

City of Capitola Agenda

Mayor: Jacques Bertrand
Vice Mayor: Kristen Petersen
Council Members: Ed Bottorff
Yvette Brooks
Sam Storey



CAPITOLA CITY COUNCIL REGULAR MEETING

THURSDAY, JANUARY 10, 2019

7:00 PM

CITY COUNCIL CHAMBERS
420 CAPITOLA AVENUE, CAPITOLA, CA 95010

CLOSED SESSION – 6:30 PM
CITY MANAGER’S OFFICE

An announcement regarding the items to be discussed in Closed Session will be made in the City Hall Council Chambers prior to the Closed Session. Members of the public may, at this time, address the City Council on closed session items only. There will be a report of any final decisions in City Council Chambers during the Open Session Meeting.

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
[Govt. Code § 54956.9 (d)(1)]
(2 cases)

City of Capitola v. Water Rock Construction, Inc.
Santa Clara Superior Court Case No. 16CV295795

City of Capitola v. D’Angelo
Santa Cruz County Superior Court Case No. CV 181659

REGULAR MEETING OF THE CAPITOLA CITY COUNCIL – 7 PM

All correspondences received prior to 5:00 p.m. on the Wednesday preceding a Council Meeting will be distributed to Councilmembers to review prior to the meeting. Information submitted after 5 p.m. on that Wednesday may not have time to reach Councilmembers, nor be read by them prior to consideration of an item.

All matters listed on the Regular Meeting of the Capitola City Council Agenda shall be considered as Public Hearings.

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Council Members Sam Storey, Kristen Petersen, Jacques Bertrand, Yvette Brooks, Ed Bottorff, and Mayor Jacques Bertrand

2. PRESENTATIONS

- A. Introduce New City Hall Receptionist
- B. 2018 Officer of the Year - Herb Ross Award

3. REPORT ON CLOSED SESSION

4. ADDITIONAL MATERIALS

Additional information submitted to the City after distribution of the agenda packet.

5. ADDITIONS AND DELETIONS TO AGENDA

6. PUBLIC COMMENTS

Oral Communications allows time for members of the Public to address the City Council on any item not on the Agenda. Presentations will be limited to three minutes per speaker. Individuals may not speak more than once during Oral Communications. All speakers must address the entire legislative body and will not be permitted to engage in dialogue. All speakers are requested to print their name on the sign-in sheet located at the podium so that their name may be accurately recorded in the minutes. A MAXIMUM of 30 MINUTES is set aside for Oral Communications at this time.

7. CITY COUNCIL / CITY TREASURER / STAFF COMMENTS

City Council Members/City Treasurer/Staff may comment on matters of a general nature or identify issues for staff response or future council consideration.

8. BOARDS, COMMISSIONS AND COMMITTEES APPOINTMENTS

- A. Review Annual Advisory Body Appointments
RECOMMENDED ACTION: Make appointments.

9. CONSENT CALENDAR

All items listed in the "Consent Calendar" will be enacted by one motion in the form listed below. There will be no separate discussion on these items prior to the time the Council votes on the action unless members of the public or the City Council request specific items to be discussed for separate review. Items pulled for separate discussion will be considered following General Government.

Note that all Ordinances which appear on the public agenda shall be determined to have been read by title and further reading waived.

- A. Consider the December 13, 2018, City Council Regular Meeting Minutes
RECOMMENDED ACTION: Approve minutes.
- B. Consider a Resolution Designating Certain City Personnel to Sign State of California Department of Transportation Funding and Certification Documents
RECOMMENDED ACTION: Approve a resolution authorizing the City Manager, Finance Director, or Public Works Director to execute various agreements, documents, and certifications with the California State Department of Transportation as required for state and federal funding for transportation projects within the City.

10. GENERAL GOVERNMENT / PUBLIC HEARINGS

All items listed in "General Government" are intended to provide an opportunity for public discussion of each item listed. The following procedure pertains to each General Government item: 1) Staff explanation; 2) Council questions; 3) Public comment; 4) Council deliberation; 5) Decision.

- A. Consider a Resolution for Dissolution of the Traffic and Parking Commission
RECOMMENDED ACTION: Approve a resolution repealing Resolution No. 3740 and Resolution No. 4107 and dissolving the Traffic and Parking Commission or make appointments to the commission for a new two-year term.
- B. Consider Library Construction Update and Contract Change Order Policy
RECOMMENDED ACTION: Receive report and adopt a Resolution approving a field order and contract change order policy for the Capitola Branch Library Project.
- C. Review Changes to Treasurer References in Municipal Code
RECOMMENDED ACTION: Discuss implementation of the voter-approved transition from an elected to an appointed treasurer and provide direction regarding how the treasurer appointment will be made.
- D. Consider a 2019 Community Development Block Grant (CDBG) Application
RECOMMENDED ACTION: Hold the noticed public hearing and defer consideration of the attached Resolution approving a Community Development Block Grant application until the next grant cycle anticipated in July 2019.
- E. Consider Options To Streamline Meeting Agenda
RECOMMENDED ACTION: Discuss ways to reach the scheduled public hearing portion of the City Council agenda more quickly to improve community access.

11. ADJOURNMENT

CAPITOLA CITY COUNCIL REGULAR MEETING AGENDA
January 10, 2019

Note: Any person seeking to challenge a City Council decision made as a result of a proceeding in which, by law, a hearing is required to be given, evidence is required to be taken, and the discretion in the determination of facts is vested in the City Council, shall be required to commence that court action within ninety (90) days following the date on which the decision becomes final as provided in Code of Civil Procedure §1094.6. Please refer to code of Civil Procedure §1094.6 to determine how to calculate when a decision becomes “final.” Please be advised that in most instances the decision become “final” upon the City Council’s announcement of its decision at the completion of the public hearing. Failure to comply with this 90-day rule will preclude any person from challenging the City Council decision in court.

Notice regarding City Council: The City Council meets on the 2nd and 4th Thursday of each month at 7:00 p.m. (or in no event earlier than 6:00 p.m.), in the City Hall Council Chambers located at 420 Capitola Avenue, Capitola.

Agenda and Agenda Packet Materials: The City Council Agenda and the complete Agenda Packet are available for review on the City’s website: www.cityofcapitola.org and at Capitola City prior to the meeting. Agendas are also available at the Capitola Post Office located at 826 Bay Avenue, Capitola. Need more information? Contact the City Clerk’s office at 831-475-7300.

Agenda Materials Distributed after Distribution of the Agenda Packet: Pursuant to Government Code §54957.5, materials related to an agenda item submitted after distribution of the agenda packet are available for public inspection at the Reception Office at City Hall, 420 Capitola Avenue, Capitola, California, during normal business hours.

Americans with Disabilities Act: Disability-related aids or services are available to enable persons with a disability to participate in this meeting consistent with the Federal Americans with Disabilities Act of 1990. Assisted listening devices are available for individuals with hearing impairments at the meeting in the City Council Chambers. Should you require special accommodations to participate in the meeting due to a disability, please contact the City Clerk’s office at least 24-hours in advance of the meeting at 831-475-7300. In an effort to accommodate individuals with environmental sensitivities, attendees are requested to refrain from wearing perfumes and other scented products.

Televised Meetings: City Council meetings are cablecast “Live” on Charter Communications Cable TV Channel 8 and are recorded to be rebroadcasted at 8:00 a.m. on the Wednesday following the meetings and at 1:00 p.m. on Saturday following the first rebroadcast on Community Television of Santa Cruz County (Charter Channel 71 and Comcast Channel 25). Meetings are streamed “Live” on the City’s website at www.cityofcapitola.org by clicking on the Home Page link “**Meeting Video.**” Archived meetings can be viewed from the website at anytime.



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF JANUARY 10, 2019

FROM: City Manager Department
SUBJECT: Introduce New City Hall Receptionist

DISCUSSION: The City Manager's Department is pleased to introduce the new City Hall receptionist, Vanessa Graham. The recruitment effort resulted in a strong pool of dozens of applicants, of which eight were interviewed, and Ms. Graham was the unanimous top choice. An Aptos resident, she brings years of administrative experience and a welcoming presence to the front desk.

Report Prepared By: Linda Fridy
City Clerk

Reviewed and Forwarded by:

A handwritten signature in blue ink, appearing to be "JG", is written over a horizontal line.

Jamie Goldstein, City Manager

1/4/2019



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF JANUARY 10, 2019

FROM: Capitola Police Department
SUBJECT: 2018 Officer of the Year - Herb Ross Award

DISCUSSION: Master Officer Guillermo Vasquez began his career with the Capitola Police Department in January 2006 after his graduation from the Gavilan Police Academy. Throughout his 12 years of service, Master Officer Vasquez has demonstrated the highest level of professionalism and dedication to Capitola residents, our community, and his fellow employees. For several consecutive years, Guillermo has led all officers in productivity and measured performance, always meeting the public's high expectations of law enforcement officers in today's challenging climate. Master Officer Vasquez has received several citizen commendations for his positive and caring attitude and his willingness to provide for those in need.

Over the past year as the Police Department struggled with significant staffing shortages, Master Officer Vasquez demonstrated a selfless quality to serve above and beyond expectations. During the unexpected absence of a supervisor, and due to recognized expertise and leadership, Master Officer Vasquez assumed the vacated supervisory responsibilities and tasks while maintaining his duties as a patrol officer. Specifically, he managed and maintained the department's entire technology and equipment program including the body-worn camera program, management of the CPD fleet program, facility security program, portable radio program, cellular phone programs, and all cataloging and auditing requirements required.

During this four-month period, Master Officer Vasquez's performance allowed the department to effectively serve our community by managing and maintaining the critical tools necessary to perform as peace officers. He displayed a tireless work ethic fully supporting the needs and the vision of the police department as we began the rebuilding process while maintaining service levels expected by the citizens of Capitola.

Through a peer nomination and the unanimous vote of the supervisory and command staff of the Police Department, Master Officer Guillermo Vasquez is recognized as the 2018 recipient of the prestigious Herb Ross Award - Officer of the Year.

Report Prepared By: Terry McManus
Police Chief

2018 Officer of the Year - Herb Ross Award
January 10, 2019

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

1/3/2019



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF JANUARY 10, 2019

FROM: City Manager Department
SUBJECT: Review Annual Advisory Body Appointments

RECOMMENDED ACTION: Make appointments.

BACKGROUND: Several of the City of Capitola's advisory bodies have terms that expired in December 2018 and will require the City Council or individual members to make appointments for the next term. Council Members and community members also sit on several City and multi-jurisdiction boards that require appointments.

In addition to the City advisory boards below, recruitment was conducted for the Traffic and Parking Commission whose application period closed prior to the request from Council Member Bottorff that the Council consider dissolving the commission. Item 10.A on this agenda will be to consider the dissolution of Traffic and Parking, or alternatively, to make appointments to that commission.

DISCUSSION: Some appointments were made at the December 13, 2018, regular meeting. The following appointments should be made at this time. Applications of first-time community appointees are included as attachments.

City Advisory Bodies

Architecture and Site Committee: three professional members who review development application plans, 2-year terms. Mayor appoints with Council concurrence.

- Architect Frank Phanton has requested reappointment
- Historian Carolyn Swift has requested reappointment

The City has not received an application for the landscape architect.

Art and Cultural Commission: 9 members, 2-year staggered terms. Commission members help promote the arts and advise the Council regarding public art projects within the City. One city council member should be appointed to serve on this body.

- Vacant Council Member (formerly Termini)

Commission on the Environment: 5 members, 2-year terms. Advises the Council on issues related to preserving the natural environment.

- One Council representative (currently Mayor Bertrand)
- Four individual Council appointments, currently

Annual Advisory Committee Appointments
January 10, 2019

- Cathlin Atchison [Petersen appointee] requested reappointment
- Peter Wilk [Bottorff appointee] requested reappointment
- 2 vacancies

Michelle Beritzhoff-Law has applied to join the committee (Attachment 1) and recruitment continues.

Finance Advisory Committee: 7 members, 2-year terms. The committee provides financial and budget alternatives and advice to the City Council.

- Mayor (or other appointed Council Member)
- Vice Mayor (or other appointed Council Member)
- City Treasurer
- 1 appointee from each of the remaining three City Council members, most recently:
 - Marilyn Warter [Petersen Appointee] requested reappointment
 - Will O'Sullivan [Bertrand Appointee] resigned as of December 31.
 - Paul Estey [Bottorff Appointee] requested reappointment
- Capitola Businessperson/Capitola Resident representing the business community as recommended by the Capitola Soquel Chamber of Commerce.
 - Toni Castro requested reappointment

Douglas Crowder has applied to join the committee (Attachment 2).

Wharf Working Group: 5 members. The City Manager and Wharf business owners are ex-officio members. 2 Council members, recently:

- Kristen Petersen
- Vacant (formerly Termini)

The City also has an **Ad Hoc Library Design Advisory Committee** that meets as needed and remains in place in case changes are required during construction. The committee consists of the following members. These are ongoing appointments and no changes are needed.

- Capitola City Manager
- Capitola Public Works Director
- Project Manager Dave Tanza
- Santa Cruz Public Libraries Library Director and Staff
- Noll and Tam Architects
- At-Large Community Member Bob White
- (Former) City Council Member Mike Termini
- (Former) Capitola Library Advisory Committee Member Gayle Ortiz

Outside Agency Boards

Criminal Justice Council: Two members. Meets quarterly, first meeting early February.

- Council member (currently Bertrand)
- Council or staff (previously Termini)

Capitola Public Safety Foundation: Meets monthly first Tuesday at City Hall, 4 p.m.

- One mayor's appointee, no requirement (currently Petersen)

LAFCO (Local Agency Formation Commission): Regional board that reviews government boundary changes.

Annual Advisory Committee Appointments
January 10, 2019

- One Council alternate needed for a four-year term starting in May. (Attachment 3)

Santa Cruz County Children's Network

- One appointee, no requirement (currently Bertrand)

Santa Cruz County Library Advisory: Provides citizen insight to the Santa Cruz Public Library System.

- One City resident representative

Barbara Gorson resigned in November, just before the end of her four-year term in March 2019. Bob White has applied for the position, (Attachment 4) which was noticed as both filling the vacancy and a new four-year term.

Santa Cruz County Library Financing Authority: Meets twice yearly in late January and June at the Main Library.

- One Council representative (formerly Termini)
- One Council alternate (currently Bertrand)

Santa Cruz County Integrated Waste Management: Meets four times a year starting in March.

- One Council representative
- One alternate, can be staff

Santa Cruz County Regional Transportation Commission: Meets first and third Thursdays at 9 a.m. in various locations.

- One Council representative (currently Bertrand)
- One alternate (currently Petersen)

Santa Cruz County Flood Control and Water Conservation Zone 5: Meets periodically as a subset of the County Board of Supervisors.

- One Council representative
- One Council alternate

FISCAL IMPACT: None.

ATTACHMENTS:

1. Beritzrhoff-Law COE
2. Crowder FAC app
3. LAFCO City Selection Committee 2019
4. White library app

Report Prepared By: Linda Fridy
City Clerk

Annual Advisory Committee Appointments
January 10, 2019

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

1/3/2019

NOV 16 2018



CITY of CAPITOLA BOARDS AND COMMISSIONS APPLICATION

Application for:

- Art & Cultural Commission
[Artist; Arts Professional; At Large Member]
Please underline category above.
- Finance Advisory Committee
[Business Representative; At Large Member]
Please underline category above.
- Historical Museum Board
- Library Advisory Committee
- Architectural & Site Committee
[Architect; Landscape Architect; Historian]
Please underline category above.
- Traffic & Parking Commission
- [Central Village Resident; Village Business Owner; City Council Appointee]
Please underline category above.
- Planning Commission
- Other Committee Commission on the Environment

Name: Beritzhoff-Law Michelle
Last First

Residential Neighborhood: Capitola

Occupation: Project Director

Describe your qualifications and interest in serving on this Board/Commission/Committee: _____

** Please see attached document

(Use additional paper, if necessary)

Please Note: Appointment to this position may require you to file a conflict of interest disclosure statement with the City Clerk. This information is a public record and these statements are available to the public on request.

11-13-2018
Date

[Signature]
Signature of Applicant

Mail or Deliver Application to:
Capitola City Hall
Attn: City Clerk
420 Capitola Avenue, Capitola, CA 95010

All information contained in this page of the application is public data and will be made available for public review and copying for anyone requesting it, and may be posted on the website of the City of Capitola. All information in this page will be provided to the Capitola City Council in a public forum and will be reviewed in public. It will therefore be part of the public record.

Attachment: Beritzhoff-Law COE (Annual Advisory Committee Appointments)

Dear Capitola City Council,

I'm applying for one of the openings on the Capitola Commission on the Environment.

I have an inherent interest in protecting and improving the environmental condition of Capitola and its wider associated ecosystem. Having grown up on these beaches in the summer, and now living in the City itself, I have and continue to enjoy the amazing beaches and outdoor spaces available in Capitola.

My educational and professional background have equipped me with relevant scientific and government experience to be an effective and collaborative member of the Capitola Commission on the Environment.

I am eager to work with other Commission members, the Council, as well as other stakeholders, on the key environmental issues facing the City of Capitola. I'm confident that collectively we can make a positive impact.

Please find my resume attached with additional information on my professional and educational background. I look forward to hearing more about the appointment and am happy to answer any questions you may have.

Kind regards,
Michelle Beritzhoff-Law



MICHELLE BERITZHOFF-LAW

WORK EXPERIENCE

Project Director (Sept 2017 – Present)

FishWise, Santa Cruz CA

- Works with FishWise's national retail partners to develop and implement sustainable seafood programs
- Works with our Business Development team to construct new services

Auditor (Oct 2015 – Oct 2017)

MRAG Americas Inc.

- Certified Marine Stewardship Council (MSC) Chain of Custody Auditor
- Audited vessels which have registered for the International Seafood Sustainability Foundation (ISSF) Proactive Vessel Registration program

Fisheries Analyst (June 2011 – Aug 2015)

Regulation and Assurance, Ministry for Primary Industries (MPI) NEW ZEALAND

I was part of New Zealand's Deepwater Fisheries Management team, relevant work items include:

- MPI's Project Manager and policy lead for the development of New Zealand's Threat Management Plan for New Zealand sea lions
- Acting Private Secretary in the office for the Minister of Primary Industries, Hon. Nathan Guy – representing MPI's fisheries and aquaculture interests
- Responsible for managing the scampi, southern arrow squid, and southern blue whiting fisheries in New Zealand
- Developed fishery-specific management plans and worked with stakeholder groups to implement management objectives
- Participated in the Ministries Aquatic Environment and Fisheries Stock Assessment Working Groups – the government's science peer review process.
- Developed options and wrote policy documents (consultation and final advice papers) for Ministers on sustainability measures (catch limits and fishery related mortality limits)
- Helped facilitate the Foreign Charter Vessel (FCV) Steering Group; a multiagency group including Maritime New Zealand, Immigration, Department of Labor, and MPI. This group was tasked with addressing recommendations from a National Inquiry into the use and operation of Foreign Charter Vessels in New Zealand waters
- Drafted and participated in the development, review, and completion of annual work plans as well as research contracts
- Helped develop, implement, and monitor non-regulatory measures, including vessel adherence to the SQU6T Operational Plan 2012-2016 which aims to reduce interactions with marine mammal and seabirds
- Developed and implemented the Environmental Engagement Forum which aims to improve communication between government and NGOs on environmental issues associated with commercial fishing
- Communicated with and worked across internal business groups to achieve fisheries management objectives
- Reviewed Special Permit applications from commercial fisherman, wrote summary reports, and recommended approval or denials

Science Officer (January 2011- June 2011)

Fisheries Management, Ministry of Fisheries

- Responsible for monitoring and organizing the review of research contracts by the science team
- Facilitated communication between contracts team and principal scientists
- Maintained web content and membership of the Working Group Website which supported the science peer review process
- Responsible for the organizing, editing, printing, and distribution of the Fisheries Assessment Plenary, which is an annual and National report updating the status of New Zealand's fish stocks and fisheries science
- Covered all administrative duties for working group meetings and supported meeting chairs by taking notes on technical topics including population modelling, quantitative risk assessments, as well as experimental design, data collection, and data grooming.

At-sea Observer (December 2009 - February 2010)

Observer Services, Ministry of Fisheries

- Employed for summer contract as an at-sea observer on inshore commercial trawlers (fishing vessels)
- Collected data on the effectiveness of seabird mitigation devices and marine mammal bycatch
- Identified and quantified seabirds and marine mammals

Research Diver (September 2005 - 2009):

University of Otago, New Zealand 2008-2009

Worked as a Certified Research Diver for University of Otago:

- Organized and executed research trip into remote Doubtful Sound, Fiordland
- Logged over 50 research dives in Fiordland
- Used underwater filming equipment and survey tools
- Organized and conducted fish abundance transects

University of California, Santa Barbara (UCSB) 2005-2007

Qualified AAUS Research Diver (OSH equivalent) involved in the following activities:

- Maintained sub-tidal moorings and oceanographic profiling equipment
- Deployed and maintained fish aggregation devices
- Manipulated densities of benthic invertebrates
- Surveyed benthic macroalgal and invertebrate communities
- Estimated kelp biomass

Biological Field Monitor (Sept 2006 – Jan 2007)

San Marino Environmental Associates - Contractor (40-8hrs/week) \$24-12/hr

I was contracted to work on an ExxonMobile drilling site with environmental consultants conducting pre and post construction evaluations as well as site monitoring during construction. Work items included:

- Water Samples
- Fish surveys (electrofishing, identifying, and relocating fish)
- Containment of drilling mud
- Monitoring site and communicating field situation with government and private companies

Research Assistant (March 2003 – June 2006)

University of California, Santa Barbara

Worked in three different research labs both as volunteer and then paid intern. Work items included:

- Data entry and management
- Identification and sorting of benthic invertebrate samples
- Organizing and preparing equipment for field operations

EDUCATION

MSc in Marine Science (February 2007- Dec 2013)

University of Otago, Dunedin NZ

- Relevant first year coursework includes: Principles of Physical Oceanography, Marine Geology and Geophysics, Field Marine Science, Coastal Marine Management, Marine Aquaculture, and Marine Biology.
- While working full-time I completed my Pilot study: Blue cod (*Parapercis colias*) measurements obtained using an underwater video method, and its future application measuring blue cod (*Parapercis colias*) size distribution within Fiordland, New Zealand.
- Thesis submitted for the Degree of Masters in Science: Blue cod (*Parapercis colias*) size structure within Fiordland, New Zealand: inferred by diver controlled video-metrics
- During my study I became well practiced at organizing and analyzing large data sets, including video analysis, as well as organizing team field trips into the remote fiords of New Zealand.

Bachelor of Science in Aquatic Biology (2002- 2006)

University of California, Santa Barbara (UCSB) CA, USA

- Completed a four-year degree in Aquatic Biology, encompassing both freshwater and saltwater systems
- Relevant Courses and Labs include: Organic Chemistry, Hydrology, Aquatic Biology, Biology of Fishes, Fisheries Management, Stream Ecology, Physical Oceanography, Marine Ecology, Animal Physiology, Statistics (Level 4), and Physics
- Gained knowledge and became well practiced in all Microsoft Office, Adobe, iMove, SPSS, MINITab, QGIS, PC and Mac computers

PROFESSIONAL DEVELOPMENT

Digital Marketing – (2014 - 2015)

Six month online course - Yoobee School of Design, Wellington NZ

Through the course I learned about design theory, brand development, and how to use the following programs:

- Adobe (InDesign, Illustrator, Photoshop, Premier Pro, Bridge, Flash)
- Autodesk Maya 3D – (modeling and animations software)
- Website design: HTML, CSS

Facilitation Course – (2015)

Week long course by PATILLO – Wellington, New Zealand

Learned and practiced facilitation methods including establishing a platform and purpose for the facilitation, preparing for facilitation through workshop design and processes, and overall facilitation presence.

Project Management – (2015)

Week long course – Wellington, New Zealand

Learned and practiced project management methods found in PRINCE2 and in Adaptive Project Framework

PUBLICATION

Thompson, F. N.; Berkenbusch, K.; Beritzhoff-Law, M. 2015. Reported New Zealand sea lion (*Phocarctos hookeri*) captures in commercial trawl fisheries, 1991–92 to 2012–13. *New Zealand Aquatic Environment and Biodiversity Report No. 145*. ISSN 1179-6480 (online) ISBN 978-0-477-10542-2 (online)

TEACHING / EDUCATION OUTREACH EXPERIENCE

Lab Teacher/Demonstrator, University of Otago, Dunedin NZ

Demonstration for Zoology /Biology Dept. (2008)

Part Time – minimum wage

- Taught basic lab techniques and tutored first year health science students through genetic and cellular biology labs.

Science Outreach Educator, REEF - Marine Science Institute (MSI)

Research Experience Education Facility (R.E.E.F) at UC Santa Barbara (June 2004 –July 2006)

Part time – minimum wage

- Led tours in marine science at University aquarium, cared for organisms, trained new docents
- Organized outdoor 'floating labs' focused on marine science and oceanography for high school students
- Helped run a marine science camp for students from inter-city LA

VOLUNTEER / COMMUNITY ENGAGEMENT EXPERIENCE

- **New Zealand Marine Science Society - Treasurer (2013 – 2015):**
www.nzmss.org
- **Special Olympics Wellington, New Zealand - Basketball Coach (2011 – 2015):**
<http://specialolympicswellington.org.nz/2-uncategorised/2-special-olympicswellington-2.html>
- **Otago Universities Department of Marine Science, Student Representative;** Postgraduate Student Representative (2007, 2008, 2009 (1st Semester))
- **UC Santa Barbara, Student-Athlete Representative and Chairwoman,** Gaucho Track and Field Athletic Association (NCAA Division 1) Cross-Country, Track and Field (August 2002 – June 2006)



CITY of CAPITOLA BOARDS AND COMMISSIONS APPLICATION

Application for:

- Art & Cultural Commission
[Artist; Arts Professional; At Large Member]
Please underline category above.
- Finance Advisory Committee
[Business Representative; At Large Member]
Please underline category above.
- Historical Museum Board
- Library Advisory Committee
- Architectural & Site Committee
[Architect; Landscape Architect; Historian]
Please underline category above.
- Traffic & Parking Commission
[Village Resident; Village Business Owner; At Large Member]
Please underline category above.
- Planning Commission
- Other Committee _____

Name: Crowder Douglas
Last First

Residential Neighborhood: Captiola - 48th Avenue, North of Capitola Rd

Occupation: Pharmaceutical Drug Development - Global Business Development Professional

Describe your qualifications and interest in serving on this Board/Commission/Committee: As a Capitola resident
 for over three years, my wife and I have come to treasure our unique and beautiful gem of a community. We put roots down in a wonderful neighborhood and look forward to one day raising
 a family here in Capitola. I also believe we are at a pivotal point in the City's future - an opportunity to embrace its small town heritage through intelligent growth,
 while the county of Santa Cruz and the greater region as a whole continue to experience exponential and seemingly unsustainable growth. As a Biologist by education and a business professional,
 I believe Capitola can continue to build upon symbiosis it has created as a thriving tourist destination and wonderful family community while ensuring a mutual beneficial
 and diversified city finance plan that considers the importance of year-round sustainability for our business community and residential quality of life. With my practical experience
 in managing multi-million dollar budgets in both small business and global markets, I look forward to collaborating with the City Council and Committee as they work to overcome the impending revenue
 shortfalls in the City's budget. Additionally, when called upon, to provide a voice as a resident that ensures the quality of life and heritage of our great city is planned for future generations.
 (Use additional paper, if necessary)

Please Note: Appointment to this position may require you to file a conflict of interest disclosure statement with the City Clerk. This information is a public record and these statements are available to the public on request.

Nov 27th, 2018
Date


Signature of Applicant

Mail or Deliver Application to:
Capitola City Hall
Attn: City Clerk
420 Capitola Avenue, Capitola, CA 95010

All information contained in this page of the application is public data and will be made available for public review and copying for anyone requesting it, and may be posted on the website of the City of Capitola. All information in this page will be provided to the Capitola City Council in a public forum and will be reviewed in public. It will therefore be part of the public record.

Attachment: Crowder FAC app (Annual Advisory Committee Appointments)



December 24, 2018

City Selection Committee c/o Carlos Palacios
701 Ocean Street, Room 520
Santa Cruz, CA 95060

SUBJECT: CITY POSITIONS ON LAFCO

Dear Mr. Palacios:

Under state law, the cities in Santa Cruz County appoint two council members to be regular members of LAFCO and one council member to be an alternate. The appointments are made by the City Selection Committee, for which you function as clerk. I am writing to alert the City Selection Committee of appointments that it should consider in early 2019.

The current city representatives on LAFCO are:
Regular Member Santa Cruz Vacant
Regular Member Scotts Valley Donna Lind
Alternate Watsonville Lowell Hurst.

The City Selection Committee should make appointments to fill each of these positions in 2019. For many years the cities have followed a system by which the cities rotate through the LAFCO positions so that each city is in the alternate seat before moving into a regular seat. This system also provides for each city to have a regular seat for four years in any eight-year period. If the cities continue with this system:

- Santa Cruz would fill the remainder of the term, recently held by David Terrazas, that ends on May 2, 2022.
- Scotts Valley would rotate off the Commission on May 6, 2019.
- Watsonville's term as alternate member would end on May 6, 2019; and its term as a regular member would begin on May 6, 2019 and end on May 1, 2023; and
- Capitola would fill the alternate member seat on May 6, 2019 and move into a regular seat when Santa Cruz rotates off the Commission on May 2, 2022.

The copies of this letter going to the cities of Capitola, Santa Cruz and Watsonville will serve to remind those cities to submit their nominations to you for consideration by the City Selection Committee. Please contact me if additional information would be helpful.

Very truly yours,
PMCC

Patrick M. McCormick, Executive Officer

cc: City Clerks of the City of Capitola, the City of Santa Cruz, and the City of Watsonville

Attachment: LAFCO City Selection Committee 2019 (Annual Advisory Committee Appointments)



CITY of CAPITOLA BOARDS AND COMMISSIONS APPLICATION

Application for:

- Art & Cultural Commission
[Artist; Arts Professional; At Large Member]
Please underline category above.
- Architecture & Site Committee
[Architect; Landscape Architect; Historian]
Please underline category above.
- Finance Advisory Committee
[Business Representative; At Large Member]
Please underline category above.
- Traffic & Parking Commission
[Central Village Resident; Village Business Owner; City Council Appointee]
Please underline category above.
- Historical Museum Board
- Planning Commission
- Library Advisory Committee
- Other Committee SANTA CRUZ LIBRARIES
JPA ADVISORY BOARD

Name: White Bob
Last First

Residential Neighborhood: DEPOT HILL, CAPITOLA

Occupation: RETIRED FORMERLY ASST. UNIVERSITY LIBRARIAN-PLANNING AT UC SANTA CRUZ (1980-2006).

Describe your qualifications and interest in serving on this Board/Commission/Committee: I'M a STRONG SUPPORTER OF THE SANTA CRUZ PUBLIC LIBRARIES. AT PRESENT I'M THE COMMUNITY MEMBER REPRESENTATIVE ON THE CAPITOLA LIBRARY AD HOC DESIGN COMMITTEE. DURING MY TENURE AT THE UCSC UNIVERSITY LIBRARY I HAD SENIOR ADMINISTRATIVE, PLANNING AND BUDGETARY RESPONSIBILITIES. AS THE LIBRARY'S BUDGET AND PLANNING OFFICER I WAS RESPONSIBLE FOR PREPARING AND OVERSEEING a \$12 MILLION BUDGET.

(Use additional paper, if necessary)

Please Note: Appointment to this position may require you to file a conflict of interest disclosure statement with the City Clerk. This information is a public record and these statements are available to the public on request.

11/27/18
Date

Bob White
Signature of Applicant

Mail or Deliver Application to:
Capitola City Hall
Attn: City Clerk
420 Capitola Avenue, Capitola, CA 95010

All information contained in this page of the application is public data and will be made available for public review and copying for anyone requesting it, and may be posted on the website of the City of Capitola. All information in this page will be provided to the Capitola City Council in a public forum and will be reviewed in public. It will therefore be part of the public record.

Attachment: White library app (Annual Advisory Committee Appointments)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF JANUARY 10, 2019

FROM: City Manager Department

SUBJECT: Consider the December 13, 2018, City Council Regular Meeting Minutes

RECOMMENDED ACTION: Approve minutes.

DISCUSSION: Attached for City Council review and approval are the minutes of the regular meeting of December 13, 2018.

ATTACHMENTS:

1. 12-13-18 draft minutes

Report Prepared By: Linda Fridy
City Clerk

Reviewed and Forwarded by:

A handwritten signature in blue ink, appearing to be "JG", is written over a horizontal line.

Jamie Goldstein, City Manager

1/3/2019

**DRAFT
CAPITOLA CITY COUNCIL
REGULAR MEETING MINUTES
THURSDAY, DECEMBER 13, 2018**

Mayor Termini called the meeting to order at 6 p.m.

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Council Member Stephanie Harlan: Absent, Council Member Ed Bottorff: Present, Mayor Michael Termini: Present, Vice Mayor Jacques Bertrand: Present, Council Member Kristen Petersen: Present.

Treasurer Peter Wilk was present.

2. ADDITIONAL MATERIALS - None

3. ADDITIONS AND DELETIONS TO AGENDA - None

4. PUBLIC COMMENTS - None

5. CITY COUNCIL / CITY TREASURER / STAFF COMMENTS

Treasurer Wilk noted a \$65,000 check was issued for Measure L legal fees. Additionally, with the passage of Measure K making the treasurer an appointed position, he will resign his position in a few weeks.

Mayor Termini shared the artwork of the second place plein air winner, and noted the staff holiday party was a success.

Council Member Bottorff asked the Council to consider dissolving the Traffic and Parking Commission on a future agenda.

6. CONSENT CALENDAR

MOTION:	APPROVE AS RECOMMENDED
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jacques Bertrand, Vice Mayor
SECONDER:	Kristen Petersen, Council Member
AYES:	Ed Bottorff, Michael Termini, Jacques Bertrand, Kristen Petersen
ABSENT:	Stephanie Harlan

A. Consider the November 20, 2018, City Council Regular Meeting Minutes
RECOMMENDED ACTION: Approve minutes.

B. Receive Audit Report for Fiscal Year 2017-18
RECOMMENDED ACTION: Receive report.

C. 38th Avenue Sidewalk Project Notice of Completion
RECOMMENDED ACTION: Approve the Notice of Completion and Contract Change Order Number 2 for the 38th Avenue sidewalk project by Earthworks Paving Contractors with a final cost of \$144,420 and direct the Public Work Department to record the Notice of Completion.

Attachment: 12-13-18 draft minutes (Approval of City Council Minutes)

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
December 13, 2018

- D. Adopt a Resolution Setting the Interest Rate for Tenants' Security Deposits for 2019 at Zero Percent (0.00%) [750-10]
RECOMMENDED ACTION: Adopt **Resolution No. 4133**.

- E. Consider a Resolution Approving a New Hourly and Seasonal Pay Schedule [600-10]
RECOMMENDED ACTION: Adopt **Resolution No. 4134** repealing Resolution No. 4095 and approving a New Hourly/Seasonal Pay Schedule.

- F. Consider a Resolution Authorizing an Increase in the Residential and Commercial Garbage Collection [930-45]
RECOMMENDED ACTION: Adopt **Resolution No. 4135** approving the Rate Schedule for Residential and Commercial Garbage Collection and Recycling in Capitola effective January 1, 2019.

7. GENERAL GOVERNMENT / PUBLIC HEARINGS

- A. Consider a Resolution Confirming and Approving the Canvass of Returns and Results of the General Municipal Election [560-10]
RECOMMENDED ACTION: Adopt **Resolution No. 4136** confirming election results and thereby:
 1. Adopt a Cannabis Tax ordinance (**Ordinance No. 1023**)
 2. Adopt an ordinance amending the Transient Occupancy Tax rate (**Ordinance No. 1024**)
 3. Adopt an ordinance making the treasurer an appointed position (**Ordinance No. 1025**)
 4. Adopt an ordinance adding Chapter 8.72 "Greenway Capitola Corridor" to Title 8 "Health and Safety." (**Ordinance No. 1026**)

The City Clerk presented the staff report.

In public comment, Tom Fredricks, Felton, asked the Council to consider the ramifications of adopting Measure L and its impacts on regional transportation.

Barry Scott, Aptos, echoed those concerns.

City Attorney John Barisone confirmed that the City has no leeway in adopting voter-approved measures.

MOTION:	ADOPT AS RECOMMENDED
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ed Bottorff, Council Member
SECONDER:	Kristen Petersen, Council Member
AYES:	Ed Bottorff, Michael Termini, Jacques Bertrand, Kristen Petersen
ABSENT:	Stephanie Harlan

- B. Recognition of Outgoing Council Members
RECOMMENDED ACTION: Thank retiring Council Member Stephanie Harlan and Mayor Michael Termini.

Mayor Termini noted that Council Member Harlan was not able to attend but shared gifts

Attachment: 12-13-18 draft minutes (Approval of City Council Minutes)

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
December 13, 2018

recognizing her many years of service. Council Member Bottorff noted her passion for the Monterey Bay and preserving the sanctuary. Council Member Petersen thanked her for her encouragement and mentorship. Council Member Bertrand praised her dedication to reaching out to the community to gauge its desires. Mayor Termini remembered her willingness to stand her ground.

Council Member Bottorff presented a gift and reviewed Mayor Termini's tenure, many additional community volunteer hours, and his personal appreciation for Mayor Termini's guidance. Council Member Petersen praised his example. Council Member Bertrand thanked him for representing the spirit of Capitola. Mayor Termini thanked staff and the former and current council members who set a thoughtful tone regardless of differing opinions, and celebrated the joy of small town government. He then handed the meeting off to Vice Mayor Bertrand.

C. Oath of Office Ceremony for Newly Elected and Re-elected Council Members and Seating of Newly Elected Officials [520-50]

RECOMMENDED ACTION: Administer the oath of office and receive comments from new Council Members.

Santa Cruz Mayor Martine Watkins swore in Council Member Yvette Brooks, and City Clerk Linda Fridy swore in Council Members Sam Storey and Jacques Bertrand. They took their places at the dais.

At the end of the meeting, Council Member Brooks thanked the current council and supporters, and said she looks forward to serving the community.

Council Member Storey thanked his family for election support and thanked community members that hosted candidate meetings for all. He also acknowledged the departing Council members' inspiration, saying for him they are Mr. and Ms. Capitola.

Mayor Bertrand remembered his first election efforts supporting recycling in San Francisco and many issues over the years. He thanked Council Member Storey for giving him his first local appointment.

D. City Council Reorganization for the Selection of Mayor and Vice Mayor [120-37]

RECOMMENDED ACTION: City Council members nominate and elect a new mayor and mayor pro tempore (vice mayor).

Council Member Petersen nominated Vice Mayor Bertrand to serve as Mayor. and Council Member Peterson as Vice Mayor (mayor pro tempore).

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
December 13, 2018

MOTION: APPOINT JACQUES BERTRAND AS MAYOR.
RESULT: ADOPTED [UNANIMOUS]
MOVER: Kristen Petersen, Council Member
SECONDER: Sam Storey, Council Member
AYES: Jacques Bertrand, Ed Bottorff, Yvette Brooks, Kristen Petersen, and Sam Storey

MOTION: APPOINT KRISTEN PETERSEN AS VICE MAYOR.
RESULT: ADOPTED [UNANIMOUS]
MOVER: Sam Storey, Council Member
SECONDER: Yvette Brooks, Council Member
AYES: Jacques Bertrand, Ed Bottorff, Yvette Brooks, Kristen Petersen, and Sam Storey

DRAFT

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
December 13, 2018

E. Review Initial Council Appointments

RECOMMENDED ACTION: Appoint representatives to boards with early January meetings:

- 1. Capitola Planning Commission
- 2. Santa Cruz County Sanitation District Board
- 3. Association of Monterey Bay Area Governments

The City Clerk presented the staff report and Council made appointments as follows:

Planning Commission individual appointments:

- Council Member Bottorff reappointed TJ Welch.
- Mayor Bertrand reappointed Edward Newman.
- Vice Mayor Petersen appointed Peter Wilk.
- Council Member Brooks appointed Courtney Christiansen.
- Council Member Storey appointed Mick Routh.

For the Santa Cruz County Sanitation District Board, Mayor Bertrand, who has been serving as alternate, offered to serve as representative and Council Member Storey offered to be the alternate. The Council concurred.

For AMBAG (Association of Monterey Bay Area Governments), Vice Mayor Petersen offered to continue as representative and Council Member Bottorff offered to continue as alternate. The Council concurred.

F. Consider the 2019 Meeting Schedule for the City Council/Successor Agency [520-40]

RECOMMENDED ACTION: Determine the summer meeting dates and consider if the Council wishes to change the 7 p.m. City Council open session meeting start time, then adopt the 2019 meeting schedule.

City Manager Jamie Goldstein presented the staff report. Council Member Storey asked staff to check that submittal dates remain consistent prior to agenda distribution.

Council Member Brooks requested that the Council retain the 7 p.m. regular start time and Council agreed. Council Member Bottorff said he would like to try to begin the general government agenda portion by 7:30 p.m. Other Council members agreed and staff will bring back suggestions.

The Council agreed that it will hold meetings on the fourth Thursdays only in both July and August for 2019.

MOTION:	ADOPT THE MEETING SCHEDULE AS RECOMMENDED WITH A 7 P.M. START TIME AND AN AUGUST 22 MEETING.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ed Bottorff, Council Member
SECONDER:	Kristen Petersen, Council Member
AYES:	Jacques Bertrand, Ed Bottorff, Yvette Brooks, Kristen Petersen, and Sam Storey

8. **ADJOURNMENT**

The meeting adjourned at 7:10 p.m.

Attachment: 12-13-18 draft minutes (Approval of City Council Minutes)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF JANUARY 10, 2019

FROM: Public Works Department

SUBJECT: Consider a Resolution Designating Certain City Personnel to Sign State of California Department of Transportation Funding and Certification Documents

RECOMMENDED ACTION: Approve a resolution authorizing the City Manager, Finance Director, or Public Works Director to execute various agreements, documents, and certifications with the California State Department of Transportation as required for state and federal funding for transportation projects within the City.

BACKGROUND: The city is eligible to receive state and federal funding for transportation projects through agreements with the California Department of Transportation (Caltrans). To finalize these documents in a timely manner, Caltrans has requested the city designate certain positions to execute various documents, agreements, and certifications.

DISCUSSION: The attached resolution grants the City Manager, Finance Director, or Public Works Director the authority to execute various documents necessary to obtain transportation funding through Caltrans on behalf of the City. This authorization is identical to the authorization the City Council approved for agreements for disaster assistance funding with California State Office of Emergency Services and the Federal Emergency Management Agency.

This authority will only be used to execute documents for projects which have been identified by the City Council in previously approved policy documents, such as the 5-year CIP. Funding for new projects would be brought to the City Council for consideration prior to execution.

FISCAL IMPACT: The city routinely receives state and federal funding in various amounts for transportation projects. This agreement will allow the necessary paperwork to be expedited.

Report Prepared By: Steve Jesberg
Public Works Director

Caltrans Authorization Reso
January 10, 2019

Reviewed and Forwarded by:

A handwritten signature in blue ink, appearing to be 'JG', is written above a horizontal line.

Jamie Goldstein, City Manager

12/19/2018

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
AUTHORIZING CERTAIN CITY STAFF TO EXECUTE
STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION
FUNDING AND CERTIFICATION DOCUMENTS**

WHEREAS, the City of Capitola is eligible to receive Federal and/or State funding for certain transportation projects, through the California Department of Transportation; and

WHEREAS, master agreements, program supplemental agreements, right-of-way certifications, fund exchange agreements, and/or fund transfer agreements need to be executed with the California Department of Transportation before such funds can be claimed; and

WHEREAS, the City of Capitola wishes to delegate authorization to execute these agreements certifications, and any amendments thereto, to the City Manager, Finance Director, or Public Works Director.

NOW, THEREFORE, BE IT FUTHER RESOLVED, by the City Council of the City of Capitola that: the City Manager, Finance Director, or Public Works Director are hereby authorized to execute master agreements, program supplemental agreements, amendments, fund exchange agreements, fund transfer agreements, right-of-way and utility certifications, and/or documents related to claiming reimbursement of City construction, engineering, and right-of-way expenditures on transportation projects that are eligible for State and/or Federal funding.

I HEREBY CERTIFY that the above and foregoing Resolution was passed and adopted by the City Council of the City of Capitola at its regular meeting held on the 10th day of January, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jacques Bertrand, Mayor

ATTEST:

Linda Fridy, City Clerk



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF JANUARY 10, 2019

FROM: Public Works Department

SUBJECT: Consider a Resolution for Dissolution of the Traffic and Parking Commission

RECOMMENDED ACTION: Approve a resolution repealing Resolution No. 3740 and Resolution No. 4107 and dissolving the Traffic and Parking Commission or make appointments to the commission for a new two-year term.

BACKGROUND: Resolution No. 3740, adopted on February 26, 2009, created the Traffic and Parking Commission with the stated purpose of developing short-, medium-, and long-term plans for City Council consideration that address traffic and parking demands in the Village by considering citywide traffic and parking improvements developed in various studies and reports provided to the City Council. Once these plans are in place, the Resolution calls for the commission to act as an advisor to the City Council on implementation of the plans and other duties requested by the Council.

Since its formation, the commission has successfully met its stated purpose by providing recommendations to the City Council on the expansion of public parking in the Village with the development of the Lower Beach and Village Parking Lot and replacing single-space parking meters with pay stations throughout the Village. The deployment of pay stations was completed in September 2013 and the lower parking lot opened in May 2014. Since then the commission has provided input to the Council on the conversion to three-hour parking in the Village, traffic calming in the Jewel Box, and the development of a Village employee permit parking program.

Council Member Bottorff requested at the December 13, 2018, regular meeting that the Council consider dissolving the Traffic and Parking Commission. Recruitment for the 2019-2020 term had already been conducted and closed. Several returning and potential new members applied for appointment, and three former members resigned.

Currently the commission meets on a quarterly basis and has no outstanding work items on its docket.

DISCUSSION: In the coming years issues may arise that would benefit from a community-led committee. Examples of such issues would be changes to the parking meter rates or to the permit parking programs. Both of these issues would involve working with the Coastal Commission and would probably be best served by ad-hoc committees solely established to study the issues.

Dissolution of Traffic and Parking Commission
January 10, 2019

In prior discussions with the Parking and Traffic Commission, individual commissioners have discussed its long-term role and workplan. While no formal action has been taken by the commission, certainly some members have asked questions about the commission's role and if the commission should continue to meet.

Most recent chair of the commission and member since its inception in 2009, Molly Ording, has written an email regarding the commission, which is included as Attachment 1.

Lastly, the Traffic and Parking Commission is not the best place to address complicated and political issues such as the Jewel Box traffic calming due to limits on the input the Commission receives and the lack of decision-making authority. The Commission is not set up to host large public hearings and receive public input on these types of issues. This type of input is best organized and received at staff-run workshops.

Should the Council decide to keep the commission, appointments for two-year terms will need to be made. The membership make-up is as follows:

- 5 At-Large Individual Council Member Appointees,
- 2 Village Business Owners
- 2 Village Residents
- 1 Planning Commissioner (appointed by the Planning Commission)

The following commissioners have applied for reappointment:

- Ron Graves (Harlan, also eligible as a Village Resident)
- Ron Burke (Bertrand)
- Doug Thom (Bottorff)
- Willie Case (Village Business)
- Carin Hanna (Village Business)
- Melanie Arao (Village Resident)

The following commissioners have resigned or failed to reapply:

- Molly Ording (Petersen)
- Nels Westman (Termini)
- Steven Ross (Village Resident)

The following residents have applied for at-large positions:

- Larry Brooks
- Michael Lynn

The following Village Business Owners have applied:

- Daniel Castagnola
- Anthony Guajardo

The applications from the new applicants are included as Attachments 2-5.

FISCAL IMPACT: None

ATTACHMENTS:

1. Ording letter (PDF)
2. Brooks T&P ap (PDF)

Dissolution of Traffic and Parking Commission
January 10, 2019

3. Castagnola T&P app (PDF)
4. Guajardo T&P app (PDF)
5. Lynn T&P app (PDF)

Report Prepared By: Steve Jesberg
Public Works Director

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

1/3/2019

Dissolution of Traffic and Parking Commission
January 10, 2019

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
REPEALING RESOLUTIONS NO. 3740 AND NO. 4107 TO DISSOLVE THE
CAPITOLA TRAFFIC AND PARKING COMMISSION**

WHEREAS, the City of Capitola established the Traffic and Parking Commission in 2009 through Resolution No. 3740; and

WHEREAS, the membership and rules of the commission were amended by Resolution No. 3941, which was subsequently repealed and replaced by Resolution No. 4107; and

WHEREAS, the Traffic and Parking Commission's primary purpose was to recommend parking and parking meter improvements in Capitola Village to the City Council; and

WHEREAS, in September 2013 the single-space parking meters in the Village were replaced with pay stations to better serve the community and reduce the reliance on coins to pay for parking; and

WHEREAS, in May 2014 the Lower Beach and Village Parking Lot was opened providing much needed additional 230 parking spaces in the Village;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Capitola to repeal Resolutions No. 3740 and 4107 and dissolve the Traffic and Parking Commission.

I HEREBY CERTIFY that the above and foregoing Resolution was passed and adopted by the City Council of the City of Capitola at its regular meeting held on the 10th day of January, 2019, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Jacques Bertrand, Mayor

ATTEST:

Linda Fridy, City Clerk

Greetings from Grey Dublin, Ireland (but still beautiful here along the Bay)!

I feel very far from Capitola's Parking and Traffic woes, especially in the midst of the Christmas Season!

I am not sure what motivated Council Member's Bottorff's motion to dissolve the Traffic and Parking Commission but I am not at all opposed. I have felt in the past year or so (notwithstanding our strong but difficult & halting progress in moving forward the Topaz traffic situation and FINALLY having someone or some body in the City respond to these residents very valid concerns), we have been a "commission without a mission" so to speak!

Not that there has not been determination and dedication among the members, but, as we all know, resolution of parking and traffic issues is rather "grid-locked" due to many valid concerns, agendas and regulations among many constituencies. Steve's description of the Coastal Commission's recent request only ham-strings the city's ability to do anything creatively in the future regarding parking. I would hope when, and if, the Village Hotel ever comes in front of the Council, a new Traffic and Parking Commission be convened to study and make recommendations regarding the major effects this development will have upon the Village traffic patterns and parking as well as its residents and visitors. In the meantime, it seems Steve's precious time could be saved as well if the commission is dissolved!

I would like to enquire at this time about the progress of the Topaz traffic improvements as promised by the Council some months ago? I understand nothing has been done yet? Could someone explain to me, or to the Commission, why this is the case and what is the estimated date of completion of this work?

In the meantime, I wish each of you a very Merry Christmas and may we all enjoy a New Year filled with more peace and harmony in our country and in our community.

Most sincerely,

Molly I. (I for Ireland!) Ording
Chairperson, Capitola Parking and Traffic Commission



CITY of CAPITOLA BOARDS AND COMMISSIONS APPLICATION

Application for:

- Art & Cultural Commission
[Artist; Arts Professional; At Large Member]
Please underline category above.
- Finance Advisory Committee
[Business Representative; At Large Member]
Please underline category above.
- Historical Museum Board
- Library Advisory Committee
- Architectural & Site Committee
[Architect; Landscape Architect; Historian]
Please underline category above.
- Traffic & Parking Commission
[Village Resident; Village Business Owner; At Large Member]
Please underline category above.
- Planning Commission
- Other Committee _____

Name: Brooks Larry
Last First

Residential Neighborhood: Cliffwood Heights

Occupation: Premises Technician / A-T-T

Describe your qualifications and interest in serving on this Board/Commission/Committee: _____

I have an interest in participating on the commission to find and create solutions to our current traffic problems. I also would like to provide insight on parking solutions throughout the Village and other impacted areas

(Use additional paper, if necessary)

Please Note: Appointment to this position may require you to file a conflict of interest disclosure statement with the City Clerk. This information is a public record and these statements are available to the public on request.

11/14/18
Date

[Signature]
Signature of Applicant

Mail or Deliver Application to:
Capitola City Hall
Attn: City Clerk
420 Capitola Avenue, Capitola, CA 95010

All information contained in this page of the application is public data and will be made available for public review and copying for anyone requesting it, and may be posted on the website of the City of Capitola. All information in this page will be provided to the Capitola City Council in a public forum and will be reviewed in public. It will therefore be part of the public record.

Attachment: Brooks T&P ap (Dissolution of Traffic and Parking Commission)

NOV 29 2018



CITY of CAPITOLA BOARDS AND COMMISSIONS APPLICATION

Application for:

- Art & Cultural Commission
[Artist; Arts Professional; At Large Member]
Please underline category above.
- Architecture & Site Committee
[Architect; Landscape Architect; Historian]
Please underline category above.
- Finance Advisory Committee
[Business Representative; At Large Member]
Please underline category above.
- Traffic & Parking Commission
[Village Resident; Village Business Owner; At Large Member]
Please underline category above.
- Historical Museum Board
- Planning Commission
- Library Advisory Committee
- Other Committee _____

Name: Castagnola Daniel
Last First

Residential Neighborhood: _____

Occupation: Business Owner Castagnola Deli & Cafe

Describe your qualifications and interest in serving on this Board/Commission/Committee: _____

Since I opened my business two years ago I have made an effort to be part of the community. I joined the Capitola BIA working with my fellow business owners promoting our events and bringing awareness to our village. My family has a strong history with Capitola & I wish to be part of it as the city (Use additional paper, if necessary) moves towards bright fut

Please Note: Appointment to this position may require you to file a conflict of interest disclosure statement with the City Clerk. This information is a public record and these statements are available to the public on request.

11.27.18
Date

[Signature]
Signature of Applicant

Mail or Deliver Application to:
Capitola City Hall
Attn: City Clerk
420 Capitola Avenue, Capitola, CA 95010

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Attachment: Castagnola T&P app (Dissolution of Traffic and Parking Commission)



CITY of CAPITOLA BOARDS AND COMMISSIONS APPLICATION

Application for:

- Art & Cultural Commission
[Artist; Arts Professional; At Large Member]
Please underline category above.
- Architecture & Site Committee
[Architect; Landscape Architect; Historian]
Please underline category above.
- Finance Advisory Committee
[Business Representative; At Large Member]
Please underline category above.
- Traffic & Parking Commission
[Village Resident; Village Business Owner; At Large Member]
Please underline category above.
- Historical Museum Board
- Planning Commission
- Library Advisory Committee
- Other Committee _____

Name: Guajardo Anthony
Last First

Residential Neighborhood: Capitola Village

Occupation: Business OWNER - ~~ART~~ Mijo's Taqueria

Describe your qualifications and interest in serving on this Board/Commission/Committee:
As a business owner in the community, I spend most of my
time in and around the City of Capitola; I am in a position
to observe, and address the needs of our community
I have a vested interest in the betterment of Capitola

(Use additional paper, if necessary)

Please Note: Appointment to this position may require you to file a conflict of interest disclosure statement with the City Clerk. This information is a public record and these statements are available to the public on request.

11/25/18
Date

[Signature]
Signature of Applicant

Mail or Deliver Application to:
Capitola City Hall
Attn: City Clerk
420 Capitola Avenue, Capitola, CA 95010

All information contained in this page of the application is public data and will be made available for public review and copying for anyone requesting it, and may be posted on the website of the City of Capitola. All information in this page will be provided to the Capitola City Council in a public forum and will be reviewed in public. It will therefore be part of the public record.

Attachment: Guajardo T&P app (Dissolution of Traffic and Parking Commission)



CITY of CAPITOLA BOARDS AND COMMISSIONS APPLICATION

Application for:

- Art & Cultural Commission
[Artist; Arts Professional; At Large Member]
Please underline category above.
- Finance Advisory Committee
[Business Representative; At Large Member]
Please underline category above.
- Historical Museum Board
- Library Advisory Committee
- Architectural & Site Committee
[Architect; Landscape Architect; Historian]
Please underline category above.
- Traffic & Parking Commission
[Village Resident; Village Business Owner; At Large Member]
Please underline category above.
- Planning Commission
- Other Committee LIBRARY / Historical

Name: LYNN MICHAEL
Last First

Residential Neighborhood: 117 SAXON AVE.

Occupation: OWNER, BAY BAR and GRILL

Describe your qualifications and interest in serving on this Board/Commission/Committee:

I have had the privilege of parking in the Village for eight years as both a resident and business owner. OSCAR and GUS are well known to me and I'm sure it would enhance our relationship if we had a bit more in common. Additionally, I'm sure I could add a constructive voice to traffic and parking issues city wide.

(Use additional paper, if necessary)

Please Note: Appointment to this position may require you to file a conflict of interest disclosure statement with the City Clerk. This information is a public record and these statements are available to the public on request.

4/29/2018
Date

Michael Lynn, JD.
Signature of Applicant

Mail or Deliver Application to:
 Capitola City Hall
 Attn: City Clerk
 420 Capitola Avenue, Capitola, CA 95010

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Attachment: Lynn T&P app (Dissolution of Traffic and Parking Commission)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF JANUARY 10, 2019

FROM: Public Works Department

SUBJECT: Consider Library Construction Update and Contract Change Order Policy

RECOMMENDED ACTION: Receive report and adopt a Resolution approving a field order and contract change order policy for the Capitola Branch Library Project.

BACKGROUND: Construction on the new Capitola Branch Library began in earnest in early January. The first order of work was site work including tree removal and trimming, clearing of vegetation, establishing survey controls, and beginning on-site underground utility work.

As construction progresses, it is likely that some contract work items will require changes, unanticipated items will come up that need to be added to the contract, and some items of work will be deleted from the contract. These types of changes are typically handled through the issuance of contract change orders. The City's adopted Purchasing and Procurement policy has the following language regarding the approval of change orders:

III.K. Change Orders

Projects at times will require change orders. Change Orders can be approved by the City Manager for amounts not to exceed \$25,000, or 10% of the original contract, whichever is larger. The change orders, once approved, will be executed by the Finance department, and finance will make corresponding Purchase Order Adjustments.

The intent of this policy is to grant the City Manager the authority to make incremental changes to the contract as construction progresses and avoid delays associated with needing to agendaize every change order for City Council approval. While the limits established in the policy work for almost all the Capitola construction projects, which generally have values ranging from \$25,000 to \$2 million, the approved \$12.325 million library contract would allow the City Manager to issue change orders for 10 percent of the contract amount or \$1,232,500.

Staff is recommending a revised policy specific to the library project that lowers the City Manager's limits and establishes a field order change that can be issued by concurrence of the Public Works Director and Project Manager.

DISCUSSION: The proposed policy would supersede Administrative Policy III-4 Purchasing and Procurement for the Capitola Branch Library Project. The revised policy would allow field orders up to \$20,000 and City Manager change orders up to \$50,000. Contract change orders of more

Library Construction Update and CCO Policy
January 10, 2019

than \$50,000 will need City Council approval and in addition, reports to the City Council will be made whenever the cumulation of change orders and field orders exceeds \$100,000 or bi-monthly, whichever is more frequent.

The full version of the Field Order and Change Order Policy for the Capitola Library Project is included as Attachment 1.

FISCAL IMPACT: The adoption of this policy has no direct impact on library project costs, but will help ensure those costs can be closely tracked by the Council and entire community.

ATTACHMENTS:

1. Field Order and Change Order Policy for Capitola Library Project (PDF)

Report Prepared By: Steve Jesberg
Public Works Director

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

1/3/2019

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
ESTABLISHING A PROJECT SPECIFIC
FIELD ORDER AND CONTRACT CHANGE ORDER POLICY
FOR THE CAPITOLA BRANCH LIBRARY PROJECT**

WHEREAS, the City of Capitola has issued a \$12,325,000 contract for construction of the Capitola Branch Library; and

WHEREAS, the existing Administrative Policy III-4 for Purchasing and Procurement allows for changes to a construction contract and establishes limits of \$25,000 or 10 percent of the contract amount can be approved by the City Manager; and

WHEREAS, for the library project, these policy limits are too high and should be adjusted.

NOW, THEREFORE, BE IT FUTHER RESOLVED, by the City Council of the City of Capitola that:

1. The Field Order and Contract Changer Order Policy for the Capitola Branch Library Project attached as Exhibit A is approved; and
2. The Finance Department shall utilize this policy solely for the Capitola Branch Library Project.

I HEREBY CERTIFY that the above and foregoing resolution was passed and adopted by the City Council of the City of Capitola at its regular meeting held on the 10th day of January, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jacques Bertrand, Mayor

ATTEST:

Linda Fridy, City Clerk

DRAFT

Field Order and Change Order Policy for Capitola Library Project

Field Orders: Monetary increases or decreases in the contract that are approved at the discretion of the Project Manager in consultation with the Public Works Director. Typically involve on-site decisions that are made to keep project moving, will be reported to the City Council with the next change order report.

Change Orders: Monetary increases or decreases in the contract that involve larger changes than Field Orders. Typically, Change Orders are anticipated in advance. Change Orders require approval prior to implementation. There are two levels of change orders, those approved by the City Manager and reported to the City Council later, and those requiring City Council approval.

For the Capitola Branch Library Project, the following limits shall apply.

Item	Maximum Amount
Field Order	\$20,000
City Manager Change Order	\$50,000
City Council Changer Order	N/A

All Field orders and City Manager change orders shall be reported to the City Council via an agenda report at a regularly scheduled council meeting when the cumulative total since the last City Council report exceeds \$100,000, or on a bi-monthly basis, whichever is more frequent.

Change orders can be bundled for efficiency as long as they remain within the limits above.

Simultaneous field orders and change orders will be treated as bundled change orders. For example, two change orders proposed at the same time that exceed \$50,000 will require City Council approval.

Attachment: Field Order and Change Order Policy for Capitola Library Project (Library Construction Update and CCO Policy)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF JANUARY 10, 2019

FROM: City Manager Department

SUBJECT: Review Changes to Treasurer References in Municipal Code

RECOMMENDED ACTION: Discuss implementation of the voter-approved transition from an elected to an appointed treasurer and provide direction how the treasurer appointment will be made.

BACKGROUND: At the November 6, 2018, General Municipal election, Capitola voters approved changing the elected treasurer to an appointed position, and with the acceptance of the statement of vote on December 13, City Council also enacted Ordinance No. 1025 eliminating references to an elected treasurer from the Capitola Municipal Code. The City Council must now determine the process for appointing a treasurer. This is also an opportune time to clean up other related sections of the code.

DISCUSSION: State law requires that every general law city have a treasurer and defines the duties and obligations of the position. The argument in favor of making the treasurer an appointed position focused on the sometimes-overlapping or potentially conflicting duties between an elected treasurer, whose only requirement is to be a registered voter of the City, and the finance director. (Attachment 1).

In all other Santa Cruz County cities the city manager appoints the treasurer, and in each case the finance director serves as the city treasurer.

The City Council may decide to appoint the treasurer or, as it did when voters made the city clerk an appointed position, grant that authority to the city manager. Either approach should fulfill the promise in the ballot question that the appointee is a "trained and qualified individual." If the Council does not wish to have the finance director fill the treasurer role, staff recommends development of an application process that addresses qualifications and financial background.

Staff has identified four sections of the Municipal Code that likely should be amended (Attachment 2). Some are outdated, and others would apply depending on whom the Council makes the treasurer appointing authority. Section 6.14.710, which required the treasurer be notified of dog ownership transfers, is proposed for deletion as the recently adopted microchip ordinance includes requirements that the animal shelter receive information upon the sale of a dog or cat.

The Finance Advisory Committee (FAC) held initial discussions about how the treasurer should

Review Changes to Treasurer References in Municipal Code
January 10, 2019

be appointed. However, as the former elected treasurer's term ran until 2020, the matter was not seen as urgent and the FAC has not made a recommendation. The former treasurer's resignation last month accelerated the need to define the appointment process.

Following Council direction, staff will return with a first reading to amend the code.


FISCAL IMPACT: None.

ATTACHMENTS:

1. Measure K treasurer argument in favor
2. treasurer code sections

Report Prepared By: Linda Fridy
City Clerk

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

1/3/2019

Argument for Measure K:

The City Treasurer is a complex job requiring a highly trained individual. Most California cities and all Santa Cruz county cities, except Capitola, appoint their treasurers. We appoint only our City Clerk. In the last 5 elections the treasurer candidate ran unopposed. This trend allows potentially unqualified candidates to become treasurer. Converting the treasurer from an elected position to an appointed one will ensure that only a qualified person fills this position.

Capitola's daily financial tasks are performed by the Finance Director and accounting staff. Capitola's municipal code provides no role for the treasurer. The Finance Director may be appointed treasurer, thereby eliminating redundant bureaucracy.

Oversight of Capitola's finances is performed by the Financial Advisory Committee (FAC) consisting of 7 citizen volunteers. Two volunteers are City Council members. Capitola is also audited by an independent accounting firm (reviewed by the FAC) that reports to the City Council twice a year. These safeguards make an elected treasurer unnecessary.

Most importantly, the role of City Treasurer creates a dangerous conflict of authority between Capitola municipal code and state guidelines. An elected treasurer reports to no other city official and can claim authority which neither our municipal code nor our City Council intends. This conflict can cause confusion and inefficiencies whenever the treasurer and city officials have conflicting agendas. This conflict has happened in Capitola and should be prevented from happening again. An appointed treasurer will meet the requirements of the state but will also comply with the needs of Capitola by being responsible to our City Council.

The City Council voted unanimously to put this measure on the ballot. Join your current ELECTED City Treasurer and vote for an APPOINTED City Treasurer. Eliminate the conflict.

/s/ Peter Wilk, Capitola City Treasurer

/s/ Michael Termini, Mayor City of Capitola

/s/ Stephanie Harlan, Capitola City Council Member

Current Municipal Code Sections Referencing the Treasurer for Review

Chapter 2.04 Administration

VIII. City Treasurer

2.04.350 Office created.

The office of city treasurer is created pursuant to Government Code Sections 41001 through 41007. (Ord. 375 (part), 1974)

2.04.360 Powers and duties.

The powers and duties of the city treasurer shall be as set forth in applicable Government Code sections. (Ord. 375 (part), 1974)

2.04.365 Appointment

The city treasurer shall be appointed by [the City Council / the city manager]

XI. Director of Finance

2.04.600 Powers and duties.

The power and duties of the director of finance are as follows:

A. With respect to the city's accounting and necessarily related matters, the director of finance shall act within the official and professional rules of his or her profession and may not be directed to act contrary to those rules.

B. The director of finance prepares, or supervises preparation of, the city and redevelopment agency's annual financial report(s); oversees annual independent audits; and interfaces with independent auditor(s).

C. The director of finance conducts, directs and/or oversees all investigative and corrective accounting projects.

D. As requested ~~by them~~, the director of finance advises and consults with the city treasurer ~~and redevelopment agency treasurer~~ on accounting and financial matters relative to ~~their~~ his or her offices. The director of finance is not staff to ~~either~~ the city treasurer ~~or the redevelopment agency treasurer~~, but works closely with and assists ~~both officers~~ that office. The director of finance may serve as the city treasurer.

E. "Finance" and "financial" primarily refers to accounting, reporting and information management aspects of city/agency fiscal activities and procedures related to those activities. It does not include providing advice as to the social desirability of any proposed expenditure over another.

F. Pursuant to Government Code Section 37209, the director of finance shall have the powers and duties otherwise vested in the city clerk- under the Government Code Sections 37203, 37205, 37207, 37208, 40802 and 40804. (Ord. 830 § 1, 2001)

Chapter 2.08 City Manager

2.08.100 Power of appointment and removal.

It shall be the duty of the city manager to, and he or she shall, appoint, remove, promote and demote any and all officers and employees of the city except the city attorney and city treasurer, subject to all applicable personnel ordinances, rules and regulations. (Ord. 990 § 1 (part), 2014; Ord. 308 § 7.3, 1968)

* Highlighted text may be removed depending on Council direction regarding appointment process.

Chapter 6.14 Dogs and Other Domesticated Animals

~~6.14.710 Transfer of guardianship—Notice required.~~

~~Each guardian or operator of any dog kennel, dog hospital or pet shop and any person engaged in the business of breeding dogs or as a veterinarian who sells, gives away or in any manner causes the guardianship or permanent possession of any dog, whether over four months of age or not, to be transferred to any person who is a resident of the city shall notify the city treasurer in writing of that fact within five days after the date of such sale or transfer. Such notice shall state the kind of dog, the name of the dog, if any, and the name and address of the person to whom the dog has been sold or transferred. (Ord. 912 § 2, 2006)~~

This section is superseded by the microchipping requirements in 6.14.035



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF JANUARY 10, 2019

FROM: Community Development

SUBJECT: Consider a 2019 Community Development Block Grant (CDBG) Application

RECOMMENDED ACTION: Hold the noticed public hearing and defer consideration of the attached Resolution approving a Community Development Block Grant application until the next grant cycle anticipated in July 2019.

BACKGROUND: The California Department of Housing and Community Development issued a Notice of Funding Availability on November 1 for the 2018 Community Development Block Grant (CDBG) Program. Applications for CDBG funds must be submitted by February 5, 2019. In order to submit an eligible application, the City must hold two public hearings to discuss the potential application and allow public input. The City held its first public hearing on December 10, 2018, at which no public testimony was received. This City Council hearing would serve as the second required public hearing.

DISCUSSION: Staff is recommending the City not apply for a grant for this funding cycle. At the time of noticing the public hearing, staff had intended to recommend the City apply for a grant to continue the City's Housing Rehabilitation and Homebuyer Assistance Programs. In the past, the Santa Cruz County Housing Authority has implemented the housing program for the City. In late December 2018, the Housing Authority informed staff that it does not have the resources to implement future housing rehabilitation programs due to the program's staff intensity. The Community Development Director would like to identify a new non-profit subrecipient to partner with to implement the housing rehabilitation program prior to applying for the grant. Staff recommends applying for the housing grants during the next grant cycle, which is expected in the summer of 2019.

The Housing Rehabilitation Program provide loans and small grants to Capitola homeowners who earn less than 80 percent of median income. Eligible expenses under the program include health and safety improvements, American's with Disabilities Act (ADA) upgrades, and energy-saving actions such as weatherization, new windows, and energy efficient appliances.

The Homebuyer Assistance Program provides loans to individuals and families who earn less than 80 percent of median income to purchase homes in Capitola by providing gap financing above their first mortgage. All loans under the program are deferred until sale or transfer of the property at 3 percent simple interest.

In the previous CDBG grant application, the City also applied for funding to construct the Clares

CDBG application
January 10, 2019

Street traffic calming project. This application was ultimately unsuccessful primarily due to a low score on the “needs assessment evaluation” by the state. CDBG funds for public improvements are typically awarded to disadvantaged communities that need infrastructure improvements for health reasons such as improvements to water or sanitary sewer systems. Staff feels it is unlikely the Clares Street project will be able to meet the scoring levels required to be successful. The cost to prepare a grant application for the Clares project would be approximately \$5,000.

The prior grant request for the Clares Street Traffic Calming Project was \$1,930,700. This project would construct several roadway improvements between 41st Avenue and Wharf Road to enhance safety and traffic flow. The project would include construction of Class II bike lanes, new pedestrian crosswalks, ADA improvements, and installation of traffic calming features, including raised medians, bulb-outs, and signage to help reduce vehicle speeds.

A draft resolution has been prepared and is attached which can be amended should the Council choose to direct staff to proceed with an application for either the housing funds or the Clares Street project at tonight’s hearing. However, based on current circumstances regarding the housing grant program, and feedback from the State on the Clares project, staff is not recommending applying for any CDBG funding at this time.

FISCAL IMPACT: Based on the staff recommendation to not submit a grant application at this time, there would be no fiscal impact to the City.

Report Prepared By: Katie Herlihy
Community Development Director

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

1/3/2019

CDBG application
January 10, 2019

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A
GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2018
FUNDING YEAR OF THE STATE COMMUNITY DEVELOPMENT BLOCK GRANT
(CDBG) PROGRAM**

WHEREAS, the California Department of Housing and Community Development has issued a Notice of Funding Availability for the 2018 Community Development Block Grant Program;

BE IT RESOLVED by the City Council of the City of Capitol as follows:

SECTION 1:

The City Council has reviewed and hereby approves an application for up to \$ _____ for the following activities (inclusive of General Administration and Activity Delivery):

_____ \$ _____

SECTION 2:

The City has determined that federal Citizen Participation requirements were met during the development of this application.

SECTION 3:

The City hereby authorizes and directs the City Manager, or designee, to sign this application and act on the City's behalf in all matters pertaining to this application.

SECTION 4:

If the application is approved, the City Manager, or designee, is authorized to enter into and sign the grant agreement and any subsequent amendments with the State of California for the purposes of this grant.

SECTION 5:

If the application is approved, the City Manager, or designee, is authorized to sign Funds Requests and other required reporting forms.

I HEREBY CERTIFY that the above and foregoing Resolution was passed and adopted by the City Council of the City of Capitola at its regular meeting held on the 10th day of January, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jacques Bertrand, Mayor

ATTEST:

Linda Fridy, City Clerk



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF JANUARY 10, 2019

FROM: City Manager Department

SUBJECT: Consider Options To Streamline Meeting Agenda

RECOMMENDED ACTION: Discuss ways to reach the scheduled public hearing portion of the City Council agenda more quickly to improve community access.

BACKGROUND: At the December 13, 2018, City Council meeting, after agreeing to keep the regular session starting time at 7 p.m., council members supported identifying ways to streamline the agenda and meeting process with the goal of beginning the scheduled public hearings portion of the agenda (General Government items) earlier in the evening.

DISCUSSION: In discussions with the mayor, staff identified some procedures that are currently listed on the agenda but not always followed that could help expedite early agenda sections. In addition, several potential new procedures were also identified. Both are highlighted in Attachment 1.

The agenda follows a standard structure that places what should be quick and straightforward items at the beginning. Prior experience has shown that generally no one early item results in a significant delay in beginning the public hearing portion of the agenda, rather it is the cumulative effect of a number of items. For example, if staff, the Treasurer and Council members all speak for an average of three minutes during the Comments portion of the agenda, that item will take more than 20 minutes.

Successfully streamlining meetings to ensure the scheduled public hearings come up earlier in the evening will take a conscious commitment from all participants and acknowledgement that the mayor is charged with enforcing the stated limits when appropriate.

Several suggested additions to the agenda include identifying a two-minute limit to the Comments portion of the agenda. Staff also suggests the agenda specify an eight-minute limit for presentations, which is the amount of time staff historically has told outside presenters they have. Council direction is requested for whether to use the lighted timer, which would then cue the presenter to wrap up.

The practice of pushing an item pulled from Consent to the end of General Government, which is already called for on the agenda, can also help streamline the process. When a Consent item is pulled by a council member, that item can be considered following the General Government items to move things along for those in the audience waiting for a hearing. However, it can be appropriate to hear a pulled Consent item earlier if the request is made by a member of the

Consider Options To Streamline Agenda
January 10, 2019

public, and there are limited members of the public in attendance for General Government items.

FISCAL IMPACT: None.

ATTACHMENTS:

1. draft streamline agenda template

Report Prepared By: Linda Fridy
City Clerk

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

1/3/2019

City of Capitola Agenda

Mayor: Jacques Bertrand
 Vice Mayor: Kristen Petersen
 Council Members: Ed Bottorff
 Yvette Brooks
 Sam Storey



DRAFT STREAMLINING LANGUAGE CAPITOLA CITY COUNCIL REGULAR MEETING

Yellow highlights: existing language that helps expedite meetings when implemented

Green highlights: suggested new language that may further streamline reaching the General Government portion in a timely manner.

DATE

7:00 PM

**CITY COUNCIL CHAMBERS
 420 CAPITOLA AVENUE, CAPITOLA, CA 95010**

REGULAR MEETING OF THE CAPITOLA CITY COUNCIL

All correspondences received prior to 5 p.m. on the Wednesday preceding a Council Meeting will be distributed to Councilmembers to review prior to the meeting. Information submitted after 5 p.m. on that Wednesday may not have time to reach Councilmembers, nor be read by them prior to consideration of an item.

All matters listed on the Regular Meeting of the Capitola City Council Agenda shall be considered as Public Hearings.

- ROLL CALL AND PLEDGE OF ALLEGIANCE**
 Council Members Sam Storey, Kristen Petersen, Yvette Brooks, Ed Bottorff, and Mayor Jacques Bertrand

- PRESENTATIONS**

Presentations are limited to eight minutes.

CAPITOLA CITY COUNCIL REGULAR MEETING AGENDA
XXX, 2019

3. ADDITIONAL MATERIALS

Additional information submitted to the City after distribution of the agenda packet.

4. ADDITIONS AND DELETIONS TO AGENDA

5. PUBLIC COMMENTS

*Oral Communications allows time for members of the Public to address the City Council on any item not on the Agenda. Presentations will be limited to three minutes per speaker. Individuals may not speak more than once during Oral Communications. All speakers must address the entire legislative body and will not be permitted to engage in dialogue. All speakers are requested to print their name on the sign-in sheet located at the podium so that their name may be accurately recorded in the minutes. **A MAXIMUM of 30 MINUTES is set aside for Oral Communications at this time.***

6. CITY COUNCIL / CITY TREASURER / STAFF COMMENTS

*City Council Members/City Treasurer/Staff may comment on matters of a general nature or identify issues for staff response or future council consideration. **Individual comments shall be limited to two minutes.***

7. BOARDS, COMMISSIONS AND COMMITTEES APPOINTMENTS

8. CONSENT CALENDAR

*All items listed in the "Consent Calendar" will be enacted by one motion in the form listed below. There will be no separate discussion on these items prior to the time the Council votes on the action unless members of the public or the City Council request specific items to be discussed for separate review. **Items pulled for separate discussion will be considered following General Government.***

Note that all Ordinances which appear on the public agenda shall be determined to have been read by title and further reading waived.

9. GENERAL GOVERNMENT / PUBLIC HEARINGS

All items listed in "General Government" are intended to provide an opportunity for public discussion of each item listed. The following procedure pertains to each General Government item: 1) Staff explanation; 2) Council questions; 3) Public comment; 4) Council deliberation; 5) Decision.

10. ADJOURNMENT