. RISK ASSESSMENT: Pension costs contribute a higher level of financial risk to all SCC Cities than is accounted for by city documents.

☐ **AGREE**

☐ **PARTIALLY DISAGREE** – explain the disputed portion

☒ **DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

The City's pension costs have been fully discussed and disclosed in all of its key financial documents, including:

1. Annual Budget for FY 2017-18, 2018-19, 2019-20 and 2020-21
2. Five Year Forecast included within each of the Annual Budget documents indicated above
3. Comprehensive Annual Financial Reports (CAFR) for FY 2017-18, and 2018-19 2019-20 (FY 2020-21 CAFR has not yet issued).

In addition, and as a direct result of the COVID-19 pandemic, the City contracted with a consultant to develop an updated recessionary fiscal model that was presented to the City Council in May 2020. This fiscal model included an analysis of pension cost risks associated with potential market losses by CalPERS and the long-term potential decline in the discount rate and the impacts that those would have on the City's General Fund in future years.

F5. RISK ASSESSMENT: Financial Risk Indicators alone are not adequate to effectively understand the risks facing all SCC Cities.

☒ **AGREE**

☐ **PARTIALLY DISAGREE** – explain the disputed portion

☐ **DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

F6. RISK ASSESSMENT: All SCC Cities do not fully identify, assess, track, and report key risk indicators that reflect the state of strategic, financial, operational, or hazard risk.

☒ **AGREE**

☐ **PARTIALLY DISAGREE** – explain the disputed portion

☐ **DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

F7. RISK ASSESSMENT: All SCC Cities do not adequately evaluate the possible interactions between risks that may inhibit or enhance the objectives of each city.

☐ **AGREE**

☒ **PARTIALLY DISAGREE** – explain the disputed portion

☐ **DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

The City believes it has adequately evaluated the financial risks as evidenced in its annual adopted budgets and fiscal sustainability plan indicated earlier. Hazard risk is addressed in the City's risk management program with its public entity risk pool administrator. Operational risks are addressed through consultation between the City Manager and respective department heads and/or managers within each operational area.

F8. RISK ASSESSMENT: All SCC Cities either do not maintain or do not publish a report card on the state of key infrastructure that can be used to set funding priorities and manage operational and hazard risk.

☐ **AGREE**

☒ **PARTIALLY DISAGREE** – explain the disputed portion

☐ **DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

While the City does not publish a “score card” of its infrastructure, per se, the City does evaluate its key infrastructure in the form of third party studies or analyses on its infrastructure. For example, the City conducts pavement management studies on its streets infrastructure, and wastewater system master plan and analysis as required by State law to ensure that collection and treatment systems are maintained properly. In these two examples, the City establishes fiscal policy to maintain these capital assets to standards established by Council policy and/or State requirements.

These forms of analyses factor into the development of a 5-year Capital Improvement Project (CIP) Plan that is included in the five-year financial forecast incorporated into the annual budget process. Council then makes funding decisions regarding operations and capital investment based on an assessment of the status of infrastructure in those analyses. Operational and hazard risks are not ignored as the finding might suggest.

F9. RISK MANAGEMENT: Although all of the cities of SCC are preparing for increased pension costs due to current amortization schedules, they are not adequately preparing for risk associated with significant or sustained investment shortfalls in CALPERS due to economic shocks (e.g. caused by Coronavirus) or a recession.

☐ **AGREE**

☒ **PARTIALLY DISAGREE** – explain the disputed portion

☐ **DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

As mentioned in F4, the City contracted with a consultant to develop an updated recessionary fiscal model that was presented to the City Council in May 2020. This fiscal model included an analysis of pension cost risks associated with potential market losses by CalPERS and the long-term potential decline in the discount rate and the impacts that those would have on the City's General Fund in future years. The model has the capability of modeling investment shortfalls/losses in future years. Those were addressed when determining potential impacts to the City's fiscal sustainability plan as a result of the pandemic recession.

Ultimately, the City Council must determine what set of assumptions it wishes to make in terms of its baseline forecast in developing its fiscal plan. The City does not make an assumption that long-term investments will operate at losses or shortfalls, per se, but the Council is informed in regards to the potential fiscal and associated operational impacts as a result of reduction in the long-term discount rate as it makes its budgetary decisions.

F10. RISK MANAGEMENT: Except for the area of hazard (i.e. loss) risk management, in all SCC Cities, there is no formal method to define, track, manage, and communicate risks at the enterprise level of SCC city government.

☐ **AGREE**

☒ **PARTIALLY DISAGREE** – explain the disputed portion

☐ **DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

Financial risks at the enterprise level are discussed as part of the key assumptions and policy choices indicated in the City's annual budget adopted by the City Council after public hearing, and were discussed relative to the development of a fiscal sustainability plan.

F11. GOVERNANCE: All SCC Cities do not have a publicly articulated pension Unfunded Actuarial Accrued Liability (UAAL) funding policy that recognizes potential pension cost risks and community expenditure/revenue priorities.

☐ **AGREE**

☒ **PARTIALLY DISAGREE** – explain the disputed portion

☐ **DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

The City adheres to the CalPERS funding methodology for UAAL and incorporates fully funding the annual actuarially required contribution to the plan in its annual budget. This is disclosed in the CAFR per GASB requirements. Those costs are incorporated as a contractually required core service cost, and as such community expenditure/revenue priorities are factored in based on funding UAAL costs first.

F12. TRANSPARENCY: All SCC Cities do not adequately meet key requirements for transparency as defined by the GFOA.

☐ **AGREE**

☒ **PARTIALLY DISAGREE** – explain the disputed portion

☐ **DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

The City's CAFR and annual adopted budget principally meet GFOA elements for communicating financial information. The only GFOA element lacking is a searchable, live data set.

F13. TRANSPARENCY: All SCC Cities do not provide standard and understandable reporting with regard to: Pension Costs and Associated Impacts (past, current, and projected); Service Level Performance Metrics; State of Key Infrastructure; Risk Assessments and Mitigation Plans for Finance, Operational, and Hazard Risks.

☒ **AGREE**

☐ **PARTIALLY DISAGREE** – explain the disputed portion

☐ **DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

Recommendations

R1. By June 30, 2021: all SCC Cities should become familiar with and adopt the Auditor's Office risk assessment framework or a similar framework to assess financial risk. (F1)

☐ **HAS BEEN IMPLEMENTED** – summarize what has been done

☐ **HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe

☐ **REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)

☒ **WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

Under the current economic situation, health mandates, and the City's limited staffing levels, the City does not have the capacity to evaluate whether this should be implemented and whether the benefits would outweigh the costs. As explained earlier, the AO's framework places a significant weight on pension costs. Given our City's reliance on elastic revenue sources (sales tax and transient occupancy tax), and one of the lowest property tax apportionment rates in the State (let alone the County), we pay much greater attention to revenue sources and rely on CalPERS actuarial analysis to identify trends for pension costs.

Ultimately, while a risk assessment framework makes sense, we do not have the capacity to implement such a framework in the near term, and especially not in the next six months.

R2. By June 30, 2021: all SCC Cities should evaluate and communicate the implications of the financial risk trends indicated in the analyses calculated from the Auditor's Office methodology. (F2, F3)

- ☐ **HAS BEEN IMPLEMENTED** – summarize what has been done
- ☐ **HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- ☐ **REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- ☒ **WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

As indicated in R1, we do not have the capacity to implement the AO framework and create a reporting of risk assessments as prescribed in their model. We also need to further evaluate the costs associated with implementation to determine if the incremental benefits outweigh the approaches we already take and the incremental opportunity costs for implementing this framework given other pressing priorities.

R3. By June 30, 2021: all SCC Cities should publish a standard report annually that is an understandable summary of pension risk, including a narrative on the implications of market valuation versus actuarial valuation of accrued total liabilities. (F4, F12, F13)

- ☐ **HAS BEEN IMPLEMENTED** – summarize what has been done
- ☐ **HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- ☐ **REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- ☒ **WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

The City's pension liabilities are reporting in the annual CAFR and a discussion of the future risks are incorporated into the City's current budget process. Developing a separate report is not necessary, and ultimately should be discussed in the larger context of the City's overall financial health as evidenced in our CAFR and annual budget.

R4. By June 30, 2021: all SCC Cities should identify a suite of risk indicators that support an integrated assessment of all risk types that can inhibit the ability of the city to meet its objectives. Enterprise Risk Management (ERM) provides an example of the risk types that should be considered. (F5, F6)

- ☐ **HAS BEEN IMPLEMENTED** – summarize what has been done
- ☐ **HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- ☐ **REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- ☒ **WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

Many of the risk assessment factors and considerations in the ERM model are already considered by the City Council in the annual budget process. Whether the City fully implements the ERM model requires additional analysis, which given our current pressing priorities and limited staffing make assessment of implementation not possible in the near term, and especially in the coming six months.

R5. By June 30, 2021: all SCC Cities should adopt the practice of Bowtie Analysis, or an equivalent method, to support the understanding of risk interactions, the establishment of risk controls, and the communication of a city risk profile. (F7, F10, F12, F13)

- ☐ **HAS BEEN IMPLEMENTED** – summarize what has been done
- ☐ **HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- ☐ **REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- ☒ **WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

As indicated in As indicated in R2 and R4, the City does not have the capacity in the coming six months to analyze whether the Bowtie Analysis approach to risks and impacts is of greater value than the approaches already incorporated into the existing annual budget process.

R6. By June 30, 2021: all SCC Cities should publish their own infrastructure risk report cards and any data they make available to county and state level risk assessments. (F8)

- ☐ **HAS BEEN IMPLEMENTED** – summarize what has been done
- ☐ **HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- ☐ **REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- ☒ **WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

As indicated in F8, the City evaluates its key infrastructure in the form of third party studies or analyses on its infrastructure, which analyzes the financial and operational risks associated with not maintaining and upgrading said infrastructure.

The City reports on infrastructure risk to various agencies that may need to know. Such data is made available when completing state reports and applying for grants. A comprehensive infrastructure risk report card might make sense for a larger, more complex entity. We do not see value in creating such a report card for Scotts Valley that would add incremental benefits that outweigh the costs and benefits currently derived from our existing approaches.

R7. By June 30, 2021: all SCC Cities should evaluate the costs and benefits of implementing an Enterprise Risk Management Framework to better integrate risk management across all types of risks (Strategic, Financial, Operational, Hazard). This could take many forms, one being a shared capability through a risk sharing Joint Powers Authority (JPA). The key will be designating clear authority and responsibility for integrated risk management. (F10)

- ☐ **HAS BEEN IMPLEMENTED** – summarize what has been done
- ☐ **HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- ☐ **REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- ☒ **WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

The City believes its current risk management efforts, in coordination with the existing risk pool, is adequate to properly address the various kinds of risks facing Scotts Valley. The City does not have the capacity in the coming six months to analyze whether there is greater value than the approaches already incorporated into existing risk management practices and the City's annual budget process.

The City has already identified the City Manager as the authority and responsibility for integrated risk management across the City departments and reports on risk management efforts to the City Council.

R8. By June 30, 2021: all SCC Cities should develop financial models that project the possibilities of realistic financial scenarios; and use these projections in their risk management practices. (F13)

- ☒ **HAS BEEN IMPLEMENTED** – summarize what has been done
- ☐ **HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- ☐ **REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- ☐ **WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

The City's existing five-year forecast, supplemented by the recent recessionary forecast model developed by consultants, addresses the fiscal scenario modeling necessary to understand financial and operational risks on a long-term basis.

R9. By January 1, 2021: all SCC Cities should develop or adopt contingency plans for realistic negative financial performance scenarios associated with CALPERS investment shortfalls (for shock and sustained downturns). (F9)

- ☒ **HAS BEEN IMPLEMENTED** – summarize what has been done
- ☐ **HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- ☐ **REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- ☐ **WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

As indicated in R8 and F9, our financial forecast models assess the impacts of investment shortfalls and the potential for a reduced discount rate should the CalPERS Board decide to reduce that rate in future years.

R10. By June 30, 2021: all SCC Cities should develop and publish a policy regarding control of retirement costs (pension and Other Pension Employee Benefits) and funding remedies for unexpected bills presented by CalPERS. (F11)

- ☐ **HAS BEEN IMPLEMENTED** – summarize what has been done
- ☐ **HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- ☐ **REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- ☒ **WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

The City has taken steps to control pension and OPEB costs, including negotiating a share of pension costs with employees and limiting OPEB retirement benefits to the CalPERS PEMHCA minimums required by state law. The 2-year delay that exists between a market downturn and the timing in which they hit the City's CalPERS pension costs provides sufficient time to address those cost increases in the annual budget and long-range forecast process.

R11. By June 30, 2021: all SCC Cities should develop a plan to align with the Government Financial Officers Association (GFOA) Financial Transparency Initiative. This should be extended to risk management transparency. (F6, F8, F10, F12, F13)

- ☐ **HAS BEEN IMPLEMENTED** – summarize what has been done
- ☐ **HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- ☐ **REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- ☒ **WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

The City meets the GFOA standards of financial reporting in its CAFR, and has a comprehensive budget document that outlines the key issues facing the City and portraying its fiscal health through its long-range forecast and discussion included in the document. The City's fiscal sustainability plan further provides transparent information concerning the City's fiscal health and risks for not achieving fiscal sustainability. The combination of these documents, staff reports, Council presentations, and other documents available on the City's website meet the needs for transparency.

Penal Code §933.05

1. For Purposes of subdivision (b) of §933, as to each Grand Jury finding, the responding person or entity shall indicate one of the following:
 - a. the respondent agrees with the finding,
 - b. the respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefor.
2. For purpose of subdivision (b) of §933, as to each Grand Jury recommendation, the responding person shall report one of the following actions:
 - a. the recommendation has been implemented, with a summary regarding the implemented action,
 - b. the recommendation has not yet been implemented but will be implemented in the future, with a timeframe for implementation,
 - c. the recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of the publication of the Grand Jury report, or
 - d. the recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefor.
3. However, if a finding or recommendation of the Grand Jury addresses budgetary or personnel matters of a County department headed by an elected officer, both the department head and the Board of Supervisors shall respond if requested by the Grand Jury, but the response of the Board of Supervisors shall address only those budgetary or personnel matters over which it has some decision-making authority. The response of the elected department head shall address all aspects of the findings or recommendations affecting his or her department.
4. A Grand Jury may request a subject person or entity to come before the Grand Jury for the purpose of reading and discussing the findings of the Grand Jury report that relates to that person or entity in order to verify the accuracy of the findings prior to their release.
5. During an investigation, the Grand Jury shall meet with the subject of that investigation regarding that investigation unless the court, either on its own determination or upon request of the foreperson of the Grand Jury, determines that such a meeting would be detrimental.
6. A Grand Jury shall provide to the affected agency a copy of the portion of the Grand Jury report relating to that person or entity two working days prior to its public release and after the approval of the presiding judge. **No officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to the public release of the final report.**



**The 2019–2020 Santa Cruz County Civil Grand Jury
Requires that the**

Scotts Valley City Council

**Respond to the Findings and Recommendations
Specified in the Report Titled**

**Homelessness: Big Problem, Little Progress
It's Time To Think Outside The Box**

by September 28, 2020

When the response is complete, please

1. Email the completed Response Packet as a file attachment to grandjury@scgrandjury.org, and
2. Print and send a hard copy of the completed Response Packet to

The Honorable Judge John Gallagher
Santa Cruz Courthouse
701 Ocean St.
Santa Cruz, CA 95060

Instructions for Respondents

California law PC §933.05 (included [below](#)) requires the respondent to a Grand Jury report to comment on each finding and recommendation within a report. Explanations for disagreements and timeframes for further implementation or analysis must be provided. Please follow the format below when preparing the responses.

Response Format

1. For the Findings included in this Response Packet, select one of the following responses and provide the required additional information:
 - a. **AGREE** with the Finding, or
 - b. **PARTIALLY DISAGREE** with the Finding and specify the portion of the Finding that is disputed and include an explanation of the reasons therefor, or
 - c. **DISAGREE** with the Finding and provide an explanation of the reasons therefor.
2. For the Recommendations included in this Response Packet, select one of the following actions and provide the required additional information:
 - a. **HAS BEEN IMPLEMENTED**, with a summary regarding the implemented action, or
 - b. **HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE**, with a timeframe or expected date for implementation, or
 - c. **REQUIRES FURTHER ANALYSIS**, with an explanation and the scope and parameters of an analysis or study, and a timeframe for that analysis or study; this timeframe shall not exceed six months from the date of publication of the grand jury report, or
 - d. **WILL NOT BE IMPLEMENTED** because it is not warranted or is not reasonable, with an explanation therefor.

Validation

Date of governing body's response approval: September 16, 2020

If you have questions about this response form, please contact the Grand Jury by calling 831-454-2099 or by sending an email to grandjury@scgrandjury.org.

Findings

- F1.** The inaccuracy of the HUD PIT Count results in significant numbers of homeless adults and children not being counted and therefore not receiving needed services.

☒ **AGREE**

☐ **PARTIALLY DISAGREE** – explain the disputed portion

☐ **DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

Agree. However, this is the HUD count methodology which we are required to utilize. While not ideal, the use of this consistent methodology allows for the ability to track progress over time. Our partners throughout Santa Cruz County have also successfully advocated for changes to the methodology in the past and we intend to support these continued efforts in order to better refine the tool.

F2. The lack of coordination between key stakeholders is a significant barrier to the efficient and capable implementation of homelessness solutions.

☐ **AGREE**

☒ **PARTIALLY DISAGREE** – explain the disputed portion

☐ **DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

Coordination between key stakeholders exists and should be improved. Work to that effect has been active in Santa Cruz County. Regional coordination exists through the Homeless Action Partnership (HAP) that acts as the HUD mandated Continuum of Care (CoC.) The HAP is a collaboration of the five jurisdictions in Santa Cruz County (the County and the Cities of Santa Cruz, Watsonville, Capitola, and Scotts Valley) along with homeless housing and services providers. However, not everything related to homelessness and addressed in this report is under the jurisdiction of the HAP. There are regional efforts to develop enhanced regional homeless governance options and we are in support of those efforts continuing to move forward.

F3. The public opposition to homeless solutions is partially due to a lack of education, engagement and political will by City and County leadership.

☐ **AGREE**

☒ **PARTIALLY DISAGREE** – explain the disputed portion

☐ **DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

Homelessness is a complex challenge that cannot be solved with simple solutions or a one-size-fits-all approach. Homelessness affects youth, seniors, children aging out of the foster system, families in domestic abuse situations, people affected by rising housing costs, people with drug and alcohol addictions and mental health challenges, migrant workers and a host of other populations subsets. As the drivers of homelessness are multi-variate, solutions must be tailored to solve the underlying causes of each person's homelessness, which adds up to demand for a deep and complex network of solutions to fully address homelessness.

The City and County leadership have been rigorously engaged in solution and system building to address and prevent homelessness in our County. This includes the HAP (the local HUD CoC), the 2015 "All-In Plan to Address Homelessness" and continuous work since then to craft solutions to rising homelessness in areas of our County. A common fallacy, however, is that this problem is able to be solved locally, only if local leaders were truly committed. As homelessness is a widespread and highly mobile social challenge affecting all corners of our country, a strong national and state commitment to its resolution is necessary. More resources, system changes and supportive legislation from the federal and state are imperative for lasting change.

Another critical aspect of successful solutions is community engagement. The community must understand and support solutions, which include siting of housing and of services for all types of needs. There can be a conflation of all homeless individuals and concerns, which is why enhanced regional governance, accountability and transparency, and early community engagement are critical to all solution building.

F4. Santa Cruz County elected officials have been unable to combat NIMBYism, which is a significant barrier to getting projects approved and built to support the homeless.

☐ **AGREE**

☒ **PARTIALLY DISAGREE** – explain the disputed portion

☐ **DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

Elected leaders are responsible for making difficult policy decisions for our community. Difficult policy decisions, by their nature, involve tradeoffs between competing interests. Homeless issues often involve those difficult policy decisions and we agree that siting homeless related services has presented significant challenges in all jurisdictions. While a number of potential homeless programs or projects have not been implemented some have been implemented. Those decisions were made based on policy tradeoffs and competing community interests.

F5. Inconsistent and unclear funding sources and processes inhibit the effective implementation of solutions that require long term planning and sustained operations.

☒ **AGREE**

☐ **PARTIALLY DISAGREE** – explain the disputed portion

☐ **DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

F6. The Homeless Action Partnership (HAP) is not organizationally equipped with the appropriate authority, structure, leadership, staff, training or processes and as a result is ineffective in its mission of reducing homelessness.

☐ **AGREE**

☒ **PARTIALLY DISAGREE** – explain the disputed portion

☐ **DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

The HAP is a federally required CoC for HUD recipients. Many of the homeless issues are outside the scope of the HAP. The ongoing work to develop a countywide governance structure for homelessness related policies is envisioned to strengthen local homelessness response and administration.

F12. There are parcels of land throughout the county that appear to be unused or underutilized, and could possibly be used to build housing for the homeless.

☒ **AGREE**

☐ **PARTIALLY DISAGREE** – explain the disputed portion

☐ **DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

While there may be parcels of land that could possibly be used to build housing for the homeless, other land use issues such as zoning would have to be considered.

F13. Santa Cruz County law enforcement response to homeless, addiction, and mental health issues has the potential to criminalize social, medical, and psychological conditions. This requires law enforcement to perform the role of social worker; a role for which they lack the resources and mental health training.

☒ **AGREE**

☐ **PARTIALLY DISAGREE** – explain the disputed portion

☐ **DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

F14. There is a lack of leadership from County and City officials to engage the business community in exploring potential solutions to homelessness.

☐ **AGREE**

☐ **PARTIALLY DISAGREE** – explain the disputed portion

☒ **DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

Engagement has occurred and resulted in positive developments including the establishment of Downtown Streets Team in the City of Santa Cruz and expansion of that program into areas of the County. This program was spearheaded by the Downtown Santa Cruz business community and was successful because of positive engagement with government officials and City Managers. More engagement is welcomed and encouraged.

F16. Santa Cruz County and Cities, despite owning numerous parking lots, choose not to utilize their parking lots for safe parking programs, which results in an underutilization of resources that could help reduce homeless parking in neighborhoods and business districts.

☐ **AGREE**

☐ **PARTIALLY DISAGREE** – explain the disputed portion

☒ **DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

Safe parking program are in place with the County and the City of Santa Cruz through state HEAP funds. There is an ongoing effort countywide to expand and develop the project further.

F17. Faith-Based Organizations are an underutilized resource in the effort to end homelessness.

☐ **AGREE**

☒ **PARTIALLY DISAGREE** – explain the disputed portion

☐ **DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

Faith-Based Organizations are and have been very engaged and partner strongly throughout the region. They have had roles in countywide and city committees and task forces to address the issue of homelessness and have brought solutions to the table that have been utilized including safe parking, temporary shelters, food, hygiene and clothing support in addition to other activities. As future opportunities arise, we welcome continued and increased engagement.

F19. Santa Cruz County lacks an organization that is accountable for tracking the cost of homelessness, allocating funding, and measuring the effectiveness of funding which results in the inability to make progress toward solving the homeless problem.

☒ **AGREE**

☐ **PARTIALLY DISAGREE** – explain the disputed portion

☐ **DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

F21. If underutilized parcels of land throughout Santa Cruz County were identified, such as the area near Coral Street in Santa Cruz, and the parcel adjacent to the County Government Mental Health Building in Watsonville, these parcels could potentially be used to increase the number of beds and services to support the homeless.

☐ **AGREE**

☒ **PARTIALLY DISAGREE** – explain the disputed portion

☐ **DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

There are underutilized parcels of land throughout Santa Cruz County not all of which could be used to increase the number of beds and services to support the homeless due to underlying zoning. The County and the City of Santa Cruz have partnered with Housing Matters to explore potential additional uses as well as reconfiguration and expansion of current services in the Coral Street area some of which have already occurred in response to COVID. The City of Scotts Valley has no land use control or regulatory authority over the examples cited in the finding.

Recommendations

R1. Santa Cruz County and Cities should coordinate to perform a count of the number of homeless individuals in the County annually, and use that contact opportunity to encourage individuals to enroll in the Smart Path system. (F1)

☐ **HAS BEEN IMPLEMENTED** – summarize what has been done

☐ **HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe

☐ **REQUIRES FURTHER ANALYSIS** – explain scope and timeframe
(not to exceed six months)

☒ **WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

Budget and cost are major considerations for modifying to an annual count. Currently the County and cities participate in the bi-annual census of homeless individuals. This count involves a significant expenditure of limited public resources. This report does not cite any data indicating how performing a count more frequently would result in better information to inform local policy decision making processes. Additionally, as referenced above, utilizing the HUD PIT methodology, while imperfect, is consistent throughout and across jurisdictions which does provide for a consistent tool with which to track progress.

R2. The Santa Cruz County Board of Supervisors and City Councils should jointly develop programs, services, and housing equitably distributed throughout each district and city in the County, communicating to the public an itemized list of such and broken down by supervisorial district by July 1, 2021. (F2)

- ☐ **HAS BEEN IMPLEMENTED** – summarize what has been done
- ☐ **HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- ☐ **REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- ☒ **WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

There is no existing plan to implement. Planning work on a regional scale is happening on a broad-based engagement process. A 3-year strategic plan is under development and set for adoption in October by the County. A Santa Cruz County 6-month action plan has been adopted and underway through December and a second plan will be implemented in January 2021.

R3. By December 31, 2020, the Santa Cruz Administrative Officer (CAO) and Cities should create a Community Task Force that includes City Managers, nonprofit leaders, former homeless individuals, media personnel, community members, and political leaders to create good will, and encourage collaboration in solving homeless issues. (F3, F4)

- ☐ **HAS BEEN IMPLEMENTED** – summarize what has been done
- ☐ **HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- ☐ **REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- ☒ **WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

Governance work is ongoing. An advisory commission to the Board of Supervisors is under consideration. An interjurisdictional community task force is not under discussion at this time. Jurisdictions are partnering on immediate need matters through the COVID-19 Shelter and Care Taskforce with a limited scope to COVID response.

R4. Santa Cruz County and Cities should collaborate to develop a JPA that would be responsible for setting short and long term goals to reduce homelessness, measuring the cost of homelessness, allocating funding, and tracking the effectiveness of funding, by July 1, 2021. (F5, F6, F19)

- ☐ **HAS BEEN IMPLEMENTED** – summarize what has been done
- ☐ **HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- ☐ **REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- ☒ **WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

A JPA is not feasible at this time. A governance structure is being developed. On August 4, 2020, the County Board of Supervisors approved a Santa Cruz County Homeless System Planning Six-Month Work Plan and directed County staff to coordinate with local municipalities and community partners for further consideration and implementation. The six-month work plan reflects the primary strategies and activities planned for the community-wide homelessness response for the period from July to December 2020. The first six-month work plan for the Homeless Response System includes 6 goals, the 6th of which, includes standing up a new governance, planning, evaluation, and communications structure.

R9. By December 31, 2020, the City of Santa Cruz should evaluate whether closing Coral Street permanently to thru traffic, to make more space available for additional housing and services for the homeless, would be a viable option. (F13)

- ☐ **HAS BEEN IMPLEMENTED** – summarize what has been done
- ☐ **HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- ☒ **REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- ☐ **WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

Scotts Valley has no land use control or regulatory authority over the examples cited in the finding. The City of Santa Cruz, County of Santa Cruz, and Housing Matters are working collaboratively to evaluate the programmatic and design needs to increase access to services and shelter on Coral Street and in adjacent private property. These plans include changing traffic patterns and parking requirements on Coral Street while ensuring that current business operations remain viable and life safety requirements are met.

R12. By December 31, 2020, the Santa Cruz County Board of Supervisors and the County's City Managers should direct appropriate agencies and staff to implement a city and county wide safe parking program using the successful model of the Association of Faith Communities (AFC). This should include investigating whether college campus parking lots could be incorporated into this program. (F16)

- ☒ **HAS BEEN IMPLEMENTED** – summarize what has been done
- ☐ **HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- ☐ **REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- ☐ **WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

Safe Parking program is implemented countywide and utilizes City of Santa Cruz lots and is expanding to County of Santa Cruz lots. Campuses have been engaged, and are not interested at this time.

R13. Santa Cruz County and Cities should coordinate a retreat for all Faith Based Organizations (FBOs) in the County to collaborate on how to work cohesively on the issue of homelessness. (F17)

- ☒ **HAS BEEN IMPLEMENTED** – summarize what has been done
- ☐ **HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- ☐ **REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- ☐ **WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

FBOs do collaborate through existing associations and ongoing efforts. Cities and County welcome participation in an FBO organized and hosted event should they decide to put one together.

Penal Code §933.05

1. For Purposes of subdivision (b) of §933, as to each Grand Jury finding, the responding person or entity shall indicate one of the following:
 - a. the respondent agrees with the finding,
 - b. the respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefor.
2. For purpose of subdivision (b) of §933, as to each Grand Jury recommendation, the responding person shall report one of the following actions:
 - a. the recommendation has been implemented, with a summary regarding the implemented action,
 - b. the recommendation has not yet been implemented but will be implemented in the future, with a timeframe for implementation,
 - c. the recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of the publication of the Grand Jury report, or
 - d. the recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefor.
3. However, if a finding or recommendation of the Grand Jury addresses budgetary or personnel matters of a County department headed by an elected officer, both the department head and the Board of Supervisors shall respond if requested by the Grand Jury, but the response of the Board of Supervisors shall address only those budgetary or personnel matters over which it has some decision-making authority. The response of the elected department head shall address all aspects of the findings or recommendations affecting his or her department.
4. A Grand Jury may request a subject person or entity to come before the Grand Jury for the purpose of reading and discussing the findings of the Grand Jury report that relates to that person or entity in order to verify the accuracy of the findings prior to their release.
5. During an investigation, the Grand Jury shall meet with the subject of that investigation regarding that investigation unless the court, either on its own determination or upon request of the foreperson of the Grand Jury, determines that such a meeting would be detrimental.
6. A Grand Jury shall provide to the affected agency a copy of the portion of the Grand Jury report relating to that person or entity two working days prior to its public release and after the approval of the presiding judge. **No officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to the public release of the final report.**



**The 2019–2020 Santa Cruz County Civil Grand Jury
Requires that the
Scotts Valley City Council
Respond to the Findings and Recommendations
Specified in the Report Titled
Ready? Aim? Fire!
Santa Cruz County on the Hot Seat
by October 1, 2020**

When the response is complete, please

1. Email the completed Response Packet as a file attachment to grandjury@scgrandjury.org, and
2. Print and send a hard copy of the completed Response Packet to

The Honorable Judge John Gallagher
Santa Cruz Courthouse
701 Ocean St.
Santa Cruz, CA 95060

Instructions for Respondents

California law PC §933.05 (included [below](#)) requires the respondent to a Grand Jury report to comment on each finding and recommendation within a report. Explanations for disagreements and timeframes for further implementation or analysis must be provided. Please follow the format below when preparing the responses.

Response Format

1. For the Findings included in this Response Packet, select one of the following responses and provide the required additional information:
 - a. **AGREE** with the Finding, or
 - b. **PARTIALLY DISAGREE** with the Finding and specify the portion of the Finding that is disputed and include an explanation of the reasons therefor, or
 - c. **DISAGREE** with the Finding and provide an explanation of the reasons therefor.
2. For the Recommendations included in this Response Packet, select one of the following actions and provide the required additional information:
 - a. **HAS BEEN IMPLEMENTED**, with a summary regarding the implemented action, or
 - b. **HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE**, with a timeframe or expected date for implementation, or
 - c. **REQUIRES FURTHER ANALYSIS**, with an explanation and the scope and parameters of an analysis or study, and a timeframe for that analysis or study; this timeframe shall not exceed six months from the date of publication of the grand jury report, or
 - d. **WILL NOT BE IMPLEMENTED** because it is not warranted or is not reasonable, with an explanation therefor.

Validation

Date of the governing body's response approval: September 16, 2020

If you have questions about this response form, please contact the Grand Jury by calling 831-454-2099 or by sending an email to grandjury@scgrandjury.org.

Findings

F2. Santa Cruz County residents are at increased risk of fire danger due to the lack of risk management for wildfire. Specific risks are not formally identified, tracked, assessed for impact, nor is progress reported by fire departments in the County. Therefore, leaders responsible for budgets and accountability are left unprepared to manage risk, impact, or performance.

☐ **AGREE**

☒ **PARTIALLY DISAGREE** – explain the disputed portion

☐ **DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

The City of Scotts Valley does not provide fire services and cannot authoritatively comment on the state of countywide fire risk assessment, management and reporting. However, we are aware that our local fire district, the Scotts Valley Fire Protection District (SVFPD), takes fire mitigation very seriously. In addition to conducting its own activities, SVFPD is a ready partner to the City to coordinate on fire risk/vegetation management needs across Scotts Valley. While this work is not underpinned by a formal plan, SVFPD and City Public Works continually coordinate on projects to reduce fire risks to Scotts Valley.

F11. There are only approximately 17,000 accounts for the Santa Cruz County opt-in CodeRED™ emergency system, which implies that a significant portion of the County may not receive emergency alert messages, which potentially reduces residents' opportunity to take action in a timely, life-saving manner.

☐ **AGREE**

☒ **PARTIALLY DISAGREE** – explain the disputed portion

☐ **DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

The City of Scotts Valley has no jurisdiction with the CodeRED emergency system, but understands that technology evolution is constant and new means of notifying residents of emergency situations are continually emerging.

F20. The FireWise institution provides a valuable fire prevention program and, as of March 2020, there were eight FireWise communities registered in the County. Marin County, by contrast, with a similar population, has sixty registered communities, highlighting the need for more FireWise promotion and participation in Santa Cruz County.

☐ **AGREE**

☒ **PARTIALLY DISAGREE** – explain the disputed portion

☐ **DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

As the City of Scotts Valley does not provide fire services, we have no jurisdiction or direct involvement with the FireWise institution and cannot authoritatively comment on whether there is inadequacy within our County or if there are proxy systems or programs in operation.

F22. Property owners in the County are responsible for their own vegetation management, yet they are often not sufficiently educated about vegetation management practices, or do not have the capability, financial resources, or desire to create defensible space.

☐ **AGREE**

☒ **PARTIALLY DISAGREE** – explain the disputed portion

☐ **DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

Fire preparation and vegetation management are frequently discussed issues and there are many information sources to educate community members. Questions of capability, desire or financial resources is not within the City of Scotts Valley's scope.

F23. No single organization in the County is assuming a leadership role in Fire Hazard Mitigation. It is not clear whose responsibility it is to minimize this County wide risk.

☐ **AGREE**

☒ **PARTIALLY DISAGREE** – explain the disputed portion

☐ **DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

Although the City of Scotts Valley does not provide fire services, it understands that the County of Santa Cruz has a leadership role in Fire Hazard Mitigation for the County. Moreover, the Fire Chiefs across the County regularly meet and coordinate on countywide priorities such as this.

F27. The 2015 County of Santa Cruz Emergency Operations Management plan does not adequately address evacuation, and references data too outdated to be useful, such as a population density map from the 2000 census.

☐ **AGREE**

☒ **PARTIALLY DISAGREE** – explain the disputed portion

☐ **DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

The City of Scotts Valley has not assessed the County of Santa Cruz Emergency Operations Management Plan. Scotts Valley completely revised its own Emergency Operations Plan in November 2015 and updated it in 2017 and 2018, with another revision planned for 2021.

F29. The Grand Jury finds that formally specified baseline and target performance statements, in alignment with the Center for Public Safety Excellence Assessment Process, neither currently exist nor are they reported by fire departments in the County as required by best practice standards. There are no goals set or measures made of progress for review by the Board of Supervisors regarding County Fire/CAL FIRE performance. Other fire districts in the County are similarly remiss in reporting to their governing bodies. Appropriate goals would include progress on response times, vegetation management, and code inspection progress, all of which are necessary to properly quantify the budget and resources required for full-time, volunteer, and prison inmate workforces, in appropriate, affordable proportions.

☒ **AGREE**

☐ **PARTIALLY DISAGREE** – explain the disputed portion

☐ **DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

Recommendations

R10. Santa Cruz County and Cities should create and/or update Hazard Mitigation Plans by July 1, 2021. Any new or existing plans should be updated a minimum of every three years. All plans should address wildfire risk, evacuation and shelter in place plans, emergency alerts, vegetation management, and confirm compliance with California SB 821. (F1, F2, F10, F11, F14–F16, F29)

- ☐ **HAS BEEN IMPLEMENTED** – summarize what has been done
- ☐ **HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- ☐ **REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- ☒ **WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

Although recognizing the value in preparing a Hazard Mitigation Plan to assess and plan for potential emergency conditions for the City, Scotts Valley lacks the staff and financial resources to complete such an exhaustive plan in the next several months. The City maintains its Emergency Operations Plan, which provides baseline identification of anticipated disasters that could affect Scotts Valley. Going forward, this is something the City could consider as a longer-term project as part of the City's next Strategic Plan process.

R12. The Santa Cruz County Office of Emergency Services should create and publish shelter in place plans, with the cooperation of all county fire protection districts and cities, and should inform citizens of safe building locations, and on what to expect and what to do in case of wildfire, by March 31, 2021. (F14)

- ☐ **HAS BEEN IMPLEMENTED** – summarize what has been done
- ☐ **HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- ☒ **REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- ☐ **WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

There are a host of approaches to emergency planning, particularly across multiple jurisdictions and districts. Additional analysis would be necessary to ascertain whether the recommended scope is feasible and achievable. As there could be numerous permutations to a wildfire risk, deep analysis would be necessary as to whether a such a master plan could be developed and effective. The City of Scotts Valley would participate in planning and already has pre-designated shelter facilities and sites.

R15. All fire districts in Santa Cruz County should coordinate with utility companies to provide information to residents, via information inserted in utility bill mailings, describing how to sign up for emergency notifications by December 31, 2020. (F19)

- ☐ **HAS BEEN IMPLEMENTED** – summarize what has been done
- ☐ **HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- ☒ **REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- ☐ **WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

This recommendation could be a conversation among the fire districts and utilities but it is unclear if this is the only or desired avenue for increasing access to emergency notification information. For instance, many residents manage bills online and have opted out of monthly paper statements and there may be other means better suited to realize the objective.

R19. The Board of Supervisors should require the CAO to appoint a county Risk Manager, by December 31, 2020. The Risk Manager should report to the CAO, who will be responsible for ongoing identification, analysis, quantification, and remediation planning of all fire risks across the County. This role should be considered as a service to all four cities in the County as well. (F2, F3, F24)

- ☐ **HAS BEEN IMPLEMENTED** – summarize what has been done
- ☐ **HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- ☒ **REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- ☐ **WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

Enhanced coordination among jurisdictions, especially on such a vital topic, is always a desirable outcome. However, whether the recommendation as stated is the best solution to this challenge merits further analysis and discussion. The City of Scotts Valley has no jurisdiction over this decision.

Penal Code §933.05

1. For Purposes of subdivision (b) of §933, as to each Grand Jury finding, the responding person or entity shall indicate one of the following:
 - a. the respondent agrees with the finding,
 - b. the respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefor.
2. For purpose of subdivision (b) of §933, as to each Grand Jury recommendation, the responding person shall report one of the following actions:
 - a. the recommendation has been implemented, with a summary regarding the implemented action,
 - b. the recommendation has not yet been implemented but will be implemented in the future, with a timeframe for implementation,
 - c. the recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of the publication of the Grand Jury report, or
 - d. the recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefor.
3. However, if a finding or recommendation of the Grand Jury addresses budgetary or personnel matters of a County department headed by an elected officer, both the department head and the Board of Supervisors shall respond if requested by the Grand Jury, but the response of the Board of Supervisors shall address only those budgetary or personnel matters over which it has some decision-making authority. The response of the elected department head shall address all aspects of the findings or recommendations affecting his or her department.
4. A Grand Jury may request a subject person or entity to come before the Grand Jury for the purpose of reading and discussing the findings of the Grand Jury report that relates to that person or entity in order to verify the accuracy of the findings prior to their release.
5. During an investigation, the Grand Jury shall meet with the subject of that investigation regarding that investigation unless the court, either on its own determination or upon request of the foreperson of the Grand Jury, determines that such a meeting would be detrimental.
6. A Grand Jury shall provide to the affected agency a copy of the portion of the Grand Jury report relating to that person or entity two working days prior to its public release and after the approval of the presiding judge. **No officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to the public release of the final report.**

City of Scotts Valley CITY COUNCIL STAFF REPORT

DATE: September 16, 2020

TO: Honorable Mayor and City Council

FROM: Tracy A. Ferrara, City Clerk

APPROVED: Tina Friend, City Manager

**SUBJECT: APPOINTMENT OF THE VICE MAYOR TO SERVE AS THE
ALTERNATE TO THE INTERAGENCY ADVISORY COMMITTEE**

SUMMARY OF ISSUE

On June 21, 2018, the Scotts Valley Water District facilitated a meeting with the Mayor and representatives from the Scotts Valley Unified School District and Scotts Valley Fire District to discuss city-wide development activity as it relates to land use and zoning, water supply and conservation, school enrollment, fire safety, and other matters related to short and long term strategic planning for community needs. As a result of that meeting, an Interagency Advisory Committee, comprised of one elected representative and an alternate from each agency (City, Fire, School, and Water) was established to share and compile information with the goal of developing a collective message to address community questions and concerns about current development activity and environmental impacts related to water, fire safety, transportation/traffic, and school enrollment/facilities planning. Additionally, staff representatives from each agency participate and provide administrative support to the subcommittee as needed. The Interagency Advisory Committee meets on a quarterly basis.

On August 1, 2018, the City Council voted to appoint the Mayor as the City's representative with Council Member Stephany Aguilar as the alternate, and in January 2019, the City Council appointed the Mayor and Council Member Jim Reed to serve as the alternate. To align the City's representation on this Committee to the contemporary City Council leadership, the City Manager is recommending that, on an ongoing basis, the representative continue to be the Mayor, with the Vice Mayor serving as the alternate.

FISCAL IMPACT

There is no fiscal impact associated with the appointment of the Vice Mayor to serve as the alternate on the Interagency Advisory Committee.

STAFF RECOMMENDATION

It is recommended that Council approve the appointment of the Vice Mayor serving as the alternate on the Interagency Advisory Committee.

City of Scotts Valley CITY COUNCIL STAFF REPORT

DATE: September 16, 2020

TO: Honorable Mayor and City Council

FROM: Tracy A. Ferrara, City Clerk

APPROVED: Tina Friend, City Manager

SUBJECT: AWARD OF MULTI-FUNCTION PERIPHERALS (MFP) LEASE AGREEMENT

SUMMARY OF ISSUE

Print technology has evolved rapidly, successfully transforming the separate functions of printers, scanners, and copy machines into a combined high-quality Multi-Function Peripheral (MFP) device. Over a network connection, MFPs can print documents directly from the computer, as well as copy and scan documents, print heavy-stock covers, brochures and pamphlets, and modify output. Today's generation of MFPs produce higher quality documents, provide more functions, are more economical, and more efficient than those available even a few years ago. This quick evolution in print technology has led to MFPs being used for the majority of printing across all departments, and reducing the more expensive cost of printing to separate office devices.

The City's latest MFP lease agreement for its fleet of four devices at City Hall, Public Works and Recreation expired in June 2020 and the Police Department lease agreement for its fleet of two devices expired in July 2020. In the past, the City has had multiple lease agreements for our various sites; however, this year, we have worked to combine our copier leases in order to have consistent devices across the City network and save the time of multiple departments going out to bid for devices. The Police Department previously had a separate lease for unique copiers that fit within restricted space in their department. Due to lease timing and new options in MFPs that meet those space concerns, we were able to take this opportunity to include the Police Department in our RFP process, which will save money and reduce staff time.

RFP and Results: The City issued an RFP for the new fleet lease agreement on June 26, 2020, with an amendment to include the two Police MFPs on September 8, 2020. The City received three proposals from Sharp Business Solutions, Wizix Technology Group/Toshiba, and MRC/Xerox, with all of the proposals meeting the requirements outlined in the RFP. Staff evaluated all proposals, and analyzed and compared the specifications of the equipment recommended by the three vendors. A complete evaluation of all RFPs and copiers determined that the Toshiba proposal provided the best overall response for meeting the City's needs.

Cost Comparison: Although the Sharp Business Solutions proposal offers the lowest annual equipment lease by \$1,074 per year, with annual usage and cost per copy rates calculated, the difference is \$219 per year. In addition, the Toshiba MFP devices and overall proposal offer significant benefits that outweigh cost alone. These benefits include ease of use, uncomplicated menu design, faster warm up time, ability to handle a larger range of paper sizes from 3.9" x 5.8" to 12" x 47" (banner size), a larger document feeder 300 pages vs 150 pages) and a higher maximum paper weight (140 lbs versus 110 lbs). As four of the City's current MFPs are currently Toshiba there will be an almost seamless transition to replace those devices and no staff training needed. As illustrated in the annual lease and usage cost summary matrix below, usage costs between Sharp and Toshiba are comparable. Operating costs are based on estimated actual usage and are used for comparison purposes only.

	SHARP	WIZIX / TOSHIBA	MRC / XEROX
LEASE COST			
Annual Lease Total	\$ 11,376.00	\$ 12,450.00	\$ 17,982.00
USAGE COST			
Approximate Annual Usage			
Black & White Copies	300,000	300,000	300,000
Color Copies	90,000	90,000	90,000
Cost Per Copy (CPC) Rate			
Black & White Copies	\$ 0.0045	\$ 0.0045	\$ 0.0069
Color Copies	\$ 0.0450	\$ 0.0355	\$ 0.0400
Approximate Annual Usage x CPC			
Black & White Copies	\$ 1,350.00	\$ 1,350.00	\$ 2,070.00
Color Copies	\$ 4,050.00	\$ 3,195.00	\$ 3,600.00
Total Usage Cost	\$ 5,400.00	\$ 4,545.00	\$ 5,670.00
COMBINED COST LEASE + USAGE			
Annual Lease + Usage	\$ 16,776.00	\$ 16,995.00	\$ 23,652.00

Based on the evaluation of the proposals, staff recommends that the Wizix/Toshiba proposal be accepted for the City's MFP lease agreement.

FISCAL IMPACT

The proposed agreement with Wizix/Toshiba calls for an annual lease fee of \$12,450 for the six machines. The estimated usage for maintenance and supplies is approximately \$4,545 per year (based on estimated actual usage) for a total approximate cost of \$16,995 per year. The total contract amount for five years is approximately \$84,975. The proposed MFP lease and maintenance services agreement will be substantially less than our current agreements. Funding for the MFP lease is included in the annual operating budget.

STAFF RECOMMENDATION

It is recommended that the City Council authorize the City Manager to enter into a five-year lease agreement with Wizix Technology Group, Inc. for the City's fleet of Multi-Function Peripherals, in a form approved by the City Attorney.

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None.

City of Scotts Valley CITY COUNCIL STAFF REPORT

DATE: September 16, 2020

TO: Honorable Mayor and City Council

FROM: Steve Walpole, Chief of Police

APPROVED: Tina Friend, City Manager

SUBJECT: **SCOTTS VALLEY POLICE DEPARTMENT UPDATES ON
TRAINING, USE OF FORCE POLICY AND TRANSPARENCY**

SUMMARY OF ISSUE

On June 24, 2020, the City Council was presented with the Scotts Valley Police Department's Annual Report, which has been a yearly tradition in our organization for over twenty-five years. This year, in addition to the regular report, a supplemental overview of the Scotts Valley Police Department's Use of Force Policy, officer training program, and the department's efforts at transparency when dealing with the public was also presented.

The supplemental report was provided at the request of the City Council after the nation-wide protests which resulted from the death of George Floyd, who died in police custody in the City of Minneapolis. At the end of the supplemental report it was concluded that many of the police reforms asked for on a national level had already been implemented here locally at our police department.

The commitment to City Council was that police staff would review and modify where appropriate, our policies, procedures, and training requirements to verify the organization is using the best practices available, especially when it comes to the use of force during the course of our duties. The members of the department solicited input from Lexipol (the company who manages policy manual), the local law enforcement agencies in our county, California Department of Justice, California Chiefs of Police Association, and the International Association of Chiefs of Police.

Looking at all of these sources of information, we found that additional training was available that could be a benefit to our officers. We also found that some adjustments to our current policy would be beneficial to help clarify our expectations if an officer witnesses a potential unauthorized use of force to effect an arrest. These changes to our TRAINING, POLICY, and TRANSPARENCY are summarized as follows:

(1) TRAINING REVIEW:

In the training of our officers we looked to place a greater focus on de-escalation tactics. The following changes were made:

- 1) Crisis Intervention Training: Half of our patrol officers have already completed the training since June 24th and the rest are scheduled to attend before the end of 2021.
- 2) All current Supervisors and Officers have completed mental health training. New officers will get this training in the police academy and receive an additional 3 hours during our Field Training Program.
- 3) All Administration and Supervisors have completed Critical Incident Response training.
- 4) Our Defensive Tactics Instructors, Sergeant Rutherford, Sergeant Polito, and Officer Wowak are now scheduled to attend Use of Force/De-escalation training in December 2020.

(2) POLICY REVIEW:

In 2019, California Senate Bill 230 was passed which required that our agencies maintain a policy that provides guidelines on the use of force, utilizing de-escalation techniques and other alternatives to force when feasible, the application of deadly force, and factors for evaluating and reviewing all use of force incidents. Our policy manual included many of those requirements, however, we effected the following changes to ensure full compliance and guide our officers in the best professional standards:

PURPOSE AND SCOPE (§ 300.1) has had content added to better convey the application of use of force relative to other policies, and a citation has been added.

DEFINITIONS (§ 300.1.1) has been updated with additional terms to enhance understanding of this policy.

DUTY TO INTERCEDE (§ 302.1) has been updated to clarify when an officer is required to intervene in situations where another law enforcement officer or an employee is using force beyond what is necessary.

FAIR AND UNBIASED USE OF FORCE (§ 300.2.2) has been added as a new subsection in **POLICY** to require that members carry out their law enforcement duties in a fair and unbiased manner.

DUTY TO REPORT EXCESSIVE FORCE (§ 300.2.3) has been added as a new subsection in **POLICY** to specify that officers observing and reporting the use of force by another officer or employee should consider that others may have additional information regarding the threat posed by the subject, as well as emphasizing the totality of the circumstances as a basis for these observations.

USE OF FORCE (§ 300.3) has been updated to specify that officers should only use that force reasonably proportional to the seriousness of the suspected offense or the perceived level of actual or threatened resistance.

FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE (§ 300.3.2) has been updated to add clarifying language and statutory references.

ALTERNATIVE TACTICS - DE-ESCALATION (§ 300.3.5) has been added as a new subsection in **USE OF FORCE** to include suggested alternative tactics and de-escalation techniques.

DEADLY FORCE APPLICATIONS (§ 300.4) has been restructured for clarity and to provide guidelines for the application of deadly force.

SHOOTING AT OR FROM MOVING VEHICLES (§ 300.4.1) has been updated for clarity and to include supporting statutory authority.

DISPLAYING OF FIREARMS (§ 300.4.2) has been added as a subsection in **DEADLY FORCE APPLICATIONS** to add guidance regarding the display of a firearm by officers.

REPORTING THE USE OF FORCE (§ 300.5) has been updated to direct officers to other policies that may require related reports.

NOTIFICATION TO SUPERVISORS (§ 300.5.1) has been updated to require that a supervisor be notified when any individual alleges unreasonable force by an officer.

MEDICAL CONSIDERATION (§ 300.6), **SUPERVISOR RESPONSIBILITY**(§ 300.7), and **TRAINING** (§ 300.8) have been updated to require that officers provide prompt medical attention to any person claiming injury as a result of the use of force.

TRAINING (§ 300.8) has been updated to include specific training requirements related to the use of force.

USE OF FORCE COMPLAINTS (§ 300.9) has been added to require that any civilian complaints regarding the use of force be handled in accordance with the Personnel Complaints Policy.

POLICY REVIEW (§ 300.10), **POLICY AVAILABILITY** (§ 300.11), and **PUBLIC RECORDS REQUESTS** (§ 300.12) have been added as new sections at the end of this policy to comply with the legislation.

In sum, the updates to SVPD's Use of Force Policy provide greater clarity for appropriate use of force and officer responsibility to intercede and employ de-escalation techniques. If force must be applied, the policy strengthens the required reporting and transparency of those actions. SVPD management also reviewed associated areas of the Scotts Valley Police Department Policy Manual and while no changes were needed at this time, the entire Police Manual undergoes annual review for continual improvements.

(3) TRANSPARENCY:

In an effort to bring greater transparency to the public, we will be including a demographics section in our Scotts Valley Annual Reports. This data will show the driver's race in every one of our vehicle stops and the race of everyone we arrest. This information has been collected at our agency for over the past ten years, but was not included in the report. This year it became clear that there were some questions in the public regarding a perceived disparity in who we are stopping and arresting. The reporting of these numbers should help alleviate some of those concerns.

FISCAL IMPACT

None. The additional De-escalation/Critical Incident training costs will be absorbed in our current training budget.

STAFF RECOMMENDATION

It is recommended that the City Council review and discuss SVPD's updates on training, use of force policy and transparency, and take action as appropriate.

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Use of Force

300.1 PURPOSE AND SCOPE

This policy provides guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every member of this agency is expected to use these guidelines to make such decisions in a professional, impartial, and reasonable manner ([Government Code § 7286](#)).

In addition to those methods, techniques, and tools set forth below, the guidelines for the reasonable application of force contained in this policy shall apply to all policies addressing the potential use of force, including but not limited to the Control Devices and Techniques and Conducted Energy Device policies.

300.1.1 DEFINITIONS

Definitions related to this policy include:

Deadly force - Any use of force that creates a substantial risk of causing death or serious bodily injury, including but not limited to the discharge of a firearm (Penal Code § 835a).

Feasible - Reasonably capable of being done or carried out under the circumstances to successfully achieve the arrest or lawful objective without increasing risk to the officer or another person (Government Code § 7286(a)).

Force - The application of physical techniques or tactics, chemical agents, or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed, or restrained.

Serious bodily injury - A serious impairment of physical condition, including but not limited to the following: loss of consciousness; concussion; bone fracture; protracted loss or impairment of function of any bodily member or organ; a wound requiring extensive suturing; and serious disfigurement (Penal Code § 243(f)(4)).

Totality of the circumstances - All facts known to the officer at the time, including the conduct of the officer and the subject leading up to the use of force (Penal Code § 835a).

300.2 POLICY

The use of force by law enforcement personnel is a matter of critical concern, both to the public and to the law enforcement community. Officers are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties.

Officers must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of law enforcement duties.

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The Department recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation and a careful balancing of all interests.

300.2.1 DUTY TO INTERCEDE

Any officer present and observing another law enforcement officer or an employee using force that is clearly beyond that which is necessary, as determined by an objectively reasonable officer under the circumstances, shall, when in a position to do so, intercede to prevent the use of unreasonable force.

When observing force used by a law enforcement officer, each officer should take into account the totality of the circumstances and the possibility that other law enforcement officers may have additional information regarding the threat posed by the subject (Government Code § 7286(b)).

300.2.2 FAIR AND UNBIASED USE OF FORCE

Officers are expected to carry out their duties, including the use of force, in a manner that is fair and unbiased (Government Code § 7286(b)). See the Bias-Based Policing Policy for additional guidance.

300.2.3 DUTY TO REPORT EXCESSIVE FORCE

Any officer who observes a law enforcement officer or an employee use force that potentially exceeds what the officer reasonably believes to be necessary shall promptly report these observations to a supervisor as soon as feasible (Government Code § 7286(b)).

300.3 USE OF FORCE

Officers shall use only that amount of force that reasonably appears necessary given the facts and totality of the circumstances known to or perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose (Penal Code § 835a).

The reasonableness of force will be judged from the perspective of a reasonable officer on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that officers are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain, and rapidly evolving.

Given that no policy can realistically predict every possible situation an officer might encounter, officers are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident. Officers may only use a level of force that they reasonably believe is proportional to the seriousness of the suspected offense or the reasonably perceived level of actual or threatened resistance (Government Code § 7286(b)).

It is also recognized that circumstances may arise in which officers reasonably believe that it would be impractical or ineffective to use any of the approved tools, weapons, or methods provided by the Department. Officers may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be objectively reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose.

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While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires an officer to retreat or be exposed to possible physical injury before applying reasonable force.

300.3.1 USE OF FORCE TO EFFECT AN ARREST

Any peace officer may use objectively reasonable force to effect an arrest, to prevent escape, or to overcome resistance. A peace officer who makes or attempts to make an arrest need not retreat or desist from his/her efforts by reason of resistance or threatened resistance on the part of the person being arrested; nor shall an officer be deemed the aggressor or lose his/her right to self-defense by the use of reasonable force to effect the arrest, prevent escape, or to overcome resistance. Retreat does not mean tactical repositioning or other de-escalation techniques (Penal Code § 835a).

300.3.2 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether to apply force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit (Government Code § 7286(b)). These factors include but are not limited to:

- (a) The apparent immediacy and severity of the threat to officers or others (Penal Code § 835a).
- (b) The conduct of the individual being confronted, as reasonably perceived by the officer at the time (Penal Code § 835a).
- (c) Officer/subject factors (age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers available vs. subjects).
- (d) The conduct of the involved officer leading up to the use of force (Penal Code § 835a).
- (e) The effects of suspected drugs or alcohol.
- (f) The individual's apparent mental state or capacity (Penal Code § 835a).
- (g) The individual's apparent ability to understand and comply with officer commands (Penal Code § 835a).
- (h) Proximity of weapons or dangerous improvised devices.
- (i) The degree to which the subject has been effectively restrained and his/her ability to resist despite being restrained.
- (j) The availability of other reasonable and feasible options and their possible effectiveness (Penal Code § 835a).
- (k) Seriousness of the suspected offense or reason for contact with the individual prior to and at the time force is used.
- (l) Training and experience of the officer.
- (m) Potential for injury to officers, suspects, bystanders, and others.
- (n) Whether the person appears to be resisting, attempting to evade arrest by flight, or is attacking the officer.

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- (o) The risk and reasonably foreseeable consequences of escape.
- (p) The apparent need for immediate control of the subject or a prompt resolution of the situation.
- (q) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.
- (r) Prior contacts with the subject or awareness of any propensity for violence.
- (s) Any other exigent circumstances.

300.3.3 PAIN COMPLIANCE TECHNIQUES

Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Officers may only apply those pain compliance techniques for which they have successfully completed agency-approved training. Officers utilizing any pain compliance technique should consider:

- (a) The degree to which the application of the technique may be controlled given the level of resistance.
- (b) Whether the person can comply with the direction or orders of the officer.
- (c) Whether the person has been given sufficient opportunity to comply.

The application of any pain compliance technique shall be discontinued once the officer determines that compliance has been achieved.

300.3.4 USE OF FORCE TO SEIZE EVIDENCE

In general, officers may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, officers are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, officers should not intentionally use any technique that restricts blood flow to the head, restricts respiration or which creates a reasonable likelihood that blood flow to the head or respiration would be restricted. Officers are encouraged to use techniques and methods taught by the Scotts Valley Police Department for this specific purpose.

300.3.5 ALTERNATIVE TACTICS - DE-ESCALATION

As time and circumstances reasonably permit, and when community and officer safety would not be compromised, officers should consider actions that may increase officer safety and may decrease the need for using force:

- (a) Summoning additional resources that are able to respond in a reasonably timely manner.
- (b) Formulating a plan with responding officers before entering an unstable situation that does not reasonably appear to require immediate intervention.
- (c) Employing other tactics that do not unreasonably increase officer jeopardy.

In addition, when reasonable, officers should evaluate the totality of circumstances presented at the time in each situation and, when feasible, consider and utilize reasonably available alternative

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tactics and techniques that may persuade an individual to voluntarily comply or may mitigate the need to use a higher level of force to resolve the situation before applying force (Government Code § 7286(b)(1)). Such alternatives may include but are not limited to:

- (a) Attempts to de-escalate a situation.
- (b) If reasonably available, the use of crisis intervention techniques by properly trained personnel.

300.4 DEADLY FORCE APPLICATIONS

Where feasible, the officer shall, prior to the use of deadly force, make reasonable efforts to identify him/herself as a peace officer and to warn that deadly force may be used, unless the officer has objectively reasonable grounds to believe the person is aware of those facts (Penal Code 835a(5) (c)(1)(B)).

If an objectively reasonable officer would consider it safe and feasible to do so under the totality of the circumstances, officers ~~should~~ shall evaluate ~~the~~ and use ~~of~~ other reasonably available resources and techniques when determining whether to use deadly force. To the extent that it is reasonably practical, officers should consider their surroundings and any potential risks to bystanders prior to discharging a firearm (Government Code § 7286(b)).

The use of deadly force is only justified when the officer reasonably believes it is necessary in the following circumstances (Penal Code § 835a):

- (a) An officer may use deadly force to protect him/herself or others from what he/she reasonably believes is an imminent threat of death or serious bodily injury to the officer or another person.
- (b) An officer may use deadly force to apprehend a fleeing person for any felony that threatened or resulted in death or serious bodily injury, if the officer reasonably believes that the person will cause death or serious bodily injury to another unless immediately apprehended. ~~Where feasible, the officer shall, prior to the use of force, make reasonable efforts to identify themselves as a peace officer and to warn that deadly force may be used, unless the officer has objectively reasonable grounds to believe the person is aware of those facts.~~

Officers shall not use deadly force against a person based on the danger that person poses to him/ herself, if an objectively reasonable officer would believe the person does not pose an imminent threat of death or serious bodily injury to the officer or to another person (Penal Code § 835a).

An “imminent” threat of death or serious bodily injury exists when, based on the totality of the circumstances, a reasonable officer in the same situation would believe that a person has the present ability, opportunity, and apparent intent to immediately cause death or serious bodily injury to the officer or another person. An officer’s subjective fear of future harm alone is insufficient as an imminent threat. An imminent threat is one that from appearances is reasonably believed to require instant attention (Penal Code § 835a).

300.4.1 SHOOTING AT OR FROM MOVING VEHICLES

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Shots fired at or from a moving vehicle are rarely effective ~~Officers should move~~ and may involve additional considerations and risks. When feasible, officers should take reasonable steps to move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants. An officer should only discharge a firearm at a moving vehicle or its occupants when the officer reasonably believes there are no other reasonable means available to avert the imminent threat of the vehicle, or if deadly force other than the vehicle is directed at the officer or others (Government Code § 7286(b)).

Officers should not shoot at any part of a vehicle in an attempt to disable the vehicle.

300.4.2 DISPLAYING OF FIREARMS

Given that individuals might perceive the display of a firearm as a potential application of force, officers should carefully evaluate each tactical situation and use sound discretion when drawing a firearm in public by considering the following guidelines (Government Code § 7286(b)):

- (a) If the officer does not initially perceive an imminent ~~a threat~~ but reasonably believes that the potential for such threat exists— ~~(e.g., building search)~~, firearms should generally be kept in the low-ready or other position not directed toward an individual.
- (b) If the officer reasonably believes that ~~an imminent~~ a threat exists based on the totality of circumstances presented at the time (e.g., high-risk stop, tactical entry, armed encounter), firearms may be directed toward such imminent threat until the officer no longer perceives such threat.

Once it is reasonably safe to do so, officers should carefully secure all firearms.

300.5 REPORTING THE USE OF FORCE

Any use of force by a member of this agency shall be documented promptly, completely, and accurately in an appropriate report, depending on the nature of the incident. The officer should articulate the factors perceived and why he/she believed the use of force was reasonable under the circumstances. To collect data for purposes of training, resource allocation, analysis, and related purposes, the Department may require the completion of additional report forms, as specified in agency policy, procedure, or law. See the Report Preparation Policy for additional circumstances that may require documentation.

300.5.1 NOTIFICATION TO SUPERVISORS

Supervisory notification shall be made as soon as practicable following the application of force in any of the following circumstances:

- (a) The application caused a visible injury.
- (b) The application would lead a reasonable officer to conclude that the individual may have experienced more than momentary discomfort.
- (c) The individual subjected to the force complained of injury or continuing pain.
- (d) The individual indicates intent to pursue litigation.
- (e) Any application of a TASER device or control device.
- (f) Any application of a restraint device other than handcuffs, shackles, or belly chains.

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- (g) The individual subjected to the force was rendered unconscious.
- (h) An individual was struck or kicked.
- (i) An individual alleges unreasonable force was used or that any of the above has occurred.

300.5.2 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

Statistical data regarding all officer-involved shootings and incidents involving use of force resulting in serious bodily injury is to be reported to the California Department of Justice as required by Government Code § 12525.2. See the Records Bureau Policy.

300.6 MEDICAL CONSIDERATION

Once it is reasonably safe to do so, properly trained officers should promptly provide or procure medical assistance for any person injured or claiming to have been injured in a use of force incident (Government Code § 7286(b)).

Prior to booking or release, medical assistance shall be obtained for any person who exhibits signs of physical distress, who has sustained visible injury, expresses a complaint of injury or continuing pain, or who was rendered unconscious. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until he/she can be medically assessed.

Based upon the officer's initial assessment of the nature and extent of the subject's injuries, medical assistance may consist of examination by fire personnel, paramedics, hospital staff, or medical staff at the jail. If any such individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practicable, should be witnessed by another officer and/or medical personnel. If a recording is made of the contact or an interview with the individual, any refusal should be included in the recording, if possible.

The on-scene supervisor or, if the on-scene supervisor is not available, the primary handling officer shall ensure that any person providing medical care or receiving custody of a person following any use of force is informed that the person was subjected to force. This notification shall include a description of the force used and any other circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

Persons who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics and imperviousness to pain (sometimes called "excited delirium"), or who require a protracted physical encounter with multiple officers to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Officers who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away if appropriate.

300.7 SUPERVISOR RESPONSIBILITY

~~When a supervisor is able to respond to an incident in which there has been a reported application of force, the supervisor is expected to~~ A supervisor should respond to any reported use of force, if reasonably available. The responding supervisor is expected to (Government Code § 7286(b)):

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- (a) Obtain the basic facts from the involved officers. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.
- (b) Ensure that any injured parties are examined and treated.
- (c) When possible, separately obtain a recorded interview with the subject upon whom force was applied. If this interview is conducted without the person having voluntarily waived his/her *Miranda* rights, the following shall apply:
 - 1. The content of the interview should not be summarized or included in any related criminal charges.
 - 2. The fact that a recorded interview was conducted should be documented in a property or other report.
 - 3. The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired.
- (d) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas. These photographs should be retained until all potential for civil litigation has expired.
- (e) Identify any witnesses not already included in related reports.
- (f) Review and approve all related reports.
- (g) Determine if there is any indication that the subject may pursue civil litigation.
 - 1. If there is an indication of potential civil litigation, the supervisor should complete and route a notification of a potential claim through the appropriate channels.
- (h) Evaluate the circumstances surrounding the incident and initiate an administrative investigation if there is a question of policy non-compliance or if for any reason further investigation may be appropriate.

In the event that a supervisor is unable to respond to the scene of an incident involving the reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

300.8 TRAINING

Officers- ~~will~~ investigators, and supervisors will receive periodic training on this policy and demonstrate their knowledge and understanding ([Government Code § 7286\(b\)](#)).

Subject to available resources, the Training Sergeant should ensure that officers receive periodic training on de-escalation tactics, including alternatives to force.

Training should also include ([Government Code § 7286\(b\)](#)):

- (a) Guidelines regarding vulnerable populations, including but not limited to children, elderly persons, pregnant individuals, and individuals with physical, mental, and developmental disabilities.

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- (b) Training courses required by and consistent with POST guidelines set forth in Penal Code § 13519.10.

300.9 USE OF FORCE COMPLAINTS

The receipt, processing, and investigation of civilian complaints involving use of force incidents should be handled in accordance with the Personnel Complaints Policy (Government Code § 7286(b)).

300.10 POLICY REVIEW

The Chief of Police or the authorized designee should regularly review and update this policy to reflect developing practices and procedures (Government Code § 7286(b)).

300.11 POLICY AVAILABILITY

The Chief of Police or the authorized designee should ensure this policy is accessible to the public (Government Code § 7286(c)).

300.12 PUBLIC RECORDS REQUESTS

Requests for public records involving an officer's personnel records shall be processed in accordance with Penal Code § 832.7 and the Personnel Records, and Records Maintenance and Release policies (Government Code § 7286(b)).