



AGENDA

Meeting of the Scotts Valley City Council

REMOTE ACCESS ONLY

Date: November 3, 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/83647235442 <i>See information below for how to participate.</i>	The agenda was posted 10-29-21 at City Hall and on the Internet at www.scottsvally.org .

PUBLIC ADVISORY REGARDING COVID-19 AND PUBLIC PARTICIPATION

On September 16, 2021, Governor Newsom signed Assembly Bill 361 ("AB 361"), an urgency measure effective upon adoption, amending the Brown Act to allow legislative bodies to continue teleconferencing during a proclaimed State of Emergency, and either state or local officials have imposed or recommended measures to promote social distancing, or the legislative body determines that meeting in person would present imminent risks to the health or safety of attendees. In accordance with AB 361, the Scotts Valley City Council adopted Resolution No. 2007 on October 26, 2021, authorizing the continued use of teleconferenced meetings pursuant to AB 361. 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/83647235442>
- 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: 836 4723 5442

Date: November 3, 2021

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@scottsvally.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://scottsvally.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/83647235442>

CALL TO ORDER	6:00 PM
----------------------	----------------

MOMENT OF SILENCE

ROLL CALL

SPECIAL SET MATTER(S)

- (1) Presentation of Mayor's Proclamation recognizing Family Court Awareness Month – November 2021
- (2) Presentation of Mayor's Proclamation recognizing United Against Hate Week – November 14 through 20, 2021
- (3) Presentation of Mayor's Proclamation recognizing volunteer

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 purchase of dump truck for Wastewater Division:
 - (1) Authorize a budget transfer from Wastewater CIP reserves to CIP Project Number 08 (Dump Truck) in the amount of \$31,255.82 for a total CIP budget of \$141,255.82.
 - (2) Approve the purchase of a dump truck and expenditure in the amount of \$141,255.82 with Golden Gate Trucking.
- B. Approve Resolution No. 1955.17 authorizing two new FTEs, a Maintenance Division Manager and Deputy City Clerk, in the FY 2021-22 Adopted Budget, and approves their respective job description and salary schedule
- C. Approve the proposed 2022 City of Scotts Valley City Council Meeting Schedule

ALTERATIONS TO REGULAR AGENDA

Council can remove or add items to the Regular Agenda.
--

REGULAR AGENDA

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

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.



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; Voice to TTY/VCO/HCO: English 1-800-735-2922, Spanish 1-800-855-3000; or, from or to Speech-to-Speech, English & Spanish 1-800-854-7787), provides Telecommunications Devices for the Deaf and Disabled and will provide a link between the TDD caller and users of telephone equipment.

City of Scotts Valley CITY COUNCIL STAFF REPORT

DATE: November 3, 2021

TO: Honorable Mayor and City Council

FROM: Chris Lamm, Public Works Director/City Engineer

APPROVED: Brian Haddix, Interim City Manager

SUBJECT: APPROVAL OF APPROPRIATION, BUDGET EXPENDITURE AND PURCHASE ORDER WITH GOLDEN GATE TRUCKING FOR A DUMP TRUCK

SUMMARY OF ISSUE

The City's Wastewater Division utilizes a dump truck on a daily basis to haul pressed sludge to the Monterey Regional Waste Management District Marina Landfill for disposal. The dump truck is close to 25 years old, having been manufactured in 1997. More stringent vehicle emissions requirements by the State are necessitating the replacement of the vehicle as it will no longer be able to be operated as of December 31, 2022.

A CIP project was included in the FY2021/2022 budget to fund the replacement of the vehicle. Based on preliminary estimates, \$110,000 was budgeted.

In August of 2021, Public Works requested vehicle purchase quotes from the following suppliers:

Golden Gate Trucking, Oakland, CA	\$141,255.82
Commercial Truck and Equipment Sales, Norco, CA	Did not meet specifications
Big Truck and Equipment Sales, LLC. Fontana, CA	Did not meet specifications
Commercial Truck Trader, Stockton CA	Did not meet specifications

Golden Gate Trucking was the only vendor able to provide a quote that met special requirements set forth by the City for the dump body size that is necessary to fit the vehicle into the sludge belt press equipment building. While the base cost of the vehicle was within the original CIP project budget, the special modifications necessary to meet operational needs increased the cost of the purchase price.

FISCAL IMPACT

The Project is included within the Capital Improvement Program but is underfunded. The cost of the purchase is \$141,255.82. CIP No. 08 (Dump Truck) is funded in the amount of \$110,000. The proposed funding solution is to utilize Wastewater CIP reserves.

STAFF RECOMMENDATION

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

1. Authorize a budget transfer from Wastewater CIP reserves to CIP Project Number 08 (Dump Truck) in the amount of \$31,255.82 for a total CIP budget of \$141,255.82.
2. Approve the purchase of a dump truck and expenditure in the amount of \$141,255.82 with Golden Gate Trucking.

TABLE OF CONTENTS

PAGE

Golden Gate Trucking Purchase Quote	3
---	---



**GOLDEN GATE
TRUCK
CENTER**

California
TRUCK CENTERS

FINANCE DEPT. USE ONLY:

TRUCK SALES ORDER

8200 BALDWIN ST. OAKLAND, CA 94621
LOCAL: (510) 632-3535

SALESMAN:

Paul Bieker

DATE:

8/25/2021

CUSTOMER NAME:	City Of Scotts Valley- Wastewater		CUSTOMER NUMBER:	
MAILING ADDRESS:	700 Lundy Lane			
CITY, ST, ZIP:	Scotts Valley CA, 95066			
PHYSICAL ADDRESS:				
LIEN HOLDER:		MAIN PHONE #:	831-438-0739	
		EMAIL ADDRESS:	asoto@scottsvally.org	
		INSURANCE:		

USED VEHICLE TRADE IN / AND OTHER CREDITS			VEHICLE(S) BEING PURCHASED		
<u>VIN NUMBER</u>		<u>MILES</u>	<u>YEAR</u>	<u>MAKE</u>	<u>MODEL</u>
			2020	Freightliner	M2-112
<u>YEAR:</u>	<u>MAKE:</u>	<u>MODEL</u>	<u>GVWR#</u>	<u>GCW#</u>	<u>AXLES</u>
			54,000		3
USED VEHICLE TRADE IN:			<u>BODY TYPE</u>	<u>CONFIGURATION</u>	<u>LICENSE PLATE</u>
BALANCE OWED ON TRADE:			DUMP (DP)	STRAIGHT TRUCK	
NET ALLOWANCE ON TRADE:			<u>VOCATION</u>		<u>DEL. DATE</u>
CASH DOWN:			UTILITY SERVICE		
TOTAL CREDIT:			INTERSTATE COMMERCE:	YES	IRP ACCOUNT NO:
			ENGINE FAMILY NUMBER:		
DEALER INSTALLED / ACCESSORIES			<u>STOCK #</u>	<u>VIN #</u>	<u>NEW OR USED</u>
MARTIN TRUCK ENTERPRISES DUMP BODY		\$21,260.95	334883	1FVHC5DV6LHLN9408	NEW
ATTACHED SPECS IN EMAIL			DETROIT DD13 12.8L 380HP		
			13 GALLON DEF TANK		
			ALLISON 4000 AUTO TRANSMISSION		
			60 GALLON FUEL TANK		
TOTAL ACCESSORIES		\$21,260.95			
OPTIONAL EXTENDED WARRANTY / NON TAXABLE					
TOTAL EXTENDED WARRANTY					
VEHICLE PRICING					
			BASE PRICE PER VEHICLE:		\$107,345.00
			TOTAL ACCESSORIES		\$21,260.95
			FET, 12%		
			CASH PRICE of VEHICLE, ACCESSORIES, AND F.E.T		\$128,605.95
			TAX RATE		ESTIMATED LICENSE
			9.750%	STATE & LOCAL TAXES	\$12,547.37
			RESALE NUMBER		
			CA TIRE RECYCLING FEE		\$17.50
			DOC FEE		\$85.00
			DELIVERY		
			TOTAL EXTENDED WARRANTY / NON TAXABLE		
			TOTAL SALES PRICE		\$141,255.82
			CASH DOWN OR TRADE-IN		
			UN-PAID CASH BALANCE DUE ON DELIVERY*		\$141,255.82

FET CALCULATION

SELLING PRICE		\$128,605.95
FET 12%		
FET SUB:		
LESS: APU		
LESS: TIRE		
FET TOTAL:		

*EQUIPMENT SOLD AS IS NO WARRANTIES EXPRESSED OR IMPLIED, TRUE MILEAGE UNKNOWN

*PRICE PER UNIT

ADDITIONAL COMMENTS:

LEAD SOURCE:

PURCHASER'S SIGNATURE

DEALER REPRESENTATIVE

003
10/23/2020

City of Scotts Valley CITY COUNCIL STAFF REPORT

DATE: November 3, 2021

TO: Honorable Mayor and City Council

FROM: Casey Estorga, Administrative Services Director

APPROVED: Brian Haddix, Interim City Manager

SUBJECT: **ADD TWO (2) AUTHORIZED FTES IN THE FY 2021/22 BUDGET
AND APPROVE ASSOCIATED JOB CLASSIFICATIONS AND
SALARY SCHEDULES – MAINTENANCE DIVISION MANAGER
AND DEPUTY CITY CLERK**

SUMMARY OF ISSUE

Staff continues to evaluate the evolving needs of the City by analyzing several key factors, including the responsibility to support the community's dynamic public service needs, the complexity of duties that need to be performed to meet these needs, and the City's organizational structure and how it relates to the current labor market. As a result of this analysis, staff is recommending that the City Council authorize two new positions in the FY 2021/22 Budget. Staff is also recommending the City Council approve each position's respective job description and salary schedule.

The recommended new positions are summarized below:

Department: Public Works
Job Classification: Maintenance Divisions Manager
Supervisor: Public Works Director
Labor Group: Mid-Management Employees
FTE: 1.00

This middle management position would report to the Public Works Director and be responsible for leading the Public Works Department's Maintenance Division. The individual would be tasked with developing and implementing short-term and long-term division goals, including a workplan to address the day-to-day maintenance needs of all City facilities, including parks.

The Maintenance Division does not currently have a middle manager position supporting their team as that position was not included in the FY2021-22 Adopted Budget. The Maintenance Division Manager position was last filled in FY 2006/07. However, the emerging demands of the Public Works department and expanding maintenance needs require the addition of this position. Additionally, other divisions in Public Works currently

have a Division Manager on their teams, including the Wastewater Division and Recreation Division. Introducing a Maintenance Division Manager would complement the Public Works management team and provide leadership in the field with Maintenance Division staff while also being responsible for management-level decisions and planning for the Division. This would also shift those management responsibilities away from the Public Works Director which would then allow the director to focus on executive-level duties for the entire City.

The City has an existing job description for the Maintenance Division Manager classification. However, some of the language was antiquated as the maintenance industry and the skillset necessary to act as a maintenance manager has evolved. Staff has incorporated recommended changes in the Maintenance Division Manager job description attached to this report.

Additionally, staff performed a salary study by gathering compensation data from neighboring, comparable agencies while also looking at salary schedules within the City of Scotts Valley for other Division Managers in the Public Works Department. Staff feels the role of a Maintenance Division Manager would mimic the responsibilities of the Wastewater Division Manager and therefore are recommending the salary schedules be identical. This will not only introduce organizational equity, but will also place the City of Scotts Valley in a competitive position with comparable agencies.

Recommended Salary Schedule – Maintenance Division Manager							
STEP	1	2	3	4	5	6	7
Salary	\$7,504	\$7,879	\$8,273	\$8,687	\$9,121	\$9,577	\$10,056

Department: Administration

Job Classification: Deputy City Clerk

Supervisor: City Clerk/Administrative Manager

Labor Group: Management and Confidential Employees

FTE: 1.00

The City currently employs a City Clerk/Administrative Manager position with City-wide responsibilities for items that include Brown Act compliance, municipal elections, meeting minutes, and general records management. The individual currently in this position is scheduled to retire in eight weeks. Additionally, the most recent recruitment to try to fill the City Clerk/Administrative Manager position has failed and City staff are actively working on short-term and long-term contingency plans.

As part of a general organizational review, and understanding the current labor market, staff analyzed the demands of a City Clerk position and recognized that a junior-level position, like a Deputy City Clerk, would satisfy multiple short-term and long-term needs of the City and greater Scotts Valley community. As a result, staff is recommending the City Council approve the addition of a Deputy City Clerk position.

The City does not currently have a job description for the Deputy City Clerk role. As a result, City staff researched comparable agencies and developed a job description that captured contemporary best practices while aligning with Scotts Valley's specific needs. That job description is attached to this report.

The addition of a Deputy City Clerk will not only help address many of the City's immediate needs, it will also introduce a line of succession and long-term stability throughout the City's administrative team. This will be especially important as the administrative responsibilities of the City have exponentially compounded and warrant the addition of professional staff to meet various legal requirements and internal objectives.

Staff performed a salary study by gathering compensation data from neighboring, comparable agencies while also looking at salary schedules within the City of Scotts Valley for other administrative roles. As a result, staff is recommending the Salary Schedule shown below in an effort to not only introduce organizational equity, but to also place the City of Scotts Valley in a competitive position with comparable agencies

Recommended Salary Schedule – Deputy City Clerk							
STEP	1	2	3	4	5	6	7
Salary	\$5,412	\$5,683	\$5,967	\$6,266	\$6,579	\$6,908	\$7,253

FISCAL IMPACT

Staff projects the fiscal impacts of these additions to be de minimis as salary savings from vacant positions in each respective department will offset costs for these new positions.

As a result, funding for these costs has been included in the FY 2021-22 Adopted Budget.

STAFF RECOMMENDATION

It is recommended that the City Council approve Resolution No. 1955.17 authorizing two new FTEs, a Maintenance Division Manager and Deputy City Clerk, in the FY 2021-22 Adopted Budget, and approves their respective job description and salary schedule.

TABLE OF CONTENTS

PAGE

Resolution No. 1955.17	4
Maintenance Division Manager Job Description	5
Deputy City Clerk Job Description.....	7

RESOLUTION NO. 1955.17

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY
AMENDING THE FY 2021/22 BUDGET BY ADDING TWO NEW FTEs AND
APPROVING THE JOB CLASS SPECIFICATION AND SALARY
SCHEDULES FOR THE MAINTENANCE DIVISION MANAGER AND
DEPUTY CITY CLERK CLASS SPECIFICATIONS**

WHEREAS, an analysis of the City's evolving operational and staffing needs was conducted; and

WHEREAS, staff identified a need to add two (2.00) new FTEs, one (1.00) Maintenance Division Manager and one (1.00) Deputy City Clerk, to the FY 2021/22 budget; and

WHEREAS, the job class specification for Maintenance Division Manager needs to be amended to reflect contemporary knowledge, skills, and abilities for the position; and

WHEREAS, a job class specification for Deputy City Clerk needs to be created; and

WHEREAS, staff performed a salary study for both positions; and

WHEREAS, City Council approval is needed to approve the Salary Schedule for the Maintenance Division Manager and Deputy City Clerk positions.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the City Council of the City of Scotts Valley that the respective Job Class Specifications and Salary Schedule for Maintenance Division Manager and Deputy City Clerk positions are hereby approved as follows:

Salary Schedule – Maintenance Division Manager							
STEP	1	2	3	4	5	6	7
Salary	\$7,504	\$7,879	\$8,273	\$8,687	\$9,121	\$9,577	\$10,056

Salary Schedule – Deputy City Clerk							
STEP	1	2	3	4	5	6	7
Salary	\$5,412	\$5,683	\$5,967	\$6,266	\$6,579	\$6,908	\$7,253

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 3rd day of November, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved: _____
Derek Timm, Mayor

Attest: _____
Tracy A. Ferrara, City Clerk

CITY OF SCOTTS VALLEY CLASS SPECIFICATION

MAINTENANCE DIVISION MANAGER

JOB PURPOSE

Under the direction of the Public Works Director, plans, organizes, directs, coordinates, and supervises the maintenance, operation, construction and repair of City streets, storm drains, buildings, parks, and motorized equipment. Employees in this classification receive minimal supervision within a framework of general guidelines. Employees in this classification direct, supervise, and formally evaluate the work of others. This job class functions at a middle management level of classification and requires a thorough knowledge of a variety of public works operations functions.

EXAMPLES OF DUTIES

Essential Duties:

- Participates in the development of the Public Works workplan; develops and implements departmental goals, objectives, work plans, reports, policies and procedures; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; monitors work flow and conducts organizational and operational reviews and makes modifications, as needed;
- Prepares budgets for the areas of responsibility; assists in budget implementation; participates in forecast of additional funds needed for staffing, equipment, materials, and supplies;
- Plans, organizes and schedules activities related to maintenance; establishes work priorities involving maintenance, repair, and purchases/replacements; plans and schedules maintenance/repair activities; develops programs for routine and preventive maintenance of all assets;
- Researches and prepares technical and administrative reports; prepares written correspondence;
- Provides high level and staff assistance to the Director of Public Works in planning, organizing, staffing, directing, reviewing and evaluating department activities and programs, as assigned;
- Provides for the selection, training, professional development, and work evaluation of subordinate staff, and makes recommendations on hiring, termination, promotion, and discipline, as required;
- Manages the purchase, storage, disbursement and use of related supplies and materials;
- Receives and resolves complaints from the public, contractors, and others;
- Coordinates assigned functions with other City departments, government agencies, and public utilities;
- Promotes and maintains division safety training programs;
- Prioritizes projects, determines and requisitions needed personnel, equipment, and materials for various projects;

- Inspects City park grounds, buildings, facilities, and related areas to assure to determine maintenance needs;
- Contacts and coordinates with outside vendors and contractors for services and supplies;
- Supervises the preventative maintenance programs for the City's varied vehicle and equipment fleet;
- Analyzes operations and suggests and/or implements improvements.

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 this knowledge and abilities would be six years of increasingly responsible experience in public works maintenance, construction, and operations activities, including at least two years in a supervisory or management capacity. Possession of a valid and appropriate California driver's license, including a safe driving record, required.

Ability to: Plan, organize, supervise, and coordinate the work of a staff assigned to a variety of public works maintenance, operations, and construction functions; oversee the establishment of employee training, safety, and certification programs; provide administrative reviews of work activities, costs, staffing requirements, equipment uses, and time requirements; develop effective recommendations for the improvement of park and street facilities; ensure the proper maintenance and operation of the City's public works facilities and vehicles; direct and review the preparation of a variety of records and reports; evaluate employees; understand and follow oral and written instructions; perform skilled tasks in the construction and maintenance of public works, parks and building facilities; maintain effective working relationships with subordinates and other employees; communicate in a courteous manner with the public; work independently exercising good judgment and initiative.

Knowledge of: Methods, materials and techniques used in the maintenance and construction of municipal facilities, such as streets, sewers, buildings, and landscaped areas; vehicle maintenance; landscape maintenance practices; common construction and maintenance, equipment and materials; basic mechanical principles; occupational hazards and safety precautions for the type of work performed; principles and practices of management, including organization and management of work, effective supervisory practices; laws, rules, ordinances, and regulations related to public works maintenance, construction, and repair; principles and methods of preventative maintenance programs.

CITY COUNCIL APPROVAL: November 3, 2021

CITY OF SCOTTS VALLEY CLASS SPECIFICATION

DEPUTY CITY CLERK

JOB PURPOSE

Under general direction of the City Clerk, performs clerical and administrative tasks. May serve as Clerk to the City's advisory Boards/Commissions; provides support to City Clerk as needed. Administers and coordinates the City's centralized records management program. Supports City staff with other administrative needs and performs related duties as required.

EXAMPLES OF DUTIES

Essential Duties:

- Clerk for meetings as directed by the City Clerk and/or City Manager: attend meetings, take, and finalize minutes, communicate with staff regarding meeting procedure and virtual or physical meeting set-up.
- Assist the City Clerk in the publication and distribution of City Council agendas
- Assist the City Clerk with municipal elections.
- Staff the front desk as assigned; answer and transfer calls from the public, etc.
- Supply/Create content for the City's social media accounts as necessary.
- Perform a variety of administrative duties in support of the City Clerk's office.
- Manage office supplies for City Hall.
- Coordinate records management functions for the City, including the receipt, storage, retrieval, and disposition of official City records in accordance with legal requirements and records management policies and procedures.
- Respond to public inquiries, and California Public Record Act requests, verbally and in writing, and aids in the use of public records.
- Review and monitor legal requests for records.
- Assist in the development and implement disaster preparedness plan for City records.
- Assist in the research and development of departmental policies and procedures
- Assist in the maintenance of records management systems.
- Assist in the development, implementation, and maintenance of policies and procedures for the recording, indexing, filing, and retrieving of active documents and the storage of inactive documents.
- Ensures the effective implementation of the records retention program.
- Interpret Federal, State, and other regulations relating to records keeping and retention requirements and ensure compliance with all regulations.
- Schedule use of City Hall facilities and Council Chambers.
- Provided administrative support the City Manager as needed.
- Answer City Hall phones; answer questions and transfer calls to correct staff.
- Other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Any combination of experience and education that provides the skills, knowledge and abilities shown above is qualifying. A typical way to obtain these requirements would be:

- Successful completion of two years of college-level course work in Business or Public Administration, Office Management or a related field, and two years of increasingly responsible record keeping/administrative experience; or
- High school graduation or tested equivalent and four years of increasingly responsible record keeping/administrative experience

Necessary Knowledge, Skills and Abilities:

Knowledge of:

- Standard office procedures, practices, and equipment
- Proper grammar, spelling, punctuation, and business correspondence format
- Computer processing skills (Word, Excel, Power Point, databases, etc.)
- Updating websites and social media accounts
- Current records management practices and procedures

Skills:

- Effectively operate modern office equipment including computer equipment, copier, and scanner.
- Effectively develop and coordinate office systems.
- Effectively use word processing and spreadsheet programs.
- Effectively compose correspondence and routine administrative reports.

Ability to:

- Interact effectively with all levels of employees and the public
- Maintain good working relationships with other departments and employees
- Develop and implement division goals, objectives, policies, and procedures
- Communicate effectively both verbally and in writing
- Interpret laws related to records retention and disposition
- Conduct needed analysis to determine the Clerk's Office and City's Records Management needs both on a short and long-term basis
- Anticipate staff's records storage and access needs and work cooperatively with staff to plan accordingly.
- Assist public in person, over phone, via email, and other electronic communications
- Direct public to the appropriate service, staff, or office

- Analyze work procedures and determine the correct automation and technologies to streamline procedures and to aid in the effective and efficient operation of City systems
- Meet multiple deadlines

SPECIAL REQUIREMENTS

None.

TOOLS AND EQUIPMENT USED

- Personal computer; computer network workstation; telephone; copy machine; fax machine.
- Microsoft Office Software Programs (Word, Excel, Power Point, Outlook, etc.)
- Adobe Pro
- Website design and publishing software

PHYSICAL DEMANDS

The physical demands described herein are those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands and fingers to handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES

Formal application; rating of education and experience; oral interview; reference check and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CITY COUNCIL APPROVAL: November 3, 2021

City of Scotts Valley CITY COUNCIL STAFF REPORT

DATE: November 3, 2021

TO: Honorable Mayor and City Council

FROM: Tracy A. Ferrara, City Clerk

APPROVED: Brian Haddix, Interim City Manager

SUBJECT: 2022 PROPOSED CITY COUNCIL MEETING SCHEDULE

SUMMARY OF ISSUE

Scotts Valley Municipal Code Section 2.24.010 establishes regular City Council meeting times on the first and third Wednesdays of each month at 6:00 pm. While City Ordinance sets forth the City Council meeting schedule, it is recommended that the Council formally adopt its schedule on an annual basis. The schedule does not reflect special meetings such as study sessions, as these meetings are not typically scheduled in advance and are infrequent.

Historically, the City Council has cancelled the first meeting in January of each year due to the public's availability during the holiday season. Additionally, meetings during the month of July are cancelled given peak travel and vacation times. This cancellation is also consistent with other public agency schedules in Santa Cruz County.

To accommodate the holiday and summer schedule of the public, it is recommended that Council adopt the 2022 City Council Meeting Schedule below:

2022 City of Scotts Valley City Council Meeting Schedule

MONTH	1 ST WEDNESDAY	3 RD WEDNESDAY
January	No meeting – 5th	19 th
February	2 nd	16 th
March	2 nd	16 th
April	6 th	20 th
May	4 th	18 th
June	1 st	15 th
July	No Meeting – 6th	No Meeting – 22nd
August	3 rd	17 th
September	7 th	21 st
October	5 th	19 th
November	2 nd	16 th
December	7 th	21 st

FISCAL IMPACT

There is no fiscal impact associated with the adoption of the 2022 Council meeting schedule.

STAFF RECOMMENDATION

It is recommended the Council approve the proposed 2022 City of Scotts Valley City Council Meeting Schedule.