AGENDA

Meeting of the
Scotts Valley City Council

Date: January 15, 2020
Time: 6:00 pm

CONTACT INFORMATION

City of Scotts Valley
1 Civic Center Drive
Scotts Valley, CA 95066
(831) 440-5600

MEETING LOCATION

City Council Chambers
1 Civic Center Drive
Scotts Valley, CA 95066

POSTING

The agenda was posted 1-10-20 at City Hall, SV Senior Center, SV Library and on the Internet at www.scottsvalley.org.

ELECTED OFFICIALS

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

CITY STAFF MEMBERS

Tina Friend, City Manager
Kirsten Powell, City Attorney
Steve Walpole, Chief of Police
Taylor Bateman, Community Development Director
Tony McFarlane, Administrative Services Director
Daryl Jordan, Public Works Director
Tracy Ferrara, City Clerk

MEETING NOTICE AND AGENDA PACKET MATERIALS

Notice regarding City Council Meetings:
The City Council meets regularly on the 1st and 3rd Wednesday of each month at 6:00 pm in the City Hall Council Chambers located at 1 Civic Center Drive, Scotts Valley, CA 95066.

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.scottsvalley.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.scottsvalley.org.

Televised Meetings:
City Council meetings are cablecast “Live” on Community Television of Santa Cruz County on Comcast Channel 25.
CALL TO ORDER 6:00 PM

PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

ROLL CALL

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

CITY MANAGER REPORT

PUBLIC COMMENT TIME
This is the opportunity for individuals to make and/or submit written or oral comments to the Council on any items within the purview of the Council, which are NOT part of the Agenda. No action on the item may be taken, but the Council may request the matter be placed on a future agenda.

ALTERATIONS TO CONSENT AGENDA
Council can remove or add items to the Consent Agenda.

CONSENT AGENDA
The Consent Agenda is comprised of items which appear to be non-controversial. Persons wishing to speak on any items may do so raising their hand to be recognized by the Mayor.

A. Approve City Council minutes of 12-18-2019

B. Approve check registers dated 1-7-2020

C. Approve Resolution No. 1955.7 reinstating the position of “Services Supervisor” (Police Department)

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. Discussion and direction regarding the submittal of a letter commenting on the Harm Reduction Coalition of Santa Cruz County SSP application (City Manager Friend)
2. Consideration of 2020 Interjurisdictional Committee and Standing Local Committee appointments (Mayor Johnson)

3. Consideration of 2020 Project Specific Committee appointments (City Manager Friend)

4. Discussion and direction regarding the Draft Comprehensive Annual Financial Report (CAFR) for the fiscal year ending June 30, 2019

5. Future Council agenda items
   (This portion of the Regular Agenda allows the Council to determine items to be placed on a future agenda and to choose a date, if so desired.)

ADJOURNMENT

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

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

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

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

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

Unless otherwise determined by the presiding officer of the meeting:

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

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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

SPECIAL SET MATTERS

   a) Nomination/Motion of Mayor/Chair for 2020

   M: Reed
   To appoint Vice Mayor Johnson as Mayor/Chair for 2020. Carried 5/0 (AYES: Dilles, Johnson, Lind, Reed, Timm)

   b) Nomination/Motion of Vice Mayor/Vice Chair for 2020

   CM Johnson nominated CM Timm to serve as Vice Mayor/Vice Chair for 2020.

   M: Johnson
   To appoint Council Member Timm as Vice Mayor/Vice Chair for 2020. Carried 5/0 (AYES: Dilles, Johnson, Lind, Reed, Timm)

   c) The City Council took a recess until 6:40 pm.
ROLL CALL

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

CITY STAFF MEMBERS PRESENT:
Tina Friend, City Manager
Kirsten Powell, City Attorney
Steve Walpole, Chief of Police
Taylor Bateman, Community Development Director
Tony McFarlane, Administrative Services Director
Daryl Jordan, Public Works Director/City Engineer
Kristin Ard, Recreation Division Manager
Tracy Ferrara, City Clerk

COMMITTEE REPORTS

CM Dilles reported that he attended the Santa Margarita Groundwater Agency where they heard a presentation from a hydrologist about regional climate change conditions.

CM Dilles reported that Seniors Council and Seniors Advisory Board meeting where they discussed the plans for a Master Plan on Aging.

CM Lind reported that she attended the Santa Cruz County Regional Transportation Commission meeting where they voted on transportation funding for local agencies. They also received an update from Caltrans regarding Highway 1 projects.

Mayor Johnson reported that the Town Center Exploratory Committee met with a potential developer.

CITY MANAGER REPORT

Holiday Closure: City Hall and non-essential services will be closed from December 23, 2019 through January 1, 2020, reopening on January 2, 2020. Police and other essential services will be open on their regular schedules throughout the holidays.

PUBLIC COMMENT TIME

Kendra Kannegaard, Chair of the ADA Committee, encouraged the Council to appoint members as there are only two members currently on the Committee. She also encouraged the Council to promote accessibility in the community.

Gary Richard Arnold, spoke and expressed concerns that he has regarding local, state, federal and world politics.

CM Lind thanked the Scotts Valley Advocates and volunteers who put on the Light Up the Night event.

CM Lind announced that tickets for the upcoming Fallen Officer Foundation Ball are available at www.fallenofficerfoundation.com.
Ellen Buckingham, Scotts Valley resident, expressed concerns about the Church renting the Community Center hanging a banner over the Community Center sign, and disabled parking in Scotts Valley.

**ALTERATIONS TO CONSENT AGENDA**

*M/S: Lind/Dilles*

*To approve the Consent Agenda.*

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

**CONSENT AGENDA**

A. Approve City Council meeting minutes of 12-4-19

B. Approve check registers dated 12-6-19, 12-13-19

C. Approve Resolution No. 1952.1 approving the Parcel Map for 350 Bean Creek Road Subdivision, APN 022-212-09

D. Approve First Amendment to the Landlord Incentive Program Agreement between the City of Scotts Valley and the Housing Authority of the County of Santa Cruz extending the agreement through June 30, 2020 and authorize the City Manager to sign the amendment and approve the non-monetary and administrative amendments

E. Approve the Agreement for Professional Services between the City of Scotts Valley and M-Group for planning related services for the Valley Gardens Planned Development Project, and authorize the City Manager to execute the agreement

F. Approve revision of Fiscal Year 2019/2020 Salary Schedule to meet State minimum wage requirements for 2020

G. Approve Resolution No. 1955.7, modifying the job classification of Chief Wastewater Plant Operator to Senior Wastewater Plant Operator and increasing the salary range by 15%

H. Approve Agreement between the City of Scotts Valley and Earthworks Paving Company, Inc. for the Glenwood Drive Street Widening and Improvements, authorize the City Manager to execute the agreement and authorize a budget expenditure appropriation

**ALTERATIONS TO REGULAR AGENDA**
M/S: Lind/Timm
To approve the Regular Agenda.
Carried 5/0 (AYES: Dilles, Johnson, Lind, Reed, Timm)

REGULAR AGENDA

1. Discussion of potential projects for Proposition 68 “Per Capita Program”
Parks Improvements Grant

CM Friend and RDM Ard presented the written staff report and responded to
questions from Council.

Bernie Jestrabek-Hart, spoke in support of ADA accessibility.

Ellen Buckingham, Scotts Valley resident, spoke in support of ADA accessibility,
not just ADA compliance, which is not always accessible.

The City Council agreed to the following priorities for the Proposition 68 “Per
Capital Program” Parks Improvement Grant are as follows: inclusive elements
and ADA accessibility, shade, and a water bottle filling station.

2. Future Council agenda items

None.

ADJOURNMENT

The meeting adjourned at 7:13 p.m.

Approved: _____________________________
Jack Dilles, Mayor

Attest: _____________________________
Tracy A. Ferrara, City Clerk
M I N U T E S
Special Closed Session Meeting of the Scotts Valley City Council
Date: December 18, 2019
Time: 5:00 pm

CONTACT INFORMATION
City of Scotts Valley
1 Civic Center Drive
Scotts Valley, CA 95066
(831) 440-5600

MEETING LOCATION
City Council Chambers
1 Civic Center Drive
Scotts Valley, CA 95066

POSTING
The agenda was posted 12-13-19 at City Hall, SV Senior Center, SV Library and on the Internet at www.scottsvalley.org.

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

CITY STAFF MEMBERS PRESENT:
Tina Friend, City Manager
Kirsten Powell, City Attorney

CALL TO ORDER 5:00 PM
The City Council meeting was called to order at 5:05 pm.

CONVENE TO CLOSED SESSION

CLOSED SESSION SUBJECT(S)
The City Council convened to closed session at 5:05 p.m. to discuss the following items:

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

RECONVENE TO OPEN SESSION
The City Council reconvened to open session at 5:55 p.m.

REPORT ON ACTION TAKE DURING CLOSED SESSION
Mayor Dilles announced that there was nothing to report.

**ADJOURNMENT**

The meeting adjourned at 5:55 p.m.

Approved: _____________________________

Jack Dilles, Mayor

Attest: _____________________________

Tracy A. Ferrara, City Clerk
AGENDA ITEM B
DATE: 1-15-2020

Report Selection:

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**TOTAL ALL FUNDS**

123,346.44

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**TOTAL ALL BANKS**

123,346.44
City of Scotts Valley
CITY COUNCIL STAFF REPORT

DATE: January 15, 2019
TO: Honorable Mayor and City Council
FROM: Tina Friend, City Manager
SUBJECT: REINSTATING THE POSITION OF SERVICES SUPERVISOR (POLICE DEPARTMENT)

SUMMARY OF ISSUE

The Services Supervisor classification, which provides office management for the Services Division of the Police Department (including police records and statistics, property and evidence, and computer system administration), serves as the official custodian of Police Department records, and supervises dispatchers/clerks, has been unbudgeted and unfilled since 2014. At that time, the City vacated the Services Supervisor classification and filled a Services Supervisor / Information Technology & Project Manager classification, which encompassed a broader scope of responsibility. This change occurred due to the unique skillset of the employee who held the prior Services Supervisor position and who could manage police dispatcher clerks and possessed the technical expertise to project-manage the many Information Technology related systems within the City.

At the end of 2019, the Services Supervisor / Information Technology & Project Manager advised the City of the intent to resign in January 2020. The City immediately opened a recruitment for the position and after 30 days, no qualified applicant has emerged.

Given the need for the City to act quickly to have resources in place for critical dispatch functions that will soon be unsupported, staff recommends establishing a parallel recruitment track for the Police Department Services Division management and dispatcher/clerk supervision, without the specialty of the Information Technology and project management. Accordingly, staff recommend adding one full-time equivalent (FTE) position to effect the reinstatement of the Services Supervisor position.

If approved, the City would run parallel recruitments for the Services Supervisor and Services Supervisor / Information Technology & Project Manager. Depending on the success of the City’s recruitment, one or the other position is envisioned to be removed from the personnel complement, with a net effect of no new FTE. The City also needs to examine its existing and future Information Technology (IT) needs and determine whether they can continue to be met with the current configuration of partial dedicated FTE and contracted support.
In addition, if approved, the reinstatement of the Services Supervisor classification allows the City to appoint the position on an interim basis from the existing pool of Emergency Dispatchers. The temporary appointment ensures continuity of operations.

The Services Supervisor position is in the Scotts Valley Police Supervisor’s Association and has a monthly salary range from $4,692 to $6,288.

**FISCAL IMPACT**

Approval of the reinstatement of the position and interim appointment to the position could result in maximum budget impact of approximately $40,000 for the remainder FY 2019/20. The actual fiscal impact depends on where the interim Services Supervisor is placed on the salary scale. This fiscal impact will be offset by vacancy in the Services Supervisor/IT & Project Manager position, once it is vacated, as well as other vacancies in the Police Department.

For the fiscal impact beyond FY 2019/20, the intent is to fill either the Services Supervisor or the Services Supervisor/Information Technology & Project Manager and then defund the unfilled position. Accordingly, the net effect on the FTE count will be zero; there is no intent to permanently add a new position.

A point for future consideration is how the City will meet its Information Technology and project management needs. Analysis of that and associated fiscal impacts would be returned for Council consideration.

**STAFF RECOMMENDATION**

It is recommended that the City Council adopt Resolution No. 1955.7 adding one full-time equivalent position of Services Supervisor (Police Department) to the City’s personnel complement.

**TABLE OF CONTENTS**

<table>
<thead>
<tr>
<th>Resolution</th>
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<tr>
<td>Resolution 1955.7</td>
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RESOLUTION NO. 1955.7

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY
REINSTATING THE SERVICES SUPERVISOR POSITION BY ADDING ONE FULL-TIME EQUIVALENT POSITION TO THE CITY’S PERSONNEL COMPLEMENT

WHEREAS, the Services Supervisor classification, located in the Police Department, has been unfilled since 1994; and

WHEREAS, where there exists current organizational needs relating to recruitment to reinstate the classification with one full-time equivalent position; and

WHEREAS, the reinstated Services Supervisor position will be funded within existing resources due to salary savings in the Police Department; and

WHEREAS, City Council approval is needed to reinstate this classification.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the City Council of the City of Scotts Valley that it hereby adds one full-time equivalent Services Supervisor position to the City’s Personnel Complement.

The above and foregoing resolution was duly and regularly adopted by the City Council of the City of Scotts Valley at a regular meeting held on the 15th day of January, 2020 by the following vote:

AYES: __________________________

NOES: __________________________

ABSENT: __________________________

ABSTAIN: __________________________

Approved: __________________________

Randy Johnson, Mayor

Attest: __________________________

Tracy A. Ferrara, City Clerk
The Harm Reduction Coalition of Santa Cruz County (HRCSCC) proposes a new syringe services program (SSP) that will operate in Santa Cruz County. HRCSCC will provide education on the topics of HIV and viral hepatitis prevention, overdose prevention, safer injection, and proper syringe disposal. Other services include distribution of naloxone, safer sex supplies, fentanyl test strips, collection and safe disposal of used syringes, and access to sterile syringes and other crucial injection supplies as needed.

HRCSCC proposes operating at the following times and locations:

- Coral Street between Limekiln and River Streets on Sundays between the hours of 9 a.m. and 11 p.m. This is the same location that HRCSCC has been providing secondary exchange services in collaboration with Santa Cruz County’s SSP for 18 months.
- Home delivery by appointment on Mondays, Wednesdays, and Fridays.”

The application can be accessed at this link: https://www.cdph.ca.gov/Programs/CID/DOA/CDPH%20Document%20Library/HRCSCC%20SEP%20Application.pdf
This is the second application for these services submitted by the HRCSCC. The first, which included a syringe distribution site in Felton, was withdrawn last year. In the current application, no distribution sites are proposed for Scotts Valley or in any public park in the county; however, home delivery of syringes could take place in Scotts Valley.

While there are arguments about the reduction in the spread of communicable disease from new syringes distributed by such a program, the City has received more expressions of concern about the program. These concerns range from the absence of a documented need for syringe distribution services in Scotts Valley, the lack of involvement by qualified medical and mental health professionals, lack of oversight, the adequacy of the current County-managed syringe exchange program, public safety concerns, and the lack of a 1:1 exchange. Finally, while the HRCSCC states in its application that it would provide referrals to treatment services, the program does not require or create strong pathways for syringe recipients to obtain medical and treatment services to address their underlying health issues. City staff share concerns about the program model and the potential for home delivery of syringes in Scotts Valley.

For additional information, following is a link to an agenda item on the January 14, 2020 Board of Supervisors meeting where the same issue will be considered: https://santacruzcountyca.iqm2.com/Citizens/Detail_LegiFile.aspx?Frame=&MeetingID=1791&MediaPosition=&ID=8389&CssClass=. This meeting occurs the day before the Council meeting and staff will report on the outcomes of that discussion.

As required under California Health and Safety Code Section 121349, CDPH opened a 45-day public comment period, which will close on January 20, 2020. All public comments must be in writing and submitted to CDPH no later than 11:59 p.m., January 20, 2020.

**FISCAL IMPACT**

There is no fiscal impact associated with this action.

**STAFF RECOMMENDATION**

It is recommended the Council provide feedback and direction regarding the submittal of a letter commenting on the Harm Reduction Coalition of Santa Cruz County SSP application.

**TABLE OF CONTENTS**

None.
City of Scotts Valley
CITY COUNCIL STAFF REPORT

DATE: January 15, 2020
TO: Honorable Mayor and City Council
FROM: Tracy A. Ferrara, City Clerk
APPROVED: Tina Friend, City Manager
SUBJECT: 2020 INTERJURISDICTIONAL COMMITTEE AND STANDING LOCAL COMMITTEE APPOINTMENTS

SUMMARY OF ISSUE
Each year, the newly appointed Mayor selects individual Council Members to serve on Interjurisdictional Committees and Standing Local Committees. As a reminder, standing local committees are publicly noticed committee meetings that fall under the Brown Act (open government laws) and are open to the public. The 2019 Council Member Committee/Subcommittee appointments are attached for your information.

FISCAL IMPACT
There is no fiscal impact associated with this action.

STAFF RECOMMENDATION
It is recommended that the Mayor provide direction regarding the 2020 Interjurisdictional Committee and Standing Local Committee appointments and the Council approve those appointments.

TABLE OF CONTENTS

| 2019 Interjurisdictional Committee and Standing Local Committee Appointments .......... 3 | 3 |
## 2019 COMMITTEE APPOINTMENTS

**INTERJURISDICTIONAL/STANDING LOCAL/PROJECT SPECIFIC**

### INTERJURISDICTIONAL COMMITTEES

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<td>MEETING DAYS</td>
<td>MEETING TIME</td>
<td>MEETING LOCATION</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>League of California Cities <a href="http://www.cacities.org/">http://www.cacities.org/</a></td>
<td>Timm</td>
<td>Annual schedule</td>
<td>Varies</td>
<td>Location varies</td>
</tr>
<tr>
<td>Library Advisory Commission <a href="https://www.santacruzpl.org/library_boards/LAC/">https://www.santacruzpl.org/library_boards/LAC/</a></td>
<td>Jim Landreth</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Library Financing Authority</td>
<td>Reed/Johnson</td>
<td>January / July</td>
<td></td>
<td>Santa Cruz</td>
</tr>
<tr>
<td>Santa Cruz County Consolidated Oversight Board Effective July 2018</td>
<td>Alternates Dilles/Johnson/Reed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Santa Cruz County Integrated Waste Management Local Task Force <a href="http://dpw.co.santacruz.us/Home/RecyclingSolidWaste/Recycling/LocaITaskForce.aspx">http://dpw.co.santacruz.us/Home/RecyclingSolidWaste/Recycling/LocaITaskForce.aspx</a></td>
<td>PWD Designee or Dilles</td>
<td>1st Thursday Mar / Sep / Dec</td>
<td>3:00 - 5:00 pm</td>
<td>Santa Cruz</td>
</tr>
<tr>
<td>Santa Cruz County Regional Transportation Comm <a href="http://sccrtc.org/meetings/commission/agendas/">http://sccrtc.org/meetings/commission/agendas/</a></td>
<td>Johnson/Dilles</td>
<td>1st &amp; 3rd Thursdays Monthly</td>
<td>9:00 am</td>
<td>Location varies</td>
</tr>
<tr>
<td>Santa Cruz METRO <a href="https://www.scmtd.com/en/agency-info/board/board-meeting-schedule">https://www.scmtd.com/en/agency-info/board/board-meeting-schedule</a></td>
<td>Lind</td>
<td>4th Friday Monthly</td>
<td>8:30 am</td>
<td>Location varies</td>
</tr>
<tr>
<td>Santa Margarita Groundwater Agency Joint Powers Authority <a href="http://smgwa.org/meetings/">http://smgwa.org/meetings/</a></td>
<td>Dilles/Lind</td>
<td></td>
<td></td>
<td>Santa Margarita Community Room</td>
</tr>
<tr>
<td>Seniors Advisory Council <a href="http://www.seniorscouncil.org/">http://www.seniorscouncil.org/</a></td>
<td>Dilles</td>
<td>3rd Wednesday Monthly</td>
<td>10:00 am - Noon</td>
<td>Aptos, Watsonville, or San Benito County.</td>
</tr>
</tbody>
</table>
## 2019 CITY SELECTION COMMITTEE APPOINTMENTS

<table>
<thead>
<tr>
<th>COMMITTEES</th>
<th>REPRESENTATIVES</th>
<th>MEETING INFO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monterey Bay Community Power (MBCP) Policy Board</td>
<td>Rep: Jack Dilles</td>
<td>1st Weds 10:30 am</td>
</tr>
<tr>
<td>(Appointed by City Selection Committee per MBCP Bylaws)</td>
<td>Alt: Derek Timm</td>
<td>Monterey</td>
</tr>
<tr>
<td><a href="http://www.mbcommunitypower.org/board-and-staff/">http://www.mbcommunitypower.org/board-and-staff/</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monterey Bay Community Power (MBCP) Operations Board (City Manager</td>
<td>Rep: City Manager</td>
<td>2nd Weds 10:30 am</td>
</tr>
<tr>
<td>Representative Per MBCP Bylaws)</td>
<td>Alt: Daryl Jordan</td>
<td>Monterey</td>
</tr>
<tr>
<td><a href="http://www.mbcommunitypower.org/board-and-staff/">http://www.mbcommunitypower.org/board-and-staff/</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visit Santa Cruz County (VSCC) Board of Directors Representative -</td>
<td>Tina Friend, City Manager</td>
<td></td>
</tr>
<tr>
<td>Scotts Valley, Watsonville, and Capitola (Appointed by City Selection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee per VSCC Bylaws)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="https://www.santacruz.org/partners/board-meeting-agendas">https://www.santacruz.org/partners/board-meeting-agendas</a></td>
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</tbody>
</table>

## STANDING LOCAL CITY COUNCIL COMMITTEES

<table>
<thead>
<tr>
<th>COMMITTEES</th>
<th>REPRESENTATIVES</th>
<th>MEETING DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Traffic Safety Committee</strong></td>
<td>Lind/Johnson</td>
<td>As needed</td>
</tr>
<tr>
<td>The purpose of the Traffic Safety Subcommittee is to review and analyze</td>
<td></td>
<td></td>
</tr>
<tr>
<td>traffic safety issues and concerns raised by residents, and if necessary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>make recommendations to the City Council.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Economic Development Committee</strong></td>
<td>Johnson/Reed</td>
<td>As needed</td>
</tr>
<tr>
<td>The purpose of the Economic Development Committee is to provide guidance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>on matters specifically related to business attraction, retention, and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>expansion, and commercial development within the City. The Committee’s</td>
<td></td>
<td></td>
</tr>
<tr>
<td>recommendations are subject to confirmation by the City Council.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Affordable Housing Committee</strong></td>
<td>Dilles/Timm</td>
<td>As needed</td>
</tr>
<tr>
<td>The purpose of the Affordable Housing Committee is to discuss the City’s</td>
<td></td>
<td></td>
</tr>
<tr>
<td>terms and requirements for affordable housing per the Scotts Valley</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Municipal Code (SVMC) Section 14.01.030 as it relates to new residential</td>
<td></td>
<td></td>
</tr>
<tr>
<td>development. The Committee’s recommended terms are subject to confirmation</td>
<td></td>
<td></td>
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<tr>
<td>by the City Council.</td>
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City of Scotts Valley
CITY COUNCIL STAFF REPORT

DATE: January 15, 2020

TO: Honorable Mayor and City Council

FROM: Tina Friend, City Manager

SUBJECT: ADOPT RESOLUTIONS ESTABLISHING PROJECT SPECIFIC SUBCOMMITTEES

SUMMARY OF ISSUE

To complement the City Council’s consideration of appointments to interjurisdictional committees and standing local committees, staff recommends that the City Council establish and appoint Council Members to two temporary project specific Council subcommittees: the (1) Council Fiscal Sustainability Subcommittee; and, (2) Council Library Renovations Subcommittee.

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

PROJECT SPECIFIC COUNCIL FISCAL SUSTAINABILITY SUBCOMMITTEE


Representation: The Council Fiscal Sustainability Subcommittee is recommended to be comprised of the Mayor and Vice Mayor.

Purpose: The purpose of the Council Fiscal Sustainability Subcommittee is to guide the ongoing implementation and refinement of the City’s Fiscal Sustainability Plan and make recommendations to the City Council regarding the Plan’s components, including revenue enhancements and the FY 2020/21 Budget.

PROJECT SPECIFIC COUNCIL LIBRARY RENOVATIONS SUBCOMMITTEE


Representation: The Council is requested to make two appointments to the Library Renovations Subcommittee.
Purpose: The purpose of the Council Library Renovations Subcommittee is to:

- Examine and refine the Scotts Valley Library Branch’s current and future capital needs, including infrastructure, technology, and equipment replacement.
- Develop renovation project recommendations, aligned with the available Measure S funds, for Council consideration.

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

**FISCAL IMPACT**

There is no fiscal impact associated with this action.

**STAFF RECOMMENDATION**

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

- Resolution No. 1959.2, Council Fiscal Sustainability Subcommittee
- Resolution No. 1959.3, Library Renovations Subcommittee

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<tr>
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</table>

| Resolution No. 1959.3 Establishing a Temporary Project Specific Council Library Renovations Subcommittee | PAGE |
| ………………………………………………………………………………………………………………………………………………… | 4    |
RESOLUTION NO. 1959.2

RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF SCOTTS VALLEY ESTABLISHING A TEMPORARY
PROJECT SPECIFIC COUNCIL FISCAL SUSTAINABILITY SUBCOMMITTEE

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

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

WHEREAS, the Council desires to establish a project specific Council Fiscal Sustainability Subcommittee effective January 15, 2020 through December 31, 2020; and

WHEREAS, the Council Fiscal Sustainability Subcommittee will be comprised of the Mayor and Vice Mayor; and

WHEREAS, the purpose of the Council Fiscal Sustainability Subcommittee is to guide the ongoing implementation and refinement of the City’s Fiscal Sustainability Plan and make recommendations to the City Council regarding the Plan’s components, including revenue enhancements and the FY 2020/21 Budget.

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

The above and foregoing resolution was duly and regularly adopted by the City Council of the City of Scotts Valley at a regular meeting held on the 15th day of January, 2020 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Approved: ____________________________
Randy Johnson, Mayor

Attest: ____________________________
Tracy A. Ferrara, City Clerk
RESOLUTION NO. 1959.3

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY ESTABLISHING A TEMPORARY PROJECT SPECIFIC COUNCIL LIBRARY RENOVATIONS SUBCOMMITTEE

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

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

WHEREAS, the Council desires to establish a project specific Council Library Renovations Subcommittee effective January 15, 2020 through December 31, 2020; and

WHEREAS, the Council Library Facilities Upgrade Subcommittee will be comprised of ________________ and ________________; and

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

- Examine and refine the Scotts Valley Library Branch’s current and future capital needs, including infrastructure, technology, and equipment replacement.
- Develop renovation project recommendations, aligned with the available Measure S funds, for Council consideration.

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

The above and foregoing resolution was duly and regularly adopted by the City Council of the City of Scotts Valley at a regular meeting held on the 15th day of January, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved: ________________________________
Randy Johnson, Mayor

Attest: ________________________________
Tracy A. Ferrara, City Clerk
City of Scotts Valley
STAFF REPORT

DATE: January 15, 2020
TO: Honorable Mayor and City Council
FROM: Tony McFarlane, Administrative Services Director
APPROVED: Tina Friend, City Manager
SUBJECT: DISCUSSION AND DIRECTION REGARDING THE DRAFT COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) FOR FISCAL YEAR ENDING JUNE 30, 2019

SUMMARY OF ISSUE

Following the close of each fiscal year, the City’s external auditors conduct an audit of the City’s financial records and assist in the compilation of the Comprehensive Annual Financial Report (CAFR). The CAFR provides an independent review of the City’s financial reporting processes and internal controls. The audit for the fiscal year ending June 30, 2019, was completed by Badawi & Associates, LLP - Certified Public Accountants. Badawi & Associates, LLP was selected as the City’s independent auditor in May 2019. This is the auditor’s first year of a three-year contract, with an option to extend an additional three years.

Badawi & Associates, LLP issued a preliminary unmodified (“clean”) opinion on the CAFR which states that the City’s financial statements are presented fairly, in all material respects. The results of the CAFR indicate that the City is in good financial health and maintains control over budgeted activities.

As of June 30, 2019, the City’s preliminary government-wide net position totaled $26 million, with overall assets trending higher than liabilities. Compared to the prior year, the City’s net position reflected an increase of $2.9 million. This change was driven by increases in revenue primarily in tax revenues and fees and a decrease in expenses related to vacant positions. The City’s General Fund Balance of $5.1 million remains strong, of which $4.9 million is unassigned and available for expenditure.

The City’s financial statements provide information about the finances of the City in its entirety, as well as information about individual funds. The Management’s Discussion and Analysis (MD&A) starts the financial section of the report and serves as an executive summary to the statements. The Letter of Transmittal, which is included in the introductory section, is designed to complement the MD&A. Both should be read together in order to understand the City’s financial position.
Following the MD&A are the Government-Wide Financial Statements, which are designed to provide a broad overview of the City’s finances similar to a private sector business. These statements show the June 30, 2019 fiscal year balances and overall results of operations for all City funds. The Statement of Activities identifies functions of the City that are principally supported by taxes and those that receive program revenues. Governmental activities are those that are principally supported by taxes and program revenues. The governmental activities of the City include general government; public safety, planning and building, public works, wastewater, and recreation services; and interest on long-term debt.

Following the Government-Wide Financial Statements are Fund Financial Statements for all major and non-major funds of the City. A major fund is one of material significance and is determined through prescribed calculations. The General Fund is always considered a major fund by definition. Non-major funds are all combined together for presentation. All of the fund-level statements are followed by the Notes to the Basic Financial Statements, which contain information on such topics as: Significant Accounting Policies, Cash and Investments, Capital Assets, Long-Term Debt, Retirements Benefits, and Other Post-Employment Benefits (OPEB).

The last section of the CAFR, which is unaudited, contains schedules of statistical data about the City of Scotts Valley in five major categories: Financial Trends, Revenue Capacity, Debt Capacity, Demographic and Economic Information, and Operating Information. These schedules, generally covering a ten-year period, provide operating context for the financial data presented in the financial section of the CAFR. This section is not complete.

As a part of the annual audit, the auditors are also required to report to management about internal controls and the City's compliance with federal grant regulations. For Fiscal Year ending June 30, 2019, there was no requirement for a Single Audit Report.

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

Following Council’s acceptance of the CAFR, it will be submitted to the Governmental Finance Officers Association (GFOA) for consideration as part of the Certificate for Excellence in Financial Reporting program. The GFOA is a nationally recognized nonprofit professional association serving finance professionals throughout the United States and Canada. The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting. The City has received the GFOA certification for over 22 years.
FISCAL IMPACT

The City is required to issue independent audited financial statements on an annual basis. The City Council is asked to receive and file the CAFR once presented by City staff. The cost of preparing the CAFR and the independent audit was budgeted as part of the FY 2019/20 operating budget. There is no fiscal impact as a result of accepting the attached report.

STAFF RECOMMENDATION

It is recommended that the City Council accept the Draft CAFR for the fiscal year ending June 30, 2019 and give staff direction to make edits and amendments in order to meet the GFOA submission deadline of January 31, 2020.

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