



AGENDA

Meeting of the Scotts Valley City Council

REMOTE ACCESS ONLY

Date: October 20, 2021

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 https://us02web.zoom.us/j/87187062566 <i>See information below for how to participate.</i>	The agenda was posted 10-15-21 at City Hall and on the Internet at www.scottsvally.org .

PUBLIC ADVISORY REGARDING COVID-19 AND PUBLIC PARTICIPATION

Consistent with Executive Order No. N-29-20 issued by Governor Newsom on March 17, 2020, and the County of Santa Cruz Health Services Agency Shelter In Place Public Health Order dated March 31, 2020, 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 meeting will be available on Zoom and broadcast through Community Television of Santa Cruz on Channel 25 and via their website at the following link: <https://communitytv.org/watch/> (be sure to click on Channel 25). For those wishing to participate via Zoom you can join the following ways:

- Join from a PC, Mac, iPad, iPhone or Android device:
Please click this URL to join. <https://us02web.zoom.us/j/87187062566>
- Or iPhone one-tap:
+16699009128,,88999122100# US (San Jose)
+12532158782,,88999122100# US (Tacoma)
- Or join by phone:
Dial (for higher quality, dial a number based on your current location):
US: +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799 or +1 646 558 8656
or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 871 8706 2566

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
Derek Timm, Mayor Jim Reed, Vice Mayor Jack Dilles, Council Member Randy Johnson, Council Member Donna Lind, Council Member	Brian Haddix, Interim City Manager Kirsten Powell, City Attorney Steve Walpole, Chief of Police Taylor Bateman, Community Development Director Casey Estorga, Administrative Services Director Chris Lamm, Public Works Director/City Engineer Tracy Ferrara, City Clerk

MEETING NOTICE AND AGENDA PACKET MATERIALS

Notice regarding City Council Meetings:

The City Council meets regularly on the 1st and 3rd Wednesday of each month at 6:00 pm.

Agenda and Agenda Packet Materials:

The City Council agenda and the complete agenda packet are available for review by 5:00 pm the Friday before the Wednesday meeting on the Internet at the City's website: <http://scottsvalley.org/AgendaCenter>. Due to COVID-19, City Hall is closed to the public therefore, the agenda is only available for viewing online.

Televised Meetings:

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

Zoom Meetings/Webinars:

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

<https://us02web.zoom.us/j/87187062566>

CALL TO ORDER	6:00 PM
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MOMENT OF SILENCE

ROLL CALL

COMMITTEE REPORTS

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

Council can remove or add items to the Consent Agenda.
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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.
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- A. Approve check registers dated 10-1-21, 10-8-21, 10-15-21
- B. Approve Resolution No. 1955.16 amending the salary schedule for the Human Resources/Payroll Analyst class specification
- C. Approve Resolution No. 1435.24 approving the destruction of obsolete records by the City Clerk/Administrative Manager
- D. Approve Scotts Valley Library Measure S Renovation Contracts:
 - (1) Authorize the additional appropriation and budget expenditure in the amount of \$250,000 as project contingency with Patriot Contracting Inc; and
 - (2) Authorize approval of purchase orders totaling \$78,139.54 for future furniture purchase of the he remaining furniture items (manipulatives and chairs) up to the budgeted amount

ALTERATIONS TO REGULAR AGENDA

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

1. Consider approval of funding for Scotts Valley Holiday Tree Lighting
(Interim City Manager Haddix)
2. Future Council agenda items
(This portion of the Regular Agenda allows the Council to determine items to be placed on a future agenda and to choose a date, if so desired.)

ADJOURNMENT

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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AGENDA ITEM A
DATE: 10-20-2021

SCOTTS VALLEY ACCOUNTS PAYABLE
10/01/2021 11:32:01 Check Register

CITY OF SCOTTS VALLEY
GL050S-V08.15 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 100121 COMMENT... 10/01/2021 A/P

DATA-JE-ID DATA COMMENT

W-10012021-402 10/01/2021 A/P

Run Instructions:

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

BANK	VENDOR	CHECK#	DATE	AMOUNT
BA	GENERAL CHECKING ACCOUNT			
	000041 ACC BUSINESS	122407	10/01/21	1,812.96
	003919 ACCO ENGINEERED SYSTEMS	122408	10/01/21	3,235.00
	001405 AFLAC-FLEX ONE	122409	10/01/21	1,563.20
	001009 ARD/KRISTIN	122410	10/01/21	50.00
	001670 AT &T	122411	10/01/21	178.12
	000097 AT&T	122412	10/01/21	761.97
	003746 AVENU HOLDINGS, LLC	122413	10/01/21	1,951.05
	003893 BADAWI & ASSOCIATES	122414	10/01/21	8,880.75
	001928 BATEMAN/TAYLOR	122415	10/01/21	50.00
	000614 BATTERIES + BULBS #314	122416	10/01/21	37.17
	001373 BAY TREE, LLC	122417	10/01/21	3,620.38
	001822 BC LABORATORIES INC.	122418	10/01/21	576.00
	001066 BEHAVIORAL HEALTH CARE I	122419	10/01/21	100.00
	.15821 BNI PUBLICATIONS, INC.	122420	10/01/21	164.06
	004025 BOB MURRAY & ASSOCIATES	122421	10/01/21	4,000.00
	000437 BRASS KEY LOCKSMITH	122422	10/01/21	210.52
	001017 C.W.E.A.	122423	10/01/21	500.00
	003714 CAPITOLA/CITY OF	122424	10/01/21	8,819.43
	001553 CARD SHARK INC/THE	122425	10/01/21	46.64
	000756 CENTRAL HOME SUPPLY	122426	10/01/21	602.68
	003887 CHEUNG/ATHENA	122427	10/01/21	50.00
	001051 COASTAL EVERGREEN CORP	122428	10/01/21	1,285.00
	000975 DEAN/MICHAEL R.	122429	10/01/21	50.00
	003990 DIBENEDETTO/GUNNAR	122430	10/01/21	50.00
	001362 DUNCAN AUTO TECH	122431	10/01/21	883.98
	001537 DYNAMIC PRESS	122432	10/01/21	86.70
	004005 ESTORGA/CASEY	122433	10/01/21	487.50
	000054 EWING IRRIGATION PRODUCT	122434	10/01/21	352.77
	000202 FEDERAL EXPRESS	122435	10/01/21	139.26
	000582 FERRARA/TRACY A.	122436	10/01/21	50.00
	003706 GRANADOS/JUSTIN	122437	10/01/21	50.00
	003127 GRUNDY/LAURIE	122438	10/01/21	50.00
	003944 HEBARD/TYLER	122439	10/01/21	50.00
	000801 HINDERLITER, DE LLAMAS &	122440	10/01/21	995.00
	004023 HOUSEKEYS, INC.	122441	10/01/21	5,000.00
	003969 HULME PROFESSIONAL	122442	10/01/21	621.60
	000275 IFLAND ENGINEERS INC	122443	10/01/21	19,925.00
	001903 JONES/KIMARIE	122444	10/01/21	50.00
	003993 JORDAN/ZACHARY	122445	10/01/21	50.00
	004024 K & D LANDSCAPING, INC.	122446	10/01/21	111,107.25
	003292 KIMLEY-HORN & ASSOCIATES	122447	10/01/21	2,500.00
	001660 KING/KATI	122448	10/01/21	202.34
	004018 LAMBERT/LAUREN	122449	10/01/21	50.00
	003761 LEDGER/CHASE	122450	10/01/21	50.00
	001950 LEWIS TREE SERVICE INC	122451	10/01/21	630.00
	001673 LINCOLN FINANCIAL GROUP	122452	10/01/21	1,333.50
	003913 LONG/AMANDA	122453	10/01/21	259.11
	003942 M-GROUP	122454	10/01/21	6,641.25

BANK	VENDOR	CHECK#	DATE	AMOUNT
BA	GENERAL CHECKING ACCOUNT			
	001591 MARKELL/ROD	122455	10/01/21	1,974.00
	001815 MC GRATH/TRISH	122456	10/01/21	50.00
	000218 MID VALLEY SUPPLY	122457	10/01/21	1,463.17
	000323 NBS GOVERNMENT FINANCE G	122458	10/01/21	2,928.45
	001615 OLIN CORP-CHLOR ALKALI	122459	10/01/21	2,295.85
	003989 OLSON/CODY	122460	10/01/21	50.00
	003766 ORMONDE/ROBERT	122461	10/01/21	50.00
	000723 PIED PIPER INC./THE	122462	10/01/21	127.00
	000102 PITNEY BOWES GLOBAL	122463	10/01/21	550.98
	001097 PRODESSE PROPERTY GROUP	122464	10/01/21	3,523.52
	000463 RALEY'S	122465	10/01/21	274.09
	003572 REGIONAL GOVERNMENT SERV	122466	10/01/21	2,242.50
	003957 SANTA CRUZ/CITY OF	122467	10/01/21	6,269.65
	000626 SANTA CRUZ/COUNTY OF	122468	10/01/21	551.95
	000128 SCARBOROUGH LUMBER	122469	10/01/21	4,128.95
	003745 SCOTTS VALLEY HOTEL LP	122470	10/01/21	27,804.11
	002065 SOTO/ART	122471	10/01/21	50.00
	003928 SOUTH BAY REGIONAL PUBLI	122472	10/01/21	7,160.00
	004026 STEELE-FREITAS/SETH	122473	10/01/21	50.00
	001844 STERLING WATER TECHNOLOG	122474	10/01/21	1,488.00
	000882 SUPERIOR ALARM COMPANY	122475	10/01/21	79.50
	003997 SYAR INDUSTRIES, INC.	122476	10/01/21	1,044.82
	003973 THOMAS/TYLER	122477	10/01/21	50.00
	000151 VISION SERVICE PLAN	122478	10/01/21	1,137.15
	GENERAL CHECKING ACCOUNT			255,503.88 ***

SCOTTS VALLEY ACCOUNTS PAYABLE
CITY OF SCOTTS VALLEY
10/01/2021 11:32:01
GL540R-V08.15 PAGE 3

Check Register

BANK	VENDOR	CHECK#	DATE	AMOUNT
REPORT TOTALS:				255,503.88

RECORDS PRINTED - 000156

GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
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001	GENERAL	111,742.39
004	RECREATION	340.43
010	WASTEWATER OPERATIONS	10,521.50
011	TERTIARY TREATMENT PLANT	2,607.19
019	AFFORDABLE HOUSING	6,974.00
023	SVRDA SUCCESSOR AGENCY	7,143.90
028	SENIOR CENTER	34.75
090	SV DRIVE A REDEMPTION	2,928.45
112	DENTAL INS INTERNAL SERV	944.10
123	COMMUNITY FACILITY CENTER	9.92
150	GENERAL CAPITAL IMPROVEMENTS	111,107.25
162	PLANNING GRANTS PROGRAM	1,150.00
TOTAL ALL FUNDS		255,503.88

BANK RECAP:

BANK	NAME	DISBURSEMENTS
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BA	GENERAL CHECKING ACCOUNT	255,503.88
TOTAL ALL BANKS		255,503.88

SCOTTS VALLEY ACCOUNTS PAYABLE
10/07/2021 17:21:34 Check Register

CITY OF SCOTTS VALLEY
GL050S-V08.15 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 100821 COMMENT... 10/08/2021 A/P

DATA-JE-ID DATA COMMENT

W-10082021-411 10/08/2021 A/P

Run Instructions:

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

Check Register

BANK	VENDOR	CHECK#	DATE	AMOUNT	
BA	GENERAL CHECKING ACCOUNT				
	001219 ALHAMBRA	122479	10/08/21	192.79	
	001670 AT &T	122480	10/08/21	3,597.15	
	.15822 BAY SPORTS PHOTOGRAPHY L	122481	10/08/21	850.00	
	001822 BC LABORATORIES INC.	122482	10/08/21	144.00	
	003170 BOGARD CONSTRUCTION INC	122483	10/08/21	4,687.50	
	000437 BRASS KEY LOCKSMITH	122484	10/08/21	53.49	
	002091 COMCAST	122485	10/08/21	167.61	
	002091 COMCAST	122486	10/08/21	146.31	
	001597 ENVIRONMENTAL INNOVATION	122487	10/08/21	3,075.12	
	003646 ENVIRONMENTAL LEVERAGE,I	122488	10/08/21	201.64	
	000202 FEDERAL EXPRESS	122489	10/08/21	144.41	
	003253 FIRST ALARM	122490	10/08/21	117.42	
	004027 GLADWELL GOVERNMENTAL SV	122491	10/08/21	5,200.00	
	000238 KENNEDY-JENKS CONSULTANT	122492	10/08/21	2,802.50	
	003331 KOFFLER ELECTRICAL MECHA	122493	10/08/21	21,102.56	
	000284 LOGAN & POWELL, LLP	122494	10/08/21	19,100.00	
	003565 MANAGEMENT PARTNERS	122495	10/08/21	32,500.00	
	003171 MICHALAK/GENE	122496	10/08/21	125.00	
	000218 MID VALLEY SUPPLY	122497	10/08/21	185.95	
	000939 NATIONAL COMTEL NETWORK	122498	10/08/21	16.68	
	001872 NORTH CENTRAL LABORATORI	122499	10/08/21	617.39	
	003152 PETERSON POWER SYSTEMS,	122500	10/08/21	16,604.00	
	000135 SAN LORENZO VALLEY WATER	122501	10/08/21	43.33	
	001364 SANTA CRUZ COUNTY	122502	10/08/21	30,498.60	
	001544 SANTA CRUZ COUNTY CONFER	122503	10/08/21	25,839.40	
	003367 SANTA CRUZ LIVE SCAN, IN	122504	10/08/21	30.00	
	003658 SANTA CRUZ OCCUPATIONAL	122505	10/08/21	1,390.00	
	002053 STEPFORD	122506	10/08/21	3,176.69	
	001589 TELECOMMUNICATIONS	122507	10/08/21	6,666.24	
	000153 THOMSON REUTERS-WEST	122508	10/08/21	355.92	
	003908 TRANSUNION RISK & ALTERN	122509	10/08/21	79.00	
	000098 TROWBRIDGE ENTERPRISES	122510	10/08/21	2,063.31	
	003924 VIRTUAL PROJECT MANAGER	122511	10/08/21	1,000.00	
	GENERAL CHECKING ACCOUNT			182,774.01	***

SCOTTS VALLEY ACCOUNTS PAYABLE
CITY OF SCOTTS VALLEY
10/07/2021 17:21:34
GL540R-V08.15 PAGE 2

Check Register

BANK	VENDOR	CHECK#	DATE	AMOUNT
REPORT TOTALS:				182,774.01

RECORDS PRINTED - 000066

SCOTTS VALLEY ACCOUNTS PAYABLE
CITY OF SCOTTS VALLEY
10/07/2021 17:21:34
GL060S-V08.15 RECAPPAGE

Check Register

GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
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001	GENERAL	96,272.70
002	RECYCLING/ENVIRONMENTAL	3,075.12
004	RECREATION	33,043.87
010	WASTEWATER OPERATIONS	17,944.62
011	TERTIARY TREATMENT PLANT	288.41
012	WASTEWATER CAPITAL RESERVE	2,802.50
015	TTP - DISTRICT RESERVE FUND	21,102.56
028	SENIOR CENTER	3,511.34
088	LIBRARY FACILITIES-MEAS "S"	4,687.50
123	COMMUNITY FACILITY CENTER	45.39
TOTAL ALL FUNDS		182,774.01

BANK RECAP:

BANK	NAME	DISBURSEMENTS
----	-----	
BA	GENERAL CHECKING ACCOUNT	182,774.01
TOTAL ALL BANKS		182,774.01

SCOTTS VALLEY ACCOUNTS PAYABLE
10/15/2021 12:24:05 Check Register

CITY OF SCOTTS VALLEY
GL050S-V08.15 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 101521 COMMENT... 10/15/2021 A/P

DATA-JE-ID DATA COMMENT

W-10152021-416 10/15/2021 A/P

Run Instructions:

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BANK	VENDOR	CHECK#	DATE	AMOUNT	
BA	GENERAL CHECKING ACCOUNT				
	001219 ALHAMBRA	122512	10/15/21	100.97	
	003690 ALLIANT	122513	10/15/21	148.00	
	004029 ARMSTRONG/AMANDA	122514	10/15/21	30.00	
	000097 AT&T	122515	10/15/21	102.09	
	003899 BIGLER CONSTRUCTION	122516	10/15/21	14,680.00	
	000021 BOWMAN & WILLIAMS	122517	10/15/21	1,440.00	
	000018 BRINK'S AWARDS & SIGNS	122518	10/15/21	610.43	
	002091 COMCAST	122519	10/15/21	323.22	
	001546 CRAIG/ROBERT J	122520	10/15/21	750.00	
	000037 CRYSTAL SPRINGS WATER CO	122521	10/15/21	16.40	
	003043 CSG CONSULTANTS, INC	122522	10/15/21	51,402.50	
	001896 D & G SANITATION	122523	10/15/21	2,847.34	
	000207 DEPARTMENT OF JUSTICE	122524	10/15/21	32.00	
	000207 DEPARTMENT OF JUSTICE	122525	10/15/21	64.00	
	003707 DILLES/JACK	122526	10/15/21	162.80	
	003160 DIXON & SON TIRE	122527	10/15/21	3,869.30	
	001362 DUNCAN AUTO TECH	122528	10/15/21	822.23	
	000426 ENTENMANN-ROVIN CO	122529	10/15/21	361.77	
	000054 EWING IRRIGATION PRODUCT	122530	10/15/21	190.68	
	000202 FEDERAL EXPRESS	122531	10/15/21	270.29	
	001053 GOVERNMENT FINANCE OFFIC	122532	10/15/21	150.00	
	001881 GRAINGER	122533	10/15/21	1,783.45	
	000057 HACH COMPANY	122534	10/15/21	284.49	
	003292 KIMLEY-HORN & ASSOCIATES	122535	10/15/21	9,394.98	
	000066 KING'S PAINT & PAPER	122536	10/15/21	25.02	
	001950 LEWIS TREE SERVICE INC	122537	10/15/21	4,800.00	
	000078 LLOYD'S TIRE SERVICE INC	122538	10/15/21	129.72	
	000195 MESITI-MILLER ENGINEERIN	122539	10/15/21	2,810.82	
	001787 MICHAEL WADE PETRINI	122540	10/15/21	125.00	
	000083 MISSION UNIFORM SERVICE	122541	10/15/21	989.22	
	000089 OLIVE SPRINGS QUARRY INC	122542	10/15/21	100.98	
	000101 PACIFIC GAS & ELECTRIC C	122543	10/15/21	47,342.65	
	000723 PIED PIPER INC./THE	122544	10/15/21	78.50	
	003967 PITNEY BOWES INC	122545	10/15/21	62.03	
	001233 PORTER DDS MS/BRENT J	122546	10/15/21	47.10	
	000820 SANTA CRUZ/COUNTY OF	122547	10/15/21	103.00	
	000133 SCOTTS VALLEY SPRINKLER	122548	10/15/21	23.01	
	002053 STEPFORD	122549	10/15/21	14,077.90	
	000143 SUMMIT UNIFORMS	122550	10/15/21	3,897.04	
	004028 SUPERIOR COURT OF	122551	10/15/21	25.00	
	003757 SWEDBERG ELECTRIC INC.	122552	10/15/21	18,147.00	
	001085 SYCAL ENGINEERING INC	122553	10/15/21	8,200.93	
	001366 U.S. BANCORP OFFICE	122554	10/15/21	1,300.62	
	004030 U.S. BANK CORPORATE	122555	10/15/21	2,943.49	
	001106 VERIZON WIRELESS	122556	10/15/21	1,037.18	
	GENERAL CHECKING ACCOUNT			196,103.15	***

SCOTTS VALLEY ACCOUNTS PAYABLE
CITY OF SCOTTS VALLEY
10/15/2021 12:24:05
GL540R-V08.15 PAGE 2

Check Register

BANK	VENDOR	CHECK#	DATE	AMOUNT
REPORT TOTALS:				196,103.15

RECORDS PRINTED - 000104

GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
----	-----	
001	GENERAL	95,797.62
003	GAS TAX - SPECIAL STATE TRST	14,680.00
004	RECREATION	500.67
010	WASTEWATER OPERATIONS	66,146.07
011	TERTIARY TREATMENT PLANT	2,810.29
025	GENERAL TRUST	9,394.98
028	SENIOR CENTER	642.68
050	PINEWOOD EST LNDSCP MAINT DT	9.96
077	SKYPARK MAINT ASSESS DIST	2,529.60
088	LIBRARY FACILITIES-MEAS "S"	2,810.82
112	DENTAL INS INTERNAL SERV	47.10
123	COMMUNITY FACILITY CENTER	733.36
TOTAL ALL FUNDS		196,103.15

BANK RECAP:

BANK	NAME	DISBURSEMENTS
----	-----	
BA	GENERAL CHECKING ACCOUNT	196,103.15
TOTAL ALL BANKS		196,103.15

City of Scotts Valley CITY COUNCIL STAFF REPORT

DATE: October 20, 2021

TO: Honorable Mayor and City Council

FROM: Casey Estorga, Administrative Services Director

APPROVED: Brian Haddix, Interim City Manager

SUBJECT: **AMEND THE SALARY SCHEDULE FOR THE HR/PAYROLL ANALYST JOB CLASSIFICATION**

SUMMARY OF ISSUE

The City Council approved a Memorandum of Understanding (MOU) with the Service Employees International Union (SEIU) on August 18, 2021. That MOU included a Salary Schedule for each of SEIU's 56 job classifications and included details for each classification's respective salary in the 7-Step series.

When City staff prepared the new Salary Schedule, they relied on a historical spreadsheet to perform calculations related to negotiated pay increases effective over the life of the MOU. Unfortunately, there was an error with a formula in the spreadsheet that resulted in a miscalculation of the salary for the HR/Payroll Analyst job classification. At this time, staff is not aware of any other errors that resulted from use of the historical spreadsheet.

Using the erroneous data, the City made an offer of employment to an individual for the HR/Payroll Analyst position. This individual accepted the offer and began employment with the City during the pay period starting October 10, 2021. The accepted offer was one Step (or 5%) higher than the authorized Salary Schedule due to the erroneous data. To reconcile this situation and remedy the error, staff is recommending an amendment to the Salary Schedule where the existing Step 1 is deleted, and a new Step 7 is added for the HR/Payroll Analyst job classification. Recommended changes to the HR/Payroll Analyst's monthly salary are summarized below:

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Existing	\$4,432	\$4,654	\$4,886	\$5,130	\$5,387	\$5,656	\$5,939
Recommended	\$4,654	\$4,886	\$5,130	\$5,387	\$5,656	\$5,939	\$6,236

This amendment to the Salary Schedule for the HR/Payroll Analyst job classification will correct the error and reflect the original intent when the salary schedule was established.

FISCAL IMPACT

Amending the HR/Payroll Analyst’s Salary Schedule as proposed would result in approximately \$3,564 in additional annual costs.

Funding for these costs have been included in the FY 2021-22 Adopted Budget and will be incorporated in future budget proposals through the City’s annual budget process.

STAFF RECOMMENDATION

It is recommended that the City Council approve Resolution No. 1955.16 amending the Salary Schedule for the HR/Payroll Analyst job classification, deleting Step 1 and adding a new Step 7, reflecting a 5% increase in salary.

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RESOLUTION NO. 1955.16

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY
AMENDING THE SALARY SCHEDULE FOR THE
HR/PAYROLL ANALYST CLASS SPECIFICATION**

WHEREAS, an analysis of the Salary Schedule for Service Employees International Union (SEIU) job classifications was performed; and

WHEREAS, a calculation error was discovered related to the salary for the HR/Payroll Analyst job classification; and

WHEREAS, no other errors were discovered during this analysis; and

WHEREAS, an amendment to the Salary Schedule for the HR/Payroll Analyst job classification is necessary to correct the error and reflect the original intent of the City when adopting the salary schedule; and

WHEREAS, City Council approval is needed to amend the Salary Schedule.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the City Council of the City of Scotts Valley that the Salary Schedule for the HR/Payroll Analyst is hereby amended as follows:

Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
HR/Payroll Analyst	4,654	4,886	5,130	5,387	5,656	5,939	6,236

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 20th day of October, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved: _____
Derek Timm, Mayor

Attest: _____
Tracy A. Ferrara, City Clerk

City of Scotts Valley CITY COUNCIL STAFF REPORT

DATE: October 20, 2021
TO: Honorable Mayor and City Council
FROM: Tracy A. Ferrara, City Clerk/Administrative Manager
APPROVED: Brian Haddix, Interim City Manager
SUBJECT: DESTRUCTION OF CITY RECORDS

SUMMARY OF ISSUE

The City of Scotts Valley ("City") has set retention schedules for certain City records. For those records that do not have set retention schedules, the City follows the California Secretary of State retention guidelines. The City currently has records that are older than the retention schedule and Secretary of State requirements (see Exhibit A). Due to limited storage space, staff is requesting that those records be destroyed in accordance with the guidelines. The City Attorney consents to the destruction of these documents (see attached memo).

FISCAL IMPACT

The fiscal impact associated with the destruction of these records is nominal.

STAFF RECOMMENDATION

City Council adopt Resolution No. 1435.24 approving destruction of obsolete records by the City Clerk.

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RESOLUTION NO. 1435.24

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF SCOTTS VALLEY APPROVING THE
DESTRUCTION OF OBSOLETE RECORDS BY THE
CITY CLERK/ADMINISTRATIVE MANAGER**

WHEREAS, Section 24090 of the California Government Code provides that subject to certain exceptions, with the approval of the City Council and the written consent of the City Attorney, the head of a City department may destroy any record, document, instrument, book or paper under their charge without making a copy thereof, if the same is no longer required; and

WHEREAS, the City Clerk wishes to destroy certain obsolete administration records which are no longer required; and

WHEREAS, the City Attorney has consented in writing to the destruction of these records; and

WHEREAS, the City Council approves the destruction of these documents.

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

Pursuant to the Code of Federal Regulations, Code of California Regulations, and the California Secretary of State Local Government Records Management Guidelines, the City Clerk is authorized to destroy the records set forth in Exhibit A without making a copy.

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 20th day of October, 2021 by the following vote:

AYES:

NOES

ABSENT:

ABSTAIN:

Approved: _____
Derek Timm, Mayor

Attest: _____
Tracy A. Ferrara, City Clerk

EXHIBIT "A"

Appraisals (7 years):

4/25/1995	Parcels 3, 4 & 5	North Side of Mt. Hermon Rd, West of Kings Village Rd (Skypark)
May-95	Parcels 1-8	Gateway South Assessment District
5/17/1995	Parcels 10 & 12	North Side of Mt. Hermon Rd @ Lockewood Ln. (Skypark)
5/26/1995	Parcel P	South of Blue Bonnet, West of Kings Village Road (Skypark)
5/26/1995	APN 022-231-06	662 Mt Hermon Rd (Skypark)
5/26/1995	APN 022-231-03	260 Mt. Hermon Rd.
5/26/1995	022-211-024	211 Mt. Hermon Rd
8/18/1995	Parcel L	West side of Kings Village Rd, North of Mt. Hermon Rd. (Skypark)
8/18/1995	Parcel O	North side of Mt. Hermon Rd, west of Kings Village Rd. (Skypark)
6/21/1995	APN 022-211-23	Lee & Ow Propertied
	APN 022-211-37	
Aug-97		Gateway South Best Use Report
Nov-97	Parcels 1-8	Gateway South Assessment District
11/20/1998	APN 022-231-03	260 Mt Hermon Rd. (Suburban Propane Equipment Appraisal)
11/16/1998	APN 22-601-02	232 Mt. Hermon Rd. (Amerigas Equipment Appriasal-Revised)
Dec-98	APN 22-601-02	232 Mt. Hermon Rd./Amerigas
Dec-98	APN 022-231-03	260 Mt. Hermon Rd./Suburban Propane
Apr-99	APN 022-501-01	20 & 101 El Pueblo (Scarborough Lumber Properties)
	022-061-25	
Apr-99	APN 022-721-04 (Part)	Skypark Parcel #3 Mt. Hermon Road
Jan-01	APN 022-601-01	Parcel O Ow Property/Skypark
1/24/2001	APN 022-231-03	260 Mt. Hermon Rd (Suburban Propane)
1/24/2001	APN 22-601-02	232 Mt. Hermon Rd./Amerigas
Feb-01	APN 22-601-04	Parcel L in Skypark (Lee Property)
Jan-01	APN 022-211-36	Parcel P Skypark/Pacific Technical Institute
Feb-02	APN 022-721-07	Town Center Project
Feb-02	APN's 022-721-08&09	Town Center Project
May-02	APN 22-211-92	Bluebonnet East of Kings Village Road
11/5/2002	APN 022-211-77	Light of Life Lutheran Church
2/18/2003	APM 024-041-23	5000 A Granite Creek Rd.
5/29/2003	APN 022-231-22	662 Mt. Hermon Rd.
8/22/2003	Wescosa	Relocation Estimate
4/11/2005	APN 061-370-15	Graham Hill Rd. near Lockewood Ln
4/15/2005	APN 022-483-01	Erba Ln Opposite the Fire Station
11/10/2005	APN 022-211-36	S side of Blue Bonnet Ln

Agreements / Contracts (Non-Infrastructure): (Completion + 4 years)

9/19/1981 - SEM Service Agreement
6/30/1983 - AMBAG - Technical Services
11/30/1984 - Applied Survey Research -Public Opinion Survey
6/30/1985 - Steve Brooks & Peter Jones - Hazardous Materials Counsulting
6/30/1986 - Steve Brooks & Peter Jones - Hazardous Materials Counsulting
8/19/1986 - SVWD/SLVWD & City of SV - Participation in Groundwater Study

11/4/1988 - Victor W. Lauderbach/Bowman Williams - Acting City Engineer
3/28/1988 - Airtec - Maintenance & Repair Agreement
7/9/1988 - Associated Asbestos & Environmental Professionals - Engineering Services
6/30/1989 - Standard Grant Agreement - California Department of Aging
8/1/1989 - Co of Santa Cruz - Bail Forfeitures Distribution Agreement
5/30/1990 Ralph & Avrilla Beauchamp - Permit to Enter
10/14/1991 - American Modular Space - Lease Agreement
12/31/1990 - Marlyn Bergman - Permit to Enter Agreement
10/14/1992 - Casterville Auto Wreckers - Abandoned Vehicle Towing Agreement
12/31/1990 - Congressman Campbell - Lease Agreement
6/3/1993 - Jim Booth - Aquatics Program Consultant
8/25/1993 - Appraisal Research Corp - Appraisal services
6/4/1993 - George Baum & Co. - Financial Advisory Services
5/1/1994 - Bay Landscape Services - Landscape Improvements to MacDorsa Park
6/1/1994 - AMBAG - Maintenance of Recycling Stations
7/24/1994 - Jim Booth - Aquatics Program Consultant
3/30/1996 - Bruns Belmont - PD Tenant Improvements Consulting
6/30/1997 - CA Conservation Corp - Lodato Park Clearing
7/3/1999 - Mormon Church - Hold Harmless Agreement
12/31/1998 - Brooks Properties - Contract Planners
12/2/1999 - Archaeological Resource Management - Project Review Reconstruction Review
6/21/2000 - Jim Booth - Aquatics Program Consultant
7/2/2000 - Applied Development Economics - 1997 CDBG Grant Preparation & Administration
8/16/2000 - Applied Development Economics - Economic Incentives Analysis
5/1/2001 - Amerigas Propane - Site Access Agreement
6/30/2001 - Cabrillo College - Advanced Officer Training Agreement
10/11/2001 - Avery & Associates - Labor Relations/Administrative Procedures
10/31/2003 - CA Hwy Patrol - Data Collection Agreement
4/21/2004 - James Allen & Associates - Arborist
5/4/2005 - Archaeological Resource Management - Project Review
12/3/2006 - Applied Development Economics - Grant Administration
12/30/2007 - AMBAG & City - Regional Orthophotography Project
11/5/2009 - Central Electric Co. - Consult for 911 Upgrade
4/15/2009 - Callander Associated Landscape Architecture, Inc. - Shugart Park Schematic Design Service Agmt
4/22/2009 - Robert Barrett - PT/Temp Laboratory Director
7/20/2011 - Avery & Associates - Recruitment Services
9/1/2012 - Church of the Kings - Rental Agreement

Claims (Discharged +5 years):

2002 - 2015

Commission Appointment Admin Files: (Termination plus 2 years)

Complaints: (Disposition +5 years)

1992 - 2006

Election Admin Files: (2 years)

03/09/1976 - Municipal Election
03/07/1978 - General Municipal Election
03/06/0979 - Special Municipal Election
04/08/1980 - Municipal Election
06/08/1986 - Municipal Election
06/05/1984 - General Election
06/03/1986 - Municipal Election
06/07/1988 - Municipal Election
11-06-1990 - Special Election - Measure S
06/04/1991 - Special Municipal Election
11/03/1992 - General Election
11/08/1994 - General Election - Measure D
11/05/1996 - General Election
11/04/1997 - Special Election - Measure A (Scotts Valley Drive)
11/03/1998 - General Election
06/06/1999 - Special Election - Measures O & P (Glenwood Project)
11/07/2000 - General Election
11/05/2002 - General Election - Utility Users Tax
03/05/2002 - Special Municipal Election - Referendum Glenwood Residential Development
11/02/2002 - General Election
11/08/2005 - Special Statewide Election - Measure C
11/07/2006 - General Election
05/08/2007 - Special Vacancy All Mail Ballot Election (Not Held - Jim Reed Appointment)
11/04/2008 - General Election
11/02/2010 - General Election
11/05/2013 - Special Election
06/03/2014 - Primary Election
11/04/2014 - General Election

Unsuccessful Candidates for City Council: (2 years)

06/04/1991 - Michael Shulman - Unsuccessful Candidate for City Council
06/04/1991 - Jennings Eugene Dodrill - Unsuccessful Candidate for City Council
11/03/1992 - Eric Taylor - Unsuccessful Candidate for City Council
11/03/1992 - Stephany Aguilar - Unsuccessful Candidate for City Council
10/05/1998 - Paul Watkins - Unsuccessful Candidate for City Council
11/03/1998 - April C. Nordstrom - Unsuccessful Candidate for City Council
07/24/2000 - Paul Murphy Unsuccessful Candidate for City Council
11/05/2002 - Mark Newton Unsuccessful Candidate for City Council
11/02/2002 - Deborah A. Muth - Unsuccessful Candidate for City Council
11/04/2008 - Sherilyn A. Jager - Unsuccessful Candidate for City Council
11/04/2008 - Frank Z. Kertai - Unsuccessful Candidate for City Council
11/04/2008 - Caryn Machado - Unsuccessful Candidate for City Council
11/04/2008 - Chuck Walker - Unsuccessful Candidate for City Council
11/04/2014 - Russ Patterson - Unsuccessful Candidate for City Council
11/08/2016 - Rosanna Herrera - Unsuccessful Candidate for City Council

Grants (final audit +5 years):

CDBG Block Grant - Closed 2004

Petitions: (Results or Final Examination plus 8 months)

05/1999 - Petition & Referendum Against Ordinance for Glenwood Project

Political Action Committee Files: (7 years from Termination)

Scotts Valley Campaign '90 - Terminated 09-30-1990
People for a Quality Scotts Valley - Terminated 06/30/1995
Scotts Valley Community for Compatible Growth - Terminated 10-01-1999
Safe Scotts Valley - Terminated 12/31/1999
Committee to Elect Paul Watkins - Terminated 12/31/1998
Save Scotts Valley - Terminated 12/31/1999
Citizen's for a New Scotts Valley Drive - Terminated 12/31/1999
Committee to Elect Alecia Biddison - Terminated 12/31/2000
Committee to Elect Van Bruggen for City Council - Terminated 12/31/2000
Citizen's Committee for Measure R - Terminated 06/30/2003
Citizen's Committee for Measure U - Terminated 12/31/2007

Proofs of Publication (2 years):

City Council:	1999 - 2010
Planning Commission:	1999 - 2010
Miscellaneous:	1999 - 2010

Recruitment Admin Files (6 years):

1991	Public Works Director / City Engineer
1991	City Manager
1991	Accounting Manager
1992	Wastewater & Environmental Program Manager
1992	Building Inspector (Temporary)
1992	Associate Civil Engineer
1992	Maintenance Supervisor
1995	Accountant II
1996	Community Development Director
1996	Community Development Director
2000	Finance Director
2001	Chief Mechanic
2001	Police Officer
2001	Police Officer
2001	Police Officer (Lateral)
2001	Police Officer (Lateral)
2001	Admin Secretary II (Recreation)
2001	Admin Secretary II (Recreation)
2001	Recreation Coordinator
2001	Principal Planner
2001	Assistant Planner
2001	Police Lieutenant (Promotional)

2001	Police Sergeant (Promotional)
2001	Police Services Supervisor (Promotional)
2001	Police Administrative Secretary / Analyst
2002	Chief Mechanic
2002	Engineering Tech
2002	Community Services Officer / Training Coordinator
2002	Emergency Dispatcher/Clerk I
2002	Laborer (Part-Time/Temp)
2002	Maintenance Worker I
2002	Police Officer (Lateral)
2002	Recreation Specialist
2002	Senior Planner
2003	Administrative Secretary/Analyst
2003	Administrative Secretary II (Recreation)
2003	Emergency Dispatcher/Clerk I
2003	Laborer (Part-Time/Temp)
2003	Laborer (Part-Time/Temp)
2003	Police Officer
2003	Police Officer (Lateral)
2003	Recreation Coordinator
2003	Recreation Specialist
2003	Senior Recreation Leader/Head Teacher
2005	Emergency Dispatcher/Clerk I
2005	Police Officer
2005	Recreation Coordinator
2005	Senior Recreation Leader/Site Director
2006	Administrative Secretary II (Recreation)
2006	Emergency Dispatcher/Clerk I
2006	Laborer (Part-Time/Temp)
2006	Police Officer
2006	Police Officer
2006	Police Officer
2006	Police Services Supervisor
2006	Pool Manager
2006	Senior Recreation Leader/Site Director
2006	Senior Recreation Leader/Site Director
2007	Building Official
2007	Emergency Dispatcher/Clerk I
2007	Police Office Assistant (Part-Time)
2008	Administrative Secretary I/Finance
2008	Administrative Secretary III/Planning Aid
2008	Community Development Director
2008	Senior Lab Analyst
2008	Senior Recreation Leader/Site Director
2010	Building Official
2010	Maintenance Worker I
2010	Site Director

2011	Community Development Director/Deputy City Manager
2012	Site Director
2013	Building Inspector
2014	Maintenance Worker I
2014	Senior Building Inspector
2014	Wastewater Plant Supervisor
2015	Wastewater Operator-In-Training
2016	Administrative Secretary I (Recreation)
2016	Administrative Secretary I-II (Recreation)
2016	City Manager
2016	Deputy City Manager/Admin Services Director
2016	Maintenance Worker I
2016	Maintenance Worker III (Promotional)
2016	Police Chief (Promotional)

Statement of Economic Interest Forms - City Employees: (7 years)

1986 - 1996 - Robert Hanna - Planning Director
 1986 - 2001 - Stephen Walpole, Sr. - Police Chief
 1991 - 2008 - Chuck Comstock - City Manager
 1991 - 2013 - Kenneht Anderson - Public Works Director/City Engineer
 1992 - 2000 - Jack Dillis, Finance Manager/City Treasurer
 1996 - 2005 - Laura Kuhn - Community Development Director
 1997 - 2001 - Gina Garcia-Hunter - Senior Planner
 1997 - 1997 - Kathryn R. Caldwell - Senior Planner
 2000 - 2008 - Steve Ando, Deputy City Manager/Admin Serv Director/ City Treasurer
 2001 - 2002 - Thomas Bush - Police Chief
 2002 - 2005 - Jackie Young - Principal Planner
 2002 - 2006 - Steven Lind - Police Chief
 2002 - 2007 - Jeff Gower - Building Official
 2005 - 2007 - Steve Russell - Community Development Director
 2008 - 2011 - Susan Westman - Interim Community Development Director
 2007 - 2013 - Joe Strasser - Building Official
 2011 - 2012 - Bruce Ambo - Community Development Director/Deputy City Manager

Statement of Economic Interest Forms (Form 700) - Public Officials: (4 years)

1989 - 1990 - Lawrence E. Wilson - Design Review Board
 1989 - 1990 - Dollie Halbrook - Design Review Board
 1989 - 1990 - Donald Hall - Design Review Board
 1989 - 1990 - Lori Poiter - Cultural Preservation Committee
 1989 - 1994 - Mark Davis - Design Review Board
 1989 - 1996 - Cliff Barrett - Design Review Board
 1989 - 1994 - Regan Barry - Design Review Board
 1989 - 1993 - Vern Johnson - Design Review Board
 1989 - 1993 - Verna Brown - Design Review Board
 1989 - 1996 - Gail Burke - Cultural Preservation Committee
 1989 - 1991 - Dory Cunningham -Cultural Preservation Committee
 1989 - 1990 - Jackie Heald - Cultural Preservation Committee

1989 - 1991 - Ed Lang - Cultural Preservation Committee
 1990 - 1996 - Mary Rebecca Allen - Cultural Preservation Committee
 1990- 1996 - Carol Lee - Cultural Preservation Committee
 1990 - 1996 - Virginia Hooper - Cultural Preservation Committee
 1991 - 1996 - Anne Thomas - Cultural Preservation Committee
 1991 - 1995 - Lawrence Fogel - Planning Commission
 1991 - 2013 - Jackie Heald - Planning Commission
 1991 - 1998 - Virginia Hooper - Cultural Resource Preservation Commission
 1992 - 1996 - John Bodine - Design Review Board
 1992 - 1996 - Linda Flaherty - Design Review Board
 1992 - 1996 - Sheryl Ainsworth - Planning Commission
 1992 - 2014 - Wendy Brannan - Parks & Recreation Commission
 1993 - 1996 - Robert Briggs - Design Review Board
 1993 - 1997 - Verna Brown - Planning Commission
 1994 - 1996 - Lane Lawson Jr. - Design Review Board
 1994 - 1997 - Virginia Allender - Senior Center Board
 1994 - 1997 - Deede Landers - Senior Center Board
 1994 - 1997 - Raymond Lockhart - Senior Center Board
 1994 - 1998 - Helen Lyons - Senior Center Board
 1994 - 1998 - Thelma Batten - Senior Center Board
 1994 - 2004 - Carolyn DeWitt - Senior Center Board
 1994 - 2002 - Ruther DePue - Senior Center Board
 1994 - 1996 - Mary Rebecca Allen - Cultural Resource Preservation Commission
 1995 - 2000 - James Seidel - Planning Commission
 1997 - 2004 - Richard Grover - Senior Center Board
 1997 - 2000 - Fred Miles - Parks & Recreation Commission
 1997 - 1999 - Vernon Hart - Parks & Recreation Commission
 1998 - 2005 - Bernard Juracka - Parks & Recreation Commission
 1998 - 2004 - Ruth Gaffke - Senior Center Board
 1998 - 2000 - John Blakney - Mobile Home Rent Review Board
 1998 - 2002 - John Zuris - Board of Appeals
 1999 - Jean Sanford - Senior Center Board
 1999 - Donna Malone - Senior Center Board
 1999 - Richard Garcia - Senior Center Board
 1999 - Donna Lewis - Senior Center Board
 1999 - Al Innes - Senior Center Board
 1999 - 2007 - Mary Curtiss - Arts Commission
 1999 - 2004 - Winona Heyer-Soma - Arts Commission
 1999 - 2001 - Geoffrey Ward - Arts Commission
 1999 - 2008 - Donald Huckvale - Board of Appeals
 1999 - 2003 - Carol Robinson - Cultural Resource Preservation Commission
 1999 - 2008 - Charles Caldwell - Board of Appeals
 2000 - 2005 - Bonnie Bernardi - Arts Commission
 2000 - 2000 - Paul Marigonda - Parks & Recreation Commission
 2000 - 2004 - Cheryl Shapiro - Parks & Recreation Commission
 2000 - 2012 - Janet Fogel - Parks and Recreation Commission
 2000 - 2008 - Maxine Richards - Senior Center Board

2000 - 2003 - Jennie D'Andrea
2000 - 2005 - Mark Newton - Planning Commission
2001 - 2014 - Claire Hodgin - Arts Commission
2002 - Alecia Biddison - Planning Commission
2003 - 2007 - Mary Dettle - Arts Commission
2003 - 2008 - Geraldine Peterson - Senior Center Board
2003 - 2005 - Evelyn Anderson - Senior Center Board
2003 - 2008 - Lawrence Fogel - Planning Commission
2003 - 2008 - Michael Shulman - Planning Commission
2003 - 2012 - Virginia Allender - Mobile Home Rent Review Board
2004 - 2008 - Sandie Miller - Senior Center Board
2005 - 2008 - Todd Ritchie - Planning Commission
2005 - 2016 - Ellen Campos - Code Enforcement Appeals Board
2005 - 2016 - Sue Ann Murray - Arts Commission
2009 - 2009 - Stuart Roe - Arts Commission
2009 - 2012 - Ralph (Rick) Bowen - Planning Commission
2009 - 2016 - Russ Patterson - Planning Commission
2009 - 2011 - Jack Bassett - Planning Commission
2011 - 2017 - Derek Timm - Planning Commission
2011 - 2016 - Gillian McGlaze - Senior Center Board
2012 - 2016 - Gary Cramer - Senior Center Board
2015 - 2015 - Marci-Beth Maple - Parks & Recreation Commission
2015 - 2016 - Nancy Hofmann - ADA Accessibility Committee
2015 - 2017 - Thomas Pohle - ADA Accessibility Committee

Unemployment Claims (Disposition +2 years):

2016 - Charles A. Comstock

City of Scotts Valley

INTEROFFICE MEMORANDUM

DATE:

TO: Tracy A. Ferrara, City Clerk

FROM: Kirsten Powell, City Attorney

SUBJECT: DESTRUCTION OF CITY RECORDS

Pursuant to section 34090 of the California Government Code, I consent to the destruction of City of Scotts Valley records as set out in City Council Resolution No 1435.24.

Kirsten Powell, City Attorney

City of Scotts Valley CITY COUNCIL STAFF REPORT

DATE: October 20, 2021

TO: Honorable Mayor and City Council

FROM: Chris Lamm, Public Works Director/City Engineer

APPROVED: Brian Haddix, Interim City Manager

SUBJECT: **SCOTTS VALLEY BRANCH LIBRARY MEASURE S RENOVATION CONTRACTS**

SUMMARY OF ISSUE

In 2016, voters approved Measure S, authorizing the sale of \$67 million in bonds to fund the renovation or replacement of all ten branches of the Santa Cruz Public Library system. Projects could include new construction, building renovations and service model upgrades to provide service desks, an area for displaying materials, separate areas for teens and children, flexible spaces and/or meeting rooms and study rooms, places to display art, new flooring, paint, shelving, furniture and technology, power/data to support library technology, and other upgrades. Allowable expenses include the attributable costs of engineering, design, planning, materials testing, coordination, construction staking, and construction, together with the expenses related to issuance and sale of any debt.

Measure S included a pre-determined allocation formula across the four participating jurisdictions—the cities of Capitola, Santa Cruz and Scotts Valley, and the County of Santa Cruz. Under this formula, the City of Scotts Valley (City) will receive a total of \$3.75 million for its branch.

Construction Contract

On August 4, 2021 the City Council authorized the award of a contract to Patriot Contracting Inc., in the amount of \$2,878,450 for the base scope and Alternates #1-3, and any amendments thereto for Alternates #4 and 5 if determined to be in the best interest of the City for the Scotts Valley Library Seismic and Library Facility Upgrades Project. A notice to proceed was issued on September 13, 2021 and work is currently underway.

Standard public works best practices in the contracting process would typically also include at the time of award, the authorization to increase the contract amount with project contingency authority of 10%-20% depending on the complexity of a project. Project contingency can be used to address unforeseen conditions or necessary changes to the project that result in project change orders necessitating an increase in

the contract value. The authorized use of contingency allows the City to provide timely direction to the contractor to avoid delays to the project schedule.

At the time of award, no project contingency was awarded or authorized. At this time, the recommendation to Council is the authorize the appropriation and budget expenditure in the amount of \$250,000 as project contingency with Patriot Contracting Inc. \$250,000 represents 8% of the original project award.

Furniture Procurement

As part of the project delivery process, furniture and certain type of equipment that are not fixed or constructed are typically contracted or purchased directly by the project owner to avoid costly markups that would be applied otherwise.

A furniture selection process has been performed during the design phase of the project at the Project Management Team (PMT) meetings. In attendance were representatives from the City of Scotts Valley, the Library, and the Library subcommittee. During the PMT meetings, concepts for furniture, new shelving, a new circulation desk and new manipulatives (children's library play items) were presented and agreed upon for incorporation into the final project.

The purchase orders for the selected items from Ross McDonald for the new shelving and new circulation desk are a combined \$78,139.54 which exceeds the purchasing authority for the City Manager. Staff are requesting approval to execute a purchase order for this furniture and authorization for future furniture purchase orders for the remaining furniture (manipulatives and chairs) up to the budgeted amount. Furniture quotes utilized California Multiple Award Schedules (CMAS) contracts which are based on Federal General Service Agreement (GSA) award schedules to comply with competitive bidding procurement requirements.

FISCAL IMPACT

The overall Project is included within the Adopted Fiscal Year 2021-2022 Capital Improvement Program (CIP-#45).

In addition to the City's Measure S allocation of \$3.75M, the City currently holds two additional library funding sources: Library Development Impact Fees, which are fees collected from developments to fund library improvements, and Excess Maintenance of Effort (MOE) revenue, which is the City's share of library property tax proceeds that exceed the City's annual contribution to the library's operations. The current balances are:

Library Development Impact Fees	\$363,127
Excess MOE	\$592,892

Between these sources, there is sufficient funding to authorize project contingency in the amount of \$250,000 and to authorize the purchase of furniture in the amount of \$78,139.54 and future furniture procurements estimated in the amount of \$55,000.

There is no impact to the General Fund.

STAFF RECOMMENDATION

It is recommended that the City Council take action on the following:

1. Authorize the additional appropriation and budget expenditure in the amount of \$250,000 as project contingency with Patriot Contracting Inc; and
2. Authorize approval of purchase orders totaling \$78,139.54 for future furniture purchases for the remaining furniture items (manipulatives and chairs) up to the budgeted amount.

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None.

City of Scotts Valley CITY COUNCIL STAFF REPORT

DATE: October 20, 2021
TO: Honorable Mayor and City Council
FROM: Brian Haddix, Interim City Manager
SUBJECT: **SCOTTS VALLEY HOLIDAY TREE LIGHTING**

SUMMARY OF ISSUE

Historically, the Scotts Valley Parks and Recreation Advocates (Advocates) have coordinated the lighting of a holiday tree at the King's Village Shopping Center.

At the September 1, 2021 Scotts Valley City Council meeting, the Council agreed to unwind and dissolve the Advocates 501(c)3 organization and to transfer and hold its remaining funds of approximately \$109,881 in an account designated for "Scotts Valley Parks and Recreation amenities or future City-led community special or cultural events, with the City Council approval required for expenditures from the fund." Due to that action, the Advocates are unable to plan the holiday tree lighting for 2021. In addition, until the unwinding of the Advocates' 501(c)3 organization is complete, no assets of the Advocates can be expended on the tree lighting.

Because the tree lighting is an important event that encourages community involvement and benefits local businesses by bringing people to the City's commercial corridor, staff is recommending that the City coordinate and fund the tree lighting event this year. The cost to light the tree is \$6,000, which pays for the installation and removal of 1,200 feet of commercial grade LED C-9. In addition, it is estimated to take approximately 20 hours of staff time to coordinate the tree lighting. The lights would be installed the first week in November and the lighting ceremony would occur in early December.

In addition to the tree lighting, the Advocates historically held another holiday event that included a toy drive and other activities commemorating Christmas. The City is unable to hold an event celebrating a specific religious holiday.

FISCAL IMPACT

This event will cost approximately \$6,000. Were the City to incur this cost for the 2021 Scotts Valley Annual Holiday Tree Lighting Festival, the funds would come from the City's General Fund. This cost would subsequently be reimbursed from the Advocates' financial assets once those assets are transferred into the General Fund.

STAFF RECOMMENDATION

It is recommended that the City Council appropriate funds in the amount of \$6,000 from the General Fund and direct staff to coordinate the tree lighting at the King's Village Shopping Center.