



# A G E N D A

## Special Meeting of the Scotts Valley City Council

**Date: July 2, 2018**

**Time: 6:00 p.m.**

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	The agenda was posted 6-29-18 at City Hall, SV Senior Center, SV Library and on the Internet at <a href="http://www.scottsvalley.org">www.scottsvalley.org</a> .

**CALL TO ORDER 6:00 PM**

**PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE**

**ROLL CALL**

**ROLL CALL**

**ELECTED OFFICIALS:**

Jim Reed, Mayor  
Jack Dilles, Vice Mayor  
Stephany E. Aguilar, Council Member  
Randy Johnson, Council Member  
Donna Lind, Council Member

**CITY STAFF MEMBERS:**

Jenny Haruyama, City Manager  
Kirsten Powell, City Attorney  
Taylor Bateman, Community Development Director  
Steve Hammack, Interim Public Works Director  
Steve Walpole, Chief of Police  
Tracy Ferrara, City Clerk

**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.

**CONVENE TO CLOSED SESSION**

**CLOSED SESSION SUBJECT(S)**

- (1) Conference with labor negotiator re employee negotiations with SEIU, Mid Management Group, Management Group, Scotts Valley Police Bargaining Unit, Scotts Valley Police Supervisors Association.  
 Legal Authority: Government Code Section 54957.6  
 Name of Case: N/A  
 Staff Present: City Manager, City Attorney, Labor Consultant

**RECONVENE TO OPEN SESSION**

**REPORT ON ACTION TAKE DURING CLOSED SESSION**

**SPECIAL SET MATTER**

1. Consideration of travel and reimbursement request for Council Member Johnson (City Manager Haruyama)

**ADJOURNMENT**

## City of Scotts Valley CITY COUNCIL STAFF REPORT

**DATE:** July 2, 2018

**TO:** Honorable Mayor and City Council

**FROM:** Jenny D. Haruyama, City Manager

**SUBJECT: CONSIDERATION OF TRAVEL AND REIMBURSEMENT  
REQUEST FOR COUNCIL MEMBER JOHNSON**

### **SUMMARY OF ISSUE**

In March 2018, Council directed the Council Library Subcommittee, comprised of Mayor Reed and Council Member Johnson to work with the Santa Cruz Public Library Director and Group 4 Architecture to assess options for the vacant space (251 Kings Village Road) adjacent to the Scotts Valley Library. The Council directed the City Manager to enter into an agreement with Group 4 to conduct a variety of analyses, including researching conceptual flexible space designs and approaches, including but not limited to joint use spaces at various public libraries.

Council Member Johnson is requesting Council authorization to travel to the City of Carlsbad to tour its Library and auditorium space. As part of this site visit, reimbursement of applicable travel expenses is also requested. Council Member Johnson has planned a personal road trip to the San Luis Obispo (SLO) County area and wishes to extend his trip to the City of Carlsbad (San Diego County) Library for business purposes.

The attached Reimbursement Policy for City Officials specifies that if a City official chooses to travel by vehicle rather than fly and chooses to stop overnight, the cost of the lodging and meals will be the responsibility of the City official. Therefore, this expense would not be eligible.

If a site visit was authorized by the Council, mileage reimbursement would be eligible. Per the attached policy, travel shall be by the most economic means available, which would be determined by the cost of mileage (\$327 - round trip from SLO County to Carlsbad and back) or the lowest available airfare. In this case, reimbursement would be based on round trip airfare which is estimated to be \$267.

### **FISCAL IMPACT**

The fiscal impact associated with this reimbursement request would be approximately \$267.

**STAFF RECOMMENDATION**

It is recommended that Council provide direction regarding the Council travel and reimbursement request.

**TABLE OF CONTENTS**

**PAGE**

Council Reimbursement Policy for City Officials ..... 3

<b>ADMINISTRATIVE MANUAL</b>	<b>A.M. NO. 042</b>	<b>PAGE 1 OF 3</b>
<b>CITY OF SCOTTS VALLEY</b>	<b>EFFECTIVE DATE: 6-20-01</b>	<b>INDEX HEADING: REIMBURSEMENT POLICY FOR CITY OFFICIALS</b>

## **ADMINISTRATIVE PROCEDURE**

The following is an official procedure and/or policy of the City of Scotts Valley, approved by either the City Manager and/or City Council, and shall remain in effect until rescinded or replaced in writing by another official policy.

- NEW POLICY
- NEW PROCEDURE
- UPDATES POLICY/PROCEDURE  
- UPDATED: 12-21-2005**
- REPLACES AND RESCINDS  
PROCEDURE NUMBER:

### **TITLE: REIMBURSEMENT POLICY FOR CITY OFFICIALS**

#### **I. PURPOSE:**

The purpose of this administrative policy is to establish guidelines for reimbursement to City Officials for expenses incurred for authorized attendance at conferences/meetings while in performance of official duties. It is the policy of the City of Scotts Valley to fully cover the legitimate expenses of City officials for attendance at conferences/meetings given the benefit received by the City.

#### **II. DEFINITIONS:**

For the purposes of this policy, the following definitions will be used:

- 2.1 "City Officials" shall mean City Council Members, Commissioners, Members of Task Forces, and Committees.

- 2.2 "Ground Transportation" is any rental car, shuttle service, bus, or taxi.

- 2.3 "Lowest Available Airfare" is the round-trip airfare directly between the Bay Area and the destination city, generally involving an advance purchase or other restrictions.

- 2.4 "Out-of-State" is any location outside of California.

- 2.5 "Pre-paid Expenses" are any costs either paid in advance by the City or charged to a City credit card.

- 2.6 "Travel Expenses" are conference registration fees, tours, special events, and programs (other than recreational) associated with a meeting or conference; air travel or mileage reimbursement; ground transportation, accommodation, food and beverages; parking; and miscellaneous work related expenses, or personal expenses that would not normally have occurred outside of the conference/meeting setting.

#### **III. TRAVEL:**

A. Travel shall be by the most economical means available. Either the Lowest Available Airfare or by the mileage reimbursement rate then in effect. Should there be a reason to travel by a more expensive means, the City Official shall be reimbursed at the lower of the costs. For example, a City Official elects to travel by car when flying would

<b>ADMINISTRATIVE MANUAL</b>	<b>A.M. NO. 042</b>	<b>PAGE 2 OF 3</b>
<b>CITY OF SCOTTS VALLEY</b>	<b>EFFECTIVE DATE: 6-20-01</b>	<b>INDEX HEADING: REIMBURSEMENT POLICY FOR CITY OFFICIALS</b>

be less expensive, the City Official would be reimbursed based on the lowest available airfare and should obtain a documentable quote from an airline or travel agent as the basis for reimbursement.

B. City Official shall use the most cost effective means of ground transportation possible and should research alternatives before traveling to the destination city. For example, airport or hotel shuttles together with taxis or other public transportation to get to restaurants may be less expensive than a rental car.

**C. Mileage Reimbursement:**

Reimbursement for travel in a personal automobile shall be based on the most current IRS mileage reimbursement rate.

**IV. LODGING:**

A. Lodging fees shall be paid only in circumstances where the lodging site exceeds 40 miles from the City of Scotts Valley or 40 miles from the City Official's place of residence. Exceptions may be made when attendance is required beyond 9:00 p.m. and the conference/meeting is more than one day.

B. Lodging charges shall only be those actual and necessary at conference or government rates published by the conference or activity sponsor. Single rates shall prevail except when the room is occupied by more than one City Official. A copy of the paid hotel bill must accompany the expense form.

C. The expense of local telephone calls and official long distance calls, which are billed on the hotel statement, are allowed as hotel accommodation expenses. The City Official is allowed one personal call for family contact per night of lodging. All other personal calls, etc. will not be reimbursed and shall be the responsibility of the City Official.

D. Costs associated with a spouse/partner attending a conference or meeting with the City Official will be the sole responsibility of the City Official. Expenses associated with spouse/partner attendance shall be deducted from all bills prior to submittal for reimbursement.

E. If a City Official chooses to travel by vehicle rather than fly and chooses to stop overnight, the cost of lodging and meals will be the responsibility of the City Official.

F. **Out-of-State Travel:** The City Council must approve expenses and travel outside the State. Out-of-state travel requests must include the reason for the trip, trip dates, estimated cost, and individual(s) traveling.

**V. PROCESSING TRAVEL REQUESTS:**

A. Travel authorization will be done by Check Request for prepayment of registration, hotel accommodations, etc.

<b>ADMINISTRATIVE MANUAL</b>	<b>A.M. NO. 042</b>	<b>PAGE 3 OF 3</b>
<b>CITY OF SCOTTS VALLEY</b>	<b>EFFECTIVE DATE: 6-20-01</b>	<b>INDEX HEADING: REIMBURSEMENT POLICY FOR CITY OFFICIALS</b>

## **VI. EXPENSE REPORTS:**

- A. An expense report, on a form provided by the Finance Department shall be submitted within two weeks of the completion of the meeting. If an advance has been made, such advance shall be so stated and deducted from the expense report. If the advance exceeds incurred expenses, the excess advance funds shall be returned to the City with the submittal of the expense report.
- B. Receipts must accompany all expense reports. No reimbursements shall be made without receipts.
- C. Expense reports shall be deemed as public records.

## **VII. REPORTS TO CITY OFFICIALS**

City Officials shall provide an oral or written report on meetings, conferences or events attended at the expense of the City at the next regular meeting of that City Official's legislative body, commission, committee or task force.

APPROVED:

DATE: December 21, 2005