



AGENDA

Meeting of the
Scotts Valley City Council
In-Person and Remote Access
Date: March 1, 2023
Time: 6:00 PM

CONTACT INFORMATION	MEETING LOCATION	POSTING
City of Scotts Valley 1 Civic Center Drive Scotts Valley, CA 95066 (831) 440-5600	City Council Chambers 1 Civic Center Drive Scotts Valley, CA 95066 OR Zoom Video Conference https://us02web.zoom.us/j/86036536945	The agenda was posted on 2-24-2023 at City Hall, SV Senior Center, SV Public Works and on the Internet at www.scottsvally.org .

ELECTED OFFICIALS	CITY STAFF MEMBERS
Jack Dilles, Mayor	Mali LaGoe, City Manager
Randy Johnson, Vice Mayor	Kirsten Powell, City Attorney
Donna Lind, Council Member	Stephanie Hill, Administrative Services Director
Derek Timm, Council Member	Cathie Simonovich, City Clerk
Allan Timms, Council Member	Lauren Lambert, Deputy City Clerk
	Chris Lamm, Public Works Director
	Taylor Bateman, Community Development Director
	Jonathan Kwan, Contract Planner

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 in the City Hall Council Chambers located at 1 Civic Center Drive, Scotts Valley, CA 95066, and via Zoom Webinar remote access.

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: www.scottsvally.org and in the lobby of City Hall at 1 Civic Center Drive, Scotts Valley, CA. Pursuant to Government Code §54957.5, materials related to an agenda item, submitted after distribution of the agenda packet, are available for public inspection in the lobby of City Hall during normal business hours, Monday-Friday, 8am-12 pm and 1-5 pm. In accordance with AB 1344, such documents will be posted on the City's website at www.scottsvally.org.

Public Participation:

The meeting will be available on Zoom and livestreamed to the City of Scotts Valley's YouTube channel: [City of Scotts Valley, California - YouTube](#)

For those wishing to participate via Zoom you can join the following ways:

Zoom Webinar meeting link: <https://us02web.zoom.us/j/86036536945>

Or dial one of these numbers: (669) 900-9128 or (669) 444-9171

Webinar ID: 860 3653 6945

Whether attendance is in-person or remote, you will be given opportunities to provide public comment at the appropriate times throughout the meeting. The time limit is up to 3 minutes for an individual, or 5 minutes for someone who is representing a group of three or more, at the discretion of the Mayor. Please note that this is not a question-and-answer time, but simply a time to provide comments to the Council. 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.

How to comment via in-person attendance:

Please proceed to the public comment podium when the Mayor opens the item for public comment.

How to comment via Zoom Webinar:

Use the webinar attendee option to “raise hand” when the Mayor opens the item for public comment. The Clerk will unmute you when it is your turn. If you have joined via Zoom phone call, dial *9 or your phone to “raise your hand”, and the Clerk will unmute you when it is your turn.

CALL TO ORDER 6:00 PM

PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

ROLL CALL

SPECIAL SET MATTER

Central Coast Community Energy annual member agency presentation.

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 are intended to be non-controversial and are approved without discussion. Persons wishing to speak on any item may request the item be moved to the Regular Agenda by raising their hand to be recognized by the Mayor. An item will only be moved from the Consent Agenda to the Regular Agenda if a City Council Member requests it to be moved and a majority of the Council agrees.

- A. Approve meeting minutes of 02-15-2023
- B. Approve check registers dated 02-16-2023 and 02-23-2023
- C. Approve letter opposing Initiative No. 21-0042A1, The Taxpayer Protection and Government Accountability Act

ALTERATIONS TO REGULAR AGENDA

Council can remove or add items to the Regular Agenda.

REGULAR AGENDA

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

- 1. Receive Fiscal Year 2022-2023 Mid-Year Financial Report, including Proposed Budget Amendments and Preparation of the Fiscal Year 2023-2024 Annual Budget
- 2. Wastewater Treatment Plant -SCADA/PLC and Computer System Upgrades
- 3. Consider approval of the Housing Element Annual Progress Report and authorize the submittal of the Annual Progress Report to the Department of Housing and Community Development
- 4. 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) 440-5600 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.



MINUTES

Meeting of the
Scotts Valley City Council
In-Person and Remote Access
Date: February 15, 2023
Time: 6:00 PM

CONTACT INFORMATION	MEETING LOCATION	POSTING
City of Scotts Valley 1 Civic Center Drive Scotts Valley, CA 95066 (831) 440-5600	City Council Chambers 1 Civic Center Drive Scotts Valley, CA 95066 and Zoom Video Conference	The agenda was posted at City Hall, the SV Public Works Building, the SV Senior Center and on the Internet at www.scottsvally.org

CALL TO ORDER 6:00 PM

The City Council meeting was called to order at 6:00 PM.

PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

ROLL CALL

ELECTED OFFICIALS PRESENT:

Jack Dilles, Mayor
Randy Johnson, Vice Mayor
Donna Lind, Council Member
Derek Timm, Council Member
Allan Timms, Council Member

CITY STAFF MEMBERS PRESENT:

Mali LaGoe, City Manager
Kirsten Powell, City Attorney
Cathie Simonovich, City Clerk
Lauren Lambert, Deputy City Clerk
Chris Lamm, Public Works Director
Ali Robinson, Recreation Division Manager

SPECIAL SET MATTER(S)

Mayor Dilles presented the Mayor's Proclamation celebrating the week of March 6th – March 12, 2023 as Alfred Hitchcock Week in Scotts Valley to the Scotts Valley Community Theater Guild. Accepting the proclamation from the Theater Guild and the Exchange Club of Scotts Valley were David Hodgins, Victor Alejandro, and Trish Melahan.

COMMITTEE REPORTS

CM Timm attended an Association of Monterey Bay Area Governments (AMBAG) meeting, and they are now meeting in-person at the Monterey Center at Harris Ranch every second Wednesday of the month. They had a presentation of their audited

financials. They also discussed the Regional Early Action Planning (REAP) grant process.

CM Timm attended the Chamber Economic Recovery Committee meeting. Executive Director Danny Reber sent his thanks to the City Council and the City Staff for their hard work on the business recovery grants.

CM Johnson, along with Council Member Timm, attended a Town Center Subcommittee meeting and noted that the progress is positive.

CM Timms attended a meeting of the Area Agency on Aging Advisory Council where they discussed the future of the Live Oak Senior Center. The Live Oak School District, who owns to property, is planning to remove the building and develop housing for teachers on the land. They also discussed the Master Plan on Aging and the two needs assessments (one from the County and one from the Advisory Council) that are coming up. The Advisory Council is researching whether or not they can continue with virtual meetings.

CM Lind attended a Santa Cruz Metropolitan Transit District (METRO) budget meeting where they discussed options to handle the unfunded pension liability. METRO has received a grant and has also picked up some articulated buses from Southern California, which will assist with the rider volume at UCSC. METRO is still struggling with recruitment and have been getting creative with their recruitment efforts.

CM Lind attended a Criminal Justice Council board meeting where she was voted Chair of the Board. They are working on the behavioral health program, and the current study will be on behavioral health as it relates to the courts, jails and probation.

Mayor Dilles represented the City in an interview with KSBW regarding a \$1.6 million grant received by the Scotts Valley Water District. He complimented the Water District on applying for and receiving the grant - it will be used for a groundwater project.

CITY MANAGER REPORT

New Administrative Service Director: Please welcome Stephanie Hill as the new Administrative Services Director. Stephanie comes to the City of Scotts Valley with a great background of experience, both at the County of Santa Clara in the Auditor/Controller Office, and the San Lorenzo Water District as the Business Manager. Stephanie will present the mid-year budget update at the next City Council meeting.

FY 2023-2024/OpenGov: The templates for the next fiscal year budget are almost complete in OpenGov so the City is gearing up for budget season. Staff will present a budget development calendar at the next City Council meeting.

Presidents Day: Monday, February 20th is Presidents Day and City offices will be closed.

Green Hills Road: The City has secured a contractor to complete the work necessary to get at least one lane open on Green Hills Road. The contractor is scheduled to begin work on Tuesday, February 21st, and the work should take approximately one week. After that, work will continue on securing a long-term solution for stabilizing the hillside and safely reopening both lanes.

Federal Emergency Management Agency (FEMA) Request: The Public Works Department submitted a FEMA public assistance request related to the damage on Green Hills Road. A lot of work is happening to repair the road, and to determine how the City will pay for the repairs.

Lockwood Lane Striping: Contractors will be working on the Lockwood Lane striping project beginning next week, as well as striping various crosswalks throughout the town. In accordance with the recommendations from the Active Transportation Plan, high visibility paint will be used for the crosswalks.

PUBLIC COMMENT TIME

Cassandra Flores from the United Way spoke regarding the 211 annual report. February 11th was *211 Day*. The 211 program is used to direct people to various resources, such as free rides, medical resources, mental health resources, housing, rent assistance, etc. Residents in the County of Santa Cruz can access 211 via phone or by text. She concluded by thanking the Council for attending the Comcast Community event.

CM Lind reported that there is still time to get tickets for the Fallen Officers Ball on February 25th from 5:30 PM to 11:00 PM at the Cocoanut Grove in Santa Cruz. The final day to get tickets is Friday, February 17th. This event supports all local first responders, and tickets can be purchased at scfof.org.

APPROVAL OF THE CONSENT AGENDA WITH NO ALTERATIONS

M/S: Timm/Timms

To approve the Consent Agenda.

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

CONSENT AGENDA

- A. Approve meeting minutes of 01-30-2023/01-31-2023 and 02-01-2023
- B. Approve check registers dated 01-30-2023, 02-02-2023, and 02-09-2023

ALTERATIONS TO REGULAR AGENDA

M/S: Lind/Timm

***To approve the Regular Agenda and move it after the Public Hearing
Carried 5/0 (AYES: Dilles, Johnson, Lind, Timm, Timms)***

PUBLIC HEARING

1. Public Hearing for CDBG Contract 20-CDBG-SV2-3-00291

Mayor Dilles opened the public hearing at 6:31 PM.

Lori Adams from the Adams Ashby Group shared a brief presentation which included the background of this funding which was received from the Department of Housing and Community Development for economic development activity grants. The City of Scotts Valley allocated \$285,000 to nine different businesses.

There were no comments or input from the public.

Mayor Dilles closed the public hearing at 6:39 PM.

The Council asked clarifying questions and thanked Ms. Adams and the City Staff for their work on administering this grant.

M/S: Johnson/Timm

***To direct staff to submit the required close-out documents per the requirements.
Carried 5/0 (AYES: Dilles, Johnson, Lind, Timm, Timms)***

REGULAR AGENDA

1. Fiscal Year 2023-2024 Strategic Goals and Mission, Vision, Values statements

City Manager LaGoe gave a presentation and responded to questions from Council. Council thanked City Manager LaGoe and the City Staff for the thorough process of developing the Mission, Vision, and Values statements and for strategic goals update.

M/S: Johnson/Timms

To approve the 2023-2024 Strategic Goals and Mission, Vision, and Values statements.

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

2. City hosted 4th of July event budget review and City Staff recommendations for 2023

Public Works Director Lamm and Recreation Division Manager Robinson gave a presentation and responded to questions from Council.

Peter Hartman, a resident of Scotts Valley, spoke in favor of keeping the tradition of the fireworks show.

The Council Members discussed the pros and cons of holding only the daytime 4th of July Parade with no evening fireworks event, and they discussed exploring the option of having a local non-profit organization run a fireworks event.

M/S: Timms/Timm

To approve the staff recommendation of holding a 4th of July Parade only, approve the budget of \$26,000 of General Fund for 2023 Independence Day Celebration expenses, and authorize the City Manager to execute related contracts necessary to host the event.

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

REGULAR AGENDA (resumed)

3. Future Council agenda items

None.

CONVENE TO CLOSED SESSION

City Attorney Powell announced that the Council will convene to Closed Session to discuss the following items:

- (1) Conference with labor negotiator regarding employee negotiations with Scotts Valley Police Bargaining Unit and the Scotts Valley Police Supervisors Association.

Legal Authority: Government Code Section 54957.6

Staff Present: City Manager, City Attorney, Chief of Police, Administrative Services Director

- (2) Conference with legal counsel regarding existing litigation.

Legal Authority: Government Code 54956.9

Name of Case: GRANT PARK ASSOCIATION ADVOCATES, ET AL. v. CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, ET AL. – Joining Amicus Brief filed by City of Santa Cruz

Staff Present: City Manager, City Attorney, Chief of Police

The City Council convened to closed session at 7:57 PM.

RECONVENE TO OPEN SESSION

The City Council reconvened to open session at 8:37 PM.

REPORT ON ACTION TAKEN DURING CLOSED SESSION

- 1) City Attorney Powell noted that there was nothing to report regarding this item.
- 2) City Attorney Powell reported that the City Council voted unanimously to join in the Amicus Brief filed by the City of Santa Cruz in the case of Grant Park Association Advocates, et al. v. California Department Of Public Health, et al.

ADJOURNMENT

The meeting adjourned at 8:38 PM.

Approved: _____
Jack Dilles, Mayor

Attest: _____
Cathie Simonovich, City Clerk

From: Michael <ms.ks@comcast.net>

Sent: Saturday, February 11, 2023 11:14 AM

To: Allan Timms <atimms@scottsvally.gov>; Jack Dilles <jdilles@scottsvally.gov>; Derek Timm <dtimm@scottsvally.gov>; Randy Johnson (EXT) <rlj12@comcast.net>; dlindslind@gmail.com; SVCH-cityhall <cityhall@scottsvally.gov>

Cc: Mali LaGoe <mlagoe@scottsvally.gov>

Subject: Feb 15 2023 Agenda Item 1: Vision, Mission, and Values Statement

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Hello Councilmembers and City Manager. The Agenda summary statement clearly declares “The attached statements are not intended to be community-wide, rather they are intended to serve the organization, it’s staff and leaders in the day-to-day decision making and culture of the City organization.” I applaud this effort to help the city team work collaboratively and with a sense of purpose. The Mission and Share(d) Values shown appropriately reflect the perspective of being from the inside (of the organization) looking out.

But the Vision statement, as written, seems to make a broader claim and I would encourage the following revision (or something similar) so that it does not overstep its intended bounds:

Vision:

Scotts Valley City Staff is committed to sustaining is a healthy, safe, and welcoming city, rooted in hometown values and appreciation for the natural environment that surrounds us.

Just for reference purposes, I’ve attached the (still?) ‘official’ Mission statement, dating back to the 1994 General Plan and reviewed during the 2017 General Plan Advisory Committee activity. An updated document (Vision Statement and Guiding Principles) was crafted during that process although it’s not clear what will become of that. But there has always been widespread appreciation of the poetic nature of the opening phrase in that original Mission statement: “...*the environment of a tranquil, verdant forest, and the services of a modern small city*” that I hope will remain available to current and future residents.

Best regards,

Michael Shulman
SV

P.S. – In addition to the missing “d” in “Shared Values” there’s an extra “a” in the “Openhearted” value (We embrace diverse perspectives, strive for fairness and a support a sense of belonging for our staff and community.)

The Mission of the City Government of the Urban Forest of Scotts Valley

(7/5/00 revised)

Our goal is to provide our residents with the environment of a tranquil, verdant forest, and the services of a modern small city that reflects our history, culture and setting.

The City supports the pro-active planning process to achieve the highest quality of life by:

- Protecting the hillside forest which provides the essential character of the valley.
- Developing an urban core characterized by appropriate scale and a safe, attractive atmosphere.
- Fostering a healthy business community which can provide most of the goods and services we need within our own City.
- Improving pedestrian accessibility through the City and the forest around us.
- Encouraging a broadly based housing supply.
- Developing a variety of parks and facilities to address the recreational and cultural needs of a broad spectrum of ages and interests.
- Providing an environment in which we feel safe enough to freely enjoy life.
- Providing efficient, courteous and fiscally sound government services which we all trust.
- Protecting scenic and historic resources.
- Promoting artistic elements in all public and major private developments.

From: jimbofx Melehan <jimbofx@msn.com>
Sent: Friday, February 10, 2023 2:13 PM
To: Jack Dilles <jdilles@scottsvally.gov>
Subject: Fireworks show

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Dear Mayor Dilles,

I am writing to you and your fellow council members to express my support for continuation of the annual Scotts Valley Independence Day Celebration, and especially the fireworks show.

I am aware objections have been raised about the noise and environmental concerns that come along with a fireworks show. But, what the heck, we are only talking about one night out of the year and of that night, the show goes on for less than half an hour. Should the thousands that come to enjoy the show be deprived of it because of the objections of a few who don't want to be inconvenienced for 30 minutes? And how much environmental damage can possibly be done as a result of this relatively small show?

This event is a long standing and cherished part of Scotts Valley's "culture." It provides local non-profits with a chance to fundraise. It brings joy to children who come from throughout the county and beyond to enjoy the evening and the show. It inspires patriotism as we join together to celebrate America!

I sincerely hope that the Council sees fit to continue this wonderful tradition.

Sincerely,

Jim Melehan

Sent from [Mail](#) for Windows

SCOTTS VALLEY ACCOUNTS PAYABLE
02/16/2023 18:01:41 Check Register

CITY OF SCOTTS VALLEY
GL050S-V08.19 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 021623 COMMENT... 02/16/2023 A/P

DATA-JE-ID DATA COMMENT

W-02162023-610 02/16/2023 A/P

Run Instructions:
Jobq Banner Copies Form Printer Hold Space LPI Lines CPI CP SP RT
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BANK	VENDOR	CHECK#	DATE	AMOUNT
BA	GENERAL CHECKING ACCOUNT			
000041	ACC BUSINESS	126090	02/16/23	598.66
005027	ACE PORTABLE SERVICES	126091	02/16/23	1,789.26
005035	AMAZON CAPITAL SERVICES	126092	02/16/23	393.14
005066	APPLIED INDUSTRIAL	126093	02/16/23	579.18
005067	APPLIED REAL ESTATE INSP	126094	02/16/23	1,390.00
001670	AT & T	126095	02/16/23	2,989.33
000097	AT&T	126096	02/16/23	9.55
001593	BENEDICT DDS/NANNETTE	126097	02/16/23	284.00
000437	BRASS KEY LOCKSMITH	126098	02/16/23	4.17
002091	COMCAST	126099	02/16/23	323.27
000037	CRYSTAL SPRINGS WATER CO	126100	02/16/23	32.60
000037	CRYSTAL SPRINGS WATER CO	126101	02/16/23	54.75
005047	CUMMING MANGEMENT GROUP,	126102	02/16/23	1,908.75
000389	DASSEL'S PETROLEUM INC	126103	02/16/23	5,696.19
000778	DEPT OF JUSTICE	126104	02/16/23	211.00
000318	DEPT OF TRANSPORTATION	126105	02/16/23	1,671.73
003160	DIXON & SON TIRE	126106	02/16/23	883.93
001257	EBRAHIMIAN DDS/MARK	126107	02/16/23	1,100.00
003700	GARRISON PLUMBING, INC	126108	02/16/23	16,818.09
005024	GOOD CITY COMPANY	126109	02/16/23	4,800.00
001881	GRAINGER	126110	02/16/23	809.96
000262	GRANITE ROCK COMPANY	126111	02/16/23	296.70
001841	IDEXX LABORATORIES, INC.	126112	02/16/23	1,973.10
003266	INTERGRITY AUTOMOTIVE	126113	02/16/23	1,882.56
001030	LEAGUE OF CA CITIES	126114	02/16/23	6,546.00
001030	LEAGUE OF CA CITIES	126115	02/16/23	300.00
000284	LOGAN & POWELL, LLP	126116	02/16/23	21,969.50
003913	LONG/AMANDA	126117	02/16/23	178.40
003584	MENDOZA/FERNANDO	126118	02/16/23	516.67
000195	MESITI-MILLER ENGINEERIN	126119	02/16/23	24,487.00
000218	MID VALLEY SUPPLY	126120	02/16/23	326.05
003570	MISSION COMMUNICATIONS,	126121	02/16/23	2,835.00
000083	MISSION UNIFORM SERVICE	126122	02/16/23	262.52
000939	NATIONAL COMTEL NETWORK	126123	02/16/23	23.27
001872	NORTH CENTRAL LABORATORI	126124	02/16/23	556.44
004042	PACE ANALYTICAL SERVICES	126125	02/16/23	1,306.00
000101	PACIFIC GAS & ELECTRIC C	126126	02/16/23	166.66
000101	PACIFIC GAS & ELECTRIC C	126127	02/16/23	1,873.74
000723	PIED PIPER INC./THE	126128	02/16/23	66.50
001615	PIONEER AMERICAS LLC 107	126129	02/16/23	4,957.40
004070	QUAD KNOFF, INC.	126130	02/16/23	351.46
.15929	RENEE MIKKELSON	126131	02/16/23	543.00
.15930	RICK FILLMAN	126132	02/16/23	38.00
000134	S.V. WATER DISTRICT	126133	02/16/23	1,650.00
001894	S.V. WATER DISTRICT - BU	126134	02/16/23	86.21
005042	SANTA CRUZ STAFFING LLC	126135	02/16/23	1,134.00
000228	SOIL CONTROL LAB	126136	02/16/23	357.00
003196	SONSRAY MACHINERY	126137	02/16/23	458.64

Check Register

BANK	VENDOR	CHECK#	DATE	AMOUNT	
BA	GENERAL CHECKING ACCOUNT				
	001560 TRITON CONSTRUCTION	126138	02/16/23	1,200.00	
	001366 U.S. BANCORP OFFICE	126139	02/16/23	1,300.62	
	004030 U.S. BANK CORPORATE	126140	02/16/23	34,137.10	
	004032 URETSKY SECURITY	126141	02/16/23	2,683.84	
	003924 VIRTUAL PROJECT MANAGER	126142	02/16/23	1,000.00	
	000443 WALPOLE/STEVE	126143	02/16/23	275.20	
	000154 WINCHESTER AUTO STORES	126144	02/16/23	4.20	
	003971 WIZIX TECHNOLOGY GROUP,	126145	02/16/23	530.98	
	GENERAL CHECKING ACCOUNT			158,621.32	***

SCOTTS VALLEY ACCOUNTS PAYABLE
CITY OF SCOTTS VALLEY
02/16/2023 18:01:41
GL540R-V08.19 PAGE 3

Check Register

BANK	VENDOR	CHECK#	DATE	AMOUNT
REPORT TOTALS:				158,621.32

RECORDS PRINTED - 000144

GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
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001	GENERAL	100,837.03
004	RECREATION	5,690.84
010	WASTEWATER OPERATIONS	18,541.23
011	TERTIARY TREATMENT PLANT	2,478.70
027	POLICE FACILITY BUILDING	815.00
028	SENIOR CENTER	508.63
031	STP EXCHANGE PROJECTS	24,487.00
112	DENTAL INS INTERNAL SERV	1,837.60
123	COMMUNITY FACILITY CENTER	1,927.29
150	GENERAL CAPITAL IMPROVEMENTS	1,146.54
268	PROP 68-PARKS/WATER BOND ACT	351.46
TOTAL ALL FUNDS		158,621.32

BANK RECAP:

BANK	NAME	DISBURSEMENTS
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BA	GENERAL CHECKING ACCOUNT	158,621.32
TOTAL ALL BANKS		158,621.32

SCOTTS VALLEY ACCOUNTS PAYABLE
02/23/2023 18:20:37 Check Register

CITY OF SCOTTS VALLEY
GL050S-V08.19 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 022323 COMMENT... 02/23/23 A/P

DATA-JE-ID DATA COMMENT

W-02232023-614 02/23/23 A/P

Run Instructions:

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BANK	VENDOR	CHECK#	DATE	AMOUNT	
BA	GENERAL CHECKING ACCOUNT				
	003597 ADAMS ASHBY GROUP, INC	126146	02/23/23	4,375.00	
	003534 ADOBE ANIMAL HOSPITAL SO	126147	02/23/23	192.88	
	005068 AGILE OCCUPATIONAL MEDIC	126148	02/23/23	1,780.00	
	001219 ALHAMBRA	126149	02/23/23	192.24	
	005035 AMAZON CAPITAL SERVICES	126150	02/23/23	192.34	
	003758 ASCANI, PSY.D./CORIE L.	126151	02/23/23	250.00	
	001670 AT &T	126152	02/23/23	308.03	
	000097 AT&T	126153	02/23/23	34.04	
	000614 BATTERIES + BULBS #314	126154	02/23/23	182.29	
	000437 BRASS KEY LOCKSMITH	126155	02/23/23	26.30	
	000018 BRINK'S AWARDS & SIGNS	126156	02/23/23	684.17	
	001566 BUSINESS WITH PLEASURE	126157	02/23/23	703.80	
	001633 CAL-WEST LIGHTING & SIGN	126158	02/23/23	1,419.28	
	001659 CALIFORNIA BUILDING	126159	02/23/23	476.41	
	001659 CALIFORNIA BUILDING	126160	02/23/23	132.00	
	003119 CALIFORNIA SOCIETY OF	126161	02/23/23	125.00	
	002091 COMCAST	126162	02/23/23	353.94	
	003043 CSG CONSULTANTS, INC	126163	02/23/23	73,998.44	
	000231 DOCTORS ON DUTY	126164	02/23/23	32.50	
	001537 DYNAMIC PRESS	126165	02/23/23	69.14	
	003253 FIRST ALARM	126166	02/23/23	148.75	
	004023 HOUSEKEYS, INC.	126167	02/23/23	5,000.00	
	004041 INTERWEST CONSULTING GRO	126168	02/23/23	3,230.00	
	003292 KIMLEY-HORN & ASSOCIATES	126169	02/23/23	11,059.15	
	000409 LC ACTION POLICE SUPPLY	126170	02/23/23	1,927.21	
	001243 LIEBERT CASSIDY WHITMORE	126171	02/23/23	5,244.60	
	003942 M-GROUP	126172	02/23/23	31,347.50	
	001815 MC GRATH/TRISH	126173	02/23/23	132.00	
	003684 MILES CHEMICAL COMPANY,I	126174	02/23/23	2,790.46	
	003685 MONTEREY BAY ANALYTICAL	126175	02/23/23	115.00	
	003912 PETTY CASH - AMANDA LONG	126176	02/23/23	193.83	
	003572 REGIONAL GOVERNMENT SERV	126177	02/23/23	1,331.77	
	004031 ROBERT WILLIAM PAYNE JR.	126178	02/23/23	560.00	
	000134 S.V. WATER DISTRICT	126179	02/23/23	5,743.54	
	005042 SANTA CRUZ STAFFING LLC	126180	02/23/23	1,012.50	
	000130 SCOTTS VALLEY FIRE DISTR	126181	02/23/23	254.60	
	000130 SCOTTS VALLEY FIRE DISTR	126182	02/23/23	6,854.72	
	000228 SOIL CONTROL LAB	126183	02/23/23	715.00	
	003757 SWEDBERG ELECTRIC INC.	126184	02/23/23	6,537.60	
	003145 WAGE WORKS	126185	02/23/23	653.17	
	001625 YOSHIDA DDS/NOREEN	126186	02/23/23	379.72	
	GENERAL CHECKING ACCOUNT			170,758.92	***

SCOTTS VALLEY ACCOUNTS PAYABLE
CITY OF SCOTTS VALLEY
02/23/2023 18:20:37
GL540R-V08.19 PAGE 2

Check Register

BANK	VENDOR	CHECK#	DATE	AMOUNT
REPORT TOTALS:				170,758.92

RECORDS PRINTED - 000078

SCOTTS VALLEY ACCOUNTS PAYABLE
CITY OF SCOTTS VALLEY
02/23/2023 18:20:37
GL060S-V08.19 RECAPPAGE

Check Register

GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
----	-----	
001	GENERAL	138,262.49
004	RECREATION	1,425.40
010	WASTEWATER OPERATIONS	9,797.53
011	TERTIARY TREATMENT PLANT	3,198.46
019	AFFORDABLE HOUSING	5,000.00
025	GENERAL TRUST	11,059.15
028	SENIOR CENTER	544.68
035	GREEN BUILDING FUNDING	608.41
077	SKYPARK MAINT ASSESS DIST	129.38
112	DENTAL INS INTERNAL SERV	511.72
123	COMMUNITY FACILITY CENTER	147.87
312	POLICE - BUDGET ACT OF 2016	73.83
TOTAL ALL FUNDS		170,758.92

BANK RECAP:

BANK	NAME	DISBURSEMENTS
----	-----	
BA	GENERAL CHECKING ACCOUNT	170,758.92
TOTAL ALL BANKS		170,758.92

City of Scotts Valley CITY COUNCIL STAFF REPORT

DATE: March 1, 2023

TO: Honorable Mayor and City Council

FROM: Mali LaGoe, City Manager

SUBJECT: **Initiative No. 21-0042A1, The Taxpayer Protection and Government Accountability Act**

SUMMARY OF ISSUE

On Jan. 4, 2022, the California Business Roundtable filed the “Taxpayer Protection and Government Accountability Act” or AG# 21-0042A1. On Feb. 1, 2023, the measure qualified for the November 2024 ballot.

The League of California Cities, along with a broad coalition of local governments, labor and public safety leaders, infrastructure advocates, and businesses, strongly opposes this initiative.

Local government revenue-raising authority is currently substantially restricted by state statute and constitutional provisions, including the voter approved provisions of Proposition 13 of 1978, Proposition 218 of 1996, and Proposition 26 of 2010. The Taxpayer Protection and Government Accountability Act adds and expands restrictions on voters and local government tax and fee authority.

The Taxpayer Protection and Government Accountability Act would amend the California Constitution with provisions that limit voters’ authority and input, adopt new and stricter rules for raising taxes and fees, and may make it more difficult to impose fines and penalties for violation of state and local laws.

The measure puts billions of local government tax and fee revenues at risk statewide with related core public service impacts.

[Full text of Ballot Initiative](#)

MAJOR PROVISIONS

Fees and Charges¹:

- Except for licensing and other regulatory fees, fees and charges may not exceed the “actual cost” of providing the product or service for which the fee is charged. “Actual cost” is the “minimum amount necessary.” The burden to prove the fee or charge does not exceed “actual cost” is changed to “clear and convincing” evidence.
- Requires fees and charges paid for the use of local and state government property and the amount paid to purchase or rent government property to be “reasonable.” These fees and charges are currently allowed to be market-based. Whether the amount is “reasonable” (introducing a new legal standard aiming to force below market fee and charge amounts) must be proved by “clear and convincing evidence.”² The standard may significantly reduce the amount large companies (e.g., oil, utilities, gas, railroads, garbage/refuse, cable, and other corporations) will pay for the use of local public property.
- Prohibits fees on new development based on vehicle miles traveled.

Taxes³:

- Taxes and fees adopted after Jan. 1, 2022, that do not comply with the new rules, are void unless reenacted⁴.
- Invalidates *Upland* decision that allows a majority of local voters to pass special taxes. The measure specifies that taxes proposed by the initiative are subject to the same rules as taxes placed on the ballot by a city council.
- Expressly prohibits local advisory measures which allow local voters to express a preference for how local general tax dollars should be spent.⁵
- Requires voter approval to expand existing taxes (e.g., Utility, Transient Occupancy) to new territory (e.g., annexations) or to expand the tax base (e.g., new utility service)
- New taxes can only be imposed for a specific time period.
- City charters may not be amended to include a tax or fee.
- All state taxes require majority voter approval.

¹ Initiative No. 21-0042A1 (pgs.4-6; Section 1 (a)-(j))

² Initiative No. 21-0042A1 (pg.5; (3))

³ Initiative No. 21-0042A1 (pgs.4-6; Section 1 (a)-(j))

⁴ Initiative No. 21-0042A1 (pg.7; Section 6 (Sec. 2)(g))

⁵ Initiative No. 21-0042A1 (pg.6 (3))

The measure would have significant negative impacts on the City of Scotts Valley operations and core service delivery.

Major examples of affected fees and charges are:

- Nuisance abatement charges, such as for weed, rubbish, and general nuisance abatement to fund community safety, code enforcement, and neighborhood cleanup programs.
- Commercial franchise fees.
- Emergency response fees, such as in connection with DUI.
- Document processing and duplication fees.
- Facility use charges, fees for parks and recreation services.

In addition, the initiative converts administratively imposed fines and penalties into taxes unless a new, undefined, and ambiguous “adjudicatory due process” is followed. This provision may put at risk authority to impose fines and penalties for violations of state and local law.

Reductions on local government tax revenues have impacts on core services and infrastructure for the City of Scotts Valley, including law enforcement, streets and roads, sewer sanitation, parks and affordable housing.

FISCAL IMPACT

There is no fiscal impact to oppose Initiative No. 21-00442A1 however if the initiative is approved, the City’s future revenue sources could be at heightened legal peril.

STAFF RECOMENDATION

Staff recommends Council approve submitting a formal letter of opposition from the Mayor to the Taxpayer Protection and Government Accountability Act to the League of Cities to join in the statewide effort to defeat this initiative.

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SAMPLE OPPOSE LETTER



CITY OF SCOTTS VALLEY

1 Civic Center Drive • Scotts Valley • California • 95066
Phone (831) 440-5600 • www.scottsvally.gov

March 2, 2023

Bismarck Obando
Director of Public Affairs, League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

RE: Letter Opposing Initiative 21-0042A1

On March 1, 2023, the City of Scotts Valley voted to oppose Initiative 21-0042A1, a deceptive, developer-sponsored proposition aimed for the November 2024 statewide ballot that would significantly jeopardize cities' ability to provide essential services and infrastructure for our residents.

The measure includes undemocratic provisions that would make it more difficult for local voters to pass measures needed to fund local services and projects and would limit voter input by prohibiting local advisory measures where voters can express a preference on how they want their local tax dollars spent.

This measure creates new constitutional loopholes that allow corporations to pay far less than their fair share for the impacts they have on our communities, including impacts on local infrastructure and our environment.

This measure also may make it much more difficult for state and local regulators to issue fines and levies on corporations that violate laws intended to protect our environment, public health and safety, and our neighborhoods.

Unless defeated, the measure puts billions of dollars currently dedicated to local services at risk, and could force cuts to fire and emergency response, law enforcement, public health, parks, libraries, affordable housing, services to support homeless residents, mental health services, and more.

Due to Proposition 13, Scotts Valley only receives approximately 6% of property taxes collected in the City and therefore is highly dependent on other local taxes, development fees and assessments. In 2020, the voters of Scotts Valley passed Measure Z to raise \$3.5-\$4 million in additional revenue each year. This initiative would jeopardize the City's ability to renew that revenue source when it sunsets as well address additional budgetary

shortfalls to provide high quality amenities and services to the residents and businesses of Scotts Valley.

The measure benefits wealthy corporations and real estate developers while decimating our local communities and neighborhoods.

You may list the City of Scotts Valley in formal opposition to Initiative #21-0042A1 and include our city as part of the growing coalition of public safety, labor, local government, infrastructure advocates, and other organizations throughout the state opposed to this deceptive proposition.

Sincerely,

Jack Dilles
Mayor
CITY of Scotts Valley

City of Scotts Valley CITY COUNCIL STAFF REPORT

DATE: March 1, 2023

TO: Honorable Mayor and City Council

FROM: Stephanie Hill, Administrative Services Director

APPROVED: Mali LaGoe, City Manager

SUBJECT: **RECEIVE FISCAL YEAR 2022-23 MID-YEAR FINANCIAL
REPORT, INCLUDING PROPOSED BUDGET AMENDMENTS
AND PREPARATION OF THE FY 2023-24 ANNUAL BUDGET**

SUMMARY OF ISSUE

This report provides an update of the City's current financial performance, including a Mid-Year Financial Review for FY 2022-23. The Mid-Year Financial Review covers a six-month period from July 1, 2022 through December 31, 2022 and identifies mid-year revenue and expenditure trends for all City funds, and a proposed budget amendment for adoption.

This report also recommends that the City Council consider adoption and/or provide feedback on a set of budget principles that will help guide staff in preparing the FY 2023-24 annual budget and receive the timeline for the preparation of the FY 2023-24 annual budget.

FY 2022-23 Mid-Year Financial Review (through December 31, 2022)

Staff analyzed revenues and expenditures for all City funds during the first half of the current Fiscal Year. In general, some expenditures are trending below FY 2022-23 budgeted amounts. Some tax revenues are trending above FY 2022-23 budgeted amounts, however, are offset by delays in other revenues shifted out to FY 2023-24.

These trends are the result of many factors, including Scotts Valley's ongoing recovery from the COVID-19 pandemic and its associated economic impacts. The City Council's adoption of the FY 2022-23 budget incorporated analysis on the overall financial health of the City with great emphasis on the performance and future needs of the General Fund. The budget also included funding to address the City's strategic goals of ensuring long-term financial stability, supporting economic development, enhancing operational efficiencies and maintaining residents' quality of life.

Items of importance are highlighted below:

General Fund Expenditures (Fund 001)

The General Fund operating expenditures are projected to be on target with the budget. This is primarily the result of offsetting items such as savings from vacancies, offset with increases in workers compensation premium cost and other expenditure items.

General Fund Revenues (Fund 001)

Recurring General fund revenues have performed better than originally anticipated, with some offsetting one-time and other revenues pushed out to anticipated FY2023-24 recognition. In total, General Fund revenues are projected to be roughly \$1 million (or 5%) under budget, with a favorable change in the Transfers Out of \$3.66 million from budget and including a \$1.4 million ARPA deferral from FY2021-22, creating a favorable impact to the projected year end fund balance of \$2.66 million.

Revenue and Transfer Amendments	Adopted Budget	Amended Budget	Revenue Changes for FY22/23	Transfer Changes for FY22/23
Local Taxes (Sales, Property, Business, TOT, VLF)	10,801,672	12,018,236	1,216,564	-
American Rescue Plan Act Tranche 1 from prior year		1,406,262	0	1,406,262
Federal Earmark Project Funds (Vinehill School Childcare Facility)	1,400,000	0	(1,400,000)	1,400,000
Successor Agency Loan Repayment	850,000	0	(850,000)	850,000
Other (Investment earnings)	(13,748)	25,000	38,748	-
Total Revenue and Transfer Amendments			(994,688)	3,656,262
Net Surplus (Deficit)			2,661,574	

Wastewater Fund Expenditures (Fund 010 and 012)

The Wastewater fund has a planned multiyear capital project for SCADA upgrades that is being expedited to be pulled fully into FY 2022-23. It will be utilizing savings in the Operations Fund 010 to fund the Capital Reserve Fund 012, net zero impact to the Wastewater Fund overall.

FY 2022-23 GENERAL FUND YEAR-END FUND BALANCE PROJECTION AND PROPOSED BUDGET AMENDMENT

The table below summarizes the FY 2022-23 year-end fund balance projection, considering projected revenue and expenditure trends discussed above. The beginning fund balance is reduced by \$650,499 based in the projected audited results of FY 21/22. This combined with the reduced transfers out and reduced revenue projections results in a reduction of the planned use of fund balance by just over \$2 million.

General Fund (Fund 001)	Adopted Budget FY 2022-23	Amended Budget FY 2022-23	Budget vs Amended Over (Under)
Beginning Fund Balance (07/01/2022)	9,030,350	8,379,851	(650,499)
Revenues	19,003,869	18,009,181	(994,688)
Expenditures	19,841,430	19,841,430	-
Transfer In (Out)	(3,899,183)	(242,921)	3,656,262
Net Surplus (Deficit)	(4,736,744)	(2,075,170)	2,661,574
Ending Fund Balance (06/30/2023)	4,293,606	6,304,681	2,011,075

GUIDING BUDGET PRINCIPLES AND ANNUAL BUDGET DIRECTION

Each year, the City Council provides direction to the City Manager regarding the preparation of the annual budget for the succeeding year, a good practice used by local governments to guide staff's preparation of the annual budget, and as a basis for evaluating budget proposals included in the proposed budget.

Staff recommends adopting the Guiding Budget Principles, as established in the prior fiscal year, that will serve as a basis for preparing the annual budget and its evaluation when it is brought before the City Council at the budget public hearing in June. See Exhibit A.

The following milestones are presented as placeholders in preparing and adopting the City's FY 2023-24 Annual Budget:

Date/Month	Meeting Forum	Activity
March	Internal Staff	Staff preparation of draft budget in OpenGov
April	Budget Subcommittee	2 - 3 subcommittee meetings to review draft budget

May 17th	Regular Meeting	Preliminary fee schedule review
June 7th	Regular Meeting	Preliminary Budget for FY 2023-24
June 7th	Regular Meeting	Public hearing on proposed fee schedule
June 21st	Regular Meeting	Budget Adoption
June 23rd	Internal Staff	Budget Publication

FISCAL IMPACT

There is no fiscal impact as a result of accepting the attached report and providing direction to the City Manager to amend the FY 2022-23 Adopted Budget.

There is no fiscal impact as a result of adopting Guiding Budget Principles and providing direction to the City Manager for the preparation of the FY 2023-24 Annual Budget.

STAFF RECOMMENDATION

It is recommended that the City Council takes the following actions:

1. Accept FY 2022-23 Mid-Year Financial Report through December 31, 2022.
2. Approve Resolution No. 630.42.1 Amending the FY 2022-23 Annual Budget.
3. Approve Resolution No. 630.42.2 Adopting Guiding Budget Principles for use in preparing the FY 2023-24 Annual Budget.

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RESOLUTION NO. 630.42.1

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS
VALLEY AMENDING THE FY 2022-23 ADOPTED BUDGET**

WHEREAS, the City Council approved the Fiscal Year (FY) 2022-23 Annual Budget for the City of Scotts Valley on June 15, 2022, by Resolution 630.42; and

WHEREAS, staff conducted financial analysis using data from the draft FY 2021-22 Annual Comprehensive Financial Report (ACFR) and other financial performance measures, including year-to-date information about FY 2022-23 actual revenues and actual expenditures; and

WHEREAS, staff is recommending the City Council amend the FY 2022-23 Adopted Budget to provide a more accurate reflection of the City's financial activities and overall financial position; and

WHEREAS, City Council approval is needed to amend the FY 2022-23 Adopted Budget.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the City Council of the City of Scotts Valley that the FY 2022-23 Adopted Budget is amended in the manner described below:

Fund 001 - General Fund	FY2022-23 Adopted	FY2022-23 Amended	Increase (Decrease)
Beginning fund balance	9,030,350	8,379,851	(650,449)
Revenues	19,003,869	18,009,181	(994,688)
Transfers In (Out)	(3,899,183)	(242,921)	3,656,262
Projected Ending Fund Balance	4,293,606	6,304,681	2,011,075

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 1st day of March, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED: _____
Jack Dilles, Mayor

ATTEST: _____
Cathie Simonovich, City Clerk

RESOLUTION NO. 630.42.2

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY
ADOPTING GUIDING BUDGET PRINCIPLES AND BUDGET CALENDAR
FOR FISCAL YEAR 2023-24**

WHEREAS, the City of Scotts Valley is developing the annual budget for Fiscal Year (FY) 2023-24, with Guiding Budget Principles being integral resources fundamental to the annual budget development process; and

WHEREAS, adoption of the annual budget is an integral part of the City's strategic planning and management functions, as it assigns scarce resources to the programs and services provided to the community and ultimately reflects the mission and values of the organization as well as ensuring the long-term fiscal sustainability of City operations; and

WHEREAS, to anchor good financial planning, focus budget preparation, support fiscal sustainability and linkage to organizational goals, a set of guiding budget principles were prepared, drawn from state and national best practices; and

WHEREAS, the Guiding Budget Principles provide principles for numerous policy areas including the following: budgeting, fund balance/reserves, fiscal sustainability planning, ongoing resources and operations, use of one-time resources, capital project budgeting, debt management, and other financial matters; and

WHEREAS, such principles are consistent with the City's strategic plans and priorities and will support the long-term health of the organization.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED as follows:

The City Council of the City of Scotts Valley hereby adopts the attached FY 2023-24 Guiding Budget Principles to be used in preparation of the City's annual budget.

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 1st day of March, 2023 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Approved: _____
Jack Dilles, Mayor

Attest: _____
Cathie Simonovich, City Clerk

EXHIBIT A

City of Scotts Valley Proposed Guiding Budget Principles for FY 2023/24 Annual Budget

It is recommended that the City Council establish a set of budget principles to guide current and future policy makers and staff to ensure the long-term financial sustainability of the City. The budget principles that are listed below are presented as a starting point for consideration and reflect best practices of other local agencies throughout California and the United States. The set that is ultimately approved by Council may result in new or updated Council policy.

Budgeting Policies

1. Budget development will be guided by a long-term financial plan proposed by the City Manager and adopted by the City Council and should include considerations such as the cost of deferred maintenance and unfunded liabilities.
2. The budget must be balanced. Specifically, revenue must be equal to or greater than expenses. The total expenses of a department in the new fiscal year will be their expenses from the current fiscal year as modified by MOU changes and minor increases in services and supplies to the extent resources allow. All departments are expected to review their sources of revenue for correctness and validity. All departments are expected to evaluate the impact of uncertainties to revenues and adjust expenditures accordingly.
3. There will be no unfunded positions included in the budget or staffing resolution. Vacancy Review will be utilized to create budget flexibility in case of loss of revenue, and to ensure the need exists for filling positions. All positions will be reviewed. Any new positions will consider: new revenue for the position to cover the cost of the position and indirect and overhead costs; the need for the position to meet Council Goals; and a reasonable expectation that there will be an ongoing funding stream for any new position.
4. The 2023-24 budget will only use reserve funds for emergency and one-time expenditures or for purposes that the reserve is designated to fund. Every effort will be used to preserve reserve funds at designated levels.
5. The City Manager is authorized to approve administrative adjustments to the adopted budget or reallocate appropriations among departments or divisions within a fund, as long as those changes do not significantly impact policy or affect budgeted year-end fund balances. Any revisions that increase total appropriations in any given fund must be approved by the City Council.

EXHIBIT A

Reserve Policies

6. General Fund reserves should be maintained at a minimum of 17% (or two months) of annual operating expenditures, with a target reserve goal of 30% (three months) of annual operating expenditures, and in no event should be planned to fall below 10% in any year in the long-range forecast beyond the first year.
7. Funding assignments in the General Fund will be used to plan for current and future needs including pension contributions, facility planning, IT infrastructure, economic development activities, economic uncertainty, and general purpose. These assignments reflect the Council's Goals and intent to plan for future investments but are not restricted their assigned use and can be modified as needed to meet the City's needs.
8. Recreation Enterprise Fund reserves have no established minimum reserve, but are expected to be fully supported by the General Fund through fund transfers where necessary to the extent that recreation program revenues and facility rental charges are insufficient to cover operating costs.
9. Wastewater Operations Enterprise Fund should maintain a minimum of 50% (or six months) of annual operating expenditures to meet cash flow needs, plus a \$1 million emergency reserve for seismic/catastrophic events, both of which would be incorporated in the Wastewater rate model to plan for future wastewater service rates.

Ongoing Resources and Operations

10. Every effort will be made to restore the level of service provided pre-pandemic, understanding that this will require some departments and programs to reorganize, partner with contracted vendors, and/or invest in time-saving technology.
11. Ongoing expenditures should be supported by ongoing revenues.
12. The City will seek to avoid dependence on temporary or unstable revenues to fund mainstream municipal services where possible.
13. Charges for services should maximize recovery of the full cost of related services, including direct operating costs, and other indirect costs such as capital and overhead costs. Recreation services will seek to fully recover costs where possible.

Use of One-Time (Windfall) Resources

14. One-time revenues will not be used for ongoing expenditures on a continuous basis.
15. Unpredictable revenues, such as those derived from the sale of surplus land assets or inventory, will be treated as one-time revenue and will not be used to support ongoing expenses.

EXHIBIT A

16. One-time resources may only be used to support one-time expenses such as capital investments or to replenish reserves.

Capital Projects

17. When capital projects are considered, all associated costs - including annual operating expenses, debt services, and any additional future costs - will be identified in order to properly assess future financial impacts.
18. Investment in technology will be continued.

Fiscal Sustainability Planning

19. To the extent that the long-range financial forecast indicates a structural gap between projected annual revenues and expenditures, the City will update its existing fiscal sustainability plan or develop and implement a new fiscal sustainability plan to ensure General Fund reserves stay within the reserve policies established by the City Council.
20. Any structural gap in a long-term financial forecast will be addressed in such a way that it is eliminated no later than the final year of the long-range financial forecast (not to exceed 10 years).
21. Service level reductions will be implemented if other strategies are not possible or cannot be achieved in a timely fashion.
22. There will be a high level of fiscal discipline by the Department Heads, Budget Subcommittee, City Manager and City Council. Every effort will be made to maximize City assets, achieve a high level of funding for employee retirement promises, evaluate cost per service item and develop and maintain contracts with vendors within Scotts Valley.

Debt Management

23. Debt will not be used to support ongoing operations.
24. Capital leases may be used as a mid-term borrowing arrangement for fleet, equipment, and technology uses to the extent that the imputed interest rate in any such capital lease is competitive with existing long-term borrowing rates, considers potential maintenance cost savings for assets under the capital lease, and that such costs are incorporated into the long-range financial forecast.
25. Long-term borrowing (three years or more) for capital facilities will be considered as an appropriate method of financial facilities that benefit more than one generation of users and to the extent that existing reserves or other one-time resources are not available.

EXHIBIT A

Other Matters

26. The Wastewater Enterprise fund shall reflect the true cost of operation, including direct and indirect costs of services provided by the General Fund, and be self-reliant upon fees and/or use rates paid by ratepayers.
27. Private development of residential, commercial and/or industrial properties shall pay its fair share of capital improvements that are necessary to serve the development and should not be subsidized by public funds.
28. If the City contributes funds to Non-Profit or Community Partners for other than the purchase of services, it will give priority to one-time initiatives (as opposed to operational subsidies), and to those who demonstrate collaboration with other Community Partners. Funding will be adjusted based upon discretionary revenues available as with other City departments. Loans and advances will not be considered unless extraordinary events occur and must be secured.

City of Scotts Valley CITY COUNCIL STAFF REPORT

DATE: March 1, 2023

TO: Honorable Mayor and City Council

FROM: Chris Lamm, Public Works Director/City Engineer

APPROVED: Mali LaGoe, City Manager

**SUBJECT: WASTEWATER TREATMENT PLANT SCADA/PLC AND
COMPUTER SYSTEM UPGRADES**

SUMMARY OF ISSUE

Background

At the City Council strategic planning session in February 2023, a Council goal was established to prioritize implementation of critical Wastewater infrastructure projects.

In March of 2020 a 'Condition Assessment and Process Review' report was developed for the City of Scotts Valley Wastewater Treatment and Reclamation Facility. The key findings of the report were that the treatment plant is dealing with aging infrastructure, as it was constructed in 1993 and has not seen major upgrades and utilizes outdated technologies.

Several projects are listed within the Wastewater CIP funds to ensure that the Wastewater Treatment plant is operating efficiently, able to maintain compliance with the requirements of the State Water Board, and will maintain operations through unexpected natural disasters. The upgrades to the existing Supervisory Control and Data Acquisition (SCADA) and Programmable Logic Controller (PLC) were identified as key components to update in a series of projects identified as essential infrastructure for the City of Scotts Valley. The SCADA and PLC function as the monitoring and control devices for the various systems and operations at the plant. Operators utilize the controls system to monitor effluent levels, alarms, and control pumps and other mechanical operations both on-site and remotely when on-call in a limited capacity.

Through the Capital Improvement Program (CIP), the City allocated funds to upgrade the existing SCADA and PLC at the Wastewater Treatment Plant. Funds are allocated in the current and over the next 2 fiscal years to complete the upgrades. The improvements also require the upgrade of computers and software components which are operating past their useful life.

The Wastewater Reclamation Facility Option Study, completed in August 2022 re-affirmed the need to complete short-medium term projects like the SCADA/PLC Upgrades while the ultimate plan for the future of the facility is determined.

Analysis

While funds were programmed in the CIP over the course of three years to complete the upgrades, multiple failures in the systems over the course of the recent winter storms has caused staff to re-evaluate the priority and recommend advancement of the full project at this time.

The upgrades consist of two sets of improvements. The first are upgrades to the computer and software systems that operate the SCADA and PLCs. The proposal totaling \$151,775 includes migrating operations to the most current hardware and software versions. Redundancy will be built into the system allowing a secondary system to allow continuous operation of the SCADA systems. The proposal includes purchase and installation and commissioning and testing services to ensure operation functionality is achieved as well as training for Wastewater staff on the new system.

The second set of upgrades consists of upgrading PLCs at 7 locations throughout the plant and migrating panel view controllers at 3 additional locations. The migration plan allows for individual PLC panels to be migrated one at a time maintaining operational functionality for the rest of the plant processes. Each PLC will experience some downtime during final migration. The scope of work including furnishing, installation, testing and startup, and staff training is \$359,355.

Sycal Engineering Inc., is the City's representative vendor for Wonderware (Aveva) software which is the functioning software program in the SCADA system. Staff reviewed the proposals and took into consideration the size of company, estimated cost to perform the work, and previous work performed for the City of Scotts Valley. The consultant has over 20 years of experience with technical hands-on experience in design and installing automated control systems. SyCal Engineering responded after hours in recent storm events on short notice to assist staff with trouble shooting issues with the existing outdated systems.

FISCAL IMPACT

The project is included within the Adopted Fiscal Year 2022-23 Capital Improvement Program, CIP-2, and is funded with \$55,000 of Wastewater Capital Reserve Fund. Future allocations of funding were planned in FY23/24 and FY24/25 in the amounts of \$150,000 and \$350,000, respectively.

A transfer of anticipated saving from the FY2022/23 operating fund to the Wastewater Capital Reserve Fund is proposed to allow the advancement of the full project at this time.

There is no impact to the general fund.

STAFF RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute an agreement in a form acceptable to the City Attorney in an amount up to \$562,243 (including 10% contingency) with Sycal Engineering for the Computer and Software and SCADA / PLC Upgrades Project

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Proposal

City of Scotts Valley Reclamation Plant SCADA Upgrade

***Proposal # B220108 SCADA Revision A
January 17, 2023***

Revision A: Updated hardware to the latest model offerings and to include 5-year pro support and 4 hour response time. Modified Alarming system by removing redundant Win911 software and utilizing existing backup dialer. Added Microsoft Office for Excel reports.



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III. APPENDIX A

System Architecture

TECHNICAL SCOPE

1. DESCRIPTION

- 1.1 **SyCal Engineering** will provide engineering, materials, and installation to upgrade the SCADA computer hardware and software at the City of Scotts Valley Reclamation facility.
- 1.2 The existing SCADA computer hardware and software system will be migrated to the most current computer hardware and software versions. Redundancy will be built into the system, so that if some of the computer hardware were to fail, a secondary system can be used for SCADA. The design will incorporate the use of VM (virtual machine) technology. See Appendix A for a system architecture drawing of the proposed system.

2. SCOPE OF WORK – SYCAL

- 2.1 **SyCal** will provide the following material.

Make	Model Number	Qty	Description
Dell	PowerEdge T550	1	WW-HOST01-Server. 4 Virtual Machines. Pro support Plus and 4 Hr. Mission Critical. 60 Months.
Dell	PowerEdge T550-B	1	WW-DC02-Server. Domain Controller Secondary. Pro support Plus and 4 Hr. Mission Critical. 60 Months.
Dell	PowerEdge 3660	1	WW-INTOUCH02-Tower Workstation. Intouch Secondary. Pro support Plus and 4 Hr Onsite Services (7x24). 60 Months.
Wonderware	IT Services	Lot	IT Services (Configure one host server and build 4 virtual machines
Dell	Smart UPS 1500	1	Dell EMC SmartUPS 1500W SmartConnect 120V. 3 years support w/ 3 year extended warranty

Dell	P2422H	3	24" Monitor. Pro support with Advanced Exchange Service. 60 Months.
Microsoft	DG7GMGF0D5RK00 04COM	16	Microsoft Windows Server 2022 Standard 2 VLic core License Pack Commercial
Microsoft	DG7GMGF0D7FZ00 02COM	1	Microsoft Office LTSC Standard 2021 VLic Commercial
Microsoft	DG7GMGF0D7HX0009 COM	5	Microsoft Windows Server 2022 Remote VLic Desktop Services 1 User CAL
Microsoft	DG7GMGF0D5VX 0006COM	5	Microsoft Windows Server 2022 1 Device VLIC CAL Commercial
VMWare	VS8-STD-C	1	VSPH 8 STD 1 PROC LICS
VMWare	VS8-STD-3P-SSS-C	1	VMware Support and Subscription Production-Technical support (v. 8) - processor
** Wonderware	HSTSTD-02-C-20	1	AVEVA Historian Client Desktop 2020, Concurrent User Single, SN# 601961 UpgC, AVEVA Historian 2020, Standard 500 Tag
** Wonderware	HSTCLT-01-C-20	3	AVEVA InTouch HMI 2020 Workstation 60K Tag with I/O, SN# 705087, 1728950, 1728951 UpgC, AVEVA Historian Client Desktop 2020, Concurrent User Single
** Wonderware	INTCH-06-C-20	2	AVEVA InTouch HMI 2020 Workstation 60K Tag with I/O RDS FLB, SN# 610931, 1728949 UpgC, AVEVA InTouch HMI 2020 Workstation 60K Tag with I/O
** Wonderware	AVCAL-01-C-19	1	CF# 37644 Customer FIRST - Add to Existing - Historian Exp 8/1/23, SN# 1728952 UpgC, AVEVA CAL without MS CAL, Single
** Wonderware	RPTOPS-02-C-20	1	CF# 37644 Customer FIRST - Add to Existing - WW HMI SCADA Exp 8/1/23, SN# 1850394 UpgC, AVEVA Reports for Operations 2020, 250 Tags

Win911	WIN-911/PRO-INTERACTIVE	1	WIN-911 PRO upgrade to WIN-011 Interactive Includes one-year Customer Care
Win911	WIN-911/IPPBX	1	Grandstream VoIP PBX for up to 2 analog voice lines. U.S. power adapter included. GRANDSTREAM IP PBX: UCM6302
Microsoft		1	Office Professional 2021. Used for Excel reporting

**** Software license upgrades included in annual perpetual support contract due to expire 8/1/23**

- 2.2 **SyCal** will provide computer hardware and software configuration and setup services to provide a complete working SCADA system. The upgraded system will operate similarly to current system but with additional remote user access and redundancy.
- 2.3 **SyCal** will provide application conversion programming to upgrade the Win911 alarm notification application from Version 7 Pro to the Interactive version. The Win911 system will have redundancy by utilizing the existing backup dialer. The Win911 computer will communicate using ethernet to a PBX to Analog phone line converter for voice calls. Email and SMS text will be part of the new system.
- 2.4 **SyCal** will commissioning and testing services to ensure that the proposed functionality is operational at the completion of the project. This includes the ability for local and remote users to view and control the plant using Wonderware Intouch. Also, the reporting ability for plant data will be supported in the project.
- 2.5 **SyCal** will train users on the upgrade SCADA system.

3. SCOPE OF WORK – OTHERS

- 3.1 IT services that include remote user connectivity, and email server access shall be provided by others.

4. CLARIFICATIONS AND EXCLUSIONS

- 4.1 The city currently has comprehensive support for the existing Wonderware AVEVA licenses. Additional licenses that are included in

the scope of this project will require additional comprehensive support agreements. Those costs are included in the project. The costs are prorated to the end of the term for the existing licenses (August 2023). Renewal of the licenses in August are not included in the cost of this proposal.

PROJECT MANAGEMENT

5. PROJECT EXECUTION

- 5.1 The project shall be executed at the City of Scotts Valley's Reclamation plant located at 700 Lundy Lane, Scotts Valley CA.

6. SCHEDULE

- 6.1 The schedule will be coordinated with the plant personnel.

7. COST

- 7.1 The estimated cost to perform the work is \$ 151,775. Aveva Wonderware pricing will increase in April 2023. Other supplier material costs may increase in the future. The estimated price may increase to incorporate the supplier price increases.

- 7.1.1 Optional Wonderware Flex Licensing: Wonderware offers 2 types of licensing. This quote includes the existing type of licensing called perpetual. Optionally, flex licensing is available which may provide a cost savings for the project.

- 7.2 Any additional labor, if requested, shall be billed at our following standard hourly rates:

Senior Control Systems Engineer	\$185.00
Control Systems Engineer	\$170.00

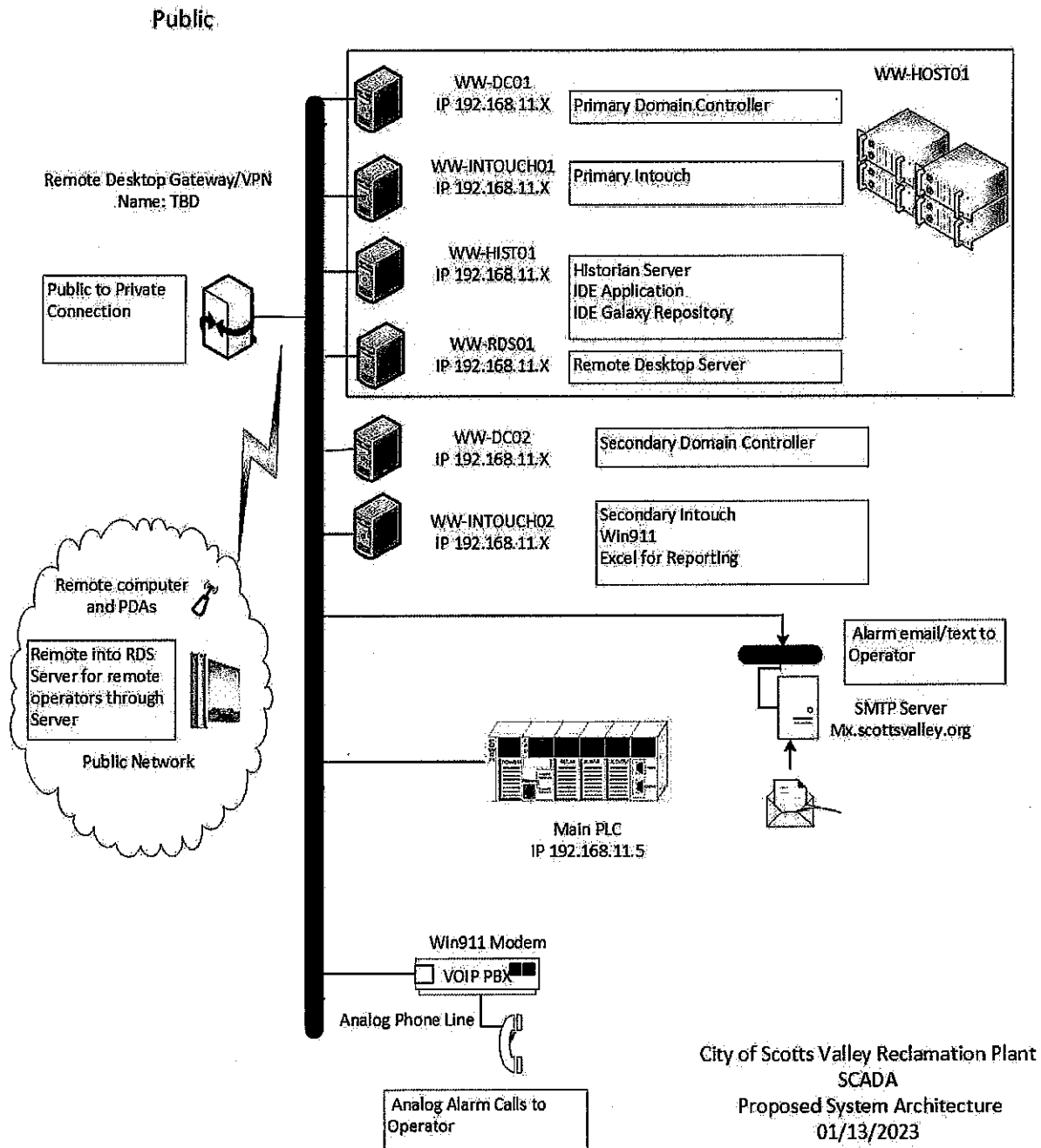
- 7.3 Expenses and materials are charged at cost + 18%.
- 7.4 Shipping charges and taxes are not included in this total and will be added to our invoices when applicable.

8. PAYMENT SCHEDULE

8.1 Payment shall be made when work is performed.

8.2 Terms are Net 30 Days.

Domain: SVRECSCADA



City of Scotts Valley Reclamation Plant
SCADA
Proposed System Architecture
01/13/2023
Sheet 1 of 1
Rev. B

Proposal

City of Scotts Valley Reclamation PLCs and Panelviews Upgrade

*Proposal # B220108 PLC Revision A
January 17, 2023*



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7. COST
8. PAYMENT SCHEDULE

TECHNICAL SCOPE

1. DESCRIPTION

- 1.1 **SyCal Engineering** will provide engineering, materials, and installation to migrate the existing PLCs and Panelviews to the most current offerings from Rockwell Automation. The work will be performed at the City of Scotts Valley's Reclamation plant.
- 1.2 The following PLCs will be migrated: IPS PLC1, FES PLC2, WAS PLC4, TERTIARY PLC5, TERTIARY FILTER PLC7, and EFFLUENT PLC20.
- 1.3 The following Panelviews will be migrated: TERTIARY, TERTIARY FILTER and EFFLUENT.

2. SCOPE OF WORK – SYCAL

- 2.1 **SyCal** will provide the following material for IPS PLC1.

Qty	Manuf.	Model Number	Description
1	Rockwell	1492-CH1746-10	SLC 500 to 5069 CompactLogix conversion system chassis, 10 Slot
1	Rockwell	5069-L320ER	CompactLogix 5380 Controller, 2MB, 16 I/Os, 40 nodes, Standard
1	Rockwell	5069-RTB64-SCREW	Power terminal RTB kit for CompactLogix 5380 Controllers and 5069-AEN2TR. Contains both 4 and 6 pin Screw type RTB
1	Rockwell	5069-IY4	5069 Compact I/O 4 Channel Universal Voltage/Current/RTD/TC Analog Input Module, 16 bit resolution, 1ms channel update rate, analog scaling
1	Rockwell	1492-CM1746-M06	SLC 500 to 5069 CompactLogix conversion module, 1746-NI4 to 5069-IY4
2	Rockwell	5069-OF4	5069 Compact I/O 4 Channel Voltage/Current Analog Output Module, 16 bit resolution, 1ms channel update rate, forcing, analog scaling, hold last state
2	Rockwell	1492-CM1746-M10	SLC 500 to 5069 CompactLogix conversion module, 1746-NO4I to 5069-OF4, 1746-NO4V to 5069-OF4
2	Rockwell	5069-FPD	5069 Compact I/O Field Potential Distributor Module
2	Rockwell	5069-RTB6-SCREW	5069 Compact I/O 6 pin Screw type RTB packed kit
2	Rockwell	5069-IA16	5069 Compact I/O 16 channels AC input modules, supporting both 120 & 240 VAC signals
2	Rockwell	1492-CM1746-M01	SLC 500 to 5069 CompactLogix conversion module, 1746-IA16 to 5069-IA16, 1746-IM16 to 5069-IA16, 1746-IB16 to 5069-IB16, 1746-ITB16 to 5069-IB16
4	Rockwell	5069-OX4I	5069 Compact I/O 4 Channel Normally open/Normally Closed individually isolated type Relay Output Module, 2 tier fault mode, hold last state
4	Rockwell	5069-RTB18-SCREW	5069 Compact I/O 18 pins Screw type terminal block kit
1	Rockwell	1606-XLB120E	1606-XLB120E: Basic Power Supply, 24-28V DC, 120 W, 100-120V /200-240V AC Input Voltage,5.0 A
1	Rockwell	1606-XLB240E	1606-XLB240E: Basic Power Supply, 24-28V DC, 240 W, 90-264V AC Input Voltage,10.0A
1	Prosoft	ANX4ABDHRI	AN-X4-AB-DHRIO ETHERNET/ IP TO DH+/REMOTE I/O
1	Rockwell	1783US8	1783-US8T STRATIX 2000 UNMANAGED ETHERNET SWITCH

2.2 SyCal will provide the following material for FES PLC2.

Qty	Manuf.	Model Number	Description
1	Rockwell	1492-CH1746-13	SLC 500 to 5069 CompactLogix conversion system chassis, 13 Slot
1	Rockwell	5069-L330ER	CompactLogix 5380 Controller, 3MB, 31 I/Os, 60 nodes, Standard
1	Rockwell	5069-RTB64-SCREW	Power terminal RTB kit for CompactLogix 5380 Controllers and 5069-AEN2TR. Contains both 4 and 6 pin Screw type RTB
4	Rockwell	5069-IY4	5069 Compact I/O 4 Channel Universal Voltage/Current/RTD/TC Analog Input Module, 16 bit resolution, 1ms channel update rate, analog scaling
4	Rockwell	1492-CM1746-M06	SLC 500 to 5069 CompactLogix conversion module, 1746-NI4 to 5069-IY4
2	Rockwell	5069-OF4	5069 Compact I/O 4 Channel Voltage/Current Analog Output Module, 16 bit resolution, 1ms channel update rate, forcing, analog scaling, hold last state
2	Rockwell	1492-CM1746-M10	SLC 500 to 5069 CompactLogix conversion module, 1746-NO4I to 5069-OF4, 1746-NO4V to 5069-OF4
2	Rockwell	5069-FPD	5069 Compact I/O Field Potential Distributor Module
2	Rockwell	5069-RTB6-SCREW	5069 Compact I/O 6 pin Screw type RTB packed kit
4	Rockwell	5069-IA16	5069 Compact I/O 16 channels AC input modules, supporting both 120 & 240 VAC signals
4	Rockwell	1492-CM1746-M01	SLC 500 to 5069 CompactLogix conversion module, 1746-IA16 to 5069-IA16, 1746-IM16 to 5069-IA16, 1746-IB16 to 5069-IB16, 1746-ITB16 to 5069-IB16
2	Rockwell	5069-OX4I	5069 Compact I/O 4 Channel Normally open/Normally Closed individually isolated type Relay Output Module, 2 tier fault mode, hold last state
2	Rockwell	5069-RTB18-SCREW	5069 Compact I/O 18 pins Screw type terminal block kit
1	Rockwell	1492-CH1746-7	SLC 500 to 5069 CompactLogix conversion system chassis, 7 Slot
1	Rockwell	5069-AENTR	5069 Compact I/O EtherNet/IP Adapter, Dual Ethernet port, 10/100/1000Mbps, supports up to 31 I/O modules, IP address rotary switch (last Octal)
1	Rockwell	5069-RTB5-SCREW	Power terminal RTB kit for 5069-AENTR.
8	Rockwell	5069-OX4I	5069 Compact I/O 4 Channel Normally open/Normally Closed individually isolated type Relay Output Module, 2 tier fault mode, hold last state
8	Rockwell	5069-RTB18-SCREW	5069 Compact I/O 18 pins Screw type terminal block kit
1	Rockwell	1606-XLB120E	1606-XLB120E: Basic Power Supply, 24-28V DC, 120 W, 100-120V /200-240V AC Input Voltage, 5.0 A
1	Rockwell	1606-XLB480E	1606 XLB Power Supply 480W 24V, 20A DC OK relay
1	Prosoft	ANX4ABDHRI	AN-X4-AB-DHRIO ETHERNET/ IP TO DH+/REMOTE I/O
1	Rockwell	1783US8	1783-US8T STRATIX 2000 UNMANAGED ETHERNET SWITCH

2.3 SyCal will provide the following material for WAS PLC4:

Qty	Manuf.	Model Number	Description
1	Rockwell	1492-CH1746-10	SLC 500 to 5069 CompactLogix conversion system chassis, 10 Slot
1	Rockwell	5069-L320ER	CompactLogix 5380 Controller, 2MB, 16 I/Os, 40 nodes, Standard
1	Rockwell	5069-ECR	Includes (1) 5069-ECR: 5069 End cap
1	Rockwell	5069-RTB64-SCREW	Power terminal RTB kit for CompactLogix 5380 Controllers and 5069-AEN2TR. Contains both 4 and 6 pin Screw type RTB
2	Rockwell	5069-IY4	5069 Compact I/O 4 Channel Universal Voltage/Current/RTD/TC Analog Input Module, 16 bit resolution, 1ms channel update rate, analog scaling
2	Rockwell	1492-CM1746-M06	SLC 500 to 5069 CompactLogix conversion module, 1746-NI4 to 5069-IY4
2	Rockwell	5069-OF4	5069 Compact I/O 4 Channel Voltage/Current Analog Output Module, 16 bit resolution, 1ms channel update rate, forcing, analog scaling, hold last state
2	Rockwell	1492-CM1746-M10	SLC 500 to 5069 CompactLogix conversion module, 1746-NO4I to 5069-OF4, 1746-NO4V to 5069-OF4
2	Rockwell	5069-FPD	5069 Compact I/O Field Potential Distributor Module
2	Rockwell	5069-RTB6-SCREW	5069 Compact I/O 6 pin Screw type RTB packed kit
3	Rockwell	5069-IA16	5069 Compact I/O 16 channels AC input modules, supporting both 120 & 240 VAC signals
3	Rockwell	1492-CM1746-M01	SLC 500 to 5069 CompactLogix conversion module, 1746-IA16 to 5069-IA16, 1746-IM16 to 5069-IA16, 1746-IB16 to 5069-IB16, 1746-ITB16 to 5069-IB16
2	Rockwell	5069-OX4I	5069 Compact I/O 4 Channel Normally open/Normally Closed individually isolated type Relay Output Module, 2 tier fault mode, hold last state
2	Rockwell	5069-RTB18-SCREW	5069 Compact I/O 18 pins Screw type terminal block kit
1	Rockwell	1606-XLB120E	1606-XLB120E: Basic Power Supply, 24-28V DC, 120 W, 100-120V /200-240V AC Input Voltage,5.0 A
1	Rockwell	1606-XLB240E	1606-XLB240E: Basic Power Supply, 24-28V DC, 240 W, 90-264V AC Input Voltage,10.0A
1	Prosoft	ANX4ABDHRI	AN-X4-AB-DHRIO ETHERNET/ IP TO DH+/REMOTE I/O
1	Rockwell	1783US8	1783-US8T STRATIX 2000 UNMANAGED ETHERNET SWITCH

2.4 SyCal will provide the following material for TERTIARY PLC5 and Panelview 1400e:

Qty	Manuf.	Model Number	Description
1	Rockwell	1492-CH1746-13	SLC 500 to 5069 CompactLogix conversion system chassis, 13 Slot
1	Rockwell	5069-L330ER	CompactLogix 5380 Controller, 3MB, 31 I/Os, 60 nodes, Standard
1	Rockwell	5069-ECR	Includes (1) 5069-ECR: 5069 End cap
1	Rockwell	5069-RTB64-SCREW	Power terminal RTB kit for CompactLogix 5380 Controllers and 5069-AEN2TR. Contains both 4 and 6 pin Screw type RTB
5	Rockwell	5069-IA16	5069 Compact I/O 16 channels AC input modules, supporting both 120 & 240 VAC signals
5	Rockwell	1492-CM1746-M01	SLC 500 to 5069 CompactLogix conversion module, 1746-IA16 to 5069-IA16, 1746-IM16 to 5069-IA16, 1746-IB16 to 5069-IB16, 1746-ITB16 to 5069-IB16
1	Rockwell	5069-FPD	5069 Compact I/O Field Potential Distributor Module
1	Rockwell	5069-RTB6-SCREW	5069 Compact I/O 6 pin Screw type RTB packed kit
3	Rockwell	5069-OW16	5069 Compact I/O 16 Channel Normally Open Individually Non Isolated type Relay Output Module, 2 tier fault mode, hold last state
3	Rockwell	1492-CM1746-M04	SLC 500 to 5069 CompactLogix conversion module, 1746-OW16 to 5069-OW16
1	Rockwell	1492-CH1746-13	SLC 500 to 5069 CompactLogix conversion system chassis, 13 Slot
1	Rockwell	5069-AENTR	5069 Compact I/O EtherNet/IP Adapter, Dual Ethernet port, 10/100/1000Mbps, supports up to 31 I/O modules,IP address rotary switch (last Octal)
1	Rockwell	5069-ECR	Includes (1) 5069-ECR: 5069 End cap
1	Rockwell	5069-RTB5-SCREW	Power terminal RTB kit for 5069-AENTR.
4	Rockwell	5069-IY4	5069 Compact I/O 4 Channel Universal Voltage/Current/RTD/TC Analog Input Module, 16 bit resolution, 1ms channel update rate, analog scaling
4	Rockwell	1492-CM1746-M06	SLC 500 to 5069 CompactLogix conversion module, 1746-NI4 to 5069-IY4
6	Rockwell	5069-OF4	5069 Compact I/O 4 Channel Voltage/Current Analog Output Module, 16 bit resolution, 1ms channel update rate, forcing, analog scaling, hold last state

6	Rockwell	1492-CM1746-M10	SLC 500 to 5069 CompactLogix conversion module, 1746-NO4I to 5069-OF4, 1746-NO4V to 5069-OF4
1	Rockwell	1606-XLB120E	1606-XLB120E: Basic Power Supply, 24-28V DC, 120 W, 100-120V /200-240V AC Input Voltage, 5.0 A
1	Rockwell	1606-XLB480E	1606 XLB Power Supply 480W 24V, 20A DC OK relay
1	Prosoft	ANX4ABDHRI	AN-X4-AB-DHRIO ETHERNET/ IP TO DH+/REMOTE I/O
1	Rockwell	1783US8	1783-US8T STRATIX 2000 UNMANAGED ETHERNET SWITCH
1	Rockwell	2711PT15C21D8S	2711P-T15C21D8S PANELVIEW PLUS 7 STANDARD

2.5 SyCal will provide the following material for TERTIARY FILTER PLC7 and Panelview:

Qty	Manuf.	Model Number	Description
1	Rockwell	1492-CH1746-10	SLC 500 to 5069 CompactLogix conversion system chassis, 10 Slot
1	Rockwell	5069-L320ER	CompactLogix 5380 Controller, 2MB, 16 I/Os, 40 nodes, Standard
1	Rockwell	5069-ECR	Includes (1) 5069-ECR: 5069 End cap
1	Rockwell	5069-RTB64-SCREW	Power terminal RTB kit for CompactLogix 5380 Controllers and 5069-AEN2TR. Contains both 4 and 6 pin Screw type RTB
5	Rockwell	5069-IA16	5069 Compact I/O 16 channels AC input modules, supporting both 120 & 240 VAC signals
5	Rockwell	1492-CM1746-M01	SLC 500 to 5069 CompactLogix conversion module, 1746-IA16 to 5069-IA16, 1746-IM16 to 5069-IA16, 1746-IB16 to 5069-IB16, 1746-ITB16 to 5069-IB16
2	Rockwell	5069-FPD	5069 Compact I/O Field Potential Distributor Module
2	Rockwell	5069-RTB6-SCREW	5069 Compact I/O 6 pin Screw type RTB packed kit
6	Rockwell	5069-OX4I	5069 Compact I/O 4 Channel Normally open/Normally Closed individually isolated type Relay Output Module, 2 tier fault mode, hold last state
6	Rockwell	5069-RTB18-SCREW	5069 Compact I/O 18 pins Screw type terminal block kit
1	Rockwell	5069-OA16	5069 Compact I/O 16 channels AC output module supporting both 120 & 240VAC output.
1	Rockwell	1492-CM1746-M02	SLC 500 to 5069 CompactLogix conversion module, 1746-OA16 to 5069-OA16
1	Rockwell	1606-XLB120E	1606-XLB120E: Basic Power Supply, 24-28V DC, 120 W, 100-120V /200-240V AC Input Voltage, 5.0 A
1	Rockwell	1606-XLB240E	1606-XLB240E: Basic Power Supply, 24-28V DC, 240 W, 90-264V AC Input Voltage, 10.0A
1	Prosoft	ANX4ABDHRI	AN-X4-AB-DHRIO ETHERNET/ IP TO DH+/REMOTE I/O
1	Rockwell	1783US8	1783-US8T STRATIX 2000 UNMANAGED ETHERNET SWITCH
1	Rockwell	2711PT10C21D8S	2711P-T10C21D8S PANELVIEW PLUS 7 TERMINAL

2.6 SyCal will provide the following material for EFFLUENT PLC20 and Panelview.

Qty	Manuf.	Model Number	Description
1	Rockwell	1492-CH1746-10	SLC 500 to 5069 CompactLogix conversion system chassis, 10 Slot
1	Rockwell	5069-L320ER	CompactLogix 5380 Controller, 2MB, 16 I/Os, 40 nodes, Standard
1	Rockwell	5069-ECR	Includes (1) 5069-ECR: 5069 End cap
1	Rockwell	5069-RTB64-SCREW	Power terminal RTB kit for CompactLogix 5380 Controllers and 5069-AEN2TR. Contains both 4 and 6 pin Screw type RTB
2	Rockwell	5069-IA16	5069 Compact I/O 16 channels AC input modules, supporting both 120 & 240 VAC signals
2	Rockwell	1492-CM1746-M01	SLC 500 to 5069 CompactLogix conversion module, 1746-IA16 to 5069-IA16, 1746-IM16 to 5069-IA16, 1746-IB16 to 5069-IB16, 1746-ITB16 to 5069-IB16

1	Rockwell	5069-FPD	5069 Compact I/O Field Potential Distributor Module
1	Rockwell	5069-RTB6-SCREW	5069 Compact I/O 6 pin Screw type RTB packed kit
1	Rockwell	5069-OW16	5069 Compact I/O 16 Channel Normally Open Individually Non Isolated type Relay Output Module, 2 tier fault mode, hold last state
1	Rockwell	1492-CM1746-M04	SLC 500 to 5069 CompactLogix conversion module, 1746-OW16 to 5069-OW16
3	Rockwell	5069-IY4	5069 Compact I/O 4 Channel Universal Voltage/Current/RTD/TC Analog Input Module, 16 bit resolution, 1ms channel update rate, analog scaling
3	Rockwell	1492-CM1746-M06	SLC 500 to 5069 CompactLogix conversion module, 1746-NI4 to 5069-IY4
1	Rockwell	5069-OF4	5069 Compact I/O 4 Channel Voltage/Current Analog Output Module, 16 bit resolution, 1ms channel update rate, forcing, analog scaling, hold last state
1	Rockwell	1492-CM1746-M10	SLC 500 to 5069 CompactLogix conversion module, 1746-NO4I to 5069-OF4, 1746-NO4V to 5069-OF4
1	Rockwell	1606-XLB120E	1606-XLB120E: Basic Power Supply, 24-28V DC, 120 W, 100-120V /200-240V AC Input Voltage, 5.0 A
1	Rockwell	1606-XLB240E	1606-XLB240E: Basic Power Supply, 24-28V DC, 240 W, 90-264V AC Input Voltage, 10.0A
1	Prosoft	ANX4ABDHRI	AN-X4-AB-DHRIO ETHERNET/ IP TO DH+/REMOTE I/O
1	Rockwell	1783US8	1783-US8T STRATIX 2000 UNMANAGED ETHERNET SWITCH
1	Rockwell	2711PT10C21D8S	2711P-T10C21D8S PANELVIEW PLUS 7 TERMINAL

2.7 SyCal will provide wiring diagrams for any modifications or additions to control panels. Existing control panel plc I/O wiring drawings, may not exist and will not be provided as part of this estimate.

2.8 SyCal shall provide conversion for all plc and panelviews listed above.

2.9 SyCal shall provide startup and commissioning services to ensure that the migrated system(s) operate per plant specifications.

3. SCOPE OF WORK – *OTHERS*

4. CLARIFICATIONS AND EXCLUSIONS

4.1 The migration plan allows for the individual plc panels to be migrated one at a time. This is accomplished by keeping the existing Data Highway communications bus. The selected panel will be migrated to current plc hardware and will communicate to the existing bus by using an ethernet to Data Highway + conversion device.

4.2 The migration plan allows for the existing panel wiring to remain for the most part. A conversion chassis will be installed which will allow the existing wiring to connect to the new plc hardware. This will minimize downtime.

- 4.3 When a plc panel is being migrated there will be a continuous time period where the panel will not be operational. The downtime may span multiple days.

PROJECT MANAGEMENT

5. PROJECT EXECUTION

- 5.1 The project shall be executed at the City of Scotts Valley Reclamation plant in Scotts Valley, CA.

6. SCHEDULE

- 6.1 The schedule will be coordinated with the plant personnel.

7. COST

- 7.1 The estimated cost to perform the work is \$ 359,355. Prices are valid for 30 days from date of this estimate.

- 7.2 Any additional labor, if requested, shall be billed at our following standard hourly rates:

Senior Control Systems Engineer	\$185.00
Control Systems Engineer	\$170.00

- 7.3 Expenses and materials are charged at cost + 18%.

- 7.4 Shipping charges and taxes are not included in this total and will be added to our invoices when applicable.

8. PAYMENT SCHEDULE

8.1 Payment shall be made when work is performed.

8.2 Terms are Net 30 Days.

City of Scotts Valley CITY COUNCIL STAFF REPORT

DATE: March 15, 2023

TO: Honorable Mayor and City Council

FROM: Jonathan Kwan, City Contract Consultant

REVIEWED: Taylor Bateman, Community Development Director

APPROVED: Mali LaGoe, City Manager

**SUBJECT: AUTHORIZE STAFF TO SUBMIT THE ANNUAL PROGRESS
REPORT TO THE DEPARTMENT OF HOUSING AND
COMMUNITY DEVELOPMENT**

SUMMARY OF ISSUE

California Government Code 65400(a)(2) requires the City to provide an annual report, titled an Annual Progress Report (APR), to the City Council, the State Office of Planning and Research (OPR), and the Department of Housing and Community Development (HCD) that includes the following:

- (A) The status of the adopted Housing Element and progress in its implementation.
- (B) The progress in meeting the City's share of regional housing needs and local efforts to remove governmental constraints to the maintenance, improvement, and development of housing. The housing element portion of the annual report is prepared using standards, forms, and definitions adopted by HCD.
- (C) The number of housing development applications received in the prior year.
- (D) The number of units included in all development applications in the prior year.
- (E) The number of units approved and disapproved in the prior year.
- (F) The degree to which the General Plan complies with the guidelines developed by OPR.
- (G) A listing of sites rezoned to accommodate that portion of the city's or county's share of the regional housing need.
- (H) The number of net new units of housing, including both rental housing and for-sale housing, that have been issued a completed entitlement, a building permit, or a certificate of occupancy, thus far in the housing element cycle, and the income category, by area median income category, that each unit of housing satisfies.
- (I) The number of applications submitted, approvals granted, building permits issued, and number of units constructed pursuant to Senate Bill 35 (2018).

The 2022 Annual Progress Report includes the following tables:

Table A contains data on the number of housing development applications that were submitted and deemed complete in 2022. The number of proposed units in all of the

completed entitlements include 55 units, including Oak Creek Park, one of the City's designated opportunity sites. The sites analysis anticipated that Oak Creek Park could yield ten units, two of which were affordable. In December 2022, 52 units (eight affordable) were approved at the Oak Creek Park site.

Tables A2 contains data on the discretionary housing development applications that were approved (entitled), all building permits issued for housing development and housing construction completed. This data is identified by both household income level, street address and tenure. Table A2 data shows that:

- 55 units were approved for entitlements,
- 48 units were issued building permits, and
- 10 units had building permits "signed off" and finalized. These units were primarily part of the Polo Ranch development.

Table B includes data on the household income levels of the units in 2022 that were issued building permits (48 units). The table also includes data for 2015-2020 by unit count and income level as reported in the APRs for those years. Further, this table demonstrates the City's progress in meeting its share of the Regional Housing Needs Allocation (RHNA). Please note that only units that secured building permits in 2022 are counted towards meeting the RHNA. In 2022, there were building permits issued for two low income units, all of which are a part of the Encore project and are "credited" towards the City's RHNA goals. All of the remaining units that were issued a building permit in 2022 were above-moderate income units.

Table D contains information on the status and progress of Housing Element program and policy implementation for all programs described in the 2016 Housing Element. The City is currently updating the housing element and it will be presented at a future City Council meeting.

Tables C, E, F, G, H, I and J are not applicable to the City of Scotts Valley.

Summary Table provides a summary of housing units for which applications were submitted and building permits issued in 2022.

FISCAL IMPACT

There is no fiscal impact of submitting this required annual progress report.

STAFF RECOMMENDATION

It is recommended that the City Council receive public comment and authorize the submittal of the 2022 Annual Progress Report (APR) to the Department of Housing and Community Development (HCD) and State Office of Planning and Research (OPR).

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Planning Period	5th Cycle	12/31/2015 - 12/31/2023

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "*" indicates an optional field

Cells in grey contain auto-calculation formulas

Table A
Housing Development Applications Submitted

Project Identifier					Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes							Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Density Bonus Law Applications	Application Status	Notes		
1					2	3	4	5							6	7	8	9	10	11	12	
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Unit Category (SFA,SFD, 2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted- (see instructions)	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project	Was APPLICATION SUBMITTED Pursuant to GC 65913.4(b)? (SB 35 Streamlining)	Ddl the housing development application seek incentives or concessions pursuant to Government Code section 65915?	Were incentives or concessions requested pursuant to Government Code section 65915 approved?	Please indicate the status of the application.	Notes*
Summary Row: Start Data Entry Below								0	0	0	0	0	0	0	0	0	0	0				
															0							
	22-481-18, 22-481-	Erba Lane	Bay Village		SFD	O	5/13/2021			1					9	10	10		No	Yes	Yes	Approved
	022-902-11	4303B Scotts Valley Drive			2 to 4	O	5/13/2021								2	2	2		No	No	N/A	Approved
	22-732-01, 22-732-48	4104 Scotts Valley Drive	Encore		5+	O	8/12/2021			2					14	16	16		No	No	N/A	Approved

004

Jurisdiction	Scotts Valley	
Reporting Year	2022	(Jan. 1 - Dec. 31)
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ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

Table B														
Regional Housing Needs Allocation Progress														
Permitted Units Issued by Affordability														
		1		2									3	4
Income Level		RHNA Allocation by Income Level		2015	2016	2017	2018	2019	2020	2021	2022	2023	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	34	-	-	-	-	-	-	-	-	-	-	-	-
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-	-	34
Low	Deed Restricted	22	-	-	-	3	-	-	1	6	2	-	12	10
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-	-	
Moderate	Deed Restricted	26	-	-	-	-	3	-	1	-	-	-	8	18
	Non-Deed Restricted		-	-	-	4	-	-	-	-	-	-	-	
Above Moderate		58	-	5	9	38	63	12	8	30	46	-	211	-
Total RHNA		140												
Total Units			-	5	9	45	66	12	10	36	48	-	231	62
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).														
		5											6	7
		Extremely low-income Need		2015	2016	2017	2018	2019	2020	2021	2022	2023	Total Units to Date	Total Units Remaining
Extremely Low-Income Units*		17		-	-	-	-	-	-	-	-	-	-	17

*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.

Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Jurisdiction		Scotts Valley	
Reporting Year		2022 (Jan. 1 - Dec. 31)	
Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
1. Sites Inventory Monitoring Program	a) Report on the progress of development in the identified sites inventory in the Annual Progress Report to HCD as required pursuant to Government Code Section 654000 and due April 1 of each year. b) Monitor development approvals on identified sites and ensure that no net loss occurs. c) Continue to implement the City's 15% inclusionary Housing requirement and Title 14 Affordable Housing Production requirements.	Ongoing through December 2023	The City will continue to monitor the remaining sites in the 2016 inventory to assure that land at appropriate densities are available to meet any unmet RHNA needs. The Town Center Site as listed in the 2016 site inventory still represents a significant site for additional housing opportunities. The City continues to implement the 15% Inclusionary Housing requirement and is planning to evaluate the Inclusionary Housing Ordinance and to propose changes as needed to increase its effectiveness in producing affordable housing. The City has also been awarded SB2 funds and has applied for LEAP funds for improved permit processing, an Update of the City's Housing Element and revisions to the ADU program.
2.Planned Unit Development	Continue providing flexible design through the PD Zoning District.	Ongoing through December 2023	The City continues to encourage flexible design options throughout PD Zoning Districts.
3. Secondary Dwelling Unit Program	a) Continue to publicize secondary dwelling unit program by developing brochures, updating the City's website, and making available brochures at the public counter. b) Periodically review program and make adjustments as feasible to facilitate the development of secondary units.	Ongoing through December 2023	The City was awarded SB2 grant funds that will be used to update the City's Accessory Dwelling Unit Program so that it reflects all of the recent legislative changes as mandated by the State of California. These include Assembly Bill 68, Assembly Bill 881 and Senate Bill 13, all of which became effective as of January 1, 2020.

4. Emergency Shelters	a) Continue to monitor the inventory of sites appropriate to accommodate emergency shelters and work with the appropriate organizations to ensure the needs of homeless and extremely low-income residents are met. b) Prioritize available funding and other available incentives for projects that provide housing for homeless and extremely low income residents.	Ongoing through December 2023	The City continues to monitor the inventory of sites appropriate to accommodate emergency shelters and works with appropriate organizations.
5. Transitional and Supportive Housing	a) Continue to monitor the inventory of sites appropriate to accommodate transitional and supportive housing and work with the appropriate organizations to ensure the needs of homeless and extremely low income residents are met. b) Prioritize available funding and other available incentives for projects that provide housing for homeless and extremely low income residents whenever possible.	Ongoing through December 2023	Transitional and Supportive housing are permitted by-right in all residential zones.
6. Density Bonus Program	Provide information on the Density Bonus Program at City Hall and on the City's website.	Ongoing through December 2023	Density Bonus Program information is included in Section 17.62 of the SVMC.
7. Code Enforcement	Continue to implement a proactive code enforcement program through the Building Department and inform residents of rehabilitation assistance when available at City Hall and the City's website.	Ongoing through December 2023	The City continues to implement a proactive code enforcement program.
8. Design Review	Continue to review projects to ensure consistency with the General Plan Zoning Ordinance and area design guidelines. The City will give processing priority to affordable housing projects.	Ongoing through December 2023	The City continues to conduct project reviews to ensure consistency with the General Plan and Zoning Ordinance and provides priority process to affordable housing projects as allowed by recent State of California legislation.

9. Monitor and Preserve Affordable Housing	a) Develop and maintain an AB987 database to include detailed information on all subsidized units, including those that have affordability covenants. b) Explore funding sources such as HUD Section 208/811 loans, HOPE II and Homeownership Program Funds, HOME funds, CDBG funds, Low Income Housing Tax Credit Funds, California Housing Finance Agency single-family and multi-family programs and other programs to stimulate private developer and non-profit efforts in the development and financing of housing for lower and moderate-income households. c) Continue to monitor at-risk developments throughout the planning period and pursue partnership opportunities with non-profits to preserve and expand affordable housing in the City.	Ongoing through December 2023	The City maintains a data base and annually publishes an inventory of affordable housing opportunities (https://www.housekeys15.com). The City continues to explore available federal and state funding resources that would assist private and non-profit developers in producing affordable housing. The City has an on-going contractual relationship with HouseKeys to provide eligibility and monitoring assistance of affordable units.
10. Mobile Home Park Conversion Ordinance	a) Continue to implement the mobile home park conversion ordinance in an effort to protect existing mobile home parks and the supply of affordable housing. b) Provide information on the mobile home park conversion ordinance and other fair housing information on the City's website and at City Hall.	Ongoing through December 2023	The City continues to implement the mobile home park conversion ordinance to protect existing mobile home parks. Information about the ordinance and other fair housing information is available at City Hall and on the City's web site.

11. Mobile Home Park Rent Stabilization Ordinance	a) Continue to implement the mobile home park rent stabilization ordinance to ensure that mobile home owners and residents are protected from unreasonable space rental increases while recognizing the need of mobile home park owners to receive a just and reasonable return on their investment. b) Provide information on the mobile home park rent stabilization ordinance and other fair housing information on the City's website and at City Hall.	Ongoing through December 2023	The City continues to implement the mobile home park rent stabilization ordinance to protect existing mobile home parks. Information about the ordinance and other fair housing information is available at City Hall and on the City's web site. In addition, the City's Mobile Home Park Rent Review Committee receives, investigates and can hold hearings as needed on proposed rent adjustments.
12. Housing Voucher Program	a) Continue to participate with the Housing Authority of Santa Cruz County Section 8 Certificate/Voucher Rental Assistance Program. B) Continue to refer residents to the County program and provide information at City Hall and on the City's website.	Ongoing through December 2023	The City continues to participate with the Housing Authority of Santa Cruz County and provides information about the Housing Authority's services.
13. Mortgage Credit Certificate Program.	a) Continue to refer residents to the County program and provide information at City Hall and on the City website.	Ongoing through December 2023	The Housing Authority of the County of Santa Cruz no longer administers a Mortgage Credit Certificate (MCC) Program. They continue the administration of the Reissued Mortgage Credit Certificate (RMCC) program for those MCC's issued by the Housing Authority.
14. Fair Housing	Continue to provide informational and educational materials on fair housing services for property owners, apartment managers, and tenants at City Hall and on the City's website. Continue to monitor and respond, as appropriate, to complaints of discrimination, and continue to refer tenants to the California Department of Fair Employment and Housing for proper intake, investigation, and resolution of fair housing complaints.	Ongoing through December 2023	Fair Housing information is provided on the City's web site and at City Hall as well as through the Housing Authority of the County of Santa Cruz. This information is available to property owners, apartment managers and tenants as well as the general public.

15. Child Care and Day Care Facilities	a) Continue to work with child care providers and the County to promote child care facilities within the community. b) Provide information at City Hall and on the City's website on current zoning regulations that apply to child care and day care facilities. c) Continue to encourage new development to provide child care and day care facilities through a variety of activities, including outreaching to developers; providing financial or in-kind technical assistance, when available; providing expedited processing; identifying grant and funding opportunities; and providing information on the City's Density Bonus Ordinance.	Ongoing through December 2023	The City continues to provide information at City Hall and on the City's web site regarding current zoning regulations that apply to child care and day care facilities. In addition, the City continues to encourage the provision of child care and day care facilities in all new proposed development activities.
16. Reasonable Accommodation	a) Provide informational handouts and information at City Hall and on the City's website about reasonable accommodation procedures. b) Continue to work with developers and individual homeowners to encourage design and construction of projects that include features to make the units usable for persons with disabilities.	Ongoing through December 2023	Chapter 17.60 of the City's Municipal Code provides Reasonable Accommodation standards and procedures. The Municipal Code is on the City's website as well as at City Hall.

17. Housing for Persons with Developmental Disabilities	a) Seek State and Federal monies, as funding becomes available, in support of housing construction and rehabilitation targeted for persons with development disabilities. b) Provide regulatory incentives, such as expedited permit processing, and fee waivers and deferrals, to projects targeted for persons with developmental disabilities. c) Work with the San Andreas Regional Center to implement an outreach program informing households within the City of housing and services available for persons with developmental disabilities. d) Provide information on housing and services available for persons with developmental disabilities at City Hall and on the City's website.	Ongoing through December 2023	The City continues to seek available funding and provide regulatory incentives to assist projects for persons with developmental disabilities. The City also continues to work with non profit developers who intend to provide housing for persons with developmental disabilities. Information on housing and services for persons with developmental disabilities is available at City Hall and on the City's web site.
18. Housing for Lower Income Households	Encourage the development of housing for lower income households, including extremely low, very low and low income, through a variety of activities, such as outreaching to housing developers; providing financial or in-kind technical assistance, when available; providing expedited processing; identifying grant and funding opportunities; and offering additional incentives beyond density bonus provisions.	Ongoing through December 2023	The City continues to encourage lower income housing (including low, very low and extremely low income) by providing information and assistance to both private and non profit developers.
19. Definition of "Family"	Amend, as appropriate, the definition of "family" to be consistent with State and federal fair housing laws.	Within one year of Housing Element adoption	An updated definition of "family" is scheduled to be reviewed at the time of the General Plan Update.

20. Agricultural Employee Housing	Amend the Zoning Ordinance to meet the requirements of Health and Safety Codes Section 17021.5 and 17021.6 as it relates to agricultural employee housing.	Within one year of Housing Element adoption	The City continues to review Health and Safety Codes as they relate to agricultural employee housing in order to amend the Zoning Ordinance if necessary.
21. Hillside Development and Design	Continue to enforce the setback, height, and density standards identified in the Hillside Residential Combining District.	Ongoing through December 2023	The City continues to enforce the various standards as identified in the Hillside Residential Combining District.
22. Resource Conservation	Encourage energy conservation measures and devices to be incorporated in the development and improvement of housing. Review such requirements through the Design Review and Building Permit processes.	Ongoing through December 2023	The City reviews energy conservation measures and devices through the Design Review process and the building permit review.
23. Water and Sewer Providers	Submit the adopted Housing Element, and any subsequent amendments, to local water and sewer providers for their review and input.	Ongoing through December 2023	The 2016 Housing Element has been submitted to local water and sewer providers. Future amendments to the 2016 Housing Element will also be submitted to local water and sewer providers.
24. Cultural Resources	Continue to review proposals for new housing to ensure that the City's cultural resources are adequately protected.	Ongoing through December 2023	The City continues to monitor proposed development activity in areas designed as "moderate or high cultural resource sensitivity zones" in the General Plan.

Jurisdiction	Scotts Valley	
Reporting Period	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	12/31/2015 - 12/31/2023

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table E									
Commercial Development Bonus Approved pursuant to GC Section 65915.7									
Project Identifier				Units Constructed as Part of Agreement				Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
1				2				3	4
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
Summary Row: Start Data Entry Below									

Jurisdiction	Scotts Valley	
Reporting Period	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	12/31/2015 - 12/31/2023

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table F									
Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)									
Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.									
Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD to receive the password that will enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1 ⁺ . For detailed reporting requirements, see the ckcklist here: https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Residential Units									
Mobilehome Park Preservation									
Total Units by Income									

Jurisdiction	Scotts Valley	
Reporting Period	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	12/31/2015 - 12/31/2023

NOTE: This table must only be filled out if the housing element sites inventory contains a site which is or was owned by the reporting jurisdiction, and has been sold, leased, or otherwise disposed of during the reporting year.

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Table G						
Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of						
Project Identifier						
1				2	3	4
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Realistic Capacity Identified in the Housing Element	Entity to whom the site transferred	Intended Use for Site
Summary Row: Start Data Entry Below						

Jurisdiction	Scotts Valley
Reporting Period	2022 (Jan. 1 - Dec. 31)

NOTE: This table is meant to contain an inventory of ALL surplus/excess lands the reporting jurisdiction owns

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

For Santa Cruz County jurisdictions, please format the APN's as follows:999-999-99-9999

Table H						
Locally Owned Surplus Sites						
Parcel Identifier				Designation	Size	Notes
1	2	3	4	5	6	7
APN	Street Address/Intersection	Existing Use	Number of Units	Surplus Designation	Parcel Size (in acres)	Notes
Summary Row: Start Data Entry Below						

Jurisdiction	Scotts Valley	
Reporting Period	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	12/31/2015 - 12/31/2023

NOTE: SB 9 PROJECTS ONLY. This table only needs to be completed if there were lot splits applied for pursuant to Government Code 66411.7 OR units constructed pursuant to 65852.21.

Units entitled/permitted/constructed must also be reported in Table A2. Applications for these units must be reported in Table A.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: + indicates an optional field

Cells in grey contain auto-calculation formulas

Table I										
Units Constructed Pursuant to Government Code 65852.21 and Applications for Lot Splits Pursuant to Government Code 66411.7 (SB9)										
Project Identifier				Project Type	Date	Unit Constructed				Notes
1				2	3	4				
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Activity	Date	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Notes
Summary Row: Start Data Entry Below										

Jurisdiction	Scotts Valley	
Reporting Period	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	12/31/2015 - 12/31/2023

NOTE: STUDENT HOUSING WITH DENSITY BONUS ONLY. This table only needs to be completed if there were student housing projects WITH a density bonus approved pursuant to Government Code 65915(b)(1)(F)

Jurisdiction	Scotts Valley	
Reporting Year	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	12/31/2015 - 12/31/2023

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	2
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		46
Total Units		48

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

Units by Structure Type	Entitled	Permitted	Completed
SFA	0	0	0
SFD	2	25	7
2 to 4	0	2	0
5+	52	16	0
ADU	1	5	3
MH	0	0	0
Total	55	48	10

Housing Applications Summary	
Total Housing Applications Submitted:	0
Number of Proposed Units in All Applications Received:	0
Total Housing Units Approved:	0
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Cells in grey contain auto-calculation formulas

[illegible]

Completed Entitlement Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	2
	Non-Deed Restricted	0
Low	Deed Restricted	4
	Non-Deed Restricted	0
Moderate	Deed Restricted	2
	Non-Deed Restricted	0
Above Moderate		47
Total Units		55

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	2
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		46
Total Units		48

Certificate of Occupancy Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate	Deed Restricted	13
	Non-Deed Restricted	0
Total Units		13