A G E N D A

Meeting of the
Scotts Valley City Council
REMOTE ACCESS ONLY
Date: December 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 12-11-20 at City Hall and on the Internet at www.scottsvalley.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, this regular meeting of the City Council will be conducted through videoconference. Elected Officials and City Staff Members will be participating remotely via videoconference.

Public Participation:
The 12-16-20 Council meeting will be available on Zoom, however, it will not be broadcast through Community Television of Santa Cruz 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/84502359322
- 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: 845 0235 9322

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 - *This feature not available for the 12-16-20 Council meeting.*
~~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/84502359322

CALL TO ORDER 6:00 PM

MOMENT OF SILENCE

SPECIAL SET MATTERS

a) Approval of Resolution No. 1978.2 declaring the results of the consolidated Presidential General Municipal Election held on November 3, 2020

b) Swearing in of re-elected City Council Members Randy Johnson, Donna Lind and Jack Dilles

c) Nomination/Motion of Mayor/Chair
(Conducted by City Manager)

d) Nomination/Motion of Vice Mayor/Vice Chair
(Conducted by newly appointed Mayor)

ROLL CALL

SPECIAL SET MATTER

Central Coast Community Energy annual update presentation from Lina Williams, Manager of Energy Account Services for Central Coast Community Energy.

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 12-2-20 Regular and Special meetings

B. Approve check registers dated 12-4-20, 12-11-20

C. Approve maintenance agreement for private stormwater management facility on Nashua Drive, APN 023-171-21

D. Approve Resolution No. 1980.1 authorizing the Community Development Director to take all necessary actions to receive the funds regarding the State of California LEAP Planning Grant Program application

E. Approve the revised Recreation Temporary Employee Salary Schedules for 2021 and 2022 to meet State of California minimum wage requirements

F. Accept the Comprehensive Annual Financial Report (CAFR) for the fiscal year ending June 30, 2020

G. Approve Resolution No. 1955.10 revising the Accounting Manager Class Specification to Finance Manager, establishing a new salary schedule, assigning the classification from Management and Confidential Benefits Plan to the Mid-Management Association Bargaining Group and adding one FTE Finance Manager position to the City's FY 2020-2021 Personnel Complement

H. Approve Resolution No. 1955.11 amending the salary schedule for the City Clerk/Administrative Manager class specification and Resolution No. 1551.26 amending Section 2.00 of the Management and Confidential Compensation Benefits Package to include termination and severance benefits for the City Clerk/Administrative Manager

I. Authorize the City Manager to execute the financial services contract with Management Partners, in a form approved by the City Attorney, for a not-to-exceed amount of $120,000

ALTERATIONS TO REGULAR AGENDA

Council can remove or add items to the Regular Agenda.

REGULAR AGENDA

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

1. 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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RESOLUTION NO. 1978.2

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY DECLARING RESULTS OF CONSOLIDATED PRESIDENTIAL GENERAL ELECTION HELD ON NOVEMBER 3, 2020

WHEREAS, a consolidated Presidential General Election was conducted in the City of Scotts Valley on November 3, 2020 for the election of candidates to three City Council seats; and

WHEREAS, the canvass of the returns of said consolidated election was conducted through the office of the County Clerk of Santa Cruz County; and

WHEREAS, the County Clerk of Santa Cruz County has certified the results of the said election; and

WHEREAS, the abstract attached hereto represents the certified abstract of the results of said election; and

WHEREAS, the candidates nominated for election to the three City Council seats were, Randy Johnson, Donna Lind, Jack Dilles and John Lewis; and

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

1. The certified abstract hereto attached disclosing the results of the consolidated statewide general election conducted on November 3, 2020 is hereby accepted and declared to represent the final results of said election.

2. That candidates elected to fill the three City Council seats are the three candidates who received the highest number of votes: Randy Johnson, Donna Lind and Jack Dilles; and

3. The results of the election set forth in the attached certified abstract shall be entered in the minutes pursuant to Section 22933 of the Elections Code of California.

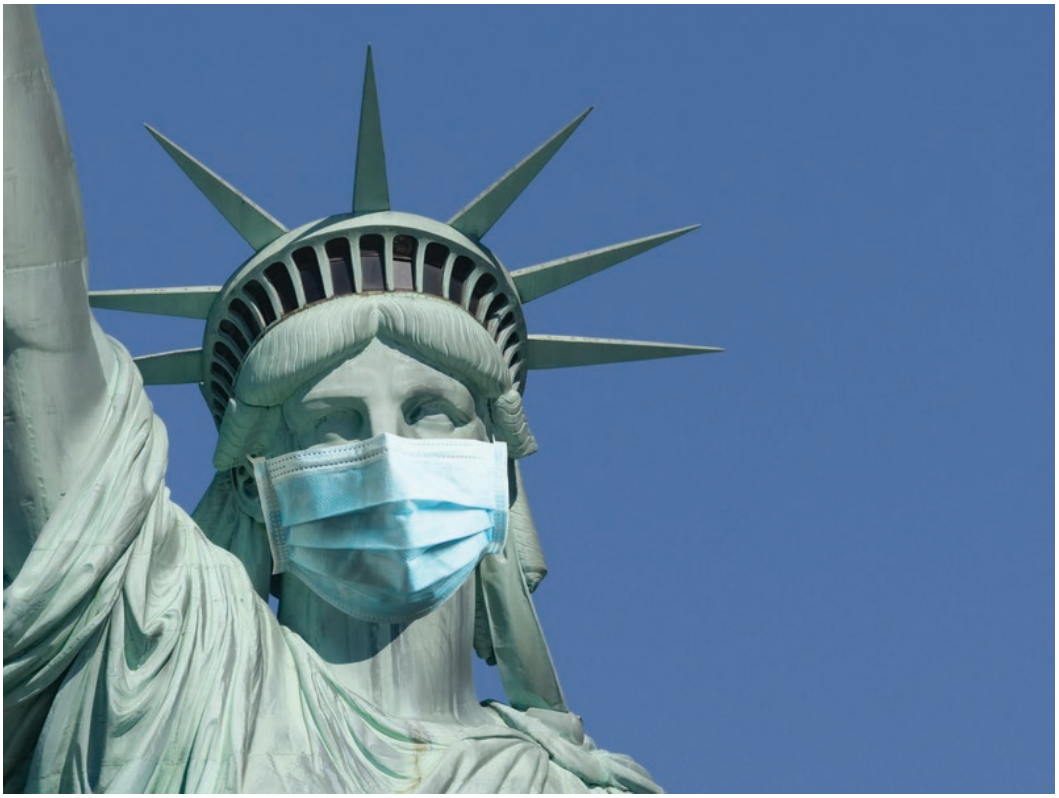
The above and foregoing resolution was adopted at a duly held regular meeting of the City Council on the 16th day of December, 2020 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Approved: ______________________
Randy Johnson, Mayor

Attest: ______________________
Tracy A. Ferrara, City Clerk

Statement of Vote



November 3, 2020 Presidential General Election

Gail L. Pellerin, Santa Cruz County Clerk
701 Ocean St., Room 310
Santa Cruz, CA 95060
831-454-2060 / 1-866-282-5900
831-454-2445 (FAX)
www.votescount.us

Certification of County Clerk of the Results of the Canvass of the November 3, 2020 Presidential General Election

I, Gail L. Pellerin, County Clerk of the County of Santa Cruz, do hereby certify that, in pursuance to the provisions of Elections Code Section 15300, et. seq., I did canvass the results for the votes cast in the Presidential General Election held in Santa Cruz County on November 3, 2020, for measures and contests that were submitted to the vote of the voters, and that the Statement of Votes Cast to which this certificate is attached, is true and correct.

I hereby set my hand and official seal this 1st day of December, 2020 at the County of Santa Cruz.

Gail L. Pellerin

____

Gail L. Pellerin
Santa Cruz County Clerk

COUNTY CLERK • SANTA CRUZ COUNTY • CALIFORNIA
LITERAE SCRIPTAE MANENT

1 City of Scotts Valley Councilmember

						1	1	1	1	1	1	1
		Registered Voters	Voters Cast	Turnout (%)		JOHN LEWIS	DONNA R. LIND	JACK DILLES	RANDY JOHNSON	Write In 1	Write In 2	Write In 3
14110	Election Day	5	2	40.00 %			2	2	2			
14110	Vote by Mail	5	3	60.00 %		1	3	1	3			
14110	Total	5	5	100.00 %		1	5	3	5			
14123	Election Day	0	1				1					
14123	Vote by Mail	0	0									
14123	Total	0	1				1					
14132	Election Day	1676	120	7.16 %		46	66	58	73	3		
14132	Vote by Mail	1676	1354	80.79 %		455	819	793	792	3	3	
14132	Total	1676	1474	87.95 %		501	885	851	865	6	3	
54010	Election Day	1633	111	6.80 %		43	62	54	72	1		
54010	Vote by Mail	1633	1334	81.69 %		431	791	750	807	4	2	2
54010	Total	1633	1445	88.49 %		474	853	804	879	5	2	2
54030	Election Day	5405	536	9.92 %		191	288	236	311	7	1	1
54030	Vote by Mail	5405	4329	80.09 %		1491	2469	2453	2527	31	10	7
54030	Total	5405	4865	90.01 %		1682	2757	2689	2838	38	11	8
Electionwide	Election Day	8719	770	8.83 %		280	419	350	458	11	1	1
Electionwide	Vote by Mail	8719	7020	80.51 %		2378	4082	3997	4129	38	15	9
Electionwide	Total	8719	7790	89.35 %		2658	4501	4347	4587	49	16	10
Total - Election Day		8719	770	8.83 %		280	419	350	458	11	1	1
Total - Vote by Mail		8719	7020	80.51 %		2378	4082	3997	4129	38	15	9
Contest Total		8719	7790	89.35 %		2658	4501	4347	4587	49	16	10

1 City of Scotts Valley Councilmember

						1	1	1	1	1	1	1
		Registered Voters	Voters Cast	Turnout (%)		JOHN LEWIS	DONNA R. LIND	JACK DILLES	RANDY JOHNSON	Write In 1	Write In 2	Write In 3
Electionwide	Total	8719	770	8.83 %		280	419	350	458	11	1	1
CALIFORNIA	Total	8719	770	8.83 %		280	419	350	458	11	1	1
18th Congressional District	Total	8714	768	8.81 %		280	417	348	456	11	1	1
20th Congressional District	Total	5	2	40.00 %			2	2	2			
17th Senatorial District	Total	8719	770	8.83 %		280	419	350	458	11	1	1
29th Assembly District	Total	8719	770	8.83 %		280	419	350	458	11	1	1
State Board of Equalization - District 2	Total	8719	770	8.83 %		280	419	350	458	11	1	1
Unincorporated - County Board of Education sub-district	Total	8719	770	8.83 %		280	419	350	458	11	1	1
Unincorporated - Community College sub-district	Total	8719	770	8.83 %		280	419	350	458	11	1	1
Scotts Valley Unified School District	Total	8719	769	8.82 %		280	418	350	458	11	1	1
Unincorporated - Unified School District	Total	0	1				1					
Unincorporated - Unified School District sub-district	Total	8719	770	8.83 %		280	419	350	458	11	1	1
Unincorporated - School District	Total	8719	770	8.83 %		280	419	350	458	11	1	1
Santa Cruz County	Total	8719	770	8.83 %		280	419	350	458	11	1	1
1st Supervisorial District	Total	1681	123	7.32 %		46	69	60	75	3		
5th Supervisorial District	Total	7038	647	9.19 %		234	350	290	383	8	1	1
City of Scotts Valley	Total	8719	770	8.83 %		280	419	350	458	11	1	1
Unincorporated - City sub-district	Total	8719	770	8.83 %		280	419	350	458	11	1	1
Unincorporated - Unincorporated	Total	8719	770	8.83 %		280	419	350	458	11	1	1
Unincorporated - Water Agency sub-district	Total	8719	770	8.83 %		280	419	350	458	11	1	1
San Lorenzo Valley Water District	Total	1633	111	6.80 %		43	62	54	72	1		
Unincorporated - Water District	Total	7086	659	9.30 %		237	357	296	386	10	1	1

1 City of Scotts Valley Councilmember

						1	1	1	1	1	1	1
		Registered Voters	Voters Cast	Turnout (%)		JOHN LEWIS	DONNA R. LIND	JACK DILLES	RANDY JOHNSON	Write In 1	Write In 2	Write In 3
Electionwide	Total	8719	7020	80.51 %		2378	4082	3997	4129	38	15	9
CALIFORNIA	Total	8719	7020	80.51 %		2378	4082	3997	4129	38	15	9
18th Congressional District	Total	8714	7017	80.53 %		2377	4079	3996	4126	38	15	9
20th Congressional District	Total	5	3	60.00 %		1	3	1	3			
17th Senatorial District	Total	8719	7020	80.51 %		2378	4082	3997	4129	38	15	9
29th Assembly District	Total	8719	7020	80.51 %		2378	4082	3997	4129	38	15	9
State Board of Equalization - District 2	Total	8719	7020	80.51 %		2378	4082	3997	4129	38	15	9
Unincorporated - County Board of Education sub-district	Total	8719	7020	80.51 %		2378	4082	3997	4129	38	15	9
Unincorporated - Community College sub-district	Total	8719	7020	80.51 %		2378	4082	3997	4129	38	15	9
Scotts Valley Unified School District	Total	8719	7020	80.51 %		2378	4082	3997	4129	38	15	9
Unincorporated - Unified School District	Total	0	0									
Unincorporated - Unified School District sub-district	Total	8719	7020	80.51 %		2378	4082	3997	4129	38	15	9
Unincorporated - School District	Total	8719	7020	80.51 %		2378	4082	3997	4129	38	15	9
Santa Cruz County	Total	8719	7020	80.51 %		2378	4082	3997	4129	38	15	9
1st Supervisorial District	Total	1681	1357	80.73 %		456	822	794	795	3	3	
5th Supervisorial District	Total	7038	5663	80.46 %		1922	3260	3203	3334	35	12	9
City of Scotts Valley	Total	8719	7020	80.51 %		2378	4082	3997	4129	38	15	9
Unincorporated - City sub-district	Total	8719	7020	80.51 %		2378	4082	3997	4129	38	15	9
Unincorporated - Unincorporated	Total	8719	7020	80.51 %		2378	4082	3997	4129	38	15	9
Unincorporated - Water Agency sub-district	Total	8719	7020	80.51 %		2378	4082	3997	4129	38	15	9
San Lorenzo Valley Water District	Total	1633	1334	81.69 %		431	791	750	807	4	2	2
Unincorporated - Water District	Total	7086	5686	80.24 %		1947	3291	3247	3322	34	13	7

1 City of Scotts Valley Councilmember

						1	1	1	1	1	1	1
		Registered Voters	Voters Cast	Turnout (%)		JOHN LEWIS	DONNA R. LIND	JACK DILLES	RANDY JOHNSON	Write In 1	Write In 2	Write In 3
Electionwide	Total	8719	7790	89.35 %		2658	4501	4347	4587	49	16	10
CALIFORNIA	Total	8719	7790	89.35 %		2658	4501	4347	4587	49	16	10
18th Congressional District	Total	8714	7785	89.34 %		2657	4496	4344	4582	49	16	10
20th Congressional District	Total	5	5	100.00 %		1	5	3	5			
17th Senatorial District	Total	8719	7790	89.35 %		2658	4501	4347	4587	49	16	10
29th Assembly District	Total	8719	7790	89.35 %		2658	4501	4347	4587	49	16	10
State Board of Equalization - District 2	Total	8719	7790	89.35 %		2658	4501	4347	4587	49	16	10
Unincorporated - County Board of Education sub-district	Total	8719	7790	89.35 %		2658	4501	4347	4587	49	16	10
Unincorporated - Community College sub-district	Total	8719	7790	89.35 %		2658	4501	4347	4587	49	16	10
Scotts Valley Unified School District	Total	8719	7789	89.33 %		2658	4500	4347	4587	49	16	10
Unincorporated - Unified School District	Total	0	1				1					
Unincorporated - Unified School District sub-district	Total	8719	7790	89.35 %		2658	4501	4347	4587	49	16	10
Unincorporated - School District	Total	8719	7790	89.35 %		2658	4501	4347	4587	49	16	10
Santa Cruz County	Total	8719	7790	89.35 %		2658	4501	4347	4587	49	16	10
1st Supervisorial District	Total	1681	1480	88.04 %		502	891	854	870	6	3	
5th Supervisorial District	Total	7038	6310	89.66 %		2156	3610	3493	3717	43	13	10
City of Scotts Valley	Total	8719	7790	89.35 %		2658	4501	4347	4587	49	16	10
Unincorporated - City sub-district	Total	8719	7790	89.35 %		2658	4501	4347	4587	49	16	10
Unincorporated - Unincorporated	Total	8719	7790	89.35 %		2658	4501	4347	4587	49	16	10
Unincorporated - Water Agency sub-district	Total	8719	7790	89.35 %		2658	4501	4347	4587	49	16	10
San Lorenzo Valley Water District	Total	1633	1445	88.49 %		474	853	804	879	5	2	2
Unincorporated - Water District	Total	7086	6345	89.54 %		2184	3648	3543	3708	44	14	8

SPECIAL SET MATTER
DATE: 12-16-2020

City of Scotts Valley

Annual CCCE JPA Member Update

Wednesday, December 16, 2020

Central Coast Community Energy

MBCP IS NOW

Central Coast Community Energy

Effective Sept. 4, 2020

New Tag Line: **“Clean Energy. Local Control”**

New Website: **www.3cenergy.org**

New Acronym: **3CE**

Central Coast Community Energy

How Does a CCA Work?

"A Partnership to support shared customers"

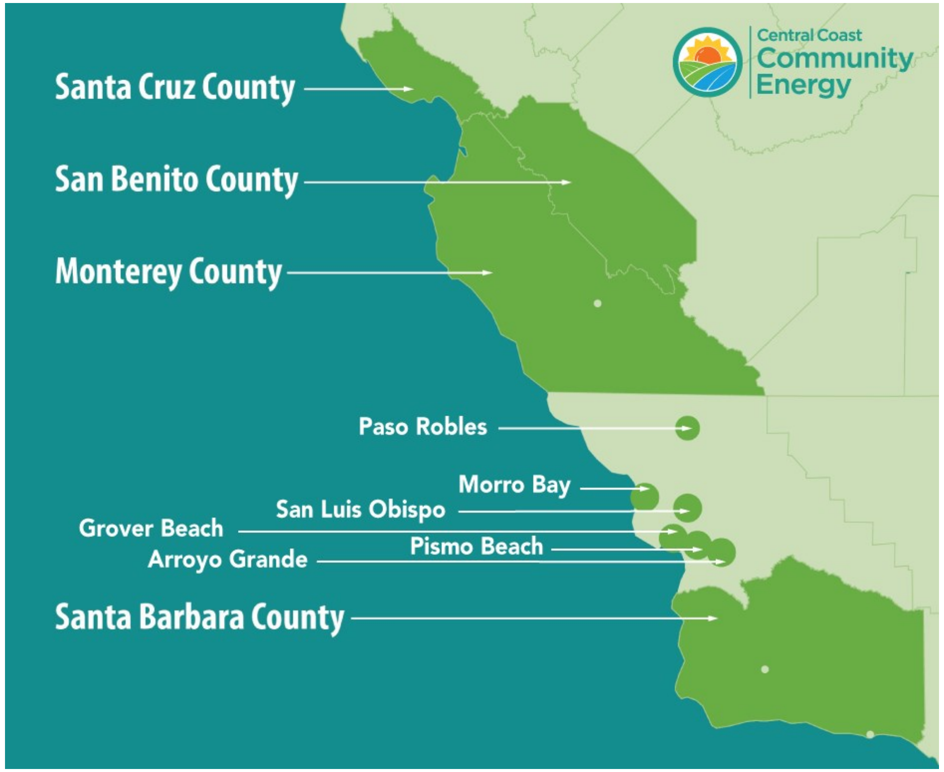
CCAs procure from clean & renewable energy resources

Investor Owner Utility (PG&E or SCE) transmits & distributes the electrons

Same Service at competitive prices

Central Coast Community Energy

WHO WE ARE?



Central Coast Community Energy

3CE Governance

Policy Board:	Meets 4 Times Annually including Annual Meeting
Operations Board:	Meets 10 Times Annually including Annual Meeting
Community Advisory Council:	Meets 7 Times Annually including Annual Meeting

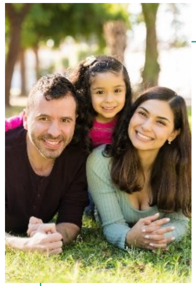
County of Santa Cruz | **City of Santa Cruz** | **City of Watsonville** | **County of Monterey** | **City of Salinas** | **County of San Benito** | **County of Santa Barbara** | **City of Santa Maria**

Coastal Cities	Peninsula Cities	Salinas Cities	San Benito Cities	Santa Cruz Cities	San Luis Obispo Cities	South County Cities	SB County Cities	SB County Cities
Marina*	Carmel	Greenfield	Hollister	Capitola	San Luis Obispo*	Arroyo Grande	Guadalupe*	Goleta*
Sand City	Monterey*	Gonzales*	San Juan Bautista*	Scotts Valley*	Morro Bay	Grover Beach*	Solvang	Carpinteria
Seaside	Pacific Grove	Soledad			Paso Robles	Pismo Beach	Buellton	
Del Rey Oaks								

*City representative currently serving in a shared seat.

Central Coast Community Energy

3CE Accomplishments



Local Choice

- 3Cchoice-clean and renewable offering
- 95% enrollment

Economic Vitality

- $12 million – Energy programs
- Est. $50 million – Customer savings
- $25 million – Resiliency Fund

Local Support

- Contracts with Local Vendors
- 32 full time employees
- 2 offices – Monterey & San Luis Obispo

Clean Energy

- 450 MWs of Renewables – solar, wind, geothermal
- 200 MWs of battery storage
- Pathway to 100% clean and renewable

Financial Stability

- Received “A” Rating from S&P
- Over $140 Million in Rate Stabilization Fund
- Service and Loans Paid Off

Central Coast Community Energy

3CE Response to COVID-19

- Unanimous support from boards
- All customers benefit
- No action needed

3CE Responds to **COVID-19** with an Estimated **$22m** in Deferred Customer Electricity Costs

Jan 1 – Apr 30, 20	May 1 – Jun 30, 20	Jul 1 – Dec 31, 20
7% Savings 3CE customers receive a monthly discount compared to PG&E rates	**50% Off** All 3CE Electric Generation Charges	**2% Savings** 3CE customers will continue to save, monthly, compared to PG&E rates

3CE customers can expect a **50% rate reduction** on their May and June electric bills as a response to provide financial relief to all customers. **3ce.org/covid-response**

50% of 3CE Electric Generation Charges deferred in May and June 2020

Cumulative bill reduction estimated $22.4 Million

- $6.45 million for residential customers
- $10.95 million for commercial customer
- $5.03 million for agriculture customers

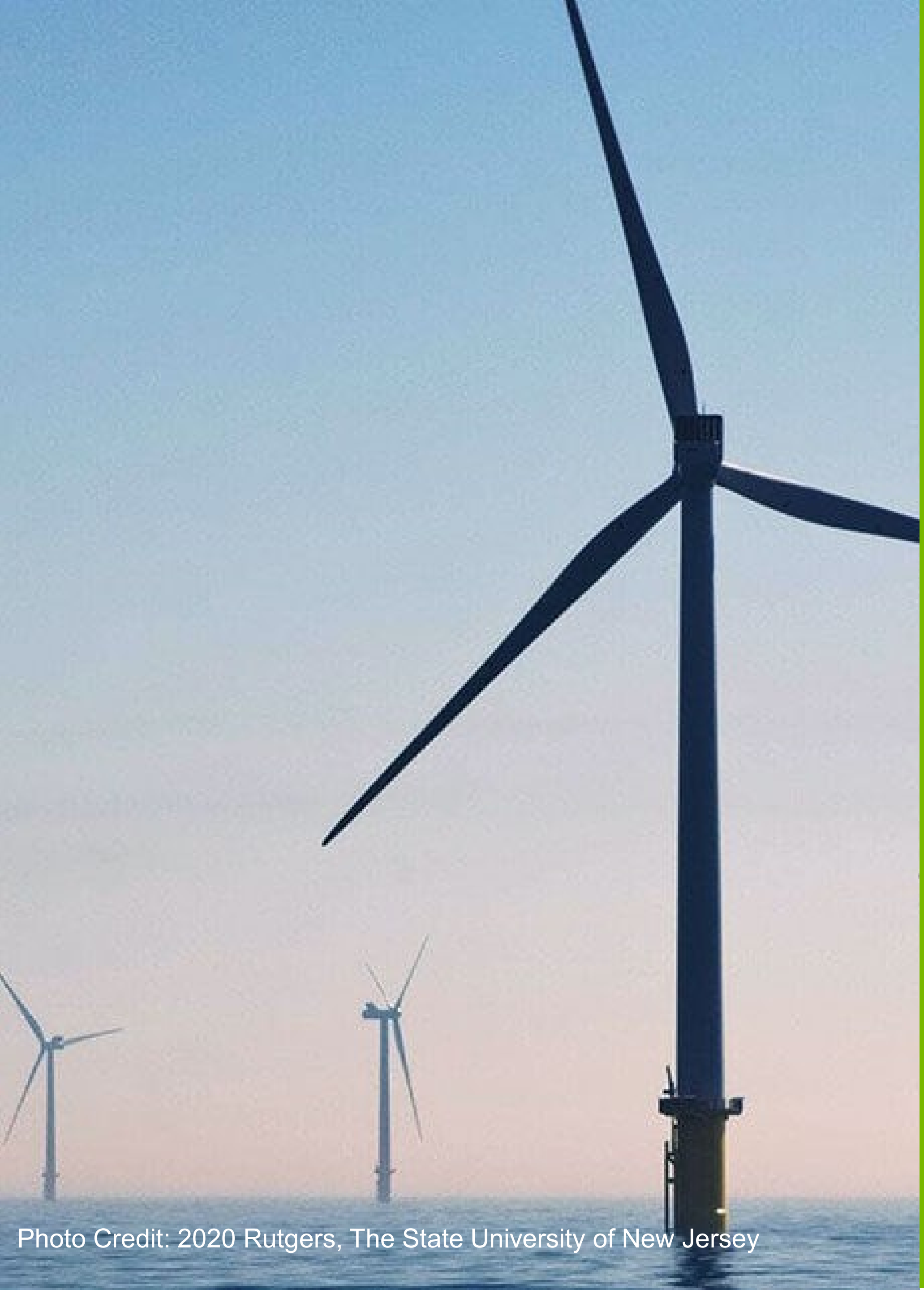
Central Coast Community Energy

UPDATE ON ENERGY PROCUREMENT

Project Name (Executed PPAs)	Source	Generation Megawatt	Battery Megawatt	Location	Expected Online Date	Delivery Term (in years)
RE Slate (Recurent)	Solar + Storage	67.4	33.7	Kings County	06/30/21	17
BigBeau (EDF)	Solar + Storage	57.6	18.0	Kern County	12/01/21	20
Mammoth Casa Diablo IV	Geothermal	7.0		Mono County	12/31/21	10
Coso Geothermal Power	Geothermal	66.3		Inyo County	01/01/22	15
Rabbitbrush (First Solar)	Solar + Storage	60.0	12.0	Kern County	06/01/22	15
Yellow Pine (NextEra)	Solar + Storage	75.0	39.0	Clark County, Nevada	12/31/22	20
California Flats BESS	Battery Only		60.0	Monterey County	08/01/21	10
Aratina (8ME)	Solar + Storage	120	30	Kern County	04/01/23	20
	TOTALS	**453.3**	**192.7**			

These contracts meet 35% of our annual energy demand

Central Coast Community Energy



3CE's Pathway to Clean and Renewable Energy

- New Clean and Renewable Resources
    - 60% RPS Renewable by 2025
    - 100% RPS Renewable by 2030
- Acceleration of Electrification Programs and Evaluation of Distributed Energy Resources and Storage

Central Coast Community Energy

3CE Energy Programs

Overview:

- 3% of gross revenue set aside in 2021 to focus on electrification and fuel-switching
- $1.3 million in FY 18/19
- $5.4 million in FY 19/20
- $6.2 million in FY 20/21

Electrification in building and transportation sectors could result in $3 billion of untapped revenue market wide

FY 20/21 Energy Programs

- CALeVIP EV infrastructure Program - $1.2 million
- New Construction Electrification Grants - $20k
- School Bus Electrification - $2.4 million
- Agriculture Electrification - $568k
- Residential Electrification - $324k
- Residential Resiliency - $1 million
- Electrification Education Grants - $308k
- GHG inventories for member agencies - $70k
- Reach code incentive for member agencies - $60k
- General Support and Future Development - $224k

Central Coast Community Energy

Central Coast Community Energy

ENERGY PROGRAMS

$25MM UNINTERRUPTIBLE POWER SUPPLY FUND PROGRAM

Are Your Operations Impacted by Power Outages?

Central Coast Community Energy (3CE) created the $25MM Uninterruptible Power Supply (UPS) Fund Program to accelerate the adoption of reliable backup power for eligible public and private entities.

Responding to Community Needs

CCCE wants to help its customers maintain critical operations during prolonged power outages, such as those caused by PG&E Public Safety Power Shutoff events or other natural disasters.

The UPS Fund Program Provides Lower-Cost Financing to Help Deliver Energy Resiliency

Eligible critical facility types include:

Agricultural storage • Cooling centers designated by state or local governments • Data centers • Emergency operations centers • Emergency response providers • Fire stations • Grocery stores • Homeless shelters supported by federal, state or local governments • Jails and prisons • Libraries • Locations designated by PG&E to help during PSPS events • Medical facilities (hospitals, skilled nursing facilities, nursing homes, blood banks, health care facilities, dialysis centers, hospice facilities) • Police • Public and private gas, electric, water, wastewater or flood control facilities • Schools • Telecommunications • Traffic signals • **Other justifiable critical facilities will be considered for funding on a case-by-case basis. A written justification by applicant must be provided for facility**

Learn more or apply at **3Cenergy.org/ups-fund**

UNINTERRUPTIBLE POWER SUPPLY (UPS) FUND

$25 Million Total Investment

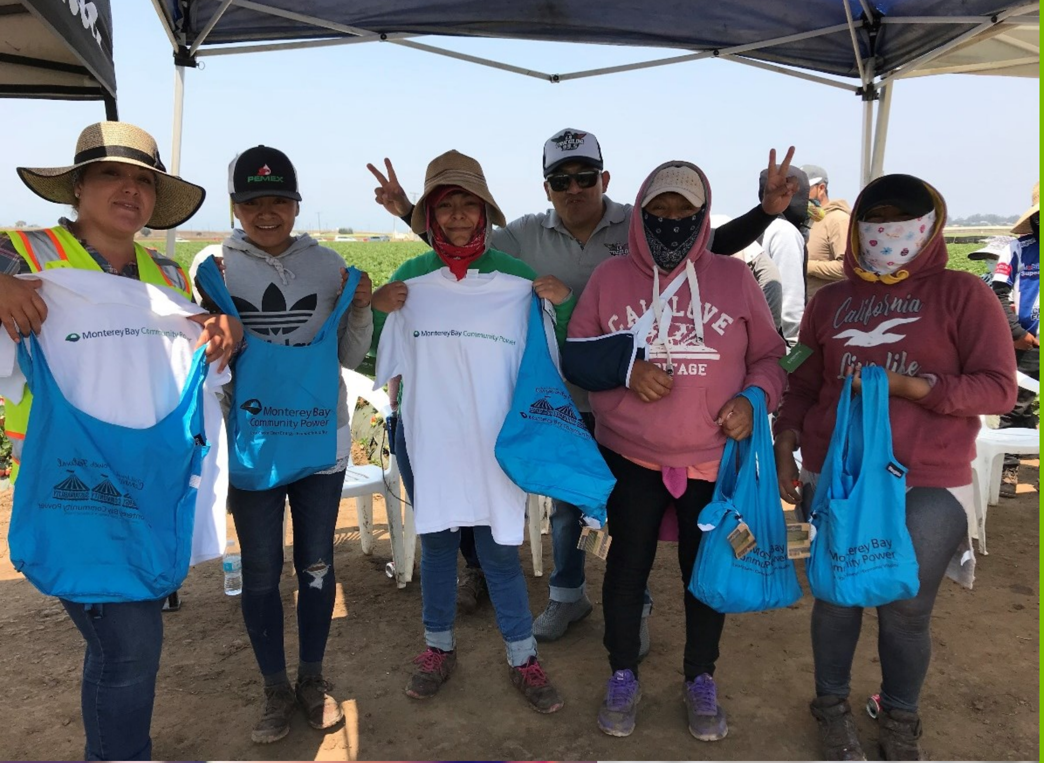
Public Sector ($20 million) – Available now

- Low cost financial support
- Open to public customers i.e city and county governments, schools, hospitals, waste management, water districts
- Project funding, ownership, and asset management will be determined on a case-by-case basis

Private Sector ($5 million in loan guarantee) – Launching soon

- Low-interest financing
- First-come, first-serve basis
- Funding loan at discretion of selected bank

Central Coast Community Energy



CITY OF SCOTTS VALLEY BY THE NUMBERS

- 5,095 enrolled accounts
- 96.94% enrollment

City Accounts Savings

- 2018 – $4,680
- 2019 - $9,904

Community Savings

- 2018 – $108,904
- 2019 - $292,350

Central Coast Community Energy

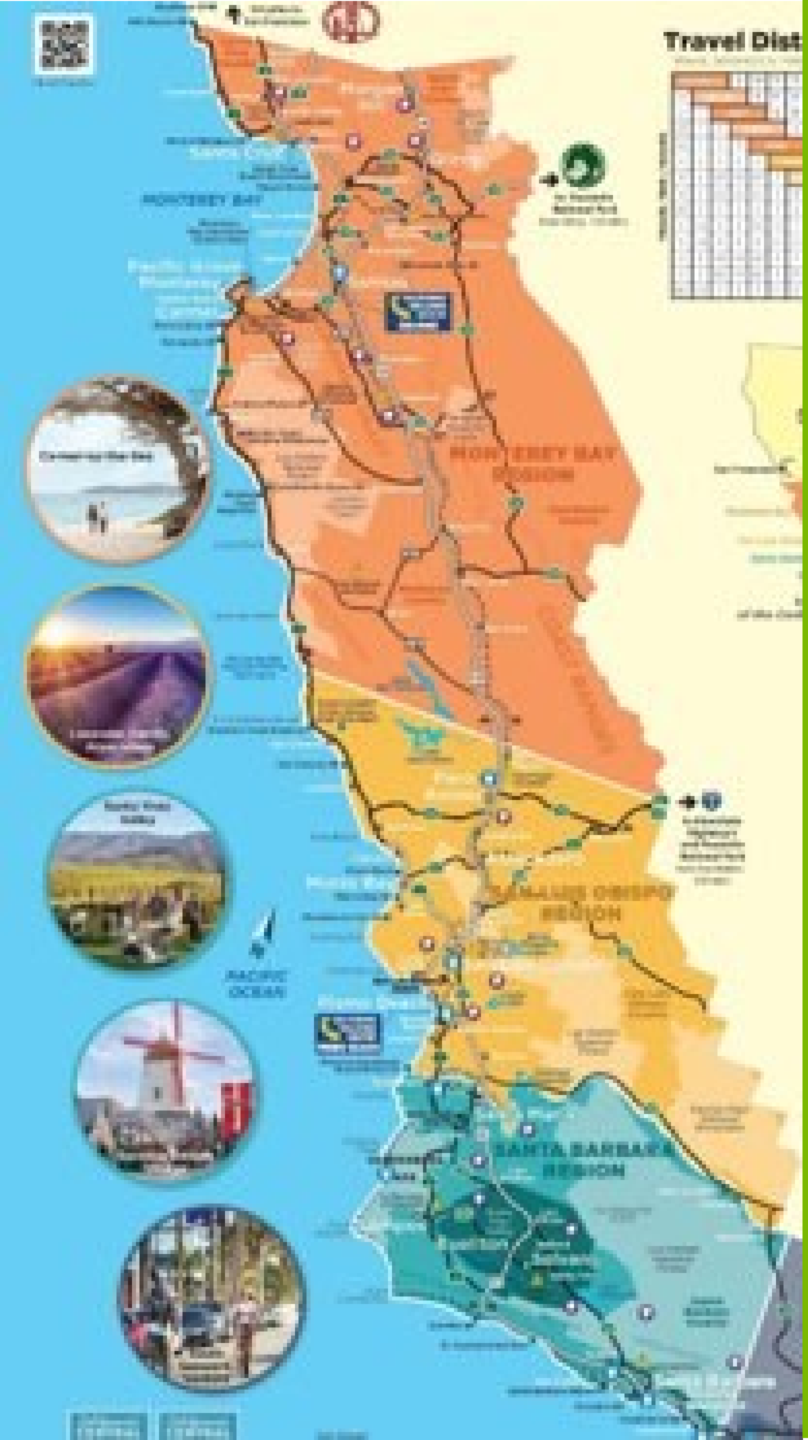
Community Survey

- Rank JPA Goals
- Rank characteristics of energy programs
- Rank what local issues 3CE should consider when designing programs
- Provide additional priorities to consider (Optional)
- Provide program concept idea (Optional)

English Survey:
https://www.surveymonkey.com/r/3CEprograms

Spanish Survey:
https://www.surveymonkey.com/r/Encuesta3CE

Central Coast Community Energy



A Unified Central Coast CCA

Key Updates:

- Satellite Office in San Luis Obispo
- Pathway to achieve 100% clean and renewable energy by 2030
- Leveraging Community Advisory Council for outreach and non-voting seat participation on Operations & Policy Boards
- Engaging with the community around development of future programs
- Enrollment of over 140k customers in 2021 & 2022 across 12 communities

Central Coast Community Energy

Stay Connected with CCCE

www.3cenergy.org

info@3CEnergy.org

1.888.909.6277

@3CEnergy

@3CEnergy

@3CEnergyEnEspanol

Follow us online, join our newsletter and board agenda notification list, and check our extensive FAQ section on the website.

Central Coast Community Energy

M I N U T E S

Meeting of the
Scotts Valley City Council

Date: December 2, 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 11-23-20 at City Hall, SV Senior Center, SV Library and on the Internet at www.scottsvalley.org.

CALL TO ORDER 6:00 PM

The City Council meeting was called to order at 6:02 pm.

MOMENT OF SILENCE

ROLL CALL

ELECTED OFFICIALS PRESENT:	CITY STAFF MEMBERS PRESENT:
Derek Timm, Vice Mayor Jack Dilles, Council Member Donna Lind, Council Member Jim Reed, Council Member – (Arrived at 6:15 pm) **ELECTED OFFICIALS ABSENT:** Randy Johnson, Mayor	Tina Friend, City Manager Kirsten Powell, City Attorney Steve Walpole, Chief of Police Taylor Bateman, Community Development Director Daryl Jordan, Public Works Director/City Engineer Tracy Ferrara, City Clerk

SPECIAL SET MATTER

The City Council received a PowerPoint presentation from Alex Clifford, CEO of the Santa Cruz Metropolitan Transit District (SCMTD) and responded to questions from Council.

The following Bluebonnet Lane residents expressed traffic safety concerns regarding ingress and egress from the Transit Center onto Bluebonnet Lane:

Eric Nilsson
David Jones
Elizabeth Johansen
Ilo Nilsson
Griffin W.

COMMITTEE REPORTS

CM Lind reported that the Santa Cruz Metropolitan Transit District Board met and reviewed a report on key performance indicators. She reported that they also received an update on grant applications that sound promising, electric vehicle charging infrastructure has been completed at the park and they received a report on the transit corridor alternative analysis for the rail network integration study.

CM Dilles reported that he attended the Annual Monterey Bay Economic Partnership State of the Region 2020 virtual meeting.

VM Timm reported that the Library Renovations Subcommittee met and they are continuing to go over the library bond proceeds and how those can be used to improve the building internally and externally.

VM Timm reported that the Town Center Opportunity Committee is continuing to meet and work on scoping and visioning for the future Town Center.

VM Timm reported that the COVID-19 Local Business Recovery Committee has been meeting weekly and they are continuing to work with the Scotts Valley Chamber of Commerce and local businesses to provide support throughout these difficult economic times. He reported that a survey was sent out to local businesses and approximately 67 responses were received that included helpful data. He encouraged everyone to "Shop Local" this holiday season to support our businesses and community.

CITY MANAGER REPORT

COVID-19 Update: New data shows 1,134 total active cases of COVID-19 in the County, which is approximately a quarter of the total cases over the last nine months. Scotts Valley has had 123 cases total, approximately 2% to 2.5% of the County cases and these numbers have been consistent throughout the last nine months. Approximately 71% of cases have been transmitted person to person within a household. There has been a rise in hospitalizations recently and she recommended going to the County's website at www.santacruzhealth.org/coronavirus to stay up to date on data and updated information.

Shop Local Campaign: Passport Business Saturday, held on November 28th, went extremely well and she encouraged everyone to "Shop Local" in support of local businesses. She stated that the data received from the business survey provided valuable information on the health of our businesses and the City and Chamber will continue to do everything possible to look for ways to support our businesses and community.

Library Renovations Subcommittee: The process to spend Measure S funds to improve the Scotts Valley Library is continuing. The roof and HVAC projects have been completed and the Subcommittee is working on a plan to make the best improvements to update and renovate the Library. They currently plan to work with the community to showcase the proposed improvements, and they hope to go to bid for internal and external projects in the summer of 2021 with work to begin in the fall of 2021.

Retirement of Police Captain John Wilson: Chief Walpole spoke about Captain Wilson, thanked him for his 28 years of service to the City of Scotts Valley and wished him well in his retirement.

PUBLIC COMMENT TIME

Ilo Nilsson, SV resident, thanked the City Council and City staff for their work during these difficult times.

ALTERATIONS TO CONSENT AGENDA

M/S: Lind/Dilles
To approve the Consent Agenda.
Carried 4/0/1 (AYES: Dilles, Lind, Reed, Timm; ABSENT: Johnson)

CONSENT AGENDA

A. Approve City Council minutes of 11-18-20 Regular and Special meetings.

B. Approve check register dated 11-24-20

C. Accept the 2019/2020 Annual AB1600 Development Impact Fee Report

D. Approve Resolution No. 1990 extending various orders intended to assist local businesses during the Local Emergency caused by the Novel Coronavirus (COVID-19) until May 31, 2021, unless sooner terminated by the City Council

ALTERATIONS TO REGULAR AGENDA

M/S: Lind/Reed
To approve the Regular Agenda.
Carried 4/0/1 (AYES: Dilles, Lind, Reed, Timm; ABSENT: Johnson)

REGULAR AGENDA

1. **Future Agenda Items**

   None.

CA Powell announced that pursuant to Government Code Section 54957.6 the City Council would be holding closed session with their labor negotiator regarding employee negotiations with Scotts Valley Police Bargaining Unit and the Scotts Valley Police Supervisors Association.

ADJOURNMENT

The meeting adjourned at 7:02 pm.

Approved: ______________________________
Derek Timm, Vice Mayor

Attest: ____________________________
Tracy A. Ferrara, City Clerk

M I N U T E S

Special Closed Session Meeting of the
Scotts Valley City Council

Date: December 2, 2020
Time: 6:30 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 11-23-20 at City Hall, SV Senior Center, SV Library and on the Internet at www.scottsvalley.org.

ROLL CALL	
ELECTED OFFICIALS PRESENT: Derek Timm, Vice Mayor Jack Dilles, Council Member Donna Lind, Council Member Jim Reed, Council Member **ELECTED OFFICIALS ABSENT**: Randy Johnson, Mayor	**CITY STAFF MEMBERS PRESENT**: Tina Friend, City Manager Kirsten Powell, City Attorney Steve Walpole, Chief of Police Daryl Jordan, Public Works Director/City Engineer Tim Davis, Labor Negotiator

CALL TO ORDER 6:30 PM

The City Council meeting was called to order at 7:05 pm on 12-02-2020.

CONVENE TO CLOSED SESSION

CLOSED SESSION SUBJECT(S)

The City Council convened to closed session at 7:05 pm to discuss the following items:

(1) Pursuant to Government Code Section 54957.6, the City Council met in closed session with their labor negotiator regarding employee negotiations with Scotts Valley Police Bargaining Unit and the Scotts Valley Police Supervisors Association.

RECONVENE TO OPEN SESSION

The City Council reconvened to open session at 7:40 pm.

REPORT ON ACTION TAKE DURING CLOSED SESSION

Vice Mayor Timm announced that there was nothing to report.

ADJOURNMENT

The meeting adjourned at 7:40 pm.

Approved: ______________________________
Derek Timm, Vice Mayor

Attest: ___________________________
Tracy A. Ferrara, City Clerk

SCOTTS VALLEY ACCOUNTS PAYABLE CITY OF SCOTTS VALLEY
12/04/2020 12:28:29 Check Register GL050S-V08.14 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 120420 COMMENT... 12/4/2020 A/P

DATA-JE-ID	DATA COMMENT
W-12042020-887	12/4/2020 A/P

Run Instructions:

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.15722	AGUILAR/STEPHANY	120386	12/04/20	75.00
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.15724	ALBRECHT/RACHEL	120388	12/04/20	24.00
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000001	AMERICAN PLANNING ASSOCI	120391	12/04/20	398.00
.15723	AMOS/SCOTT	120392	12/04/20	24.00
.15719	APPLIED INDUSTRIAL	120393	12/04/20	15.24
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001009	ARD/KRISTIN	120395	12/04/20	62.00
.15727	ARONOVICI/JENNIFER	120396	12/04/20	12.00
001670	AT &T	120397	12/04/20	176.81
000097	AT&T	120398	12/04/20	125.11
.15721	ATKINSON-DERMAN/BROOKE	120399	12/04/20	21.00
.15725	BAILEY/CHEREE	120400	12/04/20	10.05
.15729	BALLIET/HANNAH	120401	12/04/20	101.00
.15728	BARISKI/BETH	120402	12/04/20	12.00
.15731	BARNETT/DONNA	120403	12/04/20	45.00
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001822	BC LABORATORIES INC.	120406	12/04/20	40.00
.15733	BEEBE/BEN	120407	12/04/20	24.00
001066	BEHAVIORAL HEALTH CARE I	120408	12/04/20	96.00
.15732	BEITNES/JUDY	120409	12/04/20	70.00
003899	BIGLER CONSTRUCTION	120410	12/04/20	13,115.00
000437	BRASS KEY LOCKSMITH	120411	12/04/20	11.81
003894	BURKE, WILLIAMS & SORENS	120412	12/04/20	28,593.14
015008	CENTRAL HOME SUPPLY	120413	12/04/20	165.51
003887	CHEUNG/ATHENA	120414	12/04/20	50.00
003351	CHEVROLET OF WATSONVILLE	120415	12/04/20	6,382.71
001051	COASTAL EVERGREEN CORP	120416	12/04/20	2,570.00
002091	COMCAST	120417	12/04/20	146.31
001896	D & G SANITATION	120418	12/04/20	235.74
003248	EARTHWORKS	120419	12/04/20	145,075.75
003962	ELLIS & MAKUS LLP	120420	12/04/20	6,199.50
003706	GRANADOS/JUSTIN	120421	12/04/20	50.00
003127	GRUNDY/LAURIE	120422	12/04/20	50.00
003944	HEBARD/TYLER	120423	12/04/20	50.00
003266	INTERGRITY AUTOMOTIVE	120424	12/04/20	1,014.80
001903	JONES/KIMARIE	120425	12/04/20	50.00
003701	JORDAN/DARYL	120426	12/04/20	94.14
001660	KING/KATI	120427	12/04/20	200.26
.15734	KJAER/KRISTEN	120428	12/04/20	1,098.27
003140	KJRB	120429	12/04/20	182.00
001372	KURATOMI DDS/REED K	120430	12/04/20	105.20

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003761	LEDGER/CHASE	120431	12/04/20	50.00
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000078	LLOYD'S TIRE SERVICE INC	120433	12/04/20	831.83
003913	LONG/AMANDA	120434	12/04/20	50.00
001591	MARKELL/ROD	120435	12/04/20	1,974.00
001815	MC GRATH/TRISH	120436	12/04/20	50.00
003734	MCFARLANE/ANTHONY	120437	12/04/20	2,304.54
003171	MICHALAK/GENE	120438	12/04/20	125.00
000218	MID VALLEY SUPPLY	120439	12/04/20	115.49
004001	MONTANO PLUMBING, INC	120440	12/04/20	3,302.00
000967	MONTEREY BAY SYSTEMS	120441	12/04/20	222.79
001872	NORTH CENTRAL LABORATORI	120442	12/04/20	1,194.63
001615	OLIN CORP-CHLOR ALKALI	120443	12/04/20	2,222.39
003766	ORMONDE/ROBERT	120444	12/04/20	50.00
003972	PAVEMENT COATING COMPANY	120445	12/04/20	11,167.44
000723	PIED PIPER INC./THE	120446	12/04/20	482.00
001097	PRODESSE PROPERTY GROUP	120447	12/04/20	3,523.52
001479	ROBB DDS/JOSEPH W	120448	12/04/20	258.40
002043	ROYAL WHOLESALE ELECTRIC	120449	12/04/20	49,986.31
000111	S V CHAMBER OF COMMERCE	120450	12/04/20	37,000.00
001883	S.W.R.C.B.	120451	12/04/20	8,992.00
000127	SANTA CRUZ SENTINEL	120452	12/04/20	434.68
000128	SCARBOROUGH LUMBER	120453	12/04/20	2,244.52
000133	SCOTTS VALLEY SPRINKLER	120454	12/04/20	555.03
003949	SIMPSON/ERIK	120455	12/04/20	223.10
002065	SOTO/ART	120456	12/04/20	50.00
002053	STEPFORD	120457	12/04/20	1,225.00
003252	STEVENS/BRENDA	120458	12/04/20	50.00
.15735	TESLA ENERGY OPERATIONS,	120459	12/04/20	323.00
003973	THOMAS/TYLER	120460	12/04/20	50.00
000098	TROWBRIDGE ENTERPRISES	120461	12/04/20	534.51
001106	VERIZON WIRELESS	120462	12/04/20	556.18
003924	VIRTUAL PROJECT MANAGER	120463	12/04/20	1,000.00
000151	VISION SERVICE PLAN	120464	12/04/20	937.65
003145	WAGE WORKS	120465	12/04/20	125.00
000154	WINCHESTER AUTO STORES	120466	12/04/20	146.54
003934	ZOLL MEDICAL CORPORATION	120467	12/04/20	311.31
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BANK	VENDOR	CHECK#	DATE	AMOUNT
REPORT TOTALS:				399,306.82

RECORDS PRINTED - 000162

GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
001	GENERAL	92,025.55
002	RECYCLING/ENVIRONMENTAL	8,992.00
003	GAS TAX - SPECIAL STATE TRST	11,167.44
004	RECREATION	2,254.35
010	WASTEWATER OPERATIONS	20,100.37
011	TERTIARY TREATMENT PLANT	1,111.20
019	AFFORDABLE HOUSING	1,974.00
023	SVRDA SUCCESSOR AGENCY	7,143.90
028	SENIOR CENTER	10.58
088	LIBRARY FACILITIES-MEAS "S"	58,989.62
112	DENTAL INS INTERNAL SERV	363.60
123	COMMUNITY FACILITY CENTER	112.15
150	GENERAL CAPITAL IMPROVEMENTS	49,986.31
155	TRANSPORTATION FUNDS-MEAS D	145,075.75
TOTAL ALL FUNDS		399,306.82

BANK RECAP:

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TOTAL ALL BANKS		399,306.82

SCOTTS VALLEY ACCOUNTS PAYABLE CITY OF SCOTTS VALLEY
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Report Selection:

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.15738	BARNETT/CHUCK	120473	12/11/20	9.00
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.15739	BERGQUIST/KERI	120475	12/11/20	21.00
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.15740	BRENTMAR/HAYLEY	120478	12/11/20	60.00
.15741	BROWN/BENJAMIN	120479	12/11/20	62.00
001633	CAL-WEST LIGHTING & SIGN	120480	12/11/20	2,811.62
.15743	CALDWELL/TAMI	120481	12/11/20	42.00
.15737	CALLANDER/CAROLYN	120482	12/11/20	500.00
001553	CARD SHARK INC/THE	120483	12/11/20	1,902.63
.15742	CARDONA/LYNETTE	120484	12/11/20	12.00
003351	CHEVROLET OF WATSONVILLE	120485	12/11/20	5,625.25
003974	CHRISTOPHER S CRAIG	120486	12/11/20	1,200.00
001935	CRITICAL REACH, INC.	120487	12/11/20	250.00
000037	CRYSTAL SPRINGS WATER CO	120488	12/11/20	44.20
001920	DASH MEDICAL GLOVES	120489	12/11/20	631.95
000389	DASSEL'S PETROLEUM INC	120490	12/11/20	3,286.20
003160	DIXON & SON TIRE	120491	12/11/20	2,049.78
001362	DUNCAN AUTO TECH	120492	12/11/20	1,208.70
001537	DYNAMIC PRESS	120493	12/11/20	76.83
001597	ENVIRONMENTAL INNOVATION	120494	12/11/20	7,975.00
001991	FASTENAL	120495	12/11/20	84.19
003654	GENERAL LOGISTICS SYSTEM	120496	12/11/20	5.79
001881	GRAINGER	120497	12/11/20	672.44
001898	GUARD PRODUCTS INC	120498	12/11/20	1,364.90
003266	INTERGRITY AUTOMOTIVE	120499	12/11/20	518.83
.15736	J.J. KELLER & ASSOCIATES	120500	12/11/20	211.27
003790	JOHNSON/JARED	120501	12/11/20	250.00
000078	LLOYD'S TIRE SERVICE INC	120502	12/11/20	545.02
000284	LOGAN & POWELL, LLP	120503	12/11/20	14,900.00
003565	MANAGEMENT PARTNERS	120504	12/11/20	8,990.00
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000083	MISSION UNIFORM SERVICE	120506	12/11/20	706.88
001418	MONTEREY REGIONAL	120507	12/11/20	492.47
000939	NATIONAL COMTEL NETWORK	120508	12/11/20	8.83
003970	PAC SHIELD ROOF SERVICES	120509	12/11/20	1,885.00
000101	PACIFIC GAS & ELECTRIC C	120510	12/11/20	36,576.38
001787	PETRINI'S GARDENING SERV	120511	12/11/20	125.00
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001883	S.W.R.C.B.	120513	12/11/20	10,268.00
000135	SAN LORENZO VALLEY WATER	120514	12/11/20	33.66
000126	SANTA CRUZ FIRE EQUIPMEN	120515	12/11/20	1,840.01

BANK	VENDOR	CHECK#	DATE	AMOUNT	
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000143	SUMMIT UNIFORMS	120518	12/11/20	807.37	
001085	SYCAL ENGINEERING INC	120519	12/11/20	175.00	
000153	THOMSON REUTERS-WEST	120520	12/11/20	323.57	
003548	TORO PETROLEUM CORP	120521	12/11/20	3,771.47	
001366	U.S. BANCORP OFFICE	120522	12/11/20	1,300.60	
001930	WEST MARINE PRO	120523	12/11/20	628.18	
000154	WINCHESTER AUTO STORES	120524	12/11/20	39.84	
	GENERAL CHECKING ACCOUNT			128,746.54	***

BANK	VENDOR	CHECK#	DATE	AMOUNT
REPORT TOTALS:				128,746.54

RECORDS PRINTED - 000115

GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
001	GENERAL	59,813.52
002	RECYCLING/ENVIRONMENTAL	3,850.00
004	RECREATION	928.86
010	WASTEWATER OPERATIONS	60,660.73
028	SENIOR CENTER	1,071.07
050	PINEWOOD EST LNDSCP MAINT DT	43.29
077	SKYPARK MAINT ASSESS DIST	31.94
088	LIBRARY FACILITIES-MEAS "S"	1,885.00
123	COMMUNITY FACILITY CENTER	462.13
TOTAL ALL FUNDS		128,746.54

BANK RECAP:

BANK	NAME	DISBURSEMENTS
BA	GENERAL CHECKING ACCOUNT	128,746.54
TOTAL ALL BANKS		128,746.54

City of Scotts Valley
CITY COUNCIL STAFF REPORT

DATE: December 2, 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 ON NASHUA DRIVE, APN 023-171-21**

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.

Nashua Drive 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 on Nashua Drive, APN 023-171-21, 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: Nashua Drive MLD

I, Marlyn Bergman, being the owner of the real property, APN No. 023-171-21, which is located at Nashua Drive MLD, Scotts Valley, California, consent and agree 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: July 22, 2019

The structural or treatment control BMPs on the subject property include(s): Mechanical filtration unit, drop inlets, and underground piping

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.***

I am 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 I agree to allow City staff to enter the subject property to inspect the stormwater facility. In the event that I fail to provide satisfactory inspection and maintenance reporting by October 15th and/or the stormwater facility on the subject property is not functioning satisfactorily, I 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: MARLYN J. BERGMAN

Owner signature Marlyn J Bergman

Owners address: 5270 Scotts Valley Dr. Scotts Valley, CA 95066

Phone: 831-438-4500

Email: marlynsvr@gmail.com

City of Scotts Valley

Tina Friend, City Manager

Signature: ____________________

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

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT **CIVIL CODE § 1189**

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 California)
County of SANTA CRUZ)

On DECEMBER 4, 2020 before me, Kenneth L. Bergman, Notary Public,
Date — *Here Insert Name and Title of the Officer*

personally appeared MARVIN J. BERGMAN
Name(s) of Signer(s)

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.

KENNETH L. BERGMAN
Notary Public - California
Santa Cruz County
Commission # 2196156
My Comm. Expires May 8, 2021

Signature ____________
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: Storm Water Maintenance Agreement
Document Date: ____________ Number of Pages: ____________
Signer(s) Other Than Named Above: ____________

Capacity(ies) Claimed by Signer(s)

Signer's Name: ____________
☐ Corporate Officer — Title(s): ____________
☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: ____________
Signer Is Representing: ____________

Signer's Name: ____________
☐ Corporate Officer — Title(s): ____________
☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: ____________
Signer Is Representing: ____________

City of Scotts Valley
CITY COUNCIL STAFF REPORT

DATE: December 16, 2020

TO: Honorable Mayor and City Council

FROM: Cynthia Chase, Senior Management Analyst

APPROVED: Tina Friend, City Manager
Taylor Bateman, Community Development Director

SUBJECT: **AMENDMENT TO PREVIOUSLY APPROVED RESOLUTION NO. 1980.1 DIRECTING STAFF TO SUBMIT AN APPLICATION TO THE STATE OF CALIFORNIA LEAP PLANNING GRANT PROGRAM**

SUMMARY OF ISSUE

In June 2020, the Scotts Valley City Council authorized the submittal of a Local Early Action Planning (LEAP) grant application. In November 2020, the City of Scotts Valley was notified that the LEAP funding request was approved and that the authorizing resolution required modification in order to receive the funds.

The accompanying resolution contains the modified language recommended by the State's Housing and Community Development staff, which authorizes the Community Development Director to take all necessary actions to receive the funds.

FISCAL IMPACT

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

STAFF RECOMMENDATION

It is recommended that the City Council approve Resolution No. 1980.1 authorizing the Community Development Director to take all necessary actions to receive the funds regarding the State of California LEAP Planning Grant Program application.

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RESOLUTION NO. 1980.1

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY AUTHORIZING APPLICATION FOR, AND RECEIPT OF, LEAP PLANNING GRANT PROGRAM FUNDS

WHEREAS, pursuant to Health and Safety Code 50515 et. seq, the Department of Housing and Community Development (Department) is authorized to issue a Notice of Funding Availability (NOFA) as part of the Local Government Planning Support Grants Program (hereinafter referred to by the Department as the Local Early Action Planning Grants program or LEAP); and

WHEREAS, the City of Scotts Valley desires to submit a LEAP grant application package ("Application"), on the forms provided by the Department, for approval of grant funding for projects that assist in the preparation and adoption of planning documents and process improvements that accelerate housing production and facilitate compliance to implement the sixth cycle of the regional housing need assessment; and

WHEREAS, the Department has issued a NOFA and Application on January 27, 2020 in the amount of $119,040,000 for assistance to all California Jurisdictions.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY RESOLVES AS FOLLOWS:

SECTION 1. The City Council hereby authorizes and directs the Community Development Director of the City of Scotts Valley to apply for and submit to the Department the Application package on behalf of the City of Scotts Valley; and

SECTION 2. In connection with the LEAP grant, if the Application is approved by the Department, the Community Development Director of the City of Scotts Valley is authorized to submit the Application, enter into, execute, and deliver on behalf of the City of Scotts Valley, a State of California Agreement (Standard Agreement) for the amount of $65,000 and any and all other documents required or deemed necessary or appropriate to evidence and secure the LEAP grant, the City's obligations related thereto, and all amendments thereto; and

SECTION 3. The City shall be subject to the terms and conditions as specified in the NOFA, and the Standard Agreement provided by the Department after approval. The Application and any and all accompanying documents are incorporated in full as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the Application will be enforceable through the fully executed Standard Agreement. Pursuant to the NOFA and in conjunction with the terms of the Standard Agreement, the City hereby agrees to use the funds for eligible uses and allowable expenditures in the manner presented and specifically identified in the approved Application.

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 December 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved:______________________________
Mayor

Attest: ____________________________
Tracy A. Ferrara, City Clerk

City of Scotts Valley
INTEROFFICE MEMORANDUM

DATE: December 16, 2020

TO: Honorable Mayor and City Council

FROM: Daryl Jordan, Public Works Director/City Engineer

APPROVED: Tina Friend, City Manager

SUBJECT: **REVISION OF 2021 AND 2022 SALARY SCHEDULES TO MEET STATE MINIMUM WAGE REQUIREMENTS FOR 2021 AND 2022**

SUMMARY OF ISSUE

On April 4, 2016, the Governor of California approved to amend sections 245.5, 246, and 1182.12 of the Labor Code, specifically relating to labor.

The bill requires the minimum wage for all industries, with 26 or more employees, to not be less than the specified amounts listed from January 1, 2017 – January 1, 2022. Below is the Minimum Wage Increase Schedule the City will need to comply with:

- 2017 $10.50
- 2018 $11.00
- 2019 $12.00
- 2020 $13.00
- 2021 $14.00
- 2022 $15.00

Each year, the City has evaluated the impacts of the minimum wage and made recommended adjustments accordingly. Part of that analysis includes potential impaction with other temporary and full time/part time permanent positions.

There are four temporary positions impacted by the minimum wage increase given that Step 1 of these positions is $13.00 per hour. The affected positions are: Recreation Teacher’s Aide, Swim Instructor Aide/Lifeguard, Softball Scorekeeper, and Basketball Scorekeeper. There are two other temporary positions, Recreation Leader/Teacher and Assistant Site Director, which are being adjusted accordingly due to compaction.

The attached 2021 and 2022 salary schedules for temporary recreational employees reflects necessary adjustments to meet the new 2021 and 2022 minimum wage requirements.

FISCAL IMPACT

Applying the state minimum wage requirement for 2021 and 2022 will result in a fiscal impact. It is anticipated that staffing expenses will increase by approximately $6,225 and $6282 respectively through the end of the fiscal year 2021/22. By approving these fiscal year adjustments now, no adjustments for the subsequent fiscal year will need to be brought forward to Council in December 2021. It should be noted that the fiscal impact stated is as if these positions were filled. Currently all of the positions are vacant.

STAFF RECOMMENDATION

It is recommended that City Council adopt the revised salary schedule for temporary recreation employees to meet the 2021 and 2022 State minimum wage requirements.

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CITY OF SCOTTS VALLEY

RECREATION - TEMPORARY EMPLOYEES

01/01/2021 - 12/31/2021

Position Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Pool Manager	17.80	18.69	19.62	20.61	21.64
Swim Instructor/Head Lifeguard	16.50	17.33	18.19	19.10	20.06
Swim Instructor/Lifeguard	15.50	16.28	17.09	17.94	18.84
Assistant Site Director	16.63	17.46	18.33	19.25	20.21
Recreation Leader/Teacher	15.40	16.17	16.98	17.83	18.72
Basketball Scorekeeper	14.00	13.65	14.33	15.05	15.80
Recreation/Teacher's Aide	14.00	13.65	14.33	15.05	15.80
Softball Scorekeeper	14.00	13.65	14.33	15.05	15.80
Swim Instructor Aide/Lifeguard	14.00	14.70	15.44	16.21	17.02

CITY OF SCOTTS VALLEY

RECREATION - TEMPORARY EMPLOYEES

01/01/2022 - 12/31/2022

Position Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Pool Manager	17.80	18.69	19.62	20.61	21.64
Swim Instructor/Head Lifeguard	16.50	17.33	18.19	19.10	20.06
Swim Instructor/Lifeguard	15.50	16.28	17.09	17.94	18.84
Assistant Site Director	17.82	18.71	19.65	20.63	21.66
Recreation Leader/Teacher	16.50	17.33	18.19	19.10	20.06
Basketball Scorekeeper	15.00	15.75	16.54	17.36	18.23
Recreation/Teacher's Aide	15.00	15.75	16.54	17.36	18.23
Softball Scorekeeper	15.00	15.75	16.54	17.36	18.23
Swim Instructor Aide/Lifeguard	15.00	15.75	16.54	17.36	18.23

City of Scotts Valley
STAFF REPORT

DATE: December 16, 2020

TO: Honorable Mayor and City Council

FROM: Laurie Grundy, Senior Accountant

APPROVED: Tina Friend, City Manager

SUBJECT: **REVIEW AND ACCEPT THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) FOR FISCAL YEAR ENDING JUNE 30, 2020**

SUMMARY OF ISSUE

The City's Comprehensive Annual Financial Report (CAFR) represents the City's year-end financial statement which includes the results or operations and year-end balances of the City's various operating and capital funds. The CAFR is prepared based on the City's financial records and is subject to an audit by independent certified public accountants in accordance with governmental accounting and auditing standards. The audit includes an independent review of the City's financial reporting processes and internal controls.

The audit for the fiscal year ending June 30, 2020, was completed by the City's external auditors, Badawi & Associates, LLP - Certified Public Accountants (Badawi). Badawi was selected as the City's independent auditor in June 2019. This is the auditor's second year of a three-year contract, with an option to extend an additional three years.

Badawi has issued an unmodified ("clean") opinion on the CAFR which states that the City's financial statements are presented fairly, in all material respects. Despite the impacts from the COVID-19 pandemic, and due to actions taken by City leaders and the City Council, the results of the CAFR indicate that the City is in good financial health and maintains control over budgeted activities.

As of June 30, 2020, the City's government-wide net position (i.e., the difference by which the City's assets exceed its liabilities) totaled $24.6 million. Compared to the prior year, the City's net position reflected a decrease of $2.1 million. This change was driven by increases in expenditures relative to personnel costs and pension expense due to the growing unfunded liability with CalPERS, as well as a softening of transient occupancy taxes, sales taxes and recreation revenues due to the impact of the COVID-19 pandemic. The City's unassigned General Fund reserves (fund balance) at June 30, 2020 totals $3.9 million, which equates to 30.3% of annual operating expenditures plus operating transfers. This remains higher than the City's minimum reserve policy of two months, or 17%, of annual operating expenditures.

The City's financial statements provide information about the finances of the City in its entirety, as well as information about individual funds. The key sections of the report are as follows:

- **Transmittal Letter from the City Manager** – provides an executive summary overview of the City's financial positions as presented in the CAFR
- **Management's Discussion and Analysis (MD&A)** – complements the Transmittal Letter and provides greater detail of the City's financial positions and changes from the prior year.
- **Government-Wide Financial Statements** – the first set of financial statements presented to provide a broad overview of the City's finances similar to a private sector business, categorized by governmental activities and business-type activities (i.e., wastewater and recreation activities). They include two key statements:
  - ***Statement of Net Position*** – this is similar to the private sector balance sheet and presents assets, liabilities, and the resulting net position (difference between assets and liabilities) at June 30, 2020
  - ***Statement of Activities*** – this is broadly similar to the net income statement in the private sector, identifying functions of the City that are principally supported by taxes and those that receive program revenues. Governmental activities are those that are principally supported by taxes and program revenues. The governmental activities of the City include general government; public safety, planning and building, public works, wastewater, and recreation services; and interest on long-term debt. Business-type activities are supported by rates charged for wastewater activities and fees/charges for recreation activities.
- **Fund Financial Statements** – these statements present the balance sheet and statements of revenues, expenditures and changes in fund balance for all major[1] and non-major[2] funds of the City.
- **Notes to the Basic Financial Statements** - contain information on such topics as reporting entity, significant accounting policies, cash and investments, capital assets, long-term debt, retirement benefits, other post-employment benefits (OPEB), commitments, and other explanatory information that help the reader understand the balances presented in the financial statements.
- **Statistical Section** – provides unaudited data about the City of Scotts Valley in five major categories: financial trends, revenue capacity, debt capacity, demographic and economic information, and operating information. These schedules, generally covering a ten-year period, provide operating context for the financial data presented in the financial section of the CAFR.

As a part of the annual audit, the auditors are also required to report to management about internal controls and the City's compliance with federal grant regulations, the latter of which is known as a Single Audit Report. Badawi found no instances of reportable

[1] A major fund is one of material significance and is determined through prescribed calculations. The General Fund is always considered a major fund by definition.
[2] Non-major funds represent all other funds and are combined for presentation. The are broken out separately in the Supplementary Information section.

conditions regarding internal controls. For Fiscal Year ending June 30, 2020, there was no requirement for a Single Audit Report as the City did not collect over $750,000 in federal funds.

Management of the City has established a comprehensive internal control framework that is designed both to protect the City's assets from loss, theft or misuse, and to compile sufficient reliable information for the preparation of the City of Scotts Valley's financial statements in conformance with Generally Accepted Accounting Principles (GAAP). Because the cost of internal controls should not outweigh their benefits, the City's comprehensive framework of internal controls has been designed to provide reasonable, rather than absolute, assurance that the financial statements will be free from material misstatement.

Following Council's acceptance of the CAFR, it will be submitted to the Governmental Finance Officers Association (GFOA) for consideration as part of the Certificate for Excellence in Financial Reporting program. The GFOA is a nationally recognized nonprofit professional association serving finance professionals throughout the United States and Canada. The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting. The City has received the GFOA certification for over 23 years.

FISCAL IMPACT

The City is required to issue independent audited financial statements on an annual basis. The City Council is asked to receive and file the CAFR once presented by City staff. The cost of preparing the CAFR and the independent audit was budgeted as part of the FY 2020/21 operating budget. There is no fiscal impact as a result of accepting the attached report.

STAFF RECOMMENDATION

It is recommended that the City Council accept the published CAFR for the fiscal year ending June 30, 2020 so that staff can share the audited report with stakeholders (e.g., bondholders, credit rating agencies, community members) and submit the report for the GFOA Excellence in Financial Reporting program by the deadline of December 31, 2020.

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City of Scotts Valley
CITY COUNCIL STAFF REPORT

DATE: December 16, 2020

TO: Honorable Mayor and City Council

FROM: Tina Friend, City Manager

SUBJECT: **MODIFYING THE ADMINISTRATIVE SERVICES DEPARTMENT MID-MANAGEMENT PERSONNEL STRUCTURE**

SUMMARY OF ISSUE

From time to time, it is a good business practice to review job classifications for alignment with contemporary working conditions and the vertical balance of responsibilities across positions within departments. Such a review is also useful when major personnel changes are anticipated. With the impending recruitment for Administrative Services Director (Director), staff reviewed the management structure of the Administrative Services Department (Department) and considered allocation of responsibilities, span of control and workload. This review had a particular focus on the spread of responsibility between the executive and mid-management layers.

The Director's scope includes oversight of the entire department, to supervise and direct a variety of activities across the functional areas of finance, human resources, information technology and risk management. For this structure to perform optimally, a division manager-level classification with high-level responsibility over day-to-day finance activities is needed. Comparative analysis of the Director and the sole mid-management position, the Senior Accountant, revealed a disproportionate gap in responsibilities. Although it is the second highest position in the Department, the Senior Accountant follows the profile of a lead worker, which is to *assist* with duties, as opposed to holding primary responsibility for them. Despite this, the operating reality of the department is that the Senior Accountant is working beyond the classification to provide day-to-day finance management responsibility.

To correct the misalignment of responsibilities between the Director and the next management position, a personnel complement change is recommended. The recommendation is to install a Finance Manager position with primary management responsibility for the finance functions of the Department. The Finance Manager would directly oversee the other finance positions and report to the Director.

To create this mid-management level of support, staff revised a pre-existing but unused classification, the Accounting Manager, into a new Finance Manager classification.

Redlined and clean versions of the job description are attached to this report. Staff also revised the salary scale after review of market comparables. The provided salary range falls 15% below a regional market average of other small to mid-sized cities, which was set in consideration of the City's size and budget constraints. However, this salary scale is expected to draw qualified applicants when an external recruitment is necessary. To implement the new classification, staff is also requesting City Council approval for the necessary technical steps: revising the class specification to a Finance Manager, transferring it to the Mid-Management Bargaining Group and adding the Finance Manager position to the FY 2020/21 personnel complement.

Should the Council approve this change, staff will conduct an internal recruitment to ascertain if qualified applicants exist to fill the position. If so, the Finance Manager position will be filled and the classification that was vacated by the move to Finance Manager will remain empty. The net effect is no increase in positions.

Staff met and conferred with the Mid-Management Association members who supported this recommendation.

FISCAL IMPACT

The fiscal impact of adding the Finance Manager classification to the FY 2020/21 Budget will vary depending on whether the position is filled, when it is filled, and at what salary step. Salary cost estimates range from $46,920 to $62,868 for the remainder of FY 2020/21, plus benefits. However, as this position is not a net add but rather a proposed replacement, the cost will be materially offset from savings in the vacated position, for a net estimated salary cost of $10,248 to $13,728, plus benefits. Should the Council authorize these actions and an internal recruitment fills the position, staff will return to City Council at the Mid-Year Budget Review with an adjustment to the FY 2020/21 budget.

STAFF RECOMMENDATION

It is recommended that the City Council adopt Resolution 1955.10 revising the Accounting Manager job specification to a Finance Manager specification, assigning the position from the Management and Confidential Employee Compensation Benefits Package to the Mid-Management Association Bargaining Group, establishing a new salary scale, and adding 1 FTE Finance Manager to the FY 2020/21 personnel complement.

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RESOLUTION NO. 1955.10

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY REVISING THE ACCOUNTING MANAGER CLASS SPECIFICATION TO FINANCE MANAGER, ESTABLISHING A NEW SALARY SCHEDULE, ASSIGNING THE CLASSIFICATION FROM THE MANAGEMENT AND CONFIDENTIAL BENEFITS PLAN TO THE MID-MANAGEMENT ASSOCIATION BARGAINING GROUP AND ADDING ONE FTE FINANCE MANAGER POSITION TO THE CITY'S FY 2020/21 PERSONNEL COMPLEMENT

WHEREAS, in preparation for the hiring of the Director, staff reviewed the allocation of management work and responsibilities in the Administrative Services Department; and

WHEREAS, in that review, a disproportionate gap was identified in management responsibilities between the Director and the next classification, the Senior Accountant, revealing the absence of an appropriate classification to manage the day-to-day functions of the City's financial services; and

WHEREAS, to correct the misalignment and establish the proper management structure, a preexisting but out-of-use class specification, Accounting Manager, was revised to Finance Manager; and

WHEREAS, staff conducted a regional market study for a municipal Finance Manager and developed a salary scale; and

WHEREAS, these changes to the management structure in the Department will properly align to needs and current conditions and will enhance the City's ability to successfully recruit this position in the future; and

WHEREAS, City Council approval is needed revise the class specification, establish the salary range, assign the classification to the Mid-Management Association Bargaining Unit, and add one FTE Finance Manager to the FY 2020/21 personnel complement.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the City Council of the City of Scotts Valley that the Accounting Manager classification is revised to and replaced by a new classification of Finance Manager, and a salary schedule established as follows, effective immediately:

Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Finance Manager	7,820	8,211	8,621	9,052	9,504	9,979	10,478

BE IT FUTHER RESOLVED that the FY 2020/21 personnel complement is amended to add 1 FTE Finance Manager and assigned to the Mid-Management Association Bargaining Unit and the Accounting Manager classification removed from the Management and Confidential Employee Compensation Benefits Package.

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 December, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved: ______________________________
Mayor

Attest: ____________________________
Tracy A. Ferrara, City Clerk

CITY OF SCOTTS VALLEY
CLASS SPECIFICATION

FINANCE MANAGER

JOB PURPOSE

Under general direction, the Finance Manager performs complex professional accounting and financial management duties and oversees the day-to-day activities of the city's financial operations, which includes accounting, audits, financial statements and reporting, budgeting and budget administration, purchasing, treasury and revenue management, capital program and debt management, and maintenance of financial systems; assists the Director to plan, organize, coordinate and direct financial services activities including the development of goals, objectives and policy and procedures; supervises professional and paraprofessional staff. This position may act and serve as the Director, as assigned.

DISTINGUISHING CHARACTERISTICS

This single position class receives direction from the Director and is responsible for the management of financial operations of the Department, including special accounting, payroll, and budget services. This class is responsible for supervising and coordinating the work of supervisory and accounting staff.

EXAMPLES OF DUTIES

Essential Duties:

- Plans, organizes, and directs the City's financial operations including special accounting, payroll and budget services;
- Participates in the development and implementation of financial services goals, objectives, policies and priorities; recommends within policy, appropriate service and staffing levels; recommends and administers policies and procedures;
- Supervises, trains and evaluates the work of subordinate supervisory and professional staff;
- Participates in the preparation of the annual City Operating and Capital Improvement Budgets; oversees and maintains the integrity of the City's budget;
- Performs complex accounting studies, fiscal analysis, general and cost accounting, claims and warrant processing, and other accounting functions;
- Coordinates the City's annual financial and compliance audits, including preparation and analysis of complex financial reports and the Comprehensive Annual Financial Report (CAFR);
- Prepares financial reports for the City Council, special districts, State, Federal, and other agencies;
- Monitors, interprets and implements GAAP, GASB and other accounting standards, policies and procedures using discretion and judgment;
- Participates in the analysis and development of the City's fee schedule;

- Analyzes and solves difficult administrative and accounting problems; conducts highly complex studies
- Provides technical assistance to departmental staff and to staff in other departments on fiscal policies, information requests and problem-solving;
- Analyzes legislative changes and develops systems and procedures to implement changes as appropriate;
- Prepares procedures and policy manuals;
- Identifies financial management information needs and assists in designing and implementing new systems;
- Prepares correspondence and information;
- Attends meetings and conferences;
- May perform the duties of other positions within the financial services division.

Marginal Duties:

May function as the Director, as assigned. Performs related duties as required.

EMPLOYMENT STANDARDS

Education, Experience and Licenses: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be: A bachelor’s degree with emphasis in accounting, finance, business or public administration, or a related field, and three years of increasingly responsible professional experience in accounting and financial systems, including one year as a supervisor, or the equivalent. Possession of a valid California motor vehicle operator's license is required. Public sector accounting experience or CPA certification is desirable.

Ability to: Plan, organize, direct and coordinate varied financial operations; supervise, train and evaluate subordinate staff; analyze, evaluate and solve accounting and administrative problems; interpret, apply and explain complex laws, policies, procedures and rules and regulations; establish and maintain an effective working relationship with others; develop or revise accounting systems to meet changing needs; assist in the design and implementation of computerized accounting systems; prepare clear and concise accounting and narrative reports; present technical financial data and reports before groups; learn to operate a personal computer, or computer terminal, to design programs to store, retrieve and analyze information.

Knowledge: Thorough knowledge of financial and accounting principles, practices and procedures; and cost accounting theory and methods. Working knowledge of principles and practices of supervision and training; laws and rules regulating fiscal operations; governmental accounting, budgetary and fiscal operations; application of data processing to accounting operations; work organization, simplification and layout; and laws, regulations and accounting requirements governing the financial operations of local government. Some knowledge of business statistics; and auditing practices and procedures.

CITY COUNCIL APPROVAL:

CITY OF SCOTTS VALLEY
CLASS SPECIFICATION

~~ACCOUNTING~~FINANCE MANAGER

JOB PURPOSE

Under general direction, the Finance Manager performs complex professional accounting and financial management duties and oversees the day-to-day activities of the city's financial operations, which includes accounting, audits, financial statements and reporting, budgeting and budget administration, purchasing, treasury and revenue management, capital program and debt management, and maintenance of financial systems; assists the Director to plan, organize, coordinate and direct financial services activities including the development of goals, objectives and policy and procedures; supervises professional and paraprofessional staff. ~~to plan, organize, coordinate and direct the accounting activities of the Finance Department and to do related work as required.~~This position may act and serve as the Director, as assigned.

DISTINGUISHING CHARACTERISTICS

This single position class receives direction from the Director and is responsible for the management of financial~~accounting~~ operations of the Department~~Finance Office~~, including special accounting, payroll, and budget services. This class is responsible for supervising and coordinating the work of supervisory and accounting ~~clerical~~ staff.

EXAMPLES OF DUTIES

Essential Duties:

- Plans, organizes, and directs the City's financial~~accounting and auditing~~ operations ~~in the Finance Office~~ including special accounting, payroll and budget services;
- Participates in the development and implementation of financial services goals, objectives, policies and priorities; recommends within policy, appropriate service and staffing levels; recommends and administers policies and procedures;
- Supervises, trains and evaluates the work of subordinate supervisory and professional staff;
- Participates in the preparation of the annual City Operating and Capital Improvement Budgets; oversees and maintains the integrity of the City's budget;
- Performs complex accounting studies, fiscal analysis, general and cost accounting, claims and warrant processing, and other accounting functions;
- Coordinates the City's annual financial and compliance audits, including preparation and analysis of complex financial reports and the Comprehensive Annual Financial Report (CAFR);
- ~~Directs the preparation and/or p~~Prepares financial~~accounting~~ reports for the City Council, special districts, ~~the~~ State, Federal, and other agencies;

- ~~Directs the preparation and/or prepares the annual closing of accounting records and the annual financial reports;~~Monitors, interprets and implements GAAP, GASB and other accounting standards, policies and procedures using discretion and judgment;
- Participates in the analysis and development of the City's fee schedule;
- Analyzes and solves difficult administrative and accounting problems; conducts highly complex studies
- ~~Establishes priorities;~~
- ~~Assures that reports prepared by staff are accurate, adhere to acceptable accounting standards, are prepared within established time lines, and conform to laws, rules and regulations;~~
- ~~Ensures efficient work flow between other units and offices;~~
- Provides technical assistance to departmental staff and to staff in other departments on fiscal policies, information requests and problem-solving;
- ~~Researches special accounting problems and conducts highly complex studies;~~
- Analyzes legislative changes and develops systems and procedures to implement changes as appropriate;
- ~~Directs the preparation and/or prepares~~Prepares procedures and policy manuals;
- Identifies financial management information needs and assists in designing and implementing new systems;
- ~~Develops and implements departmental policy as assigned;~~
- ~~Confers with and advises departments on fiscal policies and problems;~~
- Prepares correspondence and information~~reports~~;
- Attends meetings and conferences;~~.~~
- May perform the duties of other positions within the financial services division~~Senior Accountant and~~ .

Marginal Duties:

May function as the Director, as assigned. Performs related duties as required.

EMPLOYMENT STANDARDS

Education, Experience and Licenses: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be: A bachelor's ~~degreeBachelor of Science~~ degree with emphasis in accounting, finance, business~~dget~~ or public administration, or a related field, and three years of increasingly responsible ~~complex~~ professional experience in accounting and financial systems, including one~~ccounting experience which must have included one~~ year as a ~~fiscal manager or~~ supervisor, or the equivalent. Possession of a valid California motor vehicle operator's license is required. Public sector accounting experience or CPA certification is desirable.

Ability to: Plan, organize, direct and coordinate varied financial~~accounting~~ operations; supervise, train and evaluate subordinate staff; analyze, evaluate and solve accounting and administrative problems; interpret, apply and explain complex laws, policies, procedures and rules and regulations; establish and maintain an effective working relationship with others; develop or revise accounting systems to meet changing needs; assist in the design and implementation of computerized accounting systems; prepare clear and concise accounting and narrative reports; present technical financial data and reports before groups; learn to operate a personal computer, or computer terminal, to design programs to store, retrieve and analyze information.

Knowledge: Thorough knowledge of financial and accounting principles, practices and procedures; and cost accounting theory and methods. Working knowledge of principles and practices of supervision and training; laws and rules regulating fiscal operations; governmental accounting, budgetary and fiscal operations; application of data processing to accounting operations; work organization, simplification and layout; and laws, regulations and accounting requirements governing the financial operations of local government. Some knowledge of business statistics; and auditing practices and procedures.

CITY COUNCIL APPROVAL: ~~August 21, 1991~~

City of Scotts Valley
CITY COUNCIL STAFF REPORT

DATE: December 16, 2020

TO: Honorable Mayor and City Council

FROM: Tina Friend, City Manager

SUBJECT: **MODIFICATIONS TO CITY CLERK/ADMINISTRATIVE MANAGER CLASSIFICATION**

SUMMARY OF ISSUE

Recently, the City of Scotts Valley (City) conducted a recruitment in anticipation of the retirement of the incumbent City Clerk/Administrative Manager who has been in the position for 16 years. Despite the City's best efforts to market and encourage applicants, the recruitment process did not yield candidates with the needed training, skills and experience. The City Clerk/Administrative Manager is a single-position classification with significant and unique responsibilities that requires specialty training, certification and specific experience. There is no organizational redundancy as the City no longer has a Deputy City Clerk position, and limited additional support from other staff exists. Accordingly, the next Scotts Valley City Clerk/Administrative Manager must have sufficient mastery of the role upon hire to quickly assimilate and operate effectively.

Compounding this higher threshold for hiring is the competitiveness for the position. With such a specialty profession, the pool of candidates is far more limited than for other classifications. This manifests in the marketplace with salaries. After the unsuccessful recruitment in October 2020, staff conducted a City Clerk salary review of comparable small to mid-sized cities and found that the City's current salary range fell between 31% and 36% below the average (total compensation and salary only comparisons, respectively). This significant lag behind the regional market impaired the City's ability to recruit a qualified applicant to the position.

Another bar to recruitment identified in the recruitment process is that the City Clerk/Administrative Manager is the only classification that is directly appointed by the City Manager, at-will, and terminable for any or no cause, but excluded from termination and severance benefits. All of the other classifications (Department Heads) who are at-will and appointed by the City Manager are entitled to receive termination and severance benefits if applicable, under Section 2.00 of the Management and Confidential Employee Compensation Benefits Package. Staff recommends it as appropriate to extend these benefits to the City Clerk/Administrative Manager to provide assurance and security and to align with the other City Manager-directly appointed classifications.

It is imperative to the success and functioning of City operations that a qualified City Clerk/Administrative Manager replacement is hired. To accomplish this, staff recommends two changes: an increase to the salary range to move closer to the market average and the extension of the severance and termination benefits.

First, staff recommends establishing a new salary schedule that moves compensation to approximately 12% below the market average, out of consideration of the City's size and budget constraints. Staff believe this will position Scotts Valley reasonably competitively, especially in the local market.

Second, staff recommends modifying Section 2.00 of the Management and Confidential Compensation Benefits Package to include the City Clerk/Administrative Manager as eligible to receive termination and severance benefits, as appropriate.

FISCAL IMPACT

The fiscal impact of upwardly adjusting the salary schedule is an annual increase of approximately $24,000 plus benefit costs. The impact on the current fiscal year is dependent upon the timing of the hire and placement within the salary range. As possible, staff will refine estimates and recommend an adjustment at the FY 2020/21 Mid-Year Budget review.

STAFF RECOMMENDATION

It is recommended that the City Council approve Resolution No. 1955.11 amending the salary schedule for the City Clerk/Administrative Manager class specification.

It is recommended that the City Council approve Resolution No. 1551.26 amending Section 2.00 of the Management and Confidential Compensation Benefits Package to include termination and severance benefits for the City Clerk/Administrative Manager.

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RESOLUTION NO. 1955.11

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY AMENDING THE SALARY SCHEDULE FOR THE CITY CLERK / ADMINISTRATIVE MANAGER CLASS SPECIFICATION

WHEREAS, the City Clerk/Administrative Manager is a single-position classification with significant and unique responsibilities that requires specialty training, certification and experience, and therefore a recruitment challenge; and

WHEREAS, the City Clerk/Administrative Manager class specification's salary range was reviewed within the context of local and regional market competitiveness and found to significantly lag, which has severely impaired the City's ability to recruit a qualified applicant to the position; and

WHEREAS, to enhance the City's ability to successfully recruit this position, an upward adjustment to the salary range is recommended; and

WHEREAS, City Council approval is needed to revise the salary range.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the City Council of the City of Scotts Valley that a new salary range be established, effective immediately, as follows:

Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
City Clerk / Administrative Manager	7,613	7,993	8,392	8,811	9,251	9,713	10,198

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 December, 2020 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Approved: ______________________________
Mayor

Attest: ______________________________
Tracy A. Ferrara, City Clerk

RESOLUTION NO. 1551.26

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY AMENDING SECTION 2.00 OF THE MANAGEMENT AND CONFIDENTIAL EMPLOYEES COMPENSATION BENEFITS PACKAGE TO INCLUDE TERMINATION AND SEVERANCE BENEFITS FOR THE CITY CLERK / ADMINISTRATIVE MANAGER

WHEREAS, the Management and Confidential Employee Compensation Benefits Package outlines the terms of employment for the City's at-will employees, most of whom are appointed by and serve at the pleasure of the City Manager and can be removed for any or no cause; and

WHEREAS, Section 2.00 of the Benefits Package outlines the terms and conditions of termination and severance benefits and delineates these provisions' applicability to "Department Heads Only"; and

WHEREAS, the only classification in the Benefits Package that is directly appointed by the City Manager but excluded from termination and severance benefits is the City Clerk/Administrative Manager; and

WHEREAS, it is appropriate to extend these benefits to the City Clerk/Administrative Manager to provide assurance and security and to align with the other City Manager-directly appointed classifications; and

WHEREAS, amendments to Section 2.00 were prepared to effect this change, and City Council approval is required for implementation.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the City Council of the City of Scotts Valley that Section 2.00 of the Management and Confidential Employee Compensation Benefits Package is hereby amended to include the City Clerk/Administrative Manager classification, and entitle it to same termination and severance benefits as the Department Head classifications.

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 December, 2020 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Approved: ______________________________
Mayor

Attest: ______________________________
Tracy A. Ferrara, City Clerk

2.00 TERMINATION AND SEVERANCE PAY ~~FOR DEPARTMENT HEADS ONLY~~

A. In the event a Department Head (as designated in Attachment "A") or the City Clerk/Administrative Manager is terminated by the City Manager during such time that the Department Head/City Clerk is willing and able to perform his/her duties, the City agrees to pay him/her a lump sum cash payment ("Severance Pay") equal to two (2) weeks gross pay if terminated within one (1) year of hire and four (4) months gross salary if terminated after one year of hire. City agrees to pay life, medical, and dental insurance premiums for one (1) month if terminated within one year of hire and four (4) months if terminated after one year. However, the City shall have no obligation to pay Severance Pay if a Department Head/City Clerk is terminated for cause or because of his/her conviction of or plea of guilty or no contest to any felony involving personal gain or moral turpitude.

B. For purposes of receiving severance pay, a Department Head/City Clerk may be considered terminated, at his/her option, effective with the date of any one of the following events:

1. The City at any time reduces the salary or other financial benefits of the Department Head/City Clerk;

2. Following written notice from the Department Head/City Clerk, the City refuses to comply with any other provisions contained herein;

3. A Department Head/City Clerk is terminated by the City for reasons other than those specified in Paragraph 2.0(A) above (relating to exemption from payment of severance pay).

C. In the event a reduction in salary or change in benefits is the result of a general salary reduction or benefit reduction policy adopted by the City Council for all employees, Paragraph 2.0(B)(1) shall not apply.

D. In the event the City's refusal to comply with any other provisions herein also affects other employees in general, Paragraph 2.0(B)(2) hereinabove shall not apply and no Severance Pay shall be paid.

E. The Department Head/City Clerk shall give the City one month's advance notice of a voluntary resignation from City employment. Department Heads and the City Clerk are not entitled to Severance Pay in the event of voluntary resignation.

F. Nothing herein shall prevent, limit, or otherwise interfere with the right of a Department Head/City Clerk to resign from his/her position with the City at any time, subject only to the provisions set forth in Paragraph 2.0(E) hereinabove.

City of Scotts Valley
CITY COUNCIL STAFF REPORT

DATE: December 16, 2020

TO: Honorable Mayor and City Council

FROM: Tina Friend, City Manager

SUBJECT: **AUTHORIZATION TO EXECUTE PROFESSIONAL SERVICES CONTRACT WITH MANAGEMENT PARTNERS FOR FINANCIAL CONSULTING**

SUMMARY OF ISSUE

Given current staffing levels and workload in the Administrative Services Department, the City of Scotts Valley (City) requires consultant support for the timely delivery of key projects. Staff recommends that the City obtain the services of Management Partners (MP), which has assisted the City at various junctures since 2017. Notably, MP helped develop the City's Fiscal Sustainability Plan, which entailed a comprehensive review of the City's revenue and expenditure conditions and the creation of an iterative, multi-year approach to achieve financial stability. In addition, this spring, MP developed a fiscal diagnostic tool for the City to model different economic futures when faced with significant uncertainties about the short-term and aggregate revenue losses from the pandemic shutdowns. Most recently, MP has been assisting the City to finalize the FY 2019/20 audit and Comprehensive Annual Financial Report and other special projects such as coordinating the FEMA and CalFire reimbursement claims for the CZU Lightning Complex Fire. Through this body of work, MP has unique knowledge of the City's financial conditions and internal systems and can most effectively assist the City.

The proposed contract provides for the delivery of articulated special projects such as finalizing the FEMA/CalFire reimbursement process, managing the development of the draft FY 2021/22 Operating and Capital Improvement Budgets, managing the submittal of key required State financial reporting, assisting with labor negotiations and assisting with the recruitment and installation of the City's new Administrative Services Director, among others. The contract is estimated to provide about six to seven months of service.

FISCAL IMPACT

The contract provides for a not to exceed amount of $120,000 for the six to seven-month period, which will be covered by salary savings from vacant positions in the department.

AGENDA ITEM I
DATE: 12-16-20

STAFF RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute the financial services contract with Management Partners, in a form approved by the City Attorney, for a not-to-exceed amount of $120,000.

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AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement for Professional Services (“Agreement”) is made and entered into as of ________________, 2020, by and between the City of Scotts Valley, a municipal corporation, hereinafter referred to as "CITY", and Management Partners, an Ohio corporation, hereinafter referred to as “CONSULTANT”.

RECITALS

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

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

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

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

AGREEMENT

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

2. **Responsible Personnel**: CITY has relied upon the professional training and ability of CONSULTANT to perform the services hereunder as a material inducement to enter into this Agreement. Primary personnel responsible for the completion of the work described in this Agreement shall be: Steve Toler, whose address is 2107 N. First Street, Suite 470, San Jose, CA 95131; telephone: (650) 918-7017; fax: (513) 861-3480; Email: stoler@managementpartners.com.

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

4. **Time of Performance:** The services of CONSULTANT are to commence upon execution of this Agreement and shall continue until all authorized work is approved by the CITY. All such work shall be completed no later than October 1, 2021. Time is of the essence in the performance of this Agreement. No waiver by either party hereto of the nonperformance or any breach of any term, provision, or condition of this Agreement, or any default hereunder shall be considered to be or operate as a waiver of any subsequent nonperformance, breach or default.

5. **Compensation:** CONSULTANT shall accept compensation for services performed as set forth in Section 3 in an amount not to exceed $ 120,000. Periodic payments to CONSULTANT shall be made upon submittal of invoices by CONSULTANT to CITY for review and approval by the City Manager. Invoices will be paid by CITY within a reasonable time after the invoices are received and approved.

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

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

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

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

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

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

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

underlying injury or damage is finally determined by a court of competent jurisdiction to arise solely from the negligent or willful misconduct of CITY.

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

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

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

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

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

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

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

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

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

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

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

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

16. **Entire Agreement:** This Agreement contains the entire understanding between the parties with respect to the subject matter herein. There are no representations, agreements or understandings. Whether oral or written, between or among the parties relating to the subject matter of this Agreement which are not fully expressed herein. The

drafting and negotiation of this Agreement have been participated in by each of the parties and/or their counsel, and for all purposes this Agreement shall be deemed to have been drafted jointly by all parties.

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

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

WITNESS WHEREOF this Agreement is executed by CITY and by CONSULTANT on this ____ day of _______________, 2020, at Scotts Valley, California.

CONSULTANT: MANAGEMENT PARTNERS	CITY: CITY OF SCOTTS VALLEY
______________________________ By:	______________________________ Tina Friend, City Manager
APPROVED AS TO FORM:	ATTEST:
______________________________ Kirsten M. Powell, City Attorney	______________________________ Tracy A. Ferrara, City Clerk

EXHIBIT "A"

SCOPE OF WORK

ATTACHED

Management Partners

November 23, 2020

Ms. Tina Friend
City Manager
City of Scotts Valley
1 Civic Center Drive
Scotts Valley, CA 95066

Dear Ms. Friend:

Thank you for the opportunity to submit a proposal to provide financial consulting assistance to the City of Scotts Valley. As you know, we are currently engaged to provide financial consulting assistance. This proposal would augment our contract to enable Management Partners to provide financial consulting services during the rest of FY 2020-21.

Understanding of the Engagement

The following scope of work describes the expert consulting services desired from Management Partners. These items will be prioritized in collaboration with you to fit within the agreed upon contract amount.

1. **Provide Advice on Fiscal Sustainability Planning**
   - Provide expert advice, including analyses and presentations, to City Budget Committee meetings regarding the City's existing fiscal sustainability plan.
   - Provide recommendations, as necessary, about budget strategies to consider in addition to the existing fiscal sustainability plan.
2. **Provide Expertise for Budget Monitoring and Financial Reporting**
   - Review and provide recommendations to finalize the FY 2019-20 comprehensive annual financial report.
   - Review and provide recommendations to the independent auditors during their compilation of the FY 2019-20 Cities Financial Transactions Report and the Annual Street Report for the State Controller's Office.
   - Review FY 2020-21 budget versus actual reports for revenues and expenditures and provide advice to City leaders on results.
   - Prepare and present reports on quarterly financial performance to the City Council.
3. **Provide Expertise for Coordinating Development of FY 2021-22 Annual Budget and Financial Forecast**
   - Provide project management for the proposed FY 2021-22 annual operating and capital improvement budgets.
   - Prepare updated financial forecasts for all operating and capital funds for inclusion in the FY 2021-22 annual budget.
   - Prepare reports and analyses, and make presentations as needed, as part of our advice to City leaders on the proposed budget.

1730 Madison Road • Cincinnati, OH 45206 • 513 861 5400 • Fax 513 861 3480 managementpartners.com
2107 North First Street, Suite 470 • San Jose, California 95131 • 408 437 5400 • Fax 408 453 6191
3152 Red Hill Avenue, Suite 210 • Costa Mesa, California 92626 • 949 222 1082 • Fax 408 453 6191

4. **Provide Expertise for Coordinating Completion of Wastewater Rate Study**
   - Provide project management for a wastewater rate study conducted by Bartle Wells.
   - Review the results of wastewater rate study and provide advice to City leaders on rate implementation options.
5. **Conduct Financial Analysis for Labor Negotiations**
   - Present financial forecast information to the City's labor attorney and/or bargaining unit representatives.
   - Evaluate options to minimize health care costs through bargained benefit structures and medical plan options.
   - Evaluate and prepare cost analyses of various proposals exchanged in negotiations.
6. **Provide Advice on Accounting and Financial Reporting**
   - Provide recommendations regarding amendments to the City's purchasing ordinance and policies.
   - Provide advice regarding implementation of the CalCard procurement card program.
   - Provide advice regarding complex financial accounting transactions and analyses.
7. **Provide Expertise about Reimbursement from FEMA for Costs Incurred in Response to the CZU Lightning Complex Fire**
   - Provide project management for filing FEMA reimbursements for costs incurred by the City in response to the CZU Fire.
   - Prepare analyses and cost summaries for filing for reimbursement in compliance with FEMA guidelines.
   - Provide advice regarding contractual agreements for work to be conducted in response to damages to City property resulting from the event.
8. **Provide Recruitment Assistance**
   - Provide advice regarding recruitment process for various positions, including the Administrative Services Director position, serving as interview panelist, if desired.
   - Prepare comparative analyses regarding compensation of select City positions as requested by the City Manager.
9. **Other Expert Financial Advice**
   - Provide other expert financial advice to city management as needed.

Management Partners will provide periodic reports to the City summarizing the consulting assistance our firm has provided in addition to other deliverables, as appropriate.

Consultants

We have a team of experts available for this engagement. We will assign Steve Toler as our lead consultant. Other Management Partners consultants will be assigned on an as needed basis, within the budget specified by the contract. Our commitment is to provide high quality consulting expertise to the City of Scotts Valley.

Our consultants are employed by Management Partners and work for and at the direction of Management Partners. Additionally, our consultants are part of our overall team and are available for assignments on other engagements, consistent with our responsibility to the City, at the discretion of Management Partners. Management Partners and our consultants will determine the method and manner of carrying out the work and achieving the desired result. We will also determine the schedule of our consultants, including onsite or off-site hours.

Management Partners will determine when other experts from the firm are needed to assist with a project in order to meet project requirements. Matters pertaining to personnel, such as discipline, hiring, or evaluations, are not part of the scope or work, nor are execution of contracts or other written documents obligating the City of Scotts Valley. All such matters will be the responsibility of the City.

Management Partners provides all insurance (including workers' compensation, liability and professional errors and omissions), training and administrative support (including equipment such as phones and computers) as necessary during the assignment.

Our consultants use their Management Partners business cards and email address and will identify themselves as consultants with our firm. Our consultants will only use Scotts Valley systems and equipment if required to access data and information essential for our consulting engagement. Such instances will be authorized by Management Partners. The City may provide conference room or office space if needed when our consultants are working onsite. It is important to the City, our consultants, and our firm to be clear that we are doing this work for the City of Scotts Valley as a firm and that our consultants work for Management Partners.

Steve Toler, Partner

Steve Toler joined Management Partners after spending nearly 20 years in local government public service working for the cities of Cupertino, Foster City and Millbrae. He has served in management positions ranging from assistant city manager to information technology manager. Steve has skills and knowledge in a wide range of areas including budgeting and revenue forecasting, financial management and reporting, accounting, purchasing, information technology management, water and wastewater rate modeling, regional shared services planning, organizational development and training, labor relations and negotiations, business continuity planning, risk management, economic development and redevelopment, tax ballot measures, and public engagement.

Other experts available to assist the City of Scotts Valley

Among our many other consultants who will be available to provide assistance, and assigned by Management Partners as needed, are the individuals listed below.

Associate	Title
Nancy Hetrick	Vice President/Recruitment Assistance
Pete Gonda	Special Advisor/Financial Services
Hossein Golestan	Special Advisor/Financial Services
Claire Coleman	Management Analyst

Fee Proposal

We propose an initial not-to-exceed contract in the amount of $120,000, which will provide approximately 600 hours of consulting assistance, depending on the consultant assigned. During this engagement, the actual consultant hours will be paid by Scotts Valley. We will charge $175 per hour plus travel expenses for our lead consultant, Steve Toler. This is a discounted rate in recognition of the anticipated length of the engagement.

Other consultants will be provided at their regular hourly rates plus travel expenses, ranging from $90 to $260 per hour depending on the individual assigned to the project. We anticipate that most of the project work under this contract will be conducted remotely, and that meetings will be conducted remotely using video- or audio-conferencing technologies.

Conclusion

We appreciate the opportunity to be of assistance to the City. Please feel free to contact Jan Perkins (949-202-8870) if you have any questions about this proposal.

Sincerely,

Julie Mares
Chief Operating Officer

Accepted for the City of Scotts Valley by:

Name: ____

Title: ____

Date: ____