



AGENDA

Meeting of the Scotts Valley City Council

REMOTE ACCESS ONLY

Date: January 19, 2022

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/83566530777 <i>See information below for how to participate.</i>	The agenda was posted 1-14-2022 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. 2007.3 on January 12, 2022, 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/83566530777>
- 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: 835 6653 0777

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
Donna Lind, Mayor Jim Reed, Vice Mayor Jack Dilles, Council Member Randy Johnson, Council Member Derek Timm, Council Member	Mali LaGoe, City Manager Kirsten Powell, City Attorney Steve Walpole, Chief of Police Casey Estorga, Admin Services Director Taylor Bateman, Community Development Director Chris Lamm, Public Works Director Tracy Ferrara, City Clerk Lauren Lambert, Deputy 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/83566530777>

CALL TO ORDER 6:00 PM

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.

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 regular and special minutes of 12-15-2021, 1-12-2022
- B. Approve check registers dated 12-10-2021
- C. Approve second reading and adoption of Ordinance No. 199 regarding electronic signatures and extension of emergency order allowing the use of electronic signatures
- D. Approve Resolution 1955.19 amending the job description for the City Clerk/Administrative Manager job classification and introduce a Human Resources Manager job classification and salary schedule

ALTERATIONS TO REGULAR AGENDA

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

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

1. Consider Council appointments to interjurisdictional committee and standing local committees (Mayor Lind)
2. Consider adoption of resolutions establishing project specific subcommittees (City Manager LaGoe)
3. Future Council agenda items
(This portion of the Regular Agenda allows the Council to determine items to be placed on a future agenda and to choose a date, if so desired.)

ADJOURNMENT

ADA NOTICE

The City of Scotts Valley does not discriminate against persons with disabilities. The City Council Chambers is an accessible facility. If you wish to attend a City Council meeting and require assistance such as sign language, a translator, or other special assistance or devices in order to attend and participate at the meeting, please call the City Clerk's office at (831) 440-5602 five to seven days in advance of the meeting to make arrangements for assistance. If you require the agenda of a City Council meeting be available in an alternative format consistent with a specific disability, please call the City Clerk's Office. The California State Relay Service (TTY/VCO/HCO to Voice: English 1-800-735-2929, Spanish 1-800-855-3000; or, Voice to TTY/VCO/HCO: English 1-800-735-2922, Spanish 1-800-855-3000), provides Telecommunications Devices for the Deaf and Disabled and will provide a link between the TDD caller and users of telephone equipment.
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PROCEDURAL INFORMATION FOR THE PUBLIC

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

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

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

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

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

Unless otherwise determined by the presiding officer of the meeting:

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



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MINUTES

Special Closed Session Meeting of the Scotts Valley City Council

Date: December 15, 2021

Time: 5:30 pm

CONTACT INFORMATION	MEETING LOCATION	POSTING
City of Scotts Valley 1 Civic Center Drive Scotts Valley, CA 95066 (831) 440-5600	Zoom Videoconerence	The agenda was posted 12-10-21 at City Hall and on the Internet at www.scottsvally.org .

ROLL CALL

ELECTED OFFICIALS PRESENT:

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

CITY STAFF MEMBERS PRESENT:

Casey Estorga, Acting City Manager
Kirsten Powell, City Attorney
Chris Lamm, Public Works Director/City Engineer

CALL TO ORDER

The City Council meeting was called to order at 5:30 p.m.

CONVENE TO CLOSED SESSION

CLOSED SESSION SUBJECT(S)

The City Council convened to closed session at 5:30 p.m. to discuss the following items:

- (1) Pursuant to Government Code Section 54956.8, the City Council met in closed session to confer with the legal counsel regarding real property negotiations of 251 Kings Village Road, Scotts Valley, CA (Scotts Valley Community Theater Guild).

RECONVENE TO OPEN SESSION

The City Council reconvened to open session at 5:55 p.m.

REPORT ON ACTION TAKE DURING CLOSED SESSION

Mayor Timm announced that there was nothing to report.

ADJOURNMENT

The meeting adjourned at 6:00 p.m.

Approved: _____
Derek Timm, Mayor

Attest: _____
Tracy A. Ferrara, City Clerk



MINUTES

Meeting of the Scotts Valley City Council

Date: December 15, 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	The agenda was posted 12-10-20 at City Hall, SV Senior Center, SV Library and on the Internet at www.scottsvally.org .

CALL TO ORDER 6:00 PM

The City Council meeting was called to order at 6:13 pm.

MOMENT OF SILENCE

ROLL CALL

ELECTED OFFICIALS PRESENT:

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

CITY STAFF MEMBERS PRESENT:

Casey Estorga, Acting City Manager/Admin Svs Dir
Kirsten Powell, City Attorney
Steve Walpole, Chief of Police
Taylor Bateman, Community Development Director
Chris Lamm, Public Works Director/City Engineer
Tracy Ferrara, City Clerk/Administrative Manager
Lauren Lambert, Deputy City Clerk

SPECIAL SET MATTERS

- a) Mayor Timm presented a Mayor's Proclamation to Finance Manager, Laurie Grundy, congratulating her on her retirement after 21 years of services to the City.

b) **Nomination/Motion of Mayor/Chair**

CM Timm nominated Council Member Lind to serve as the Mayor/Chair for 2022.

CM Johnson nominated Council Member Reed to serve as the Mayor/Chair for 2022.

M: Timm

To appoint Council Member Lind as Mayor/Chair for 2022.

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

c) Nomination/Motion of Vice Mayor/Vice Chair

CM Johnson nominated Council Member Reed to serve as the Vice Mayor/Vice Chair for 2022.

M: Johnson

To appoint Council Member Reed as Vice Mayor/Vice Chair for 2022.

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

COMMITTEE REPORTS

CM Dilles reported the Monterey Bay Air Resource District met and approved the financial statements and audit report.

CM Dilles reported that the Seniors Advisory Council Meeting met with The Seniors Council Board and talked about the status of community programs for seniors. They had a presentation from Senator Laird about the State budget and the need to receive the senior's dollars in this county and elsewhere there needs to be more volunteers to help with the seniors in order to receive the funds from the state.

CM Timm reported the Association of Monterey Bay Area Governments (AMBAG) held a special meeting in December 2021 because they still have not agreed on the numbers for the Regional Housing Needs Allocation (RHNA). AMBAG will be meeting again in January 2022 to try and resolve the numbers. One of the concerns AMBAG has is that cities are going to have to come up with their Housing Elements quickly because the jurisdictions are having a hard time figuring out where the housing will go.

CM Timm reported that the Economic Recovery Committee met and they had a great turn out this past week for their business benefit in Scotts Valley with the holiday shopping around town. They also talked about the \$250,000 in grants that businesses can apply for from the City.

CM Johnson reported that the Santa Cruz County Regional Transportation Commission (SCCRTC) met and discussed the consolidated grants and regional transportation improvement programs that the SCCRTC receives every year. Based on the vote from the SCCRTC, the Granite Creek Overpass will be receiving funds for improvements. Also, county roads will also be receiving funds for upgrades and road maintenance that have been neglected for a long time.

Mayor Lind reported that the Ad Hoc Committee for the Santa Cruz Metropolitan Transit Board has begun recruitment with a firm for the new CEO with CEO Clifford's expected departure in January 2022.

CITY MANAGER REPORT

1. **CDBG Small Business Grant:** The City is waiting for a follow up from the California Department of Housing and Community Development to give final approval for the City's program guidelines. This will be the last step and once approved the City will be announcing a Virtual Town Hall for the business community to introduce the grant opportunity and to clarify and discuss eligibility and application requirements.
2. **Storm Update:** Reflection on the recent storm and offered thanks to our Police Department and Public Works Department who worked through the night to serve the community. The Scotts Valley community did alright through the storm and made it through with a couple of minor incidents. One incident was a water main break that the water district helped respond to in order to get the situation resolved quickly.

PUBLIC COMMENT TIME

No one came forward.

ALTERATIONS TO CONSENT AGENDA

M/S: Dilles/Timm

To approve the Consent Agenda.

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

CONSENT AGENDA

- A. Approve City Council minutes of 5-05-2021, 9-15-2021, 9-15-2021, 9-29-2021, 9-29-2021, 10-06-2021, 10-20-2021, 10-20-2021, 10-26-2021, 11-02-2021, 11-03-2021, 11-03-2021, 11-17-2021, 11-17-2021, 11-18-2021, 11-22-2021, 11-22-2021, 12-01-2021, 12-01-2021
- B. Approve check registers dated 12-03-2021
- C. Accept the NBS Local Agency Special Tax and Bond Accountability Act report for the Fiscal Year ended June 30, 2021
- D. Approve Resolution No. 1551.28 approving the Side Letter agreement between the City of Scotts Valley and the Management and Confidential Employee group amending requirements in Section 10.00 – Automobile Allowance

- E. Approve Resolution No. 1991.1, accepting the 2020-2021 AB1600 Development Impact Fee Report and making certain findings related thereto
- F. Approve adoption of Resolution No. 2007.2 confirming the need for continued use of virtual meetings pursuant to AB 361
- G. Approve Resolution No. 1977.2 extending the order of the Director of Civil Defense and Disaster authorizing a process for temporary use permits for businesses to operate outdoors

ALTERATIONS TO REGULAR AGENDA

M/S: Dilles/Timm

To approve the Regular Agenda.

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

REGULAR AGENDA

1. **Discussion of Recreation Services Assessment and Restoration Draft Implementation Action Plan**

PWD Lamm gave a PowerPoint presentation and presented the written staff report and responded to questions from Council.

Craig Bronzan, Management Partners, spoke regarding the Recreation Services Assessment and Restoration Draft Implementation Action Plan and responded to questions from Council.

The City Council received the Draft Implementation Action Plan from Management Partners and City staff and provided input on the plan.

2. **Consider first reading and introduction of Ordinance No. 199 regarding electronic signatures and extension of emergency order allowing the use of electronic signatures**

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

M/S: Timm/Reed

To approve the introduction and first reading of Ordinance No. 199, an Ordinance of the City Council of the City of Scotts Valley Amending Title 2 of the Scotts Valley Municipal to add Chapter 2.42 regarding Electronic Signatures, and waive the reading thereof.

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

M/S: Timm/Dilles

**To approve Resolution No. 1975.2 extending the Order authorizing the use of Electronic Signatures until February 19, 2022.
Carried 5/0 (AYES: Dilles, Johnson, Lind, Reed, Timm)**

3. Future Agenda Items

None.

ADJOURNMENT

The meeting adjourned at 7:16 pm.

Approved: _____
Donna Lind, Mayor

Attest: _____
Tracy A. Ferrara, City Clerk



MINUTES

Special Meeting of the Scotts Valley City Council

Date: January 12, 2022

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 1-10-2022 at City Hall and on the Internet at www.scottsvalley.org .

CALL TO ORDER 6:00 PM

The meeting was called to order at 6:01 p.m.

MOMENT OF SILENCE

ROLL CALL

ELECTED OFFICIALS PRESENT:
Donna Lind, Mayor
Jim Reed, Vice Mayor
Jack Dilles, Council Member
Randy Johnson, Council Member
Derek Timm, Council Member

CITY STAFF MEMBERS PRESENT:
Mali LaGoe, 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
Lauren Lambert, Deputy City Clerk

PUBLIC COMMENT TIME

No one came forward.

ALTERATIONS TO CONSENT AGENDA

M/S: Dilles/Reed

To approve the Consent Agenda.

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

CONSENT AGENDA

- A. Approve Resolution No. 2007.3 authorizing the continued use of teleconferenced meetings pursuant to Assembly Bill 361
- B. Approve Resolution 1955.18 amending the Salary Schedule for the Wastewater Division Manager class specification

ALTERATIONS TO REGULAR AGENDA

M/S: Reed/Dilles

To approve the Regular Agenda.

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

REGULAR AGENDA

1. Discussion of Childcare Services

PWD Lamm gave a PowerPoint presentation and presented the written staff report and responded to questions from Council.

Tanya Krause, Superintendent of Scotts Valley Unified School District, discussed childcare services and responded to questions from Council.

M/S: Johnson/Dilles

To approve staff recommendations as follows:

- ***The City Council received an update on childcare services for the 2022/23 year and provided feedback; and***
- ***The City Council directed the City/School District Joint Committee to discuss and make recommendations on the program; and***
- ***The City Council appropriated \$75,000 of Capital General Fund to the Vine Hill Modular Replacement CIP project to advance the abatement and demolition of the structure.***

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

ADJOURNMENT

The meeting adjourned at 6:50 p.m.

Approved: _____
Donna Lind, Mayor

Attest: _____
Lauren Lambert, Deputy City Clerk



MINUTES

Special Closed Session Meeting of the Scotts Valley City Council

Date: January 12, 2022

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 1-07-2022 at City Hall and on the Internet at www.scottsvally.org .

ROLL CALL

ELECTED OFFICIALS PRESENT:

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

CITY STAFF MEMBERS PRESENT:

Mali LaGoe, City Manager
Kirsten Powell, City Attorney
Casey Estorga, Administrative Services Director

CALL TO ORDER 6:50 PM

The City Council meeting was called to order at 6:50 p.m.

CONVENE TO CLOSED SESSION

CLOSED SESSION SUBJECT(S)

The City Council convened to closed session at 6:50 p.m. to discuss the following item:

- (1) Pursuant to Government Code Section 54957.6, the City Council met in closed session to confer with the legal counsel as to conference with labor negotiator regarding employee negotiations with Mid-Management Group

RECONVENE TO OPEN SESSION

The City Council reconvened to open session at 7:05 p.m.

REPORT ON ACTION TAKE DURING CLOSED SESSION

Mayor Lind announced that there was nothing to report.

ADJOURNMENT

The meeting adjourned at 7:05 p.m.

Approved: _____
Donna Lind, Mayor

Attest: _____
Lauren Lambert, Deputy City Clerk

AGENDA ITEM B

DATE: 1-19-2022

SCOTTS VALLEY ACCOUNTS PAYABLE
12/10/2021 13:30:05 Check Register

CITY OF SCOTTS VALLEY
GL050S-V08.15 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 121021 COMMENT... 12/10/2021 A/P

DATA-JE-ID DATA COMMENT

W-12102021-528 12/10/2021 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			
000182	A SIGN ASAP	122910	12/10/21	212.92
000729	ABACHERLI FENCE COMPANY	122911	12/10/21	5,485.00
003497	ALVAREZ INDUSTRIES, INC	122912	12/10/21	256.00
001670	AT &T	122913	12/10/21	3,567.45
000097	AT&T	122914	12/10/21	737.50
004048	BADGE FRAME, INC.	122915	12/10/21	667.66
001593	BENEDICT DDS/NANETTE	122916	12/10/21	136.00
003385	BLUE LINE LEARNING GROUP	122917	12/10/21	768.00
000018	BRINK'S AWARDS & SIGNS	122918	12/10/21	65.00
003119	CALIFORNIA SOCIETY OF	122919	12/10/21	110.00
004049	CAPITOLA ENDODONTICS	122920	12/10/21	363.50
001051	COASTAL EVERGREEN CORP	122921	12/10/21	1,785.00
003134	CRIME SCENE CLEANERS, INC	122922	12/10/21	100.00
000037	CRYSTAL SPRINGS WATER CO	122923	12/10/21	29.25
000037	CRYSTAL SPRINGS WATER CO	122924	12/10/21	24.40
000207	DEPARTMENT OF JUSTICE	122925	12/10/21	32.00
003160	DIXON & SON TIRE	122926	12/10/21	125.50
001362	DUNCAN AUTO TECH	122927	12/10/21	324.13
001537	DYNAMIC PRESS	122928	12/10/21	365.47
.15836	ENGINEERING NEWS-RECORD	122929	12/10/21	60.00
004050	FROG CREEK PARTNERS	122930	12/10/21	7,480.89
003944	HEBARD/TYLER	122931	12/10/21	611.70
001841	IDEXX LABORATORIES, INC.	122932	12/10/21	1,310.61
003266	INTERGRITY AUTOMOTIVE	122933	12/10/21	424.14
004024	K & D LANDSCAPING, INC.	122934	12/10/21	4,920.00
000238	KENNEDY-JENKS CONSULTANT	122935	12/10/21	8,084.75
000284	LOGAN & POWELL, LLP	122936	12/10/21	25,525.00
000195	MESITI-MILLER ENGINEERIN	122937	12/10/21	1,537.20
000218	MID VALLEY SUPPLY	122938	12/10/21	205.40
000083	MISSION UNIFORM SERVICE	122939	12/10/21	724.61
003490	MOTION PICTURE LICENSING	122940	12/10/21	368.69
004051	NATIONAL AUTO FLEET GROU	122941	12/10/21	143,941.89
000939	NATIONAL COMTEL NETWORK	122942	12/10/21	23.52
004042	PACE ANALYTICAL SERVICES	122943	12/10/21	10.00
001479	ROBB DDS/JOSEPH W	122944	12/10/21	354.00
000134	S.V. WATER DISTRICT	122945	12/10/21	75.21
001883	S.W.R.C.B.	122946	12/10/21	10,602.00
001883	S.W.R.C.B.	122947	12/10/21	3,000.00
003928	SOUTH BAY REGIONAL PUBLI	122948	12/10/21	563.00
001844	STERLING WATER TECHNOLOG	122949	12/10/21	9,945.96
000143	SUMMIT UNIFORMS	122950	12/10/21	3,591.88
001085	SYCAL ENGINEERING INC	122951	12/10/21	14,541.10
000153	THOMSON REUTERS-WEST	122952	12/10/21	355.92
003548	TORO PETROLEUM CORP	122953	12/10/21	4,076.99
000098	TROWBRIDGE ENTERPRISES	122954	12/10/21	3,800.72
004030	U.S. BANK CORPORATE	122955	12/10/21	7,029.77
004032	URETSKY SECURITY	122956	12/10/21	1,350.40
003924	VIRTUAL PROJECT MANAGER	122957	12/10/21	1,000.00

Check Register

BANK	VENDOR	CHECK#	DATE	AMOUNT	
BA	GENERAL CHECKING ACCOUNT				
000151	VISION SERVICE PLAN	122958	12/10/21	1,097.25	
000154	WINCHESTER AUTO STORES	122959	12/10/21	129.47	
003991	WOWAK/PASCALE	122960	12/10/21	184.47	
	GENERAL CHECKING ACCOUNT			272,081.32	***

SCOTTS VALLEY ACCOUNTS PAYABLE
CITY OF SCOTTS VALLEY
12/10/2021 13:30:05
GL540R-V08.15 PAGE 3

Check Register

BANK	VENDOR	CHECK#	DATE	AMOUNT
REPORT TOTALS:				272,081.32

RECORDS PRINTED - 000116

SCOTTS VALLEY ACCOUNTS PAYABLE
CITY OF SCOTTS VALLEY
12/10/2021 13:30:05
GL060S-V08.15 RECAPPAGE

Check Register

GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
----	-----	
001	GENERAL	71,666.71
004	RECREATION	1,127.56
010	WASTEWATER OPERATIONS	33,405.28
011	TERTIARY TREATMENT PLANT	7,337.00
012	WASTEWATER CAPITAL RESERVE	152,026.64
028	SENIOR CENTER	82.51
112	DENTAL INS INTERNAL SERV	1,465.20
123	COMMUNITY FACILITY CENTER	50.42
150	GENERAL CAPITAL IMPROVEMENTS	4,920.00
TOTAL ALL FUNDS		272,081.32

BANK RECAP:

BANK	NAME	DISBURSEMENTS
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BA	GENERAL CHECKING ACCOUNT	272,081.32
TOTAL ALL BANKS		272,081.32

City of Scotts Valley INTEROFFICE MEMORANDUM

DATE: January 19, 2022

TO: Honorable Mayor and City Council

FROM: Kirsten Powell, City Attorney

**SUBJECT: SECOND READING AND ADOPTION OF ORDINANCE NO. 199
REGARDING ELECTRONIC SIGNATURES AND EXTENSION OF
EMERGENCY ORDER ALLOWING THE USE OF ELECTRONIC
SIGNATURES**

SUMMARY OF ISSUE

In 1995, the California Legislature passed Government Code Section 16.5, authorized public entities to accept digital signatures if they comply with stringent verification requirements. In 1999, California adopted a version of the Uniform Electronic Transactions Act (“UETA”) (California Civil Code Sections 1633.1 to 1633.17), providing that electronic signatures would have the same legal effect as a wet or manual signature.

In 2000, the Federal Government enacted the Electronic Signatures in Global and National Commerce Act (ESIGN). ESIGN mandated the same treatment of electronic signatures in interstate or foreign commerce. (15USC §§ 7001 et seq.)

In August 2016, Governor Brown signed AB 2296 to clarify that State and local agencies can use both electronic and digital signatures and that a digital signature is a subset of electronic signature in which Government Code Section 16.5 only applies when a public entity uses a digital signature.

The use of electronic signatures has grown over the last several years in both the public and private sector. Advances in technology and encryption have created industry standards that, when combined with appropriate policies and procedures reduce or eliminate the potential for forgery and misuse.

The COVID-19 pandemic and resulting social distancing orders have also made it more challenging to conduct business in person, and this includes the ability to obtain signatures quickly in-person. As a result, on March 27, 2020, the City Manager issued an order authorizing the use of electronic signatures which was ratified by the City Council on April 15, 2020 (the “Order”). The Order was extended on May 19, 2021 and remains in effect until December 31, 2021. Since March 27, 2020, the City has utilized electronic

signatures and has seen the efficiencies in this practice. As such, staff is recommending that the City Council pass an ordinance establishing electronic signatures as an acceptable method for signing documents.

The ordinance as proposed authorizes the use of electronic signatures on City documents while allowing the City to strike a balance between the flexibility desired in transactions and the need for signature security and integrity. Specifically, this ordinance establishes that electronic signatures shall be valid and effective on City records and documents so long as certain guidelines regarding the security and integrity of electronic signatures are met.

Pursuant to the Order, the City has been using DocuSign as its electronic signature platform and staff intends to continue using this platform. DocuSign meets the needs of the City and complies with State law. The DocuSign software not only complies with Government law regarding electronic signatures but exceeds the security and compliance regulations. Furthermore, the Secretary of State maintains a list of approved certification authorities authorized to issue certificated for digitally signed communication with public entities in California. DocuSign is among the four approved authorities and has been commonly used for signing documents.

If approved, the ordinance will not go into effect until February 18, 2022. At their meeting of December 15, 2021, the City Council approved the first reading and introduction of Ordinance No. 199.

FISCAL IMPACT

DocuSign costs approximately \$2,000 per year.

STAFF RECOMMENDATION

It is recommended that the City Council approve the second reading and adoption of Ordinance No. 199, an Ordinance of the City Council of the City of Scotts Valley Amending Title 2 of the Scotts Valley Municipal to add Chapter 2.42 regarding Electronic Signatures, and waive the reading thereof.

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ORDINANCE NO. 199

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY AMENDING TITLE 2 OF THE SCOTTS VALLEY MUNICIPAL TO ADD CHAPTER 2.42 REGARDING ELECTRONIC SIGNATURES

WHEREAS, electronic signature technology allows the City of Scotts Valley to collect and preserve signatures on documents quickly, securely, and efficiently; and

WHEREAS, pursuant to California Government Code Section 16.5, the City may elect to use a digital or electronic signature and may accept a digital or electronic signature from another party, for any written communications with the City; and

WHEREAS, the conditions under which the City of Scotts Valley will accept digital or electronic signatures on City documents shall comply with the requirements below, pursuant to California Government Code Section 16.5 and Title 2, Division 7, Chapter 10 of the California Code of Regulations.

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

SECTION 1.

The City Council of the City of Scotts Valley hereby adds Chapter 2.42 “Electronic Signatures”, to Title 2 of the Scotts Valley Municipal Code as follows:

“Chapter 2.42 Electronic Signatures

Sections:

2.42.010 Definitions

2.42.020 Applicability and Purpose

2.42.030 Digital Signature Requirements

2.42.010 Definitions.

The following definitions apply to this section:

A. “Approved List of Certification Authorities” means the list of Certification Authorities approved by the California Secretary of State to issue certification for digital signature transactions involving public entities in California.

B. “Certification Authority” means a person or entity that issues certification for the digital signature transaction.

C. “Digital Signature” has the same meaning as in Section 16.5 of the California Government Code and means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature.

D. “Signer” means the person who signs a digitally signed communication with the use of an acceptable technology to uniquely link the message with the person sending it.

E. “Technology” means the computer hardware and/or software-based method or process used to create the digital signature.

2.42.020 Applicability and purpose.

In any written communication or transaction with the City where a signature is required, any party to the communication may use a digital signature, provided that it complies with the requirements of this section. This section is intended to enable the City to use digital signatures to the fullest extent allowed by law.

2.42.030 Digital signature requirements.

In any transaction with the City for which the parties have elected to conduct the transaction by electronic means, the following provisions shall apply:

- A. The digital signature shall include the following attributes:
 - 1. It is unique to the person using it.
 - 2. It is capable of verification.
 - 3. It is under the sole control of the signer.
 - 4. It is linked to data in such a manner that if the data changed, the digital signature is invalidated.
 - 5. It conforms to regulations adopted by the Secretary of State.
- B. The Certification Authority issuing the certification for the digital signature transaction must appear on the “Approved List of Certification Authorities” authorized by the California Secretary of State.
- C. The technology used to create the digital signature shall meet the Secretary of State’s acceptable technology requirements under Title 2, Division 7, Chapter 10, Section 22003 of the California Code of Regulations.
- D. The City shall ensure that the level of security used to identify the signer of a document, and that the level of security used to transmit the signature, is sufficient for the transaction being conducted.”

SECTION 2. SEVERABILITY. If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision of such Ordinance and shall not affect the validity of the remaining portions thereof.

SECTION 3. REPEALS CONFLICTING ORDINANCES. All other ordinances of the City of Scotts Valley or provisions of the Scotts Valley Municipal Code which are in conflict with this Ordinance are hereby repealed to the extent of such conflict.

SECTION 4. CEQA COMPLIANCE. The City Council finds pursuant to Title 14 of the California Code of Regulations, Section 15061(b)(3), that this ordinance is exempt from the requirements of the California Environmental Quality Act (CEQA) in that it is not a Project which has the potential for causing a significant effect on the environment.

SECTION 5. EFFECTIVE DATE. This Ordinance shall take effect thirty (30) days after the date of its adoption. Prior to the expiration of fifteen (15) days from the date of adoption, this ordinance shall be published by one insertion in the Scotts Valley Banner, a newspaper of general circulation in the City.

THE ABOVE AND FOREGOING ORDINANCE was introduced for a first reading on the 15th day of December 2021, and passed and adopted on the 19th day of January 2022, at a duly held meeting of the City Council of the City of Scotts Valley by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Donna Lind, Mayor

ATTEST:

Tracy A. Ferrara, City Clerk

APPROVED AS TO FORM:

Kirsten Powell, City Attorney

City of Scotts Valley CITY COUNCIL STAFF REPORT

DATE: January 19, 2022

TO: Honorable Mayor and City Council

FROM: Casey Estorga, Administrative Services Director

APPROVED: Mali LaGoe, City Manager

SUBJECT: **AMEND THE JOB DESCRIPTION FOR THE CITY CLERK /
ADMINISTRATIVE MANAGER JOB CLASSIFICATION; AND
INTRODUCE A HUMAN RESOURCES MANAGER JOB
CLASSIFICATION AND SALARY SCHEDULE**

SUMMARY OF ISSUE

In September 2020 the City Council approved a Resolution amending the City Clerk/Administrative Manager Job Class Specification. This action was taken in response to the anticipated retirement of the incumbent City Clerk/Administrative Manager to align the duties and responsibilities with the contemporary conditions of the existing position.

At that time, the City's administrative staffing levels were extremely limited, the City was in the early stages of the COVID-19 pandemic, and the City was in the process of evaluating how new technology, processes, and policies could improve the agency's administrative operations.

Subsequently, the City's administrative staffing levels have improved, with many vacancies being filled including the Administrative Services Director position filled in April 2021, the Deputy City Clerk position filled in August 2021, and the HR/Payroll Analyst position filled in October 2021.

Additionally, the City Council made numerous process and policy changes that positively impacting the City's administrative operations, including by approving an agreement in June 2021 with NeoGov for human resources services and the automation of the City's payroll functions and by adopting a comprehensive Records Retention Schedule in November 2021.

As the City continues to prepare for the incumbent City Clerk/Administrative Manager to retire, the City opened a competitive recruitment to fill the expected vacancy. Unfortunately, during this process the City experienced two unsuccessful recruitments in October 2021 and again in December 2021. Notably, during both of these recruitments the City received feedback from candidates that, while they had direct experience with

City Clerk duties, they lacked experience with the Administrative Manager duties, commonly related to human resources functions, as itemized in the job description. In addition to the challenging nature of the current labor market, the existing City Clerk/Administrative Manager job classification provided additional challenges with recruiting for the position.

Staff evaluated the cumulative impact of the above variables, including by considering the current and future administrative needs of the City, and is recommending two actions:

1. Amend the City Clerk/Administrative Manager job classification; and
2. Approve a Human Resources Manager job classification and salary schedule.

The proposed amendment to the City Clerk/Administrative Manager job classification would modify and/or remove many of the position's human resources duties. Additionally, the amendment would also introduce language as it relates to the City's new records retention schedule and remove the "Administrative Manager" wording from the job title.

As a result, and in response to the City's short-term and long-term personnel needs, staff is also recommending that the City Council approves a new Human Resources Manager job classification. This role would undertake the human resources duties formerly performed by the City Clerk/Administrative Manager and help develop and administer modern and comprehensive human resources functions for the City.

Notably, with the introduction of a Human Resources Manager job classification, and adding that role as an approved position in the FY 2021/22 Budget, the City would not need to fill both the HR/Payroll Analyst and Human Resources Manager positions. Additionally, with the introduction of technological advances, the duties of the HR/Payroll Analyst position would become obsolete at some point in the near future. As a result, it is anticipated that the HR/Payroll Analyst position would become vacant and recommended for removal in future budgets as the Human Resources Manager would become responsible for their duties in addition to the Administrative Manager duties.

Because the City does not have an existing Human Resources Manager job classification or salary schedule, staff evaluated information from several comparable agencies including the City of Watsonville, City of Carmel, City of Pacific Grove, City of Campbell, and City of Hollister – all of which have Human Resources Manager job classifications and similar operational demands.

The City of Scotts Valley's Human Resources Manager job classification would be represented by the City's Mid-Management Employee group and is a culmination of duties from comparable agencies as well as personnel duties that may be unique to the Scotts Valley operation.

Furthermore, staff also evaluated total compensation for the Human Resources Manager position in these comparable agencies while also looking at other administrative manager positions with the City of Scotts Valley. As a result, the proposed Salary Schedule for the Human Resources Manager job classification is as follows:

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Recommended	\$8,016	\$8,416	\$8,837	\$9,279	\$9,743	\$10,230	\$10,742

Staff is working through the meet and confer process with both the Mid-Management Employees group and the Management and Confidential group and will notify the City Council if any of these proposed actions are not supported by a majority of either group.

FISCAL IMPACT

There is no fiscal impact to amending the City Clerk/Administrative Manager job description.

The fiscal impact of introducing a Human Resource Manager job classification is approximately \$20,000 - \$25,000 in Fiscal Year 2021-22. 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.1955.19 amending the job description for the City Clerk/Administrative Manager job classification and introducing the Human Resources Manager job classification and salary schedule.

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RESOLUTION NO. 1955.19

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY
AMENDING THE JOB DESCRIPTION FOR THE CITY CLERK /
ADMINISTRATIVE MANAGER JOB CLASSIFICATION; AND
INTRODUCING A HUMAN RESOURCES MANAGER JOB
CLASSIFICATION AND SALARY SCHEDULE**

WHEREAS, an analysis of City of Scotts Valley's administrative operations was performed; and

WHEREAS, the analysis evaluated the duties of various positions, including the City Clerk/Administrative Manager and HR/Payroll Analyst positions; and

WHEREAS, the City has undertaken significant efforts to improve its administrative operations, including by introducing new policies and procedures, while also making investments in contemporary technology; and

WHEREAS, the City experienced multiple unsuccessful recruitments for the existing City Clerk/Administrative Manager position; and

WHEREAS, amending the City Clerk/Administrative Manager job classification and introducing a Human Resources Manager job classification and salary schedule would sufficiently address the City's current and future needs; and

WHEREAS, City Council approval is needed to authorize the Salary Schedule for the newly created Human Resources Manager job classification.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the City Council of the City of Scotts Valley that the job description for the City Clerk/Administrative Manager job classification is hereby amended as provided in the attached Exhibit 1, and a Human Resources Manager job classification is hereby approved as provided in Exhibit 2.

BE IT FURTHER ORDERED AS RESOLVED that the following Salary Schedule for the Human Resources Manager position is hereby approved to read as follows:

Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Human Resources Manager	\$8,016	\$8,416	\$8,837	\$9,279	\$9,743	\$10,230	\$10,742

The above and foregoing resolution was duly and regularly adopted by the City Council of the City of Scotts Valley at a meeting held on the 19th day of January, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved: _____
Donna Lind, Mayor

Attest: _____
Tracy A. Ferrara, City Clerk



CITY OF SCOTTS VALLEY CLASS SPECIFICATION

CITY CLERK / ~~ADMINISTRATIVE MANAGER~~

JOB PURPOSE

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

EXAMPLES OF DUTIES

Essential duties include, but are not limited to:

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

- Writes, records, files, advertises, and maintains ordinances, resolutions, and notices of public hearings.
- Responsible for legal publications and posting.
- Serves as Clerk to any other Commissions established by the Council as needed.
- Administers and records oaths of office for Council and other sworn officers of the City.
- Serves as the City's election official. Conducts and administers Municipal Elections for City Council vacancies, local ballot measures, and referendums. and performs a variety of other tasks, including but not limited to:
 - Maintaining receipt of election results.
 - Receiving and maintaining candidate records.
 - Accepting candidate campaign expense reports.
 - Coordinating filing of Fair Political Practices Commission forms.
 - Coordinating with County Elections on consolidated elections.
- In coordination with the Administrative Services/~~Finance Director~~ Department and City Manager, the City Clerk/~~Administrative Manager~~:
 - ~~Processes City-wide employee annual evaluations;~~
 - ~~Maintains City personnel files and processes other related personnel and changes/requests.~~
 - ~~Coordinates employee recruitment activities and employee orientation and recognition activities.~~
 - ~~Coordinates city-wide employee training.~~
 - Assists in budget development, preparation, and monitoring for City Council, City Manager's Office, City Attorney, and General Government.

Marginal duties include but are not limited to:

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

EMPLOYMENT STANDARDS

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

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

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

CITY COUNCIL APPROVAL: ~~September 16, 2020~~ January 19, 2022



CITY OF SCOTTS VALLEY JOB SPECIFICATION

HUMAN RESOURCES MANAGER

Job Purpose: To plan, organize, supervise, and manage the human resources programs, policies, and activities of the city; to advise and assist managers in the resolution of departmental personnel issues; and to perform complex research and analysis as a staff assistant to the Administrative Services Director. This job requires comprehensive knowledge of human resources principles, practices, laws, and regulations.

EXAMPLE OF DUTIES

Essential Functions:

- Establishes goals, objectives, policies, procedures, and priorities related to the Human Resources activities of the City
- Analyzes and develops recommendations on a wide range of personnel related issues
- Monitors and analyzes laws and pending legislation pertaining to personnel management and employee relations which impact City operations
- Oversees and assists in the administration of the City's Personnel Rules and Regulations
- Plans, organizes, supervises, and participates in recruitment and selection, classification and pay, benefit administration, labor relations, and training
- Drafts, recommends, and implements administrative policies and procedures related to personnel
- Interprets and applies personnel policies and regulations, bargaining unit memoranda of understanding, and related guiding documents
- Advises and assists managers on personnel and labor relations matters such as hiring, performance problems, appraisals and documentation, disciplinary actions, and grievances
- Supervises and participates in recruitment and selection activities
- Participates in classification and pay studies and provides recommendations
- Maintain confidential employee records and filing systems in compliance with City policy and other relevant Federal or state laws, rules, or regulations
- Assists with investigations regarding allegations of sexual harassment, employment discrimination, policy violations, or other prohibited practices
- Arranges and coordinates staff/management development training for the City
- Maintain job and payroll data; calculate and process various types of pay, enter changes in tax status and miscellaneous changes in payroll system; prepare and process payroll; prepare reports as directed
- Audit timekeeping records for compliance with established standards; data entry of time and leave; maintain time and attendance records; explain laws and rules pertaining to various types of leave
- Perform a variety of record keeping and payroll processing activities, including computing wage and overtime payments, calculating and recording payroll deductions, preparing tax returns, W-2's, and Affordable Care Act (ACA) reporting

- Prepare, process, and/or review a variety of transactions concerning retirement, insurance deductions and payments, and other voluntary and involuntary payroll deductions, status changes, salary changes, and terminations
- Interpret and explain employee benefit plans including new hire orientation, process changes in plan coverage, process retirement and workers' compensation claim forms
- Prepare routine correspondence and forms; enter appropriate information into computer systems including CalPERS on-line
- Prepare materials, handle correspondence, and provide analysis utilizing salary and benefit data for labor negotiations
- Provide customer service to both external and internal customers

Knowledge Of:

- Principles and practices of public personnel administration including recruitment, selection, classification and pay, labor relations, benefits, and training
- Laws, codes, and regulations governing public personnel administration
- Basic principles and techniques of supervision, including the organization, assignment and review of work, and the motivation and appraisal of employees
- Research methods and techniques
- Mathematics and basic statistics related to data analysis and setting exam pass points
- Basic principles of budgeting and financial recordkeeping
- Public sector payroll and human resources
- CalPERS online reporting portal
- Business and personal computers, and financial spreadsheet software
- Public agency organization, policies, and procedures
- Customer service techniques

Skill in:

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

Education, Licensing and Certification Requirements:

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 human resources management, business or public administration, or a related field, and three years of increasingly responsible professional experience in Human Resources Management, including one year as a supervisor, or the equivalent. Possession of a valid California motor vehicle operator's license is required.

Physical Demands and Working Environment:

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

CITY COUNCIL APPROVAL: January 19, 2022

City of Scotts Valley CITY COUNCIL STAFF REPORT

DATE: January 19, 2022

TO: Honorable Mayor and City Council

FROM: Tracy A. Ferrara, City Clerk

APPROVED: Mali LaGoe, City Manager

SUBJECT: **2022 INTERJURISDICTIONAL COMMITTEE AND STANDING
LOCAL COMMITTEE APPOINTMENTS**

SUMMARY OF ISSUE

Each year, the newly appointed Mayor nominates individual Council Members to serve on Interjurisdictional Committees and Standing Local Committees. As a reminder, standing local committees are publicly noticed committee meetings that fall under the Brown Act (open government laws) and are open to the public. The 2021 Council Member Committee/Subcommittee appointments are attached for your information with recommended changes from Mayor Lind for 2022.

FISCAL IMPACT

There is no fiscal impact associated with this action.

STAFF RECOMMENDATION

It is recommended that Mayor Lind provide direction regarding the 2022 Interjurisdictional Committee and Standing Local Committee appointments and the Council approve those appointments.

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2021 COMMITTEE APPOINTMENTS

INTERJURISDICTIONAL/STANDING LOCAL/PROJECT SPECIFIC

Updated 1-14-2022

INTERJURISDICTIONAL COMMITTEES				
COMMITTEE	REPRESENTATIVE/ ALTERNATE	MEETING DAYS	MEETING TIME	MEETING LOCATION
AMBAG http://www.ambag.org/	Timm/Dilles	2 nd Wednesday	6:00 pm	Monterey
Arts Council of Santa Cruz County http://www.artscouncilsc.org/	Lind	Quarterly		Tannery Arts Center
City Selection Committee	Mayor/ Vice Mayor	2 nd Wednesday Bi-Monthly	12:15 pm	Location varies
City/School District Joint Committee	Reed/Timm	3 rd Wednesday Quarterly	5:00 pm	Alternates: City / School District
Criminal Justice Council *CM Lind also serves on the Executive Committee Contact: CJC Admin Assistant @ 510-219-6030	Lind/Dilles	4 th Thursday Quarterly	3:00 - 5:00 pm	Varies
Criminal Justice Council Executive Committee Contact: CJC Admin Assistant @ 510-219-6030	Lind	3 rd Thursday Quarterly	Noon - 1:00 pm	Santa Cruz SO 5200 Soquel Ave Santa Cruz, CA
Scotts Valley General Plan Advisory Committee (GPAC) http://www.scottsvalleygeneralplan.com/	Timm/Reed	As needed	6:00 pm	Scotts Valley City Council Chambers
Hazardous Materials Advisory Commission http://www.co.santa-cruz.ca.us/Government/Commissions,CommitteesAdvisoryBodies/HazardousMaterialsAdvisoryCommission-Contact.aspx		N/A	N/A	N/A

INTERJURISDICTIONAL COMMITTEES				
COMMITTEE	REPRESENTATIVE/ ALTERNATE	MEETING DAYS	MEETING TIME	MEETING LOCATION
Interagency Advisory Task Force Subcommittee (Water, School, Fire, City)	Mayor/Vice Mayor			
LAFCO http://www.santacruzlafco.org/	N/A	1 st Wednesday Monthly	10:00 am - Noon	Board of Supervisors
League of California Cities http://www.cacities.org/	Timm	Annual schedule	Varies	Location varies
Library Advisory Commission https://www.santacruzpl.org/library_boards/LAC/	Jim Landreth	N/A	N/A	N/A
Library Joint Powers Authority Board https://www.santacruzpl.org/library_boards/LJPB/	City Manager	1 st Thursday Monthly	9:00 - 11:30 am	Santa Cruz
Library Facilities Financing Authority https://www.santacruzpl.org/library_boards/LFFA/	Reed/Johnson	January / July		Santa Cruz
Santa Cruz County Consolidated Oversight Board https://www.co.santa-cruz.ca.us/Departments/RedevelopmentSuccessorAgency(RSA)/ConsolidatedOversightBoard.aspx	Alternates Dilles/Johnson/Reed			
Santa Cruz County Integrated Waste Management Local Task Force http://dpw.co.santa-cruz.us/Home/RecyclingSolidWaste/Recycling/LocalTaskForce.aspx	PWD Designee or Dilles	1 st Thursday Mar / Sep / Dec	3:00 - 5:00 pm	Santa Cruz
Santa Cruz County Regional Transportation Comm http://sccrtc.org/meetings/commission/agendas/	Johnson/Timm Dilles	1 st & 3 rd Thursdays Monthly	9:00 am	Location varies
Santa Cruz METRO https://www.scmtd.com/en/agency-info/board/board-meeting-schedule	Lind	4 th Friday Monthly	9:00 am	Location varies

INTERJURISDICTIONAL COMMITTEES				
Santa Margarita Groundwater Agency Joint Powers Authority http://smgwa.org/meetings/	Dilles/Lind	4 th Thursday Monthly	5:30 – 9:00 pm	Santa Margarita Community Room
Seniors Advisory Council http://www.seniorscouncil.org/	Dilles	3 rd Wednesday Monthly	10:00 am - Noon	Aptos, Watsonville, or San Benito County.

STANDING LOCAL CITY COUNCIL COMMITTEES		
COMMITTEES	REPRESENTATIVES	MEETING DATE
Traffic Safety Committee <i>The purpose of the Traffic Safety Subcommittee is to review and analyze traffic safety issues and concerns raised by residents, and if necessary make recommendations to the City Council.</i>	Lind/Johnson	As needed
Economic Development Committee <i>The purpose of the Economic Development Committee is to provide guidance on matters specifically related to business attraction, retention, and expansion, and commercial development within the City. The Committee's recommendations are subject to confirmation by the City Council.</i>	Johnson/Reed	As needed
Affordable Housing Committee <i>The purpose of the Affordable Housing Committee is to discuss the City's terms and requirements for affordable housing per the Scotts Valley Municipal Code (SVMC) Section 14.01.030 as it relates to new residential development. The Committee's recommended terms are subject to confirmation by the City Council. In accordance with Resolution No. 1940, adopted 2-21-2018, in addition to those duties outlined in SVMC Title 14, the Scotts Valley Affordable Housing Subcommittee shall: (1) Provide a recommendation on the expansion of the affordable housing requirements City wide; (2) Formulate and recommend amendments to Title 14 to ensure the City is implementing best practices; and, (3) Research and make recommendations on alternative ways to make housing more affordable in Scotts Valley.</i>	Dilles/Timm	As needed

City of Scotts Valley CITY COUNCIL STAFF REPORT

DATE: January 19, 2022

TO: Honorable Mayor and City Council

FROM: Mali LaGoe, City Manager

SUBJECT: **ADOPT RESOLUTIONS ESTABLISHING PROJECT SPECIFIC SUBCOMMITTEES**

SUMMARY OF ISSUE

To complement the City Council's consideration of appointments to interjurisdictional committees and standing local committees, staff recommends that the City Council establish and appoint Council Members to four temporary project specific Council subcommittees: the (1) FY 22/23 Budget Subcommittee; (2) Measure S Renovations Subcommittee (3) Economic Recovery Subcommittee; and (4) Town Center Opportunity Subcommittee.

The attached resolutions, summarized below, clarify the Council subcommittees' purpose, duration, and Council representation.

PROJECT SPECIFIC COUNCIL FY 22/23 BUDGET SUBCOMMITTEE

Term: The Council FY 22/23 Budget Subcommittee shall be effective January 20, 2022 through January 19, 2023.

Representation: The Council FY 22/23 Budget Subcommittee is recommended to be comprised of Mayor Lind and Vice Mayor Reed.

Purpose: The purpose of the Council FY 22/23 Budget Subcommittee is to monitor the City's ongoing economic recovery and make recommendations for the FY 2022/23 City Budget, revenue enhancements and ongoing refinement of the City's Fiscal Sustainability Plan.

PROJECT SPECIFIC COUNCIL MEASURE S RENOVATIONS SUBCOMMITTEE

Term: The Council Measure S Renovations Subcommittee shall be effective January 20, 2022 through June 1, 2022.

Representation: The Measure S Renovations Subcommittee is recommended to be comprised of Vice Mayor Reed and Council Member Timm.

Purpose: The purpose of the Council Measure S Renovations Subcommittee is to:

Oversee the construction and implementation of branch improvements, to be completed in Spring of 2022.

PROJECT SPECIFIC COUNCIL ECONOMIC RECOVERY SUBCOMMITTEE

Term: The Council Economic Recovery Subcommittee shall be effective March 1, 2022 through January 19, 2023.

Representation: The Economic Recovery Subcommittee is recommended to be comprised of Council Members Johnson and Timm.

Purpose: The purpose of the Council Economic Recovery Subcommittee is to support and guide the recovery of the local business sector as pandemic economic restrictions are modified, in partnership and coordination with other agencies in the County and State.

PROJECT SPECIFIC COUNCIL TOWN CENTER OPPORTUNITY SUBCOMMITTEE

Term: The Town Center Opportunity Committee will be effective January 20, 2022 through January 19, 2023.

Representation: The Town Center Opportunity Subcommittee is recommended to be comprised of Council Members Johnson and Timm.

Purpose: The purpose of the Town Center Opportunity Committee is to explore, identify and coordinate future development options for the Town Center concept with a focus on key opportunity sites, for City Council consideration and action.

The City Manager and pertinent staff will work directly with all subcommittees to prepare information and craft recommendations for Council consideration.

FISCAL IMPACT

There is no fiscal impact associated with this action.

STAFF RECOMMENDATION

It is recommended that the Council adopt the attached resolutions establishing the following temporary project specific subcommittees:

- Resolution No. 1959.9, Council FY 22/23 Budget Subcommittee
- Resolution No. 1959.10, Measure S Renovations Subcommittee
- Resolution No. 1959.11, Economic Recovery Subcommittee
- Resolution No. 1960.3, Town Center Opportunity Subcommittee

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RESOLUTION NO. 1959.9

**RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF SCOTTS VALLEY ESTABLISHING A TEMPORARY
PROJECT SPECIFIC COUNCIL FY 22/23 BUDGET SUBCOMMITTEE**

WHEREAS, the City Council may establish project specific Council subcommittees to address an explicit purpose or need; and

WHEREAS, project specific Council subcommittees are of a limited duration and should be active for no more than one year; and

WHEREAS, the Council desires to establish a project specific Council FY 22/23 Budget Subcommittee effective January 20, 2022 through January 19, 2023; and

WHEREAS, the Council FY 22/23 Budget Subcommittee will be comprised of Mayor Lind and Vice Mayor Reed; and

WHEREAS, the purpose of the Council FY 22/23 Budget Subcommittee is to monitor the City's ongoing economic recovery and make recommendations for the FY 2022/23 City Budget, revenue enhancements and ongoing refinement of the City's Fiscal Sustainability Plan.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the City Council of the City of Scotts Valley hereby establishes a Temporary Project Specific Council FY 22/23 Budget Subcommittee.

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 19th day of January, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved: _____
Donna Lind, Mayor

Attest: _____
Tracy A. Ferrara, City Clerk

RESOLUTION NO. 1959.10

**RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF SCOTTS VALLEY ESTABLISHING A TEMPORARY PROJECT SPECIFIC
COUNCIL MEASURE S RENOVATIONS SUBCOMMITTEE**

WHEREAS, the City Council may establish project specific Council subcommittees to address an explicit purpose or need; and

WHEREAS, project specific Council subcommittees are of a limited duration and should be active for no more than one year; and

WHEREAS, the Council desires to establish a project specific Council Measure S Renovations Subcommittee effective January 20, 2022 through June 1, 2022; and

WHEREAS, the Council Measure S Renovations Subcommittee will be comprised of Vice Mayor Reed and Council Member Timm; and

WHEREAS, the purpose of the Council Measure S Renovations Subcommittee is to accomplish the following:

- Guide the final elements of the Scotts Valley Branch Library capital/renovations planning and develop recommendations for Council consideration; and
- Oversee the construction and implementation of branch improvements, to be completed in Spring of 2022.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the City Council of the City of Scotts Valley hereby establishes a Temporary Project Specific Council Measure S Renovations Subcommittee.

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 19th day of January, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved: _____
Donna Lind, Mayor

Attest: _____
Tracy A. Ferrara, City Clerk

RESOLUTION NO. 1959.11

**RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF SCOTTS VALLEY ESTABLISHING A TEMPORARY PROJECT SPECIFIC
ECONOMIC RECOVERY COMMITTEE**

WHEREAS, the City Council may establish project specific Council subcommittees to address an explicit purpose or need; and

WHEREAS, project specific Council subcommittees are of a limited duration and should be active for no more than one year; and

WHEREAS, the Council desires to establish a project specific Council Economic Recovery Committee effective March 1, 2022 through January 20, 2023; and

WHEREAS, the Council Economic Recovery Committee will be comprised of Council Member Timm and Council Member Johnson; and

WHEREAS, the purpose of the Council Economic Recovery Committee is to support and guide the recovery of the local business sector as pandemic economic restrictions are lifted, in partnership and coordination with other agencies in the County and State.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the City Council of the City of Scotts Valley hereby establishes a Temporary Project Specific Council Economic Recovery Committee.

The above and foregoing resolution was duly and regularly adopted by the City Council of the City of Scotts Valley at a special meeting held on the 19th day of January, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved: _____
Donna Lind, Mayor

Attest: _____
Tracy A. Ferrara, City Clerk

RESOLUTION NO. 1960.3

**RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF SCOTTS VALLEY ESTABLISHING A TEMPORARY
PROJECT SPECIFIC TOWN CENTER OPPORTUNITY COMMITTEE**

WHEREAS, the City Council may establish project specific Council subcommittees to address an explicit purpose or need; and

WHEREAS, project specific Council subcommittees are of a limited duration and should be active for no more than one year; and

WHEREAS, the Council desires to establish a Project Specific Town Center Opportunity Committee effective January 20, 2022 through January 19, 2023; and

WHEREAS, the Town Center Opportunity Committee will be comprised of Councilmember Timm and Council Member Johnson; and

WHEREAS, the purpose of the Council Town Center Committee is to explore, identify and coordinate future development options for the Town Center concept with a focus on key opportunity sites, for City Council consideration and action.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the City Council of the City of Scotts Valley hereby establishes a Temporary Project Specific Town Center Opportunity Committee.

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 19th day of January, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved: _____
Donna Lind, Mayor

Attest: _____
Tracy A. Ferrara, City Clerk