

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 24, 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.

CALL TO ORDER AND ROLL CALL

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Gov't. Code § 54956.9(d)(2).
(one potential case)

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. PLEDGE OF ALLEGIANCE

2. PRESENTATIONS

Presentations are limited to eight minutes.

A. Recognize Retiring Members of Various Advisory Bodies

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. No individual shall speak for more than two minutes.

8. BOARDS, COMMISSIONS AND COMMITTEES APPOINTMENTS

A. Consider Appointments to the Art and Cultural Commission

RECOMMENDED ACTION: Make appointments as recommended by the Art and Cultural Commission.

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 January 10, 2019, City Council Regular Meeting Minutes
RECOMMENDED ACTION: Approve minutes.
- B. Planning Commission Action Minutes
RECOMMENDED ACTION: Receive minutes.
- C. Approval of City Check Registers Dated November 2, November 9, November 16, November 21 and November 30, 2018
RECOMMENDED ACTION: Approve check registers.
- D. Approval of City Check Registers Dated December 7, December 14 and December 21, 2018
RECOMMENDED ACTION: Approve check registers.
- E. Withdrawn: Appeal of the Planning Commission's Permit Denial for Application 17-019, 4015 Capitola Road
RECOMMENDED ACTION: Accept staff update that the appeal has been withdrawn. No action required.
- F. Consider the Budget Calendar for the 2019/20 Fiscal Year
RECOMMENDED ACTION: Approve the Budget Calendar meeting schedule for Fiscal Year 2019/20.
- G. Consider Appointing an Interim City Treasurer
RECOMMENDED ACTION: Appoint Capitola Finance Director Jim Malberg as interim city treasurer until the ordinance formally establishing the appointment process takes effect.

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 Letter of Support for Soquel Creek Water District's Grant Application
RECOMMENDED ACTION: Authorize the mayor to sign the attached letter supporting the Soquel Creek Water District's grant application.

- B. Consider Contract for Tax Revenue Consulting Services
RECOMMENDED ACTION: Authorize the City Manager to execute a three-year agreement for professional tax revenue consulting services with Hinderliter, de Llamas and Associates (HdL) to perform tax revenue consulting services related to Sales Tax, Transient Occupancy Tax, and Cannabis Tax.
- C. Introduce an Ordinance Amending Municipal Code Title 10 Vehicles and Traffic Pertaining to Bicycles and Personal Transportation Devices
RECOMMENDED ACTION: Approve the first reading of an Ordinance amending Municipal Code Title 10 Vehicles and Traffic to amend Chapter 10.04 General Provisions; repeal Chapter 10.44 Bicycles; and adopt Chapter 10.44 Bicycles and Personal Transportation Devices.

11. ADJOURNMENT

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 Hall 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 24, 2019

FROM: City Manager Department

SUBJECT: Recognize Retiring Members of Various Advisory Bodies

DISCUSSION: The City Council will thank retiring members with certificates for their service on various City advisory bodies.

Commission on the Environment

- Megan Sixt

Finance Advisory Committee

- Peter Wilk
- Will O'Sullivan

Library Advisory Committee

- Ariel Gray
- Toni Campbell
- Gayle Ortiz
- Lisa Steingrube
- Stephen Walsh

Planning Commission

- Linda Smith
- Sam Storey
- Susan Westman

Traffic and Parking Commission

- Ron Burke
- Willie Case
- Carin Hanna
- Melanie Arao
- Molly Ording
- Steve Ross
- Nels Westman

Report Prepared By: Linda Fridy

Recognize Retiring Commissioners
January 24, 2019

City Clerk

Reviewed and Forwarded by:



Steve Jesberg, Public Works Director

1/17/2019



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF JANUARY 24, 2019

FROM: City Manager Department

SUBJECT: Consider Appointments to the Art and Cultural Commission

RECOMMENDED ACTION: Make appointments as recommended by the Art and Cultural Commission.

BACKGROUND: In January 2018, Roy Johnson was appointed to fill the remainder of the arts professional term on the Art and Cultural Commission and wishes to be reappointed to a full two-year term. Susan McPeak has applied for the open at-large two-year term. Commission bylaws call for it to interview and recommend member appointments to the City Council.

DISCUSSION: The Commission interviewed Ms. McPeak at its January 15 meeting and recommended both her appointment and reappointment of Mr. Johnson.

FISCAL IMPACT: None.

ATTACHMENTS:

1. susan mcpeak application

Report Prepared By: Linda Fridy
City Clerk

Reviewed and Forwarded by:

A handwritten signature in black ink, appearing to read "Steve Jesberg".

Steve Jesberg, Public Works Director

1/17/2019



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: _____ McPeak, Susan
Last First

Residential Neighborhood: Cliffwood Heights

Occupation: Business Owner-Advertising Agency & Product Developer

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

Yvette Brooks asked me if I would apply for this board knowing that I am proud resident of this wonderful community and would like to be involved in continuing and enriching it's art and cultural offerings.

I served three years on the board at the Michigan State University Museum. I am an avid supporter and participant in the current artistic and cultural events offered in Capitola, including helping to decorate a float for the Begonia festival a few years ago. I am also an enthusiastic amateur artist myself.

(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.

11/27/2018
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: susan mcpeak application (Art & Cultural Commission Appointments)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF JANUARY 24, 2019

FROM: City Manager Department

SUBJECT: Consider the January 10, 2019, 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 January 10, 2019.

ATTACHMENTS:

1. 1-10 draft minutes

Report Prepared By: Linda Fridy
City Clerk

Reviewed and Forwarded by:

A handwritten signature in black ink, appearing to be "Steve Jesberg".

Steve Jesberg, Public Works Director

1/17/2019

**DRAFT
CAPITOLA CITY COUNCIL
REGULAR MEETING MINUTES
THURSDAY, JANUARY 10, 2019**

CALL TO ORDER

Mayor Bertrand called the meeting to order at 6:30 p.m.

No members of the public were present and the Council adjourned to the City Manager's Office with the following items to be discussed in Closed Session:

**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

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Council Member Sam Storey: Present, Council Member Ed Bottorff: Present, Vice Mayor Kristen Petersen: Present, Council Member Yvette Brooks: Present, Mayor Jacques Bertrand: Present.

2. PRESENTATIONS

A. Introduce New City Hall Receptionist

City Clerk Linda Fridy introduced Vanessa Graham.

B. 2018 Officer of the Year - Herb Ross Award

Police Chief Terry McManus introduced the winner of the Herb Ross Award and Officer of the Year Guillermo Vasquez, noting Master Officer Vasquez is one of the hardest workers the chief has met in his career. Officer Vasquez thanked the City, his colleagues, and his family.

3. REPORT ON CLOSED SESSION

Deputy City Attorney Reed Gallogly reported no action taken.

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
January 10, 2019

4. ADDITIONAL MATERIALS

- A. Item 10.A – Two public comment emails
- B. Item 10.B – Revised policy language
- C. Item 10.D – One public comment email
- D. Item 10.E – One public comment email

5. ADDITIONS AND DELETIONS TO AGENDA - None

6. PUBLIC COMMENTS

Denise Ellerick thanked the City for supporting collection of unused medicine and sharps, and encouraged the community to participate in an upcoming survey.

The Mayor granted an exception to Jamie McVicar to make a comment later in the meeting. Mr. McVicar spoke to Village business conditions and noted there are 16 vacant buildings. He encouraged cooperation with the Village Business Improvement Association and economic development to find successful tenants.

7. CITY COUNCIL / CITY TREASURER / STAFF COMMENTS

Council Member Bottorff asked to add to a future agenda discussion of the rope lights in the Village.

Council Member Storey said he received an email regarding collaboration on homeless programs that would require the City to declare a shelter crisis. The County is on a tight deadline and a special meeting would be required. Other council members did not support discussing a declaration, but Mayor Bertrand called a special meeting for 6 p.m. January 14.

Council Member Brooks noted the City will be joining other jurisdictions in honoring County Schools Superintendent Michael Watkins on his retirement this week.

City Manager Jamie Goldstein reported that Merlone Geier closed on the purchase of the Sears property and is now majority owner of the Capitola Mall. The continued appeal scheduled for January 24 will be canceled.

8. BOARDS, COMMISSIONS AND COMMITTEES APPOINTMENTS

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

The City Council made the following individual and joint appointments:

Architecture and Site Committee:

- Architect Frank Phanton reappointed
- Historian Carolyn Swift reappointed

Art and Cultural Commission:

- Council Member Storey, who served on the commission as the Planning Commission representative, will represent the Council.

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
January 10, 2019

Commission on the Environment:

- Council representative Mayor Bertrand
- Cathlin Atchison -- Council Member Petersen reappointed
- Peter Wilk -- Council Member Bottorff reappointed
- Michelle Beritzhoff-Law -- Council Member Brooks appointed

Recruitment will continue for Council Member Storey's appointee.

Finance Advisory Committee:

- Mayor Bertrand
- Vice Mayor Kristen Petersen
- Marilyn Warter -- Council Member Storey appointed
- Paul Estey -- Council Member Bottorff appointed
- Douglas Crowder -- Council Member Brooks appointed
- Toni Castro -- Capitola Businessperson/Capitola Resident

Wharf Working Group:

- Vice Mayor Petersen
- Council Member Bottorff

Ad Hoc Library Design Advisory Committee

- 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

Criminal Justice Council:

- Mayor Bertrand
- Council Member Brooks

Capitola Public Safety Foundation:

- Vice Mayor Petersen

LAFCO (Local Agency Formation Commission):

- Council Member Brooks, alternate nominee

Santa Cruz County Children's Network

- Council Member Brooks

Santa Cruz County Library Advisory:

- Bob White

Santa Cruz County Library Financing Authority:

- Mayor Bertrand
- Vice Mayor Kristen Petersen

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
January 10, 2019

Santa Cruz County Integrated Waste Management:

- Mayor Bertrand, representative
- Larry Laurent, alternate

Santa Cruz County Regional Transportation Commission:

- Mayor Bertrand, representative
- Council Member Storey, alternate

Santa Cruz County Flood Control and Water Conservation Zone 5:

- Mayor Bertrand
- Vice Mayor Petersen

Additionally, Council Member Bottorff noted that he had been appointed to the Village and Wharf Business Improvement Association board as an individual and cannot continue due to his schedule. The BIA may approach another council member about joining the board. Also, he and the mayor have met for informal check-ins with Soquel school district trustees. Council Member Storey said he would be interested in serving as a liaison with either or both.

9. CONSENT CALENDAR

MOTION:	APPROVE AS RECOMMENDED
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sam Storey, Council Member
SECONDER:	Ed Bottorff, Council Member
AYES:	Bertrand, Bottorff, Brooks, Petersen, Storey

- 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 **Resolution No. 4137** 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

- A. Consider a Resolution for Dissolution of the Traffic and Parking Commission
RECOMMENDED ACTION: Approve **Resolution No. 4138** 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.

Public Works Director Steve Jesberg presented the staff report including the history of previous advisory bodies and Traffic and Parking achievements. He noted most larger projects have included staff-led workshops.

There was no public comment.

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
January 10, 2019

Council Member Bottorff served on the committee when it had several projects but said he believes it has run its course until a major project arises.

Council Member Storey will not support a dissolution and would have preferred the commission be given an opportunity to weigh in, especially given the interest in reappointment.

Council Member Petersen favors dissolution but also supports a future ad hoc option.

Mayor Bertrand noted he has advocated previously for a city-wide role for the committee.

MOTION:	APPROVE THE RESOLUTION DISSOLVING THE COMMISSION AS RECOMMENDED
RESULT:	ADOPTED [3 TO 2]
MOVER:	Ed Bottorff, Council Member
SECONDER:	Kristen Petersen, Council Member
AYES:	Yvette Brooks, Ed Bottorff, Kristen Petersen
NAYS:	Sam Storey, Jacques Bertrand

- B. Consider Library Construction Update and Contract Change Order Policy
RECOMMENDED ACTION: Receive report and adopt **Resolution No. 4139** approving a field order and contract change order policy for the Capitola Branch Library Project.

Director Jesberg presented the staff report. For the construction update, he reported that site work has begun and now the contractor is waiting for PG&E to remove the old, still-active power box. Negotiations with winning bidder Otto Construction successfully reduced bid costs to the revised budget level but the formal process to change the plans continues.

The new change order policy addresses the high cost of this project and staff's desire to be transparent to Council and the public for significant changes. After agenda publication, staff added a line regarding cumulative change orders to limit them to \$125,000.

In response to the mayor's question, Director Jesberg walked through process of identifying the need for a change order and negotiation. He also clarified that changes identified in the original award are not subject to these limits. Council Member Storey suggested adding cumulative "increases" to policy language so that reductions do not trigger extra reporting.

In public comment, resident Mark Kane said he does not support allowing staff to issue change orders and expressed concerns about the project staying on budget.

Council Member Bottorff addressed these concerns in his comments, noting the nearly \$1 million contingency and project budget. He has been concerned about costs but feels the process is consistent with other agencies.

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
January 10, 2019

Council Member Storey noted the proposed policy provides more oversight than is currently in place and supports it.

MOTION:	APPROVE THE RESOLUTION AND POLICY WITH THE AMENDED LANGUAGE FOR CUMMULATIVE INCREASES.
RESULT:	ADOPTED AS AMENDED [UNANIMOUS]
MOVER:	Ed Bottorff, Council Member
SECONDER:	Sam Storey, Council Member
AYES:	Bertrand, Bottorff, Brooks, Petersen, Storey

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 how the treasurer appointment will be made.

The City Clerk presented the staff report highlighting areas of the municipal code that may be amended depending on what process the Council prefers to appoint a treasurer.

Council Member Petersen asked if it would be possible to adopt a two-step process with the city manager nominating and the Council approving, and was told it can be done.

In public comment, Former Treasurer Peter Wilk said he supports a city manager appointment and favors the finance director as treasurer for cost savings and bureaucratic efficiency.

The Council discussed the review of city invoices and suggested empowering the Finance Advisory Committee (FAC) to sign off on invoices to provide a level of review.

Council Member Storey said he would welcome input from the FAC and perhaps appoint a treasurer from its ranks. This approach would need to address the assurance that the treasurer is experienced and capable.

Council Member Petersen said while she would also support FAC input, she has faith in the city manager's hiring, so she is interested in investigating a two-part process to reflect citizen concerns she has heard. Council Member Brooks agreed.

Council Member Bottorff said part of the appointment effort is an intent to streamline government and applauded the efforts of Former Treasurer Wilk. He noted other local jurisdictions allow the city manager to appoint staff as treasurer, and the person who does the work and assumes responsibility in Capitola is the finance director. Council Member Bottorff would support a nomination process. In his motion to direct staff to prepare a nomination process ordinance, he also asked that the FAC recommend invoice oversight options and supported striking code language related to dog ownership transfer. Other council members agreed.

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
January 10, 2019

MOTION:	DIRECT STAFF TO BRING FORWARD AN ORDINANCE ALLOWING THE CITY MANAGER TO NOMINATE THE FINANCE DIRECTOR AS TREASURER WITH CITY COUNCIL APPROVAL
RESULT:	ADOPTED [4 TO 1]
MOVER:	Ed Bottorff, Council Member
SECONDER:	Kristen Petersen, Council Member
AYES:	Bertrand, Bottorff, Brooks, Petersen
NAYS:	Storey

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.

Directors Jesberg and Herlihy presented the staff report. Director Jesberg explained that the Clares Street project does not appear to be competitive given all recent awards have been for emergency water and sewer needs. Director Herlihy said she initially planned to move forward with the housing grants, but the Housing Authority does not wish to participate in the rehabilitation portion. She is looking for another partner and is hopeful the City can be ready for the next funding round.

Mayor Bertrand confirmed other jurisdictions have echoed the problems Capitola is experiencing.

Council Member Brooks asked if there are other funding options for Clares than this grant and was told it would require shifting priorities. Council Member Storey confirmed the project has little other funding currently.

There was no public comment.

Council Member Bottorff acknowledged the ongoing difficulty to find funding for Clares.

Mayor Bertrand asked if any redesign options would reduce costs and was told full repaving is a major expense but pedestrian and traffic calming elements may be possible.

MOTION:	DEFER CONSIDERATION OF A GRANT APPLICATION AS RECOMMENDED
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ed Bottorff, Council Member
SECONDER:	Kristen Petersen, Council Member
AYES:	Bertrand, Bottorff, Brooks, Petersen, Storey

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.

Attachment: 1-10 draft minutes (Approval of City Council Minutes)

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
January 10, 2019

City Manager Goldstein provided the staff report noting the concern about public participation impacts when hearings begin after 8 p.m.

Council Member Brooks supports adopting the recommended changes and Council Member Petersen supports using the timer for presentations.

Council Member Storey asked if there is a requirement for a verbal roll call. If so, when there is a closed session it can be held at that time.

Council Member Bottorff encouraged council members to ask questions of staff ahead of a meeting.

MOTION:	IMPLEMENT THE PROPOSED CHANGES TO AGENDA LANGUAGE AND SUPPORT THE MAYOR IN ENFORCING RELATED PROCESSES.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Yvette Brooks, Council Member
SECONDER:	Kristen Petersen, Council Member
AYES:	Bertrand, Bottorff, Brooks, Petersen, Storey

11. **ADJOURNMENT**

The meeting was adjourned at 9:10 p.m.

ATTEST:

Jacques Bertrand, Mayor

Linda Fridy, City Clerk



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF JANUARY 24, 2019

FROM: City Manager Department

SUBJECT: Planning Commission Action Minutes

RECOMMENDED ACTION: Receive minutes.

DISCUSSION: Attached for Council review are the action minutes of the December 6, 2018 Planning Commission regular meeting.

ATTACHMENTS:

1. 12-6-2018 Planning Commission Action Minutes

Report Prepared By: Chloe Woodmansee
Records Coordinator

Reviewed and Forwarded by:

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

Jamie Goldstein, City Manager

1/15/2019



**DRAFT ACTION MINUTES
CAPITOLA PLANNING COMMISSION MEETING
THURSDAY, DECEMBER 6, 2018
7 P.M. – CAPITOLA CITY COUNCIL CHAMBERS**

1. ROLL CALL AND PLEDGE OF ALLEGIANCE
2. ORAL COMMUNICATIONS
 - A. Additions and Deletions to Agenda - none
 - B. Public Comments
 - C. Commission Comments
 - D. Staff Comments - none

3. APPROVAL OF MINUTES

- A. Planning Commission - Regular Meeting - Nov 1, 2018 7:00 PM

MOTION: Approve the minutes

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Susan Westman, Commissioner
SECONDER:	Linda Smith, Commissioner
AYES:	Smith, Newman, Welch, Westman, Storey

4. CONSENT CALENDAR

- A. **620 Capitola Avenue #18-0548 APN: 035-302-04**

Sign Permit for a new monument sign located within the CN (Neighborhood Commercial) zoning district.

This project is in the Coastal Zone but does not require a Coastal Development Permit.

Environmental Determination: Categorical Exemption

Property Owner: Walter Hickey

Representative: John Hickey, Filed: 10.12.2018

MOTION: Approve the Sign Permit

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Linda Smith, Commissioner
SECONDER:	Susan Westman, Commissioner
AYES:	Smith, Newman, Welch, Westman, Storey

- B. **607 Oak Drive #18-0480 APN: 035-073-06**

Design Permit for a second story addition to an existing single-family home located within the R-1 (Single-Family Residential) zoning district.

Attachment: 12-6-2018 Planning Commission Action Minutes (pc minutes)

This project is in the Coastal Zone but does not require a Coastal Development Permit.
 Environmental Determination: Categorical Exemption
 Property Owner: Dave Shehan
 Representative: Robin Alaga, Filed: 09.11.2018

MOTION: Approve the Design Permit

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Linda Smith, Commissioner
SECONDER: Susan Westman, Commissioner
AYES: Smith, Newman, Welch, Westman, Storey

C. 106 Sacramento Avenue #18-0143 APN: 036-143-09

Design Permit for a 764-square-foot addition with a new second-story to an existing single-family home located within the Single-Family (R-1) zoning district and the Geological Hazards (GH) district.
 This project is in the Coastal Zone and requires a Coastal Development Permit which is appealable to the California Coastal Commission after all possible appeals are exhausted through the City.
 Environmental Determination: Categorical Exemption
 Property Owner: Mike & Meghan Morrissey
 Representative: Dan Gomez, Architect, Filed: 03.29.2018

Chair Storey pulled this item from the Consent Calendar and it was heard following Item 5.A.

MOTION: Approve the Design Permit and Coastal Development Permit with amended conditions and findings

RESULT: **APPROVED [3 TO 1]**
MOVER: Ed Newman, Commissioner
SECONDER: Linda Smith, Commissioner
AYES: Smith, Newman, Westman
NAYS: Welch
RECUSED: Storey, Chair

5. PUBLIC HEARINGS

A. 116 Grand Avenue #18-0264 APN: 036-112-11

Design Permit and Conditional Use Permit for an addition to an historic single-family home located within the R-1 (Single-Family) zoning district.
 This project is in the Coastal Zone and requires a Coastal Development Permit which is appealable to the California Coastal Commission after all possible appeals are exhausted through the City.
 Environmental Determination: Categorical Exemption
 Property Owner: Joe & Gloria McLean
 Representative: Dennis Norton, Filed: 06.06.2018

MOTION: Approve Design Permit, Conditional Use Permit, and Coastal Development Permit

Attachment: 12-6-2018 Planning Commission Action Minutes (pc minutes)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Linda Smith, Commissioner
SECONDER:	TJ Welch, Commissioner
AYES:	Smith, Newman, Welch, Westman, Storey

B. Update to General Plan Land Use Element and Land Use Map

General Plan Update to Land Use Element and Land Use Map.

The Land Use Map includes properties in the Coastal Zone.

Environmental Determination: An Addendum to the General Plan Environmental Impact Report has been drafted and circulated for 60-day public review.

Property: City-wide

Representative: Katie Herlihy, Community Development Director

MOTION: Continue to the next regular Planning Commission

RESULT:	CONTINUED [UNANIMOUS]
MOVER:	Susan Westman, Commissioner
SECONDER:	Linda Smith, Commissioner
AYES:	Smith, Newman, Welch, Westman, Storey

C. Draft Story Pole Guidance Document

RESULT:	RECEIVED REPORT AND PROVIDED DIRECTION
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D. Consideration of future bikeshare program in Capitola

RESULT:	RECEIVED REPORT AND PROVIDED DIRECTION
----------------	-----------------------------------------------

6. DIRECTOR'S REPORT
7. COMMISSION COMMUNICATIONS
8. ADJOURNMENT



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF JANUARY 24, 2019

FROM: Finance Department

SUBJECT: Approval of City Check Registers Dated November 2, November 9, November 16, November 21 and November 30, 2018

RECOMMENDED ACTION: Approve check registers.

Account: City Main				
Date	Starting Check #	Ending Check #	Payment Count	Amount
11/02/2018	90954	90994	50	\$533,675.33
11/09/2018	90995	91046	52	\$56,324.79
11/16/2018	91047	91099	58	\$216,441.84
11/21/2018	91100	91100	1	\$7,349.27
11/30/2018	91101	91184	90	\$225,707.14

The main account check register dated October 26, 2018, ended with check #90953.

Account: Library				
Date	Starting Check #	Ending Check #	Payment Count	Amount
11/09/2018	85	87	3	\$4,610
11/30/2018	88	91	4	\$10,877.34

The library account check register dated October 26, 2018, ended with check #84.

Account: Payroll				
Date	Starting Check #	Ending Check #	Payment Count	Amount
11/02/2018	5458	5458	1	\$2,038.26
11/09/2018	5459	5464	95	\$152,683.35
11/21/2018	5465	5468	89	\$153,026.02
11/30/2018	5469	5469	1	\$8,398.79

The payroll account check register dated October 26, 2018, ended with check #5457.

Following is a list of payments issued for more than \$10,000 and descriptions of the expenditures:

Check	Issued to	Dept	Description	Amount
90966	Graham Contractors Inc.	PW	Street slurry sealing,	\$335,641.57

Approval of City Check Registers
January 24, 2019

			Community Center parking lot overlay	
90974	Kimberly Chavez	AC	Esplanade sea lions public art	\$10,000
90980	PG&E	PW	October utilities	\$15,569.34
EFT 684	CalPERS Health Insurance	FN	November health insurance	\$59,101.99
EFT 685	CalPERS Member Services	FN	PERS contributions PPE 10/20/18	\$48,461.75
EFT 687	IRS	FN	Federal taxes & Medicare PPE 10/20/18	\$24,277.62
91051	Atchison Barisone Condotti Kovacevich	CM	October legal services	\$20,713.08
91082	Shute Mihaly and Weinberger LLP	CM	Settlement agreement	\$65,000
EFT 694	IRS	FN	Federal taxes and Medicare PPE 11/3/18	\$23,843.35
EFT 696	CalPERS Member Services	FN	PERS contributions PPE 11/3/18	\$48,769.95
91148	PG&E	PW	November gas & electricity	\$15,595.19
91163	Softchoice Corporation	CM	Microsoft SAAS and Office 365 annual renewals	\$15,515.30
EFT 700	IRS	FN	Federal taxes & Medicare PPE 11/17/18	\$24,359.83
EFT 702	CalPERS Member Services	FN	PERS contributions PPE 11/17/18	\$48,886.49

ATTACHMENTS:

1. 11/02/18 City Check Register
2. 11/09/18 City Check Register
3. 11/16/18 City Check Register
4. 11/21/18 City Check Register
5. 11/30/18 City Check Register

Report Prepared By: Maura Herlihy
Account Technician

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

1/15/2019

City main account checks dated November 2, 2018, numbered 90954 through 90994 and 9 EFTs totaling \$533,675.33, plus 1 Payroll account check totaling \$2,038.26, for a grand total of \$535,713.59, have been reviewed and authorized for distribution by the City Manager.

As of November 2, 2018, the unaudited cash balance is \$3,450,506.53.


CASH POSITION - CITY OF CAPITOLA 11/2/18

	<u>Net Balance</u>
General Fund	(\$372,377.83)
Payroll Payables	\$13,650.70
Contingency Reserve Fund	\$2,036,345.66
Facilities Reserve Fund	\$364,493.03
Capital Improvement Fund	\$851,657.64
Stores Fund	\$34,632.80
Information Technology Fund	\$107,726.69
Equipment Replacement	\$145,991.91
Self-Insurance Liability Fund	\$113,254.47
Workers' Comp. Ins. Fund	\$207,845.04
Compensated Absences Fund	(\$52,713.58)
TOTAL UNASSIGNED GENERAL FUNDS	<u>\$3,450,506.53</u>

The Emergency Reserve Fund balance is \$1,344,205.54 (not included above).

The PERS Contingency Fund balance is \$815,855.98 (not included above).

The Library Fund balance is \$2,332,318.78 (not included above).



 Jamie Goldstein, City Manager

11/5/18

 Date



 Peter Wilk, City Treasurer

11/6/18

 Date

Attachment: 11/02/18 City Check Register (Approval of City Check Registers)

City Checks Issued November 2, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
90954	11/02/2018	Open			A TOOL SHED	\$620.88
	Invoice		Date	Description		Amount
	1312017-5		10/29/2018	Backhoe rental Esplanade sea lions 1315 - Public Art Fee Fund		\$620.88
90955	11/02/2018	Open			ADT SECURITY SERVICES INC.	\$197.92
	Invoice		Date	Description		Amount
	677436640		10/29/2018	ADT for corp. yard & museum		\$197.92
90956	11/02/2018	Open			ARCHIVES & ARCHITECTURE LLC	\$280.00
	Invoice		Date	Description		Amount
	AAA090518		09/05/2018	#18-0429 1500 Wharf Rd #1 standards review		\$280.00
90957	11/02/2018	Open			AUTOMATION TEST ASSOCIATES	\$40.00
	Invoice		Date	Description		Amount
	46713		10/22/2018	October wharf meter reading 1311 - Wharf		\$40.00
90958	11/02/2018	Open			CA DEPARTMENT OF CONSERVATION	\$523.25
	Invoice		Date	Description		Amount
	CDC093018		10/30/2018	July - Sept. strong motion instrumentation & seismic fees		\$523.25
90959	11/02/2018	Open			CALIFORNIA BUILDING STANDARDS COMMISSION	\$212.40
	Invoice		Date	Description		Amount
	CBSC093018		10/30/2018	July - September building standards admin. fees		\$212.40
90960	11/02/2018	Open			eFolder Inc.	\$125.00
	Invoice		Date	Description		Amount
	INV00156548		09/30/2018	September record storage fee 2211 - ISF - Information Technology		\$125.00
90961	11/02/2018	Open			EWING IRRIGATION	\$605.99
	Invoice		Date	Description		Amount
	6369058		10/17/2018	Irrigation supplies		\$257.44
	6376210		10/18/2018	Irrigation supplies		\$125.27
	6383509		10/19/2018	Irrigation supplies		\$14.38
	6383510		10/19/2018	Irrigation supplies		\$208.90
90962	11/02/2018	Open			FARWEST NURSERY	\$35.11
	Invoice		Date	Description		Amount
	025248		10/30/2018	Plants		\$35.11

Attachment: 11/02/18 City Check Register (Approval of City Check Registers)

City Checks Issued November 2, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
90963	11/02/2018	Open			FERGUSON ENTERPRISES INC.	\$302.99
	Invoice		Date	Description		Amount
	6306947		10/17/2018	Water heater		\$267.69
	6308339		10/18/2018	Plumbing supplies		\$35.30
90964	11/02/2018	Open			FIRST SECURITY	\$300.00
	Invoice		Date	Description		Amount
	571994		10/22/2018	November Esplanade patrol services		\$300.00
90965	11/02/2018	Open			FIRST SECURITY	\$325.50
	Invoice		Date	Description		Amount
	571993		10/22/2018	November skate park patrol services		\$325.50
90966	11/02/2018	Open			GRAHAM CONTRACTORS INC.	\$335,641.57
	Invoice		Date	Description		Amount
	028324		09/30/2018	Crack & slurry sealing, striping, Jade St. parking lot overlay		\$335,641.57
				1025 - Facilities Reserve Fund	\$49,304.44	
				1309 - RTC Streets	\$286,337.13	
90967	11/02/2018	Open			GRANICUS LLC	\$4,762.80
	Invoice		Date	Description		Amount
	104854		10/01/2018	October legislative management software		\$1,190.70
	104855		11/01/2018	November legislative management software		\$1,190.70
	104846		10/01/2018	September legislative management software		\$1,190.70
	104845		10/01/2018	August legislative management software		\$1,190.70
				1320 - PEG - Public Education and Govt		
90968	11/02/2018	Open			GRANITE ROCK COMPANY	\$1,131.08
	Invoice		Date	Description		Amount
	1135831		10/20/2018	Concrete for Esplanade sea lions		\$1,105.26
	1136179		10/20/2018	1/2" coral, tie downs		\$25.82
				1000 - General Fund	\$25.82	
				1315 - Public Art Fee Fund	\$1,105.26	
90969	11/02/2018	Open			HOME DEPOT CREDIT SERVICES	\$242.67
	Invoice		Date	Description		Amount
	0054011		10/25/2018	Batteries, respirator, gloves, broom, safety glasses		\$121.73
	0025002		10/25/2018	Wood, screws		\$66.73
	0054029		10/25/2018	Drill bits		\$21.69
	5582370		10/30/2018	Earmuffs - Rob		\$32.52

Attachment: 11/02/18 City Check Register (Approval of City Check Registers)

City Checks Issued November 2, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
90970	11/02/2018	Open			ICMA RETIREMENT TRUST 457	\$6,899.75
	Invoice		Date	Description		Amount
	41695816		10/26/2018	Employee 457 contributions PPE 10/20/18 1001 - Payroll Payables		\$6,899.75
90971	11/02/2018	Open			INTERNATIONAL BRONZE PLAQUE COMPANY	\$139.00
	Invoice		Date	Description		Amount
	18-50735		10/30/2018	Memorial plaque		\$139.00
90972	11/02/2018	Open			KATHY D'ANGELO	\$430.00
	Invoice		Date	Description		Amount
	000V-009262018		10/23/2018	Mel Bowen interview video and editing services		\$430.00
90973	11/02/2018	Open			KBA Docusys Inc.	\$38.96
	Invoice		Date	Description		Amount
	INV722050		10/25/2018	Community Center copier usage charges		\$16.87
	INV722049		10/25/2018	City Hall copier usage charges		\$22.09
				1000 - General Fund	\$16.87	
				2211 - ISF - Info Tech	\$22.09	
90974	11/02/2018	Open			KIMBERLY P CHAVEZ	\$10,000.00
	Invoice		Date	Description		Amount
	CB103018		10/30/2018	Esplanade sea lions public art 3rd payment 1315 - Public Art Fee Fund		\$10,000.00
90975	11/02/2018	Open			MANPOWER	\$1,063.01
	Invoice		Date	Description		Amount
	33277646		10/21/2018	Temporary receptionist services		\$1,063.01
90976	11/02/2018	Open			MISSION LINEN SUPPLY	\$194.13
	Invoice		Date	Description		Amount
	508495835		10/24/2018	Linen service, mats, towels		\$121.42
	508475774		10/22/2018	Community Center mats and mops		\$72.71
90977	11/02/2018	Open			MISSION PRINTERS	\$86.09
	Invoice		Date	Description		Amount
	57960		10/23/2018	Business cards for Morrison & Aluffi		\$86.09
90978	11/02/2018	Open			NELSON MEMBRENO	\$1,624.72
	Invoice		Date	Description		Amount
	NM103118		10/31/2018	Building plans examiner test and study materials		\$1,242.98
	NM102618		10/26/2018	Building plans examiner certification training		\$381.74

Attachment: 11/02/18 City Check Register (Approval of City Check Registers)

City Checks Issued November 2, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
90979	11/02/2018	Open			OLIVE SPRINGS QUARRY INC.	\$87.52
	Invoice		Date	Description		Amount
	117448		10/22/2018	Base rock for Esplanade sea lions 1315 - Public Art Fee Fund		\$87.52
90980	11/02/2018	Open			PACIFIC GAS & ELECTRIC	\$15,569.34
	Invoice		Date	Description		Amount
	PGE102218		10/22/2018	October gas and electricity		\$15,569.34
				1000 - General Fund	\$5,179.34	
				1300 - SLESF - Supl Law Enfc	\$146.78	
				1310 - Gas Tax	\$7,549.49	
				1311 - Wharf	\$2,693.73	
90981	11/02/2018	Open			PALACE OFFICE SUPPLIES	\$108.76
	Invoice		Date	Description		Amount
	503581-1		10/22/2018	Flashlight		\$9.80
	501830-0		10/05/2018	Pens, pad		\$98.96
				2210 - ISF - Stores Fund		
90982	11/02/2018	Open			PEAK COMMUNICATIONS	\$2,017.30
	Invoice		Date	Description		Amount
	10172018A		10/17/2018	Network cabling upgrade full contract payment		\$2,017.30
				2211 - ISF - Information Technology		
90983	11/02/2018	Open			ROYAL WHOLESALE ELECTRIC	\$13.48
	Invoice		Date	Description		Amount
	7719-636594		10/25/2018	Electrical supplies - 38th		\$13.48
90984	11/02/2018	Open			SANTA CRUZ FIRE EQUIPMENT CO.	\$430.66
	Invoice		Date	Description		Amount
	103032		10/26/2018	Annual fire extinguisher maintenance		\$384.66
	30955		10/26/2018	Annual museum fire equipment inspection service		\$46.00
90985	11/02/2018	Open			SENTINEL PRINTERS INC.	\$371.45
	Invoice		Date	Description		Amount
	302054		10/27/2018	Temporary no parking sign		\$371.45
				1310 - Gas Tax		
90986	11/02/2018	Open			SPECTRUM BUSINESS	\$3,683.58
	Invoice		Date	Description		Amount
	0000178101918		10/19/2018	October internet service		\$3,683.58
				1000 - General Fund	\$1,376.87	
				2211 - ISF - Info Tech	\$2,306.71	

Attachment: 11/02/18 City Check Register (Approval of City Check Registers)

City Checks Issued November 2, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
90987	11/02/2018	Open			SUESS INSURANCE AGENCY INC.	\$1,717.00
	Invoice		Date	Description		Amount
	101966		10/19/2018	BIA directors & officers liability insurance 1321 - BIA - Capitola Village-Wharf BIA		\$1,717.00
90988	11/02/2018	Open			SUPPLYWORKS	\$1,369.22
	Invoice		Date	Description		Amount
	460352149		10/16/2018	Cleaning supplies		\$1,081.01
	461029142		10/22/2018	Cleaning supplies		\$288.21
90989	11/02/2018	Open			TIMES PUBLISHING GROUP INC.	\$400.00
	Invoice		Date	Description		Amount
	11636		10/22/2018	Plein Air advertising		\$400.00
90990	11/02/2018	Open			US BANK PARS Acct 6746022400	\$199.59
	Invoice		Date	Description		Amount
	PARS102618		10/26/2018	PARS contributions PPE 10/20/18 1001 - Payroll Payables		\$199.59
90991	11/02/2018	Open			Bay Federal Credit Union	\$500.00
	Invoice		Date	Description		Amount
	17-108		10/25/2018	Refund tree permit #17-108		\$500.00
90992	11/02/2018	Open			Marjorie Miller	\$92.00
	Invoice		Date	Description		Amount
	2003464.002		10/31/2018	Tennis class refund		\$92.00
90993	11/02/2018	Open			Naoko Miura-Brandt	\$46.00
	Invoice		Date	Description		Amount
	2003461.002		10/25/2018	Partial refund for withdrawal from yoga class		\$46.00
90994	11/02/2018	Open			Scott Harway	\$571.00
	Invoice		Date	Description		Amount
	18-0184		10/26/2018	205 Magellan design permit & variance deposit refund		\$571.00
Type Check Totals:						\$392,999.72
<u>EFT</u>						
684	11/01/2018	Open			CalPERS Health Insurance	\$59,101.99
	Invoice		Date	Description		Amount
	1001195151		11/01/2018	November health insurance		\$59,101.99
				1000 - General Fund	\$2,909.90	
				1001 - Payroll Payables	\$56,192.09	

Attachment: 11/02/18 City Check Register (Approval of City Check Registers)

City Checks Issued November 2, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
685	10/30/2018	Open			CalPERS Member Services Division	\$48,461.75
	Invoice		Date	Description		Amount
	1001192910-4		10/30/2018	PERS contributions PPE 10/20/18		\$48,461.75
				1000 - General Fund (\$0.27)		
				1001 - Payroll Payables	\$48,462.02	
686	10/30/2018	Open			EMPLOYMENT DEVELOPMENT DEPT	\$6,915.42
	Invoice		Date	Description		Amount
	1-267-303-232		10/30/2018	State taxes PPE 10/20/18		\$6,915.42
				1001 - Payroll Payables		
687	10/30/2018	Open			INTERNAL REVENUE SERVICE	\$24,277.62
	Invoice		Date	Description		Amount
	92133869		10/30/2018	Federal taxes and Medicare PPE 10/20/18		\$24,277.62
				1001 - Payroll Payables		
688	10/30/2018	Open			STATE DISBURSEMENT UNIT	\$1,232.76
	Invoice		Date	Description		Amount
	21DC1GX6657		10/30/2018	Employee garnishments PPE 10/20/18		\$1,232.76
				1001 - Payroll Payables		
689	10/30/2018	Open			INTERNAL REVENUE SERVICE	\$49.39
	Invoice		Date	Description		Amount
	54450331		10/30/2018	Q1/2018 941 Medicare adjustment for Valdez		\$49.39
690	10/31/2018	Open			EMPLOYMENT DEVELOPMENT DEPT	\$85.37
	Invoice		Date	Description		Amount
	0-581-010-240		10/31/2018	State taxes for manual check		\$85.37
				1001 - Payroll Payables		
691	10/30/2018	Open			INTERNAL REVENUE SERVICE	\$277.18
	Invoice		Date	Description		Amount
	33172724		10/30/2018	Federal taxes and Medicare - manual check		\$277.18
				1001 - Payroll Payables		
692	11/02/2018	Open			ADP LLC	\$274.13
	Invoice		Date	Description		Amount
	523636770		11/02/2018	EZ Labor processing charges		\$274.13
				2211 - ISF - Information Technology		
Type EFT Totals:						\$140,675.61

Attachment: 11/02/18 City Check Register (Approval of City Check Registers)

City Checks Issued November 2, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
CITY - Main City Totals					Counts:	Totals:
Checks					41	\$392,999.72
EFTs					9	\$140,675.61
All					50	\$533,675.33
WELLS - Payroll Totals						
Checks					1	\$2,038.26
EFTs					0	\$0.00
All					1	\$2,038.26
Grand Totals:						
Checks					42	\$395,037.98
EFTs					9	\$140,675.61
All					51	\$535,713.59

Attachment: 11/02/18 City Check Register (Approval of City Check Registers)

City main account checks dated November 9, 2018, numbered 90995 through 91046, totaling \$56,324.79, plus 3 Library account checks, totaling \$4,610, plus 6 Payroll account checks and 89 efts, totaling \$152,683.35, for a grand total of \$213,618.14, have been reviewed and authorized for distribution by the City Manager.

As of November 9, 2018, the unaudited cash balance \$3,395,961.02.

CASH POSITION - CITY OF CAPITOLA 11/9/18

	Net Balance
General Fund	(\$531,595.51)
Payroll Payables	\$136,204.88
Contingency Reserve Fund	\$2,036,345.66
Facilities Reserve Fund	\$364,493.03
Capital Improvement Fund	\$843,242.64
Stores Fund	\$34,570.39
Information Technology Fund	\$99,117.09
Equipment Replacement	\$145,991.91
Self-Insurance Liability Fund	\$112,459.47
Workers' Comp. Ins. Fund	\$207,845.04
Compensated Absences Fund	(\$52,713.58)
TOTAL UNASSIGNED GENERAL FUNDS	\$3,395,961.02

The Emergency Reserve Fund balance is \$1,344,205.54 (not included above).

The PERS Contingency Fund balance is \$815,855.98 (not included above).

The Library Fund balance is \$2,328,608.78 (not included above).



 Jamie Goldstein, City Manager

11/9/18

 Date



 Peter Wilk, City Treasurer

11/16/18

 Date

Attachment: 11/09/18 City Check Register (Approval of City Check Registers)

City Checks Issued November 9, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
90995	11/09/2018	Open			ALLSAFE LOCK COMPANY	\$3.26
	Invoice		Date	Description		Amount
	51101		10/25/2018	Keys for lockers		\$3.26
90996	11/09/2018	Open			ALVAREZ TECHNOLOGY GROUP INC	\$8,343.65
	Invoice		Date	Description		Amount
	48907		11/01/2018	December IT services and antivirus		\$7,350.00
	48836		10/31/2018	Dell powervault warranty renewal		\$993.65
				2211 - ISF - Information Technology		
90997	11/09/2018	Open			AT&T/CALNET 3	\$1,417.08
	Invoice		Date	Description		Amount
	0012040223		10/13/2018	October telephone service		\$1,417.08
				1000 - General Fund	\$1,092.13	
				2211 - ISF - Info Tech	\$324.95	
90998	11/09/2018	Open			AT&T/CALNET 3	\$889.20
	Invoice		Date	Description		Amount
	0012040891		10/13/2018	October T-1 access		\$889.20
90999	11/09/2018	Open			B & B SMALL ENGINE REPAIR	\$238.61
	Invoice		Date	Description		Amount
	407594		10/31/2018	Pole saw		\$227.82
	407595		10/31/2018	Dust masks		\$10.79
91000	11/09/2018	Open			CALE AMERICA INC.	\$2,424.77
	Invoice		Date	Description		Amount
	151707		10/23/2018	Paystation card readers (4)		\$595.77
	151764		10/26/2018	October active meters		\$1,829.00
91001	11/09/2018	Open			CALIFORNIA COAST UNIFORM COMPANY	\$217.95
	Invoice		Date	Description		Amount
	6645		10/24/2018	Boots for Moreno		\$217.95
91002	11/09/2018	Open			CAPITOLA BEACH FESTIVAL ASSOCIATION	\$5,000.00
	Invoice		Date	Description		Amount
	211		09/17/2018	2018 Capitola Beach Festival sponsorship		\$5,000.00
91003	11/09/2018	Open			CHIEF SUPPLY	\$791.71
	Invoice		Date	Description		Amount
	100150		10/16/2018	Flares		\$791.71

Attachment: 11/09/18 City Check Register (Approval of City Check Registers)

City Checks Issued November 9, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91004	11/09/2018	Open			COMMUNICATION SERVICE CORPORATION	\$105.00
	Invoice		Date	Description		Amount
	218351		10/18/2018	Voicemail programming service 2211 - ISF - Information Technology		\$105.00
91005	11/09/2018	Open			D & G SANITATION	\$293.09
	Invoice		Date	Description		Amount
	254756		10/31/2018	McGregor park portable toilet rental		\$252.65
	254757		10/31/2018	Lower Pac Cove portable toilets		\$13.77
	254758		10/31/2018	Wharf portable toilet rental		\$26.67
				1000 - General Fund	\$266.42	
				1311 - Wharf	\$26.67	
91006	11/09/2018	Open			eFolder Inc.	\$125.00
	Invoice		Date	Description		Amount
	INV00159849		10/31/2018	October record storage 2211 - ISF - Information Technology		\$125.00
91007	11/09/2018	Open			EMPLOYMENT DEVELOPMENT DEPT	\$795.00
	Invoice		Date	Description		Amount
	L0507435936		10/30/2018	Quarterly unemployment insurance benefit charges 2213 - ISF - Self-Insurance Liability		\$795.00
91008	11/09/2018	Open			EWING IRRIGATION	\$161.21
	Invoice		Date	Description		Amount
	6430172		10/27/2018	Drain cap and ties		\$32.11
	6456116		10/31/2018	Wharf plumbing supplies		\$129.10
				1000 - General Fund	\$32.11	
				1311 - Wharf	\$129.10	
91009	11/09/2018	Open			FIRST SECURITY	\$315.00
	Invoice		Date	Description		Amount
	572001		10/22/2018	November Community Center patrol service		\$315.00
91010	11/09/2018	Open			GEORGE McMENAMIN	\$797.50
	Invoice		Date	Description		Amount
	2019-4		11/05/2018	Bay St. maintenance		\$797.50
91011	11/09/2018	Open			HOME DEPOT CREDIT SERVICES	\$156.46
	Invoice		Date	Description		Amount
	5582366		10/30/2018	Wood screws, tape, washer		\$33.60
	5054874		10/30/2018	Drain opener and shovel		\$47.11
	9054629		11/05/2018	Paint		\$10.81
	9610626		11/05/2018	Deadbolt and padlock		\$64.94

Attachment: 11/09/18 City Check Register (Approval of City Check Registers)

City Checks Issued November 9, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91012	11/09/2018	Open			HOSE SHOP	\$28.61
	Invoice		Date	Description		Amount
	411580		11/01/2018	Hose, clamp, hose wrap		\$28.61
91013	11/09/2018	Open			HYDROSCIENCE ENGINEERS INC.	\$7,442.50
	Invoice		Date	Description		Amount
	331010007		10/01/2018	#17-006 4199 Clares St. stormwater services		\$4,732.50
	331016002		10/01/2018	523 Burlingame Ave. stormwater services		\$2,710.00
91014	11/09/2018	Open			INTERSTATE ALL BATTERY CENTER	\$39.24
	Invoice		Date	Description		Amount
	572788		10/26/2018	Specialty batteries		\$39.24
91015	11/09/2018	Open			INTERSTATE BATTERY SYSTEM OF SAN JOSE INC	\$125.21
	Invoice		Date	Description		Amount
	50273112		10/31/2018	Battery		\$125.21
91016	11/09/2018	Open			LLOYDS TIRE SERVICE	\$166.11
	Invoice		Date	Description		Amount
	353325		10/26/2018	Trailer king tire, modular wheel		\$166.11
91017	11/09/2018	Open			LLOYDS TIRE SERVICE	\$424.09
	Invoice		Date	Description		Amount
	313838		10/30/2018	2017 Camry tires, balance, disposal fee		\$424.09
91018	11/09/2018	Open			LORRIE WILSON	\$118.07
	Invoice		Date	Description		Amount
	797360		10/25/2018	Refreshments for Moreno swearing in ceremony		\$118.07
91019	11/09/2018	Open			LP POLICE	\$450.00
	Invoice		Date	Description		Amount
	1018LP31150		10/31/2018	Semi-annual contract fee		\$450.00
91020	11/09/2018	Open			MACKAY METERS INC	\$1,540.33
	Invoice		Date	Description		Amount
	1050816		06/30/2018	June Mackay meter & credit card fees		\$413.30
	1049828		03/15/2018	Mackay parking meter, lower vault housing assembly		\$1,127.03
91021	11/09/2018	Open			MANPOWER	\$667.97
	Invoice		Date	Description		Amount
	33297431		10/28/2018	Temporary receptionist services		\$667.97
91022	11/09/2018	Open			MARQUIS BOOTH	\$212.00
	Invoice		Date	Description		Amount
	MB103018		10/30/2018	Education reimbursement		\$212.00

City Checks Issued November 9, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91023	11/09/2018	Open			MID COUNTY AUTO SUPPLY	\$50.53
	Invoice		Date	Description		Amount
	MID-16551		10/25/2018	Ratchet, socket		\$15.59
	MID-22883		10/30/2018	Mower connectors		\$1.76
	MID-28717		11/02/2018	Battery cable, mower parts		\$33.18
91024	11/09/2018	Open			MIKE TERMINI	\$2,708.85
	Invoice		Date	Description		Amount
	MT110618		11/06/2018	Plein air supplies reimbursement 1315 - Public Art Fee Fund		\$2,708.85
91025	11/09/2018	Open			MISSION LINEN SUPPLY	\$241.93
	Invoice		Date	Description		Amount
	508543161		10/31/2018	Linen service, towels		\$95.44
	508524506		10/29/2018	PD mats		\$51.57
	508543160		10/31/2018	Linen service, shop towels		\$94.92
91026	11/09/2018	Open			NICHOLS CONSULTING ENGINEERS CHTD	\$8,415.00
	Invoice		Date	Description		Amount
	303085504		10/24/2018	Park Ave. slope surveying & geotechnical investigation 1200 - Capital Improvement Fund		\$8,415.00
91027	11/09/2018	Open			O'REILLY AUTO PARTS	\$21.79
	Invoice		Date	Description		Amount
	2763-409846		11/01/2018	Pliers		\$21.79
91028	11/09/2018	Open			PALACE OFFICE SUPPLIES	\$62.41
	Invoice		Date	Description		Amount
	505764-0		10/30/2018	Desk pads 2210 - ISF - Stores Fund		\$62.41
91029	11/09/2018	Open			PRAXAIR DISTRIBUTION INC.	\$116.63
	Invoice		Date	Description		Amount
	85709392		10/22/2018	Acetylene rental		\$116.63
91030	11/09/2018	Open			QUENVOLD'S SAFETY SHOEMOBILES	\$1,955.46
	Invoice		Date	Description		Amount
	62176		10/12/2018	Safety shoes		\$1,955.46
91031	11/09/2018	Open			SANTA CRUZ COUNTY AUDITOR-CONTROLLER	\$244.60
	Invoice		Date	Description		Amount
	SCC103118		09/18/2018	FY17-18 County blood alcohol testing		\$244.60

Attachment: 11/09/18 City Check Register (Approval of City Check Registers)

City Checks Issued November 9, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91032	11/09/2018	Open			SANTA CRUZ COUNTY INFORMATION SERVICES	\$2,055.92
	Invoice		Date	Description		Amount
	SCC102618		10/26/2018	November open query scan charges		\$633.68
	RADIOSHOP09-18b		10/04/2018	Quarterly radio maintenance and repairs		\$1,422.24
91033	11/09/2018	Open			SANTA CRUZ COUNTY LAW ENFORCEMENT CHIEFS ASSC	\$50.00
	Invoice		Date	Description		Amount
	SCCLECA102218		10/22/2018	Chief's association membership dues		\$50.00
91034	11/09/2018	Open			SANTA CRUZ COUNTY OFFICE OF EDUCATION	\$105.00
	Invoice		Date	Description		Amount
	19044		10/25/2018	Fingerprinting		\$105.00
91035	11/09/2018	Open			SANTA CRUZ MUNICIPAL UTILITIES	\$168.63
	Invoice		Date	Description		Amount
	SCMU101218		10/12/2018	October water service for medians		\$168.63
91036	11/09/2018	Open			SHARPS SOLUTIONS LLC	\$167.40
	Invoice		Date	Description		Amount
	SS28648		10/23/2018	Medical and biohazardous waste disposal service		\$167.40
91037	11/09/2018	Open			STACI BUTCHER	\$41.86
	Invoice		Date	Description		Amount
	SB103018		10/30/2018	SANCR youth sports meeting mileage reimbursement		\$41.86
91038	11/09/2018	Open			SUMMIT UNIFORMS	\$524.40
	Invoice		Date	Description		Amount
	52978		09/13/2018	Uniform for Sandretti		\$524.40
91039	11/09/2018	Open			SUPPLYWORKS	\$1,156.50
	Invoice		Date	Description		Amount
	461908154		10/26/2018	Restroom supplies		\$1,156.50
91040	11/09/2018	Open			TARGET SPECIALTY PRODUCTS	\$773.68
	Invoice		Date	Description		Amount
	PI0890721		11/01/2018	Fertilizer (30 bags)		\$773.68
91041	11/09/2018	Open			THOR AUDIO SOLUTIONS	\$1,500.00
	Invoice		Date	Description		Amount
	12662		10/19/2018	Opera audio services 1315 - Public Art Fee Fund		\$1,500.00
91042	11/09/2018	Open			TYLER BUSINESS FORMS	\$332.22
	Invoice		Date	Description		Amount
	22278		10/30/2018	Year end tax forms		\$332.22

Attachment: 11/09/18 City Check Register (Approval of City Check Registers)

City Checks Issued November 9, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91043	11/09/2018	Open			WE ALL RIDE SANTA CRUZ	\$1,240.06
	Invoice		Date	Description		Amount
	4160024		10/15/2018	BMW motorcycle repairs		\$1,240.06
91044	11/09/2018	Open			Capitola Shores Homeowners Association	\$573.30
	Invoice		Date	Description		Amount
	18-0481		11/06/2018	Refund project 18-0481 sign permit not required		\$573.30
				1000 - General Fund	\$546.00	
				1317 - Technology Fee	\$27.30	
91045	11/09/2018	Open			Hugo Quiroz Farias	\$30.00
	Invoice		Date	Description		Amount
	222125459		10/24/2018	Citation refund		\$30.00
91046	11/09/2018	Open			Linda Cover	\$500.00
	Invoice		Date	Description		Amount
	CL103018		11/01/2018	Plein Air repousse workshop		\$500.00
Type Check Totals:						\$56,324.79
Library - Library						
<u>Check</u>						
85	11/09/2018	Open			AERO ENVIRONMENTAL CONSULTING	\$1,550.00
	Invoice		Date	Description		Amount
	3346		11/08/2018	Library asbestos and lead abatement		\$1,550.00
				1360 - Library Fund		
86	11/09/2018	Open			BOGARD CONSTRUCTION INC.	\$1,360.00
	Invoice		Date	Description		Amount
	160707-26		10/29/2018	Library project management services		\$1,360.00
				1360 - Library Fund		
87	11/09/2018	Open			FOREST DESIGN LLC	\$1,700.00
	Invoice		Date	Description		Amount
	0567		11/07/2018	Library website & materials development for capital campaign		\$1,700.00
				1360 - Library Fund		
Type Check Totals:						\$4,610.00

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City Checks Issued November 9, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
CITY - Main City Totals					Counts:	Totals:
Checks						\$56,324.79
EFTs						\$0.00
All						\$56,324.79
Library - Library Totals						
Checks						\$4,610.00
EFTs						\$0.00
All						\$4,610.00
WELLS - Payroll Totals						
Checks						\$3,540.05
EFTs						\$149,143.30
All						\$152,683.35
Grand Totals:						
Checks						\$64,474.84
EFTs						\$149,143.30
All						\$213,618.14

Attachment: 11/09/18 City Check Register (Approval of City Check Registers)

City main account checks dated November 16, 2018, numbered 91047 through 91099, totaling \$135,414.12, plus 5 EFTs totaling \$81,027.72, for a grand total of \$216,441.84, have been reviewed and authorized for distribution by the City Manager.

As of November 16, 2018, the unaudited cash balance \$3,388,833.07.


CASH POSITION - CITY OF CAPITOLA 11/16/18

	Net Balance
General Fund	(\$382,999.57)
Payroll Payables	\$46,446.24
Contingency Reserve Fund	\$2,036,345.66
Facilities Reserve Fund	\$364,493.03
Capital Improvement Fund	\$843,242.64
Stores Fund	\$34,308.86
Information Technology Fund	\$98,413.37
Equipment Replacement	\$145,991.91
Self-Insurance Liability Fund	\$47,459.47
Workers' Comp. Ins. Fund	\$207,845.04
Compensated Absences Fund	(\$52,713.58)
TOTAL UNASSIGNED GENERAL FUNDS	\$3,388,833.07

The Emergency Reserve Fund balance is \$1,344,205.54 (not included above).

The PERS Contingency Fund balance is \$815,855.98 (not included above).

The Library Fund balance is \$4,697,162.04 (not included above).



Jamie Goldstein, City Manager

4/19/18

Date



Peter Wilk, City Treasurer

11/28/18

Date

Attachment: 11/16/18 City Check Register (Approval of City Check Registers)

City Checks Issued November 16, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91047	11/13/2018 Invoice MBASIA032618	Open		Reissue Description Liability claim #MBA15-0809A 2213 - ISF - Self-Insurance Liability	MONTEREY BAY AREA SELF INSURANCE AUTHORITY	\$3,594.57
			03/26/2018			\$3,594.57
91048	11/16/2018 Invoice 50690	Open			ALLSAFE LOCK COMPANY	\$69.00
			07/11/2018	Storage handle lock		\$69.00
91049	11/16/2018 Invoice 49107 49035	Open			ALVAREZ TECHNOLOGY GROUP INC	\$695.83
			11/12/2018	Renew Power Edge warranty for Dell H402W52		\$346.83
			11/07/2018	Renew PowerEdge R630 warranty 2211 - ISF - Info Tech		\$349.00
91050	11/16/2018 Invoice ATT110118	Open			AT&T	\$9.12
			11/01/2018	November long distance charges		\$9.12
				1000 - General Fund	\$4.48	
				2211 - ISF - Info Tech	\$4.64	
91051	11/16/2018 Invoice ABCK110818	Open			ATCHISON BARISONE CONDOTTI & KOVACEVICH	\$20,713.08
			11/08/2018	October legal services		\$20,713.08
91052	11/16/2018 Invoice 402564	Open			B & B SMALL ENGINE REPAIR	\$105.92
			08/01/2018	Replaced blades on hedge trimmer		\$105.92
91053	11/16/2018 Invoice 6932	Open			BEAR ELECTRICAL SOLUTIONS INC.	\$616.00
			09/30/2018	September traffic signal maintenance - routine 1310 - Gas Tax		\$616.00
91054	11/16/2018 Invoice 82729	Open			BRINKS AWARDS & SIGNS	\$21.85
			11/05/2018	Junior guards plaque		\$21.85
91055	11/16/2018 Invoice INV033	Open			BRUCE HARMAN STUDIO	\$500.00
			11/09/2018	Refurbish metal utility box on Esplanade		\$500.00

Attachment: 11/16/18 City Check Register (Approval of City Check Registers)

City Checks Issued November 16, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91056	11/16/2018	Open			CALIFORNIA LAW ENFORCEMENT ASSOCIATION	\$465.50
	Invoice		Date	Description		Amount
	CLEA101818		10/18/2018	November POA LTD 1001 - Payroll Payables		\$465.50
91057	11/16/2018	Open			CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,540.50
	Invoice		Date	Description		Amount
	POA110918		11/09/2018	POA and gym dues PPE 11/3/18 1001 - Payroll Payables		\$1,540.50
91058	11/16/2018	Open			CHIEF SUPPLY	\$465.48
	Invoice		Date	Description		Amount
	116688		11/09/2018	Plastic junior badges (500)		\$465.48
91059	11/16/2018	Open			CRYSTAL SPRINGS WATER CO.	\$356.49
	Invoice		Date	Description		Amount
	CSW103118		10/31/2018	October drinking water		\$356.49
91060	11/16/2018	Open			EMERGENCY VEHICLE SPECIALISTS INC.	\$615.89
	Invoice		Date	Description		Amount
	9197		11/05/2018	2011 Camry antenna replacement		\$615.89
91061	11/16/2018	Open			ET WATER SYSTEMS INC.	\$239.00
	Invoice		Date	Description		Amount
	33030		11/12/2018	Irrigation data service		\$239.00
91062	11/16/2018	Open			FARWEST NURSERY	\$127.77
	Invoice		Date	Description		Amount
	25248		10/30/2018	Wood bark		\$35.11
	28053		11/06/2018	Planting mix		\$92.66
91063	11/16/2018	Open			FLYERS ENERGY LLC	\$3,072.58
	Invoice		Date	Description		Amount
	18-789060		10/24/2018	300 gallons gasoline		\$1,159.01
	18-789062		10/24/2018	80 gallons diesel		\$330.09
	18-795865		11/02/2018	420 gallons gasoline		\$1,583.48
91064	11/16/2018	Open			GARDAWORLD	\$203.42
	Invoice		Date	Description		Amount
	10440161		11/01/2018	November armored car service		\$203.42
91065	11/16/2018	Open			GOVERNMENT FINANCE OFFICERS ASSOCIATION	\$190.00
	Invoice		Date	Description		Amount
	0142001-2019		10/30/2018	2019 GFOA membership renewal		\$190.00

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City Checks Issued November 16, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91066	11/16/2018	Open			HOME DEPOT CREDIT SERVICES	\$51.52
	Invoice		Date	Description		Amount
	6576643		10/29/2018	Planket		\$21.65
	1021170		11/13/2018	Staples		\$14.71
	0011643		11/14/2018	Recreation batteries		\$15.16
				1000 - General Fund	\$29.87	
				1315 - Public Art	\$21.65	
91067	11/16/2018	Open			HUMBOLDT PETROLEUM LLC	\$19.50
	Invoice		Date	Description		Amount
	087873		10/31/2018	October car wash services		\$19.50
91068	11/16/2018	Open			ICMA RETIREMENT TRUST 457	\$6,902.49
	Invoice		Date	Description		Amount
	41701978		11/09/2018	457 contributions PPE 11/3/18		\$6,902.49
				1001 - Payroll Payables		
91069	11/16/2018	Open			JENNY SHELTON	\$1,000.00
	Invoice		Date	Description		Amount
	JS110718		11/07/2018	Plein Air event planning and administration		\$1,000.00
				1315 - Public Art		
91070	11/16/2018	Open			JIM MALBERG - PETTY CASH CUSTODIAN	\$543.94
	Invoice		Date	Description		Amount
	PC110918		11/09/2018	Replenish petty cash		\$543.94
				1000 - General Fund	\$509.96	
				2210 - ISF - Stores Fund	\$33.98	
91071	11/16/2018	Open			KBA Docusys Inc.	\$3.25
	Invoice		Date	Description		Amount
	INV726191		11/06/2018	Copier usage charges		\$3.25
				2211 - ISF - Info Tech		
91072	11/16/2018	Open			MACKAY METERS INC	\$244.07
	Invoice		Date	Description		Amount
	1051917		10/31/2018	October meter and credit card transaction fees		\$244.07
91073	11/16/2018	Open			MASTER CLEANERS	\$937.97
	Invoice		Date	Description		Amount
	MC103118		10/31/2018	October police uniform cleaning		\$937.97

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City Checks Issued November 16, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91074	11/16/2018	Open			MISSION LINEN SUPPLY	\$194.13
	Invoice		Date	Description		Amount
	508587515		11/07/2018	Linen service, mats, towels		\$121.42
	508572247		11/05/2018	Community Center mats and mops		\$72.71
91075	11/16/2018	Open			NUZ Inc. dba GOOD TIMES	\$850.00
	Invoice		Date	Description		Amount
	2018-297472		10/31/2018	Display ad for Plein Air		\$550.00
	2018-305430		10/31/2018	Marketing campaign email blast		\$300.00
91076	11/16/2018	Open			PALACE OFFICE SUPPLIES	\$196.38
	Invoice		Date	Description		Amount
	507092-0		11/07/2018	Dry erase board, pens and eraser		\$64.51
	507239-0		11/08/2018	Wall calendar		\$19.50
	507399-0		11/08/2018	Dry erase board		\$55.88
	C507092-0		11/09/2018	Return dry erase board		(\$55.88)
	507421-0		11/09/2018	Pencil		\$5.44
	507596-0		11/09/2018	Pushpins		\$5.54
	507616-0		11/09/2018	File sign out sheets		\$45.51
	507634-0		11/09/2018	Dry erase board		\$55.88
				1000 - General Fund	\$150.87	
				2210 - ISF - Stores Fund	\$45.51	
91077	11/16/2018	Open			QUILL CORPORATION	\$57.29
	Invoice		Date	Description		Amount
	2433459		11/01/2018	Folders, scissors		\$28.86
	2440710		11/02/2018	Tape		\$10.67
	2503425		11/06/2018	Name plate for Andy Dally		\$17.76
91078	11/16/2018	Open			ROYAL WHOLESALE ELECTRIC	\$173.04
	Invoice		Date	Description		Amount
	7719-637174		11/07/2018	Palm tree plugs		\$173.04
91079	11/16/2018	Open			SALINAS VALLEY PRO SQUAD	\$417.06
	Invoice		Date	Description		Amount
	293809		10/24/2018	Uniform items for Mendoza		\$417.06

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City of Capitola

City Checks Issued November 16, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91080	11/16/2018	Open			SAN LORENZO LUMBER	\$232.18
	Invoice		Date	Description		Amount
	55-0407875		10/29/2018	Epoxy		\$156.20
	55-0407975		10/29/2018	Return epoxy		(\$156.20)
	55-0400322		10/02/2018	Wood		\$139.54
	55-0404896		10/18/2018	Esplanade art sculpture supplies		\$92.64
				1000 - General Fund	\$139.54	
				1315 - Public Art	\$92.64	
91081	11/16/2018	Open			SANTA CRUZ COUNTY AUDITOR-CONTROLLER	\$7,864.00
	Invoice		Date	Description		Amount
	SCC110218		11/02/2018	October citation processing		\$7,864.00
91082	11/16/2018	Open			SHUTE MIHALY AND WEINBERGER LLP	\$65,000.00
	Invoice		Date	Description		Amount
	SMW111518		11/14/2018	Settlement agreement case no. 18CV02200		\$65,000.00
				2213 - ISF - Self-Insurance Liability		
91083	11/16/2018	Open			SIRCHIE	\$150.26
	Invoice		Date	Description		Amount
	0370326-IN		10/25/2018	Evidence supplies		\$150.26
91084	11/16/2018	Open			SLOAN SAKAI YEUNG AND WONG LLP	\$183.00
	Invoice		Date	Description		Amount
	39061		10/31/2018	Labor negotiation legal services		\$183.00
91085	11/16/2018	Open			SOQUEL NURSERY GROWERS INC.	\$16.39
	Invoice		Date	Description		Amount
	347322		11/08/2018	Plants		\$16.39
91086	11/16/2018	Open			TURF & INDUSTRIAL EQUIPMENT CO.	\$654.00
	Invoice		Date	Description		Amount
	LI12827		11/02/2018	Mower rental		\$654.00
91087	11/16/2018	Open			UNITED STATES POSTAL SERVICE	\$4,850.00
	Invoice		Date	Description		Amount
	CM3886		11/09/2018	Early winter brochure postage - Permit 200		\$4,850.00
91088	11/16/2018	Open			US BANK EQUIPMENT FINANCE	\$288.85
	Invoice		Date	Description		Amount
	370191587		11/02/2018	PD copier lease		\$288.85

Attachment: 11/16/18 City Check Register (Approval of City Check Registers)

City Checks Issued November 16, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91089	11/16/2018	Open			US BANK EQUIPMENT FINANCE	\$103.56
	Invoice		Date	Description		Amount
	370191546		11/02/2018	Recreation copier lease		\$103.56
91090	11/16/2018	Open			US BANK EQUIPMENT FINANCE	\$481.80
	Invoice		Date	Description		Amount
	370191561		11/02/2018	Copier leases		\$481.80
				1000 - General Fund	\$299.76	
				2210 - ISF - Stores Fund	\$182.04	
91091	11/16/2018	Open			US BANK PARS Acct 6746022400	\$242.05
	Invoice		Date	Description		Amount
	PARS110918		11/09/2018	PARS contributions PPE 11/3/18		\$242.05
				1001 - Payroll Payables		
91092	11/16/2018	Open			WATSONVILLE BLUEPRINT	\$16.88
	Invoice		Date	Description		Amount
	81426		11/13/2018	Plans for 1575 38th Ave.		\$16.88
91093	11/16/2018	Open			WESTERN EXTERMINATOR COMPANY	\$121.00
	Invoice		Date	Description		Amount
	6478458		10/31/2018	City Hall - rodent control		\$60.50
	6478459		10/31/2018	Turnouts - rodent control		\$60.50
91094	11/16/2018	Open			YELLOW BUS LLC	\$3,500.00
	Invoice		Date	Description		Amount
	704		11/07/2018	BIA advertising services		\$3,500.00
				1321 - BIA - Capitola Village-Wharf BIA		
91095	11/16/2018	Open			Bob Coe	\$4,311.20
	Invoice		Date	Description		Amount
	18-0429		11/15/2018	1500 Wharf Rd. #1 deposit refund		\$4,311.20
91096	11/16/2018	Open			Kathi Howard	\$180.00
	Invoice		Date	Description		Amount
	KH110818		11/08/2018	CPR training reimbursement		\$180.00
91097	11/16/2018	Open			Norma Cordova	\$59.40
	Invoice		Date	Description		Amount
	2003470.002		11/08/2018	Recreation class refund		\$59.40

Attachment: 11/16/18 City Check Register (Approval of City Check Registers)

City Checks Issued November 16, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91098	11/16/2018	Open			Raina Snyder	\$59.40
	Invoice		Date	Description		Amount
	2003469.002		11/08/2018	Recreation class refund		\$59.40
91099	11/16/2018	Open			Patchen California	\$1,907.51
	Invoice		Date	Description		Amount
	6/9/1919		11/14/2018	BIA holiday trees		\$1,907.51
Type Check Totals:						\$135,414.12
<u>EFT</u>						
693	11/13/2018	Open			WELLS FARGO BANK	\$419.86
	Invoice		Date	Description		Amount
	WF111318		11/13/2018	November client analysis service charges		\$419.86
694	11/14/2018	Open			INTERNAL REVENUE SERVICE	\$23,843.35
	Invoice		Date	Description		Amount
	62326471		11/14/2018	Federal taxes & Medicare PPE 11/3/18 1001 - Payroll Payables		\$23,843.35
695	11/15/2018	Open			EMPLOYMENT DEVELOPMENT DEPT	\$6,761.80
	Invoice		Date	Description		Amount
	1-732-027-200		11/15/2018	State taxes PPE 11/3/18 1001 - Payroll Payables		\$6,761.80
696	11/15/2018	Open			CalPERS Member Services Division	\$48,769.95
	Invoice		Date	Description		Amount
	1001202792-5		11/15/2018	PERS contributions PPE 11/3/18 1000 - General Fund (\$0.24) 1001 - Payroll Payables	\$48,770.19	\$48,769.95
697	11/13/2018	Open			STATE DISBURSEMENT UNIT	\$1,232.76
	Invoice		Date	Description		Amount
	Y4GE7PZ6657		11/13/2018	Employee garnishments PPE 11/3/18 1001 - Payroll Payables		\$1,232.76
Type EFT Totals:						\$81,027.72

Attachment: 11/16/18 City Check Register (Approval of City Check Registers)

CITY - Main City Totals	Counts:	Totals:
Checks	53	\$135,414.12
EFTs	5	\$81,027.72
All	58	\$216,441.84

City main account check dated November 21, 2018, numbered 91100, totaling \$7,349.27, plus 4 Payroll account checks and 85 EFTs, totaling \$153,026.02, for a grand total of \$160,375.29, have been reviewed and authorized for distribution by the City Manager.

As of November 21, 2018, the unaudited cash balance \$3,238,333.95.

CASH POSITION - CITY OF CAPITOLA 11/21/18

	<u>Net Balance</u>
General Fund	(\$653,773.39)
Payroll Payables	\$169,705.03
Contingency Reserve Fund	\$2,036,345.66
Facilities Reserve Fund	\$364,493.03
Capital Improvement Fund	\$843,242.64
Stores Fund	\$34,308.86
Information Technology Fund	\$95,429.28
Equipment Replacement	\$145,991.91
Self-Insurance Liability Fund	\$47,459.47
Workers' Comp. Ins. Fund	\$207,845.04
Compensated Absences Fund	(\$52,713.58)
TOTAL UNASSIGNED GENERAL FUNDS	<u>\$3,238,333.95</u>

The Emergency Reserve Fund balance is \$1,344,205.54 (not included above).

The PERS Contingency Fund balance is \$815,855.98 (not included above).

The Library Fund balance is \$4,698,662.04 (not included above).



 Jamie Goldstein, City Manager

12/3/18

 Date



 Peter Wilk, City Treasurer

12/5/18

 Date

Attachment: 11/21/18 City Check Register (Approval of City Check Registers)

City Checks Issued November 21, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91100	11/21/2018	Open			WELLS FARGO BANK	\$7,349.27
	Invoice		Date	Description		Amount
	WF110218		11/02/2018	October credit card purchases		\$7,349.27
				Transactions exceeding \$500 threshold:		
				Laptop		\$1,615.42
				Scanner		\$915.58
				Specialty fleet parts		\$1,570.60
				1000 - General Fund	\$3,960.26	
				1315 - Public Art Fee Fund	\$404.92	
				2211 - ISF - Information Technology	\$2,984.09	
Type Check Totals:						\$7,349.27
CITY - Main City Totals					Count:	Total:
Checks				1		\$7,349.27
EFTs				0		\$0.00
All				1		\$7,349.27
WELLS - Payroll Totals						
Checks				4		\$3,529.75
EFTs				85		\$149,496.27
All				89		\$153,026.02
Grand Totals:						
Checks				5		\$10,879.02
EFTs				85		\$149,496.27
All				90		\$160,375.29

Attachment: 11/21/18 City Check Register (Approval of City Check Registers)

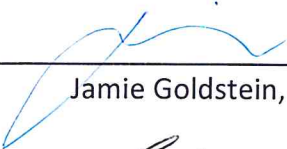
City main account check dated November 30, 2018, numbered 91101 to 91184, totaling \$225,707.14, 4 Library account checks, totaling \$10,887.34, and 1 Payroll account check, totaling \$8,398.79, for a grand total of \$244,983.27, have been reviewed and authorized for distribution by the City Manager.

As of November 30, 2018, the unaudited cash balance \$3,797,996.86.

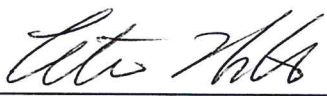
CASH POSITION - CITY OF CAPITOLA 11/30/18

	<u>Net Balance</u>
General Fund	\$26,032.01
Payroll Payables	\$73,881.60
Contingency Reserve Fund	\$2,036,345.66
Facilities Reserve Fund	\$364,493.03
Capital Improvement Fund	\$843,242.64
Stores Fund	\$32,091.72
Information Technology Fund	\$73,327.36
Equipment Replacement	\$145,991.91
Self-Insurance Liability Fund	\$47,459.47
Workers' Comp. Ins. Fund	\$207,845.04
Compensated Absences Fund	<u>(\$52,713.58)</u>
TOTAL UNASSIGNED GENERAL FUNDS	<u><u>\$3,797,996.86</u></u>

The Emergency Reserve Fund balance is \$1,344,205.54 (not included above).
The PERS Contingency Fund balance is \$815,855.98 (not included above).
The Library Fund balance is \$2,689,034.70 (not included above).



 Jamie Goldstein, City Manager



 Peter Wilk, City Treasurer

12/3/18

 Date

12/5/18

 Date

Attachment: 11/30/18 City Check Register (Approval of City Check Registers)

City Checks Issued November 30, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91101	11/30/2018	Open			A TOOL SHED	\$615.00
	Invoice		Date	Description		Amount
	1316098-5		11/21/2018	Electric lift - village holiday lights		\$280.00
	1317887-5		11/27/2018	Excavator - lagoon		\$335.00
91102	11/30/2018	Open			AFLAC	\$1,705.46
	Invoice		Date	Description		Amount
	256081		11/25/2018	November supplemental insurance 1001 - Payroll Payables		\$1,705.46
91103	11/30/2018	Open			AKERS & ASSOCIATES INC.	\$3,500.00
	Invoice		Date	Description		Amount
	4093		11/16/2018	38th Ave. Tera Commons parcel map plan check		\$2,150.00
	4092		11/16/2018	4201 Capitola Rd. parcel map plan check		\$1,350.00
91104	11/30/2018	Open			ALVAREZ TECHNOLOGY GROUP INC	\$3,690.00
	Invoice		Date	Description		Amount
	49123		11/13/2018	Upgrade CPD domain 2211 - ISF - Information Technology		\$3,690.00
91105	11/30/2018	Open			AT&T/CALNET 3	\$889.20
	Invoice		Date	Description		Amount
	000012185275		11/13/2018	November T-1 access		\$889.20
91106	11/30/2018	Open			AT&T/CALNET 3	\$1,418.09
	Invoice		Date	Description		Amount
	000012184607		11/13/2018	November telephone service 1000 - General Fund 2211 - ISF - Information Technology		\$1,418.09
91107	11/30/2018	Open			B & B SMALL ENGINE REPAIR	\$436.04
	Invoice		Date	Description		Amount
	408797		11/26/2018	Cordless chainsaw		\$436.04
91108	11/30/2018	Open			BEAR ELECTRICAL SOLUTIONS INC.	\$616.00
	Invoice		Date	Description		Amount
	7058		10/30/2018	Traffic signal maintenance - routine 1310 - Gas Tax		\$616.00
91109	11/30/2018	Open			BIOBAG AMERICAS INC.	\$2,670.39
	Invoice		Date	Description		Amount
	460379		11/06/2018	Dog waste bags		\$2,670.39

Attachment: 11/30/18 City Check Register (Approval of City Check Registers)

City Checks Issued November 30, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91110	11/30/2018	Open			BOBBY'S PIT STOP INC.	\$3,293.59
	Invoice		Date	Description		Amount
	0361353		11/20/2018	2008 F250 diagnostics and spark plug repair		\$1,058.92
	0361243		11/13/2018	2006 F250 diagnostics and knock sensor repair		\$941.44
	0361149		11/08/2018	2006 F250 engine repairs		\$1,293.23
91111	11/30/2018	Open			CA DEPT OF TAX AND FEE ADMINISTRATION	\$304.20
	Invoice		Date	Description		Amount
	00028355892		11/15/2018	FY18/19 water rights fee		\$304.20
91112	11/30/2018	Open			CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,540.50
	Invoice		Date	Description		Amount
	POA112118		11/21/2018	POA and gym dues PPE 11/17/18 1001 - Payroll Payables		\$1,540.50
91113	11/30/2018	Open			CAPITOLA SELF STORAGE	\$2,760.00
	Invoice		Date	Description		Amount
	CSS111818		11/18/2018	Museum storage rent unit #2829		\$2,760.00
91114	11/30/2018	Open			CASEY PRINTING	\$5,042.31
	Invoice		Date	Description		Amount
	37575011		11/16/2018	Winter brochure printing		\$5,042.31
91115	11/30/2018	Open			CENTRAL HOME SUPPLY	\$104.64
	Invoice		Date	Description		Amount
	118987-1		11/27/2018	Wattle, spikes		\$104.64
91116	11/30/2018	Open			COMMUNITY TELEVISION OF SANTA CRUZ COUNTY	\$808.50
	Invoice		Date	Description		Amount
	2584		11/14/2018	October televised meetings		\$808.50
91117	11/30/2018	Open			DEPARTMENT OF PESTICIDE REGULATION	\$60.00
	Invoice		Date	Description		Amount
	DPR110718		11/07/2018	Pesticide application certification		\$60.00
91118	11/30/2018	Open			EWING IRRIGATION	\$262.46
	Invoice		Date	Description		Amount
	6480335		11/06/2018	Valve box pump		\$40.02
	6495043		11/08/2018	Shovel and bendaboard		\$222.44
91119	11/30/2018	Open			FARWEST NURSERY	\$92.66
	Invoice		Date	Description		Amount
	28053		11/06/2018	Planting mix		\$92.66

Attachment: 11/30/18 City Check Register (Approval of City Check Registers)

City Checks Issued November 30, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91120	11/30/2018	Open			FIRST ALARM	\$215.16
	Invoice		Date	Description		Amount
	431660		11/15/2018	Community center quarterly alarm monitoring		\$215.16
91121	11/30/2018	Open			FIRST SECURITY	\$300.00
	Invoice		Date	Description		Amount
	574365		11/20/2018	December Esplanade patrol service		\$300.00
91122	11/30/2018	Open			FIRST SECURITY	\$325.50
	Invoice		Date	Description		Amount
	574364		11/20/2018	December skate park patrol service		\$325.50
91123	11/30/2018	Open			FIRST SECURITY	\$315.00
	Invoice		Date	Description		Amount
	574372		11/20/2018	Jade st. park patrol services		\$315.00
91124	11/30/2018	Open			FLYERS ENERGY LLC	\$4,524.24
	Invoice		Date	Description		Amount
	18-798539		11/08/2018	100 gallons diesel		\$402.32
	18-802692		11/15/2018	469 gallons gas		\$1,734.23
	18-798533		11/08/2018	539 gallons gas		\$1,981.94
	18-795866		11/02/2018	100 gallons diesel		\$405.75
91125	11/30/2018	Open			HOME DEPOT CREDIT SERVICES	\$643.22
	Invoice		Date	Description		Amount
	0021214		11/14/2018	Marking paint		\$10.81
	0021240		11/14/2018	Cleaning supplies		\$64.66
	9631513		11/15/2018	Painting supplies		\$103.62
	8043805		11/16/2018	Cleaning supplies		\$39.06
	3050915		10/02/2018	Septonic and liners		\$35.44
	6022415		10/09/2018	Adhesive		\$14.80
	5012140		11/19/2018	Cleaning supplies		\$52.23
	5031403		11/19/2018	Test plug and gloves		\$12.62
	5622717		11/19/2018	Power drain spin gun		\$44.25
	5031467		11/19/2018	Respirator, painters tool, stool - Frank		\$69.65
	0643271		11/24/2018	Tree stakes - lagoon		\$43.23
	8012856		11/26/2018	Leaf rakes		\$56.33
	7370476		11/27/2018	Cord		\$9.70
	9043193		11/05/2018	Nuts, bolts, washers		\$7.50
	8620874		11/06/2018	Utility knife, steel rod		\$15.68
	7020799		11/07/2018	Casters, drill bit		\$54.88
	6621164		11/08/2018	Spacers, wall anchors, screws		\$8.76
				1000 - General Fund	\$607.78	
				1311 - Wharf	\$35.44	

Attachment: 11/30/18 City Check Register (Approval of City Check Registers)

City Checks Issued November 30, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91126	11/30/2018	Open			HOSE SHOP	\$422.58
	Invoice		Date	Description		Amount
	411908		11/14/2018	Sweeper hose assembly & parts		\$272.97
	411680		11/06/2018	Hose assembly		\$149.61
				1000 - General Fund	\$149.61	
				1310 - Gas Tax	\$272.97	
91127	11/30/2018	Open			HUB INTERNATIONAL	\$102.24
	Invoice		Date	Description		Amount
	HUB111118		11/11/2018	Community Center event insurance		\$102.24
91128	11/30/2018	Open			HUMBOLDT PETROLEUM LLC	\$19.50
	Invoice		Date	Description		Amount
	087910		11/15/2018	November car wash services		\$19.50
91129	11/30/2018	Open			ICMA RETIREMENT TRUST 457	\$6,902.99
	Invoice		Date	Description		Amount
	41705753		11/21/2018	457 contributions PPE 11/17/18		\$6,902.99
				1001 - Payroll Payables		
91130	11/30/2018	Open			INTERWEST CONSULTING GROUP INC.	\$2,829.80
	Invoice		Date	Description		Amount
	43792		09/19/2018	August building plan review services		\$960.23
	42768		08/20/2018	July building plan review services		\$1,760.13
	41567		06/18/2018	May building plan review services		\$109.44
91131	11/30/2018	Open			KATHY D'ANGELO	\$400.00
	Invoice		Date	Description		Amount
	000V-009282018		11/15/2018	Shoot & edit Bob Garcia interview		\$400.00
91132	11/30/2018	Open			KBA Docusys Inc.	\$6.50
	Invoice		Date	Description		Amount
	INV726190		11/06/2018	City Hall copier supplies shipping		\$6.50
				2211 - ISF - Information Technology		
91133	11/30/2018	Open			LAW ENFORCEMENT PSYCHOLOGICAL SERVICES INC	\$1,200.00
	Invoice		Date	Description		Amount
	1811296		11/07/2018	Psychological assessments (3)		\$1,200.00
91134	11/30/2018	Open			LESLIE CHAVEZ	\$1,040.00
	Invoice		Date	Description		Amount
	15		11/16/2018	BIA website management and consulting services		\$1,040.00
				1321 - BIA - Capitola Village-Wharf BIA		

Attachment: 11/30/18 City Check Register (Approval of City Check Registers)

City Checks Issued November 30, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91135	11/30/2018	Open			LIFE INSURANCE CO OF NORTH AMERICA-CIGNA	\$2,405.47
	Invoice		Date	Description		Amount
	CIGNA112118		11/21/2018	November life, LTD, STD, AD&D insurance		\$2,405.47
				1000 - General Fund	\$18.77	
				1001 - Payroll Payables	\$2,386.70	
91136	11/30/2018	Open			LIUNA PENSION FUND	\$979.20
	Invoice		Date	Description		Amount
	DL1060		11/21/2018	November LIUNA pension dues		\$979.20
				1001 - Payroll Payables		
91137	11/30/2018	Open			LLOYDS TIRE SERVICE	\$531.07
	Invoice		Date	Description		Amount
	314093		11/19/2018	2008 F250 tires and installation		\$531.07
91138	11/30/2018	Open			MANPOWER	\$387.86
	Invoice		Date	Description		Amount
	33321411		11/04/2018	Temporary receptionist services		\$114.92
	33347164		11/11/2018	Temporary receptionist services		\$272.94
91139	11/30/2018	Open			MAR-KEN K-9 TRAINING CENTER	\$240.00
	Invoice		Date	Description		Amount
	0400-18		11/14/2018	November K-9 training		\$240.00
91140	11/30/2018	Open			MID COUNTY AUTO SUPPLY	\$837.31
	Invoice		Date	Description		Amount
	MID-55933		11/20/2018	Central arms, ball joints		\$522.33
	MID-55427		11/20/2018	Lubricant		\$6.85
	MID-53987		11/19/2018	Grease		\$22.30
	MID-53759		11/19/2018	Seal, rotors, break pads		\$137.00
	MID-48613		11/15/2018	Connector, rv blade, stop and tail lights		\$47.93
	MID-32726		11/05/2018	Wiper blades		\$33.95
	MID-31758		11/05/2018	Car batteries		\$66.95
91141	11/30/2018	Open			MILLER'S TRANSFER & STORAGE CO.	\$649.75
	Invoice		Date	Description		Amount
	90552		11/09/2018	November record storage and warehouse handling		\$649.75

Attachment: 11/30/18 City Check Register (Approval of City Check Registers)

City Checks Issued November 30, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91142	11/30/2018	Open			MISSION LINEN SUPPLY	\$449.26
	Invoice		Date	Description		Amount
	508637296		11/14/2018	Linen service		\$99.31
	508667087		11/19/2018	Community Center mats and mops		\$72.71
	508685496		11/21/2018	Linen service, mats, towels		\$121.42
	508685495		11/21/2018	Shop towels & linen service		\$51.94
	508637295		11/14/2018	Shop towels & linen service		\$51.94
	508587514		11/07/2018	Shop towels & linen service		\$51.94
91143	11/30/2018	Open			MISSION PRINTERS	\$86.07
	Invoice		Date	Description		Amount
	58145		11/20/2018	Recreation business cards		\$86.07
91144	11/30/2018	Open			MONTEREY BAY ANALYTICAL SERVICES INC	\$60.00
	Invoice		Date	Description		Amount
	181123 03		11/26/2018	Soquel Creek lagoon beach monitoring		\$30.00
	181123 04		11/26/2018	Soquel Creek lagoon beach monitoring		\$30.00
91145	11/30/2018	Open			NICHOLE BRYANT LEBLOND	\$329.96
	Invoice		Date	Description		Amount
	NBL111618		11/16/2018	Travel reimbursement - archery grant		\$244.96
	NBL112018		11/20/2018	USA Archery membership and background check		\$85.00
91146	11/30/2018	Open			NORTH BAY FORD	\$39.36
	Invoice		Date	Description		Amount
	269439		11/08/2018	Support part		\$39.36
91147	11/30/2018	Open			O'REILLY AUTO PARTS	\$137.34
	Invoice		Date	Description		Amount
	2763-411154		11/06/2018	Spray paint		\$34.85
	2763-413157		11/15/2018	Adapter		\$21.79
	2763-414351		11/20/2018	Filters		\$80.70
91148	11/30/2018	Open			PACIFIC GAS & ELECTRIC	\$15,595.19
	Invoice		Date	Description		Amount
	PGE111918		11/19/2018	November gas & electricity		\$15,595.19
				1000 - General Fund	\$5,480.41	
				1300 - SLESF-Supl Law	\$186.47	
				1310 - Gas Tax	\$7,664.61	
				1311 - Wharf	\$2,263.70	

Attachment: 11/30/18 City Check Register (Approval of City Check Registers)

City Checks Issued November 30, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91149	11/30/2018	Open			PALACE OFFICE SUPPLIES	\$441.54
	Invoice		Date	Description		Amount
	509023-0		11/20/2018	Pens, paper reams		\$122.92
	507854-0		11/13/2018	Post-it notes, note pads, paper reams		\$95.07
	9549586-0		11/20/2018	Museum adhesives, chip board		\$27.40
	507904-0		11/13/2018	Wipes, paper reams		\$53.08
	509430-1		11/28/2018	Fusion nano board		\$143.07
				1000 - General Fund	\$245.39	
				2210 - ISF - Stores Fund	\$196.15	
91150	11/30/2018	Open			PHOENIX GROUP INFORMATION SYSTEMS	\$5,139.77
	Invoice		Date	Description		Amount
	102018070		11/20/2018	October citation processing		\$5,139.77
91151	11/30/2018	Open			PITNEY BOWES	\$2,020.99
	Invoice		Date	Description		Amount
	PB111918		11/19/2018	City Hall postage machine refill		\$2,020.99
				2210 - ISF - Stores Fund		
91152	11/30/2018	Open			PITNEY BOWES	\$147.15
	Invoice		Date	Description		Amount
	1010317788		11/26/2018	Recreation postage machine rental contract payment		\$147.15
91153	11/30/2018	Open			PREFERRED BENEFIT INSURANCE ADMIN.	\$5,050.10
	Invoice		Date	Description		Amount
	EIA26216		11/01/2018	November dental & vision insurance		\$5,050.10
				1001 - Payroll Payables		
91154	11/30/2018	Open			ROBERT SEELEY & ASSOCIATES	\$680.00
	Invoice		Date	Description		Amount
	2018-0029		11/14/2018	July - Sept. parking citation hearings		\$680.00
91155	11/30/2018	Open			ROYAL WHOLESALE ELECTRIC	\$40.44
	Invoice		Date	Description		Amount
	7719-637485		11/14/2018	Romex staples		\$16.51
	7719-637836		11/26/2018	Gloves - Jesse		\$23.93
91156	11/30/2018	Open			RYDIN DECAL	\$1,599.62
	Invoice		Date	Description		Amount
	351652		11/15/2018	Parking permits		\$1,599.62

Attachment: 11/30/18 City Check Register (Approval of City Check Registers)

City Checks Issued November 30, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91157	11/30/2018	Open			SAN LORENZO LUMBER	\$257.39
	Invoice		Date	Description		Amount
	55-0412864		11/15/2018	Painting supplies		\$71.96
	55-0412980		11/15/2018	Pruners, loppers, scabbard, gloves, eye wear		\$131.38
	55-0410277		11/06/2018	Flat bars, sun glasses		\$51.34
	55-0414566		11/21/2018	3/8" nuts		\$2.71
91158	11/30/2018	Open			SANTA CRUZ APTOS AUTO TOWING	\$125.00
	Invoice		Date	Description		Amount
	9881		10/22/2018	Wharf ramp 1311 - Wharf		\$125.00
91159	11/30/2018	Open			SANTA CRUZ COUNTY DEPT OF PUBLIC WORKS	\$8,664.00
	Invoice		Date	Description		Amount
	SCC110718		11/07/2018	FY 17/18 household hazardous waste cost share		\$8,664.00
91160	11/30/2018	Open			SANTA CRUZ FIRE EQUIPMENT CO.	\$282.47
	Invoice		Date	Description		Amount
	103034		10/26/2018	Annual maintenance for fire extinguishers		\$236.47
	103035		10/26/2018	Annual maintenance for fire extinguishers - CPD		\$46.00
91161	11/30/2018	Open			SANTA CRUZ OCCUPATIONAL MEDICAL CENTER	\$2,683.00
	Invoice		Date	Description		Amount
	I-21915		10/31/2018	New hire medical exam		\$916.00
	I-22048		10/31/2018	New hire medical exam		\$751.00
	I-22047		10/31/2018	New hire medical exam		\$1,016.00
91162	11/30/2018	Open			SIRCHIE	\$369.45
	Invoice		Date	Description		Amount
	0372411-IN		11/08/2018	Evidence bags		\$369.45
91163	11/30/2018	Open			SOFTCHOICE CORPORATION	\$15,515.30
	Invoice		Date	Description		Amount
	4966163		11/02/2018	Microsoft SAAS and Office 365 annual renewal 2211 - ISF - Information Technology		\$15,515.30
91164	11/30/2018	Open			SOQUEL CREEK WATER DISTRICT	\$9,903.71
	Invoice		Date	Description		Amount
	SCWD102618		10/26/2018	October water usage and irrigation fees 1000 - General Fund 1311 - Wharf		\$9,903.71 \$9,343.28 \$560.43

Attachment: 11/30/18 City Check Register (Approval of City Check Registers)

City Checks Issued November 30, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91165	11/30/2018	Open			SOUTH BAY REGIONAL TRAINING	\$290.00
	Invoice		Date	Description		Amount
	118773REC		11/13/2018	POST supervisor course		\$290.00
91166	11/30/2018	Open			SPECTRUM BUSINESS	\$3,679.93
	Invoice		Date	Description		Amount
	0000178111918		11/19/2018	November internet service		\$3,679.93
				1000 - General Fund	\$1,389.60	
				2211 - ISF - Info Tech	\$2,290.33	
91167	11/30/2018	Open			STAPLES ADVANTAGE	\$81.83
	Invoice		Date	Description		Amount
	8052126164		11/10/2018	Cleaning supplies		\$81.83
91168	11/30/2018	Open			STATE WATER RESOURCES CONTROL BOARD	\$5,692.00
	Invoice		Date	Description		Amount
	SW-0154768		11/07/2018	Annual permit fee		\$5,692.00
91169	11/30/2018	Open			STOKES SIGNS	\$1,911.88
	Invoice		Date	Description		Amount
	23591		11/16/2018	Wharf entrance sign		\$1,911.88
				1311 - Wharf		
91170	11/30/2018	Open			SUPPLYWORKS	\$435.10
	Invoice		Date	Description		Amount
	464092881		11/09/2018	Toilet paper dispensers		\$114.07
	465403186		11/19/2018	Cleaning supplies		\$321.03
91171	11/30/2018	Open			T MOBILE	\$400.14
	Invoice		Date	Description		Amount
	TM112818		11/13/2018	October cell phone usage		\$400.14
91172	11/30/2018	Open			T&T PAVEMENT MARKINGS AND PRODUCTS INC	\$202.14
	Invoice		Date	Description		Amount
	2018315		06/29/2018	Yellow traffic paint		\$202.14
				1310 - Gas Tax		
91173	11/30/2018	Open			TRANSPORTATION ALLIANCE BANK INC.	\$1,369.43
	Invoice		Date	Description		Amount
	647308		11/06/2018	Sweeper brackets, dirt shoes, pivot rods, chain, shackle		\$1,369.43
				1310 - Gas Tax		

Attachment: 11/30/18 City Check Register (Approval of City Check Registers)

City Checks Issued November 30, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91174	11/30/2018	Open			UNITED WAY OF SANTA CRUZ COUNTY	\$30.00
	Invoice		Date	Description		Amount
	UW112118		11/21/2018	Employee United Way contributions 1001 - Payroll Payables		\$30.00
91175	11/30/2018	Open			UPEC LIUNA LOCAL 792	\$1,302.00
	Invoice		Date	Description		Amount
	UPEC110118		11/01/2018	November UPEC dues 1001 - Payroll Payables		\$1,302.00
91176	11/30/2018	Open			US BANK PARS Acct 6746022400	\$188.56
	Invoice		Date	Description		Amount
	PARS112118		11/21/2018	PARS contributions PPE 11/21/18 1001 - Payroll Payables		\$188.56
91177	11/30/2018	Open			VERIZON WIRELESS	\$686.57
	Invoice		Date	Description		Amount
	9816271481		10/10/2018	September - October telephone charges		\$686.57
91178	11/30/2018	Open			VERIZON WIRELESS	\$50.00
	Invoice		Date	Description		Amount
	180265617		11/21/2018	Search warrant service		\$50.00
91179	11/30/2018	Open			Ali Clifford	\$105.69
	Invoice		Date	Description		Amount
	AC112818		11/28/2018	Folding tables and storage boxes		\$105.69
91180	11/30/2018	Open			Cagwin and Dorward	\$525.00
	Invoice		Date	Description		Amount
	18-0518		11/19/2018	Tree deposit refund 1000 - General Fund \$500.00 1317 - Technology Fee \$25.00		\$525.00
91181	11/30/2018	Open			Capitola Greens HOA	\$496.00
	Invoice		Date	Description		Amount
	17-071		11/19/2018	Tree deposit refund		\$496.00
91182	11/30/2018	Open			Karen Hurlbutt	\$126.00
	Invoice		Date	Description		Amount
	2019-00001171		11/26/2018	Refund vehicle release fee		\$126.00

Attachment: 11/30/18 City Check Register (Approval of City Check Registers)

City Checks Issued November 30, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91183	11/30/2018	Open			Travis Hutto	\$129.79
	Invoice		Date	Description		Amount
	TH112818		11/28/2018	Lodging for pesticide licensing test		\$129.79
91184	11/30/2018	Open			Wendy Brayton	\$1,500.00
	Invoice		Date	Description		Amount
	WB112718		11/27/2018	Plein Air winner's artwork 1315 - Public Art Fee Fund		\$1,500.00
Type Check Totals:						\$143,905.60
<u>EFT</u>						
698	11/26/2018	Open			DISCOVERY BENEFITS	\$135.00
	Invoice		Date	Description		Amount
	0000938926-IN		10/31/2018	October COBRA and FSA		\$135.00
699	11/23/2018	Open			EMPLOYMENT DEVELOPMENT DEPT	\$6,913.33
	Invoice		Date	Description		Amount
	1-539-199-808		11/23/2018	State taxes PPE 11/17/18 1001 - Payroll Payables		\$6,913.33
700	11/23/2018	Open			INTERNAL REVENUE SERVICE	\$24,359.83
	Invoice		Date	Description		Amount
	90150846		11/23/2018	Federal taxes & Medicare PPE 11/17/18 1001 - Payroll Payables		\$24,359.83
701	11/26/2018	Open			STATE DISBURSEMENT UNIT	\$1,232.76
	Invoice		Date	Description		Amount
	M1DO29K6657		11/26/2018	Employee garnishments PPE 11/17/18 1001 - Payroll Payables		\$1,232.76
702	11/27/2018	Open			CalPERS Member Services Division	\$48,886.49
	Invoice		Date	Description		Amount
	1001209477-80		11/27/2018	PERS contributions PPE 11/17/18 1000 - General Fund (\$0.24) 1001 - Payroll Payables \$48,886.73		\$48,886.49
703	11/30/2018	Open			ADP LLC	\$274.13
	Invoice		Date	Description		Amount
	525139030		11/30/2018	ez Labor processing charges 2211 - ISF - Information Technology		\$274.13
Type EFT Totals:						\$81,801.54

Attachment: 11/30/18 City Check Register (Approval of City Check Registers)

City Checks Issued November 30, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
Library - Library						
<u>Check</u>						
88	11/30/2018	Open			BOWMAN & WILLIAMS INC.	\$1,260.00
	Invoice		Date	Description		Amount
	13012		11/19/2018	Library topographic surveying 1360 - Library Fund		\$1,260.00
89	11/30/2018	Open			INTERWEST CONSULTING GROUP INC.	\$6,711.85
	Invoice		Date	Description		Amount
	40188		04/23/2018	Library plan review services 1360 - Library Fund		\$6,711.85
90	11/30/2018	Open			Gayle Ortiz	\$100.49
	Invoice		Date	Description		Amount
	GO111618		11/16/2018	Library fundraising reimbursement 1360 - Library Fund		\$100.49
91	11/30/2018	Open			Toni Campbell	\$2,805.00
	Invoice		Date	Description		Amount
	TC111618		11/21/2018	Library fundraising reimbursement 1360 - Library Fund		\$2,805.00

Type Check Totals: \$10,877.34

CITY - Main City Totals	Count:	Total:
Checks	84	\$143,905.60
EFTs	6	\$81,801.54
All	90	\$225,707.14

Library - Library Totals		
Checks	4	\$10,877.34
EFTs	0	\$0.00
All	4	\$10,877.34

WELLS - Payroll Totals		
Checks	1	\$8,398.79
EFTs	0	\$0.00
All	1	\$8,398.79

Grand Totals:		
Checks	89	\$163,181.73
EFTs	6	\$81,801.54
All	95	\$244,983.27

Attachment: 11/30/18 City Check Register (Approval of City Check Registers)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF JANUARY 24, 2019

FROM: Finance Department

SUBJECT: Approval of City Check Registers Dated December 7, December 14 and December 21, 2018

RECOMMENDED ACTION: Approve check registers.

Account: City Main				
Date	Starting Check #	Ending Check #	Payment Count	Amount
12/07/2018	91186	91245	63	\$238,146.62
12/14/2018	91246	91322	83	\$242,000
12/21/2018	91323	91406	84	\$670,389.46

The main account check register dated November 30, 2018, ended with check #91184. Check #91185 is void.

Account: Library				
Date	Starting Check #	Ending Check #	Payment Count	Amount
12/14/2018	92	92	1	\$3,240
12/21/2018	93	97	5	\$108,381.53

The library account check register dated November 30, 2018, ended with check #91.

Account: Payroll				
Date	Starting Check #	Ending Check #	Payment Count	Amount
12/07/2018	5470	5475	93	\$157,633.89
12/21/2018	5476	5480	97	\$157,542.57

The payroll account check register dated November 30, 2018, ended with check #5469.

Following is a list of payments issued for more than \$10,000 and descriptions of the expenditures:

Check	Issued to	Dept	Description	Amount
91203	Earthworks Paving Contractors	PW	38 th Avenue sidewalk project	\$93,803
91218	Kimley Horn and Associates	PW	Park Avenue sidewalk improvements, Brommer	\$33,037.50

Approval of City Check Registers
January 24, 2019

			Street complete street project	
EFT 706	CalPERS Health Insurance	FN	December health insurance	\$58,210.92
91251	Atchison Barisone Condotti & Kovacevich	CM	November legal services	\$15,707.50
91279	ICMA Retirement Trust 457	FN	457 contributions PPE 12/01/18	\$27,526.34
91292	Moffatt and Nichol	PW	Wharf, jetty and flume design, permitting, meetings	\$19,781.25
EFT 708	IRS	FN	Federal taxes & Medicare PPE 12/01/2018	\$26,211.81
EFT 711	IRS	FN	Retroactive Medicare coverage for two employees	\$18,583.40
EFT 712	CalPERS Member Services	FN	PERS contributions PPE 12/02/18	\$49,045.57
91340	Community Bridges	CM	FY18/19 Community Grant	\$48,349.00
91354	Graham Contractors	PW	Slurry sealing retention release	\$17,665.34
91374	Monterey Bay Area Self Insurance Authority	CM	Workers' compensation and liability insurance	\$377,542.50
91387	Santa Cruz Regional 911	PD	Regional 911 service	\$119,848.75
96	Noll and Tam Architects	PW	Library public art, donor recognition, reimbursable expenses, cost reduction bulletins	\$105,180.07

ATTACHMENTS:

1. 12/7/18 City Check Register
2. 12/14/18 City Check Register
3. 12/21/18 City Check Register

Report Prepared By: Maura Herlihy
Account Technician

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

1/15/2019

City main account check dated December 7, 2018, numbered 91186 to 91245 and 3 efts, totaling \$238,146.62, 6 Payroll account checks and 87 efts, totaling \$157,633.89, for a grand total of \$395,780.51, have been reviewed and authorized for distribution by the City Manager.

As of December 7, 2018, the unaudited cash balance \$3,574,108.20.

CASH POSITION - CITY OF CAPITOLA 12/7/18

	<u>Net Balance</u>
General Fund	(\$255,993.50)
Payroll Payables	\$164,242.93
Contingency Reserve Fund	\$2,036,345.66
Facilities Reserve Fund	\$364,493.03
Capital Improvement Fund	\$822,060.14
Stores Fund	\$32,091.72
Information Technology Fund	\$63,215.38
Equipment Replacement	\$145,061.91
Self-Insurance Liability Fund	\$47,459.47
Workers' Comp. Ins. Fund	\$207,845.04
Compensated Absences Fund	(\$52,713.58)
TOTAL UNASSIGNED GENERAL FUNDS	<u>\$3,574,108.20</u>

The Emergency Reserve Fund balance is \$1,344,205.54 (not included above).
The PERS Contingency Fund balance is \$815,855.98 (not included above).
The Library Fund balance is \$2,690,034.70 (not included above).



Jamie Goldstein, City Manager

12/12/18

Date



Peter Wilk, City Treasurer

12/15/18

Date

Attachment: 12/7/18 City Check Register (Approval of City Check Registers)

City Checks Issued December 7, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91186	12/07/2018	Open			A TOOL SHED	\$619.67
	Invoice		Date	Description		Amount
	1304338-5		10/17/2018	Excavator for sea lions art 1315 - Public Art Fee Fund		\$619.67
91187	12/07/2018	Open			ABC SUPPLY CO INC - MBA 742	\$30.38
	Invoice		Date	Description		Amount
	76508879		11/19/2018	Rubbercoat		\$30.38
91188	12/07/2018	Open			ADRIENNE HARRELL	\$1,248.00
	Invoice		Date	Description		Amount
	AH112918		11/29/2018	Late Fall Instructor Payment		\$1,248.00
91189	12/07/2018	Open			ADT SECURITY SERVICES INC.	\$325.01
	Invoice		Date	Description		Amount
	ADT112918		11/29/2018	Corp yard and museum alarm service		\$325.01
91190	12/07/2018	Open			ALLSAFE LOCK COMPANY	\$7.48
	Invoice		Date	Description		Amount
	51136		12/04/2018	Lube		\$7.48
91191	12/07/2018	Open			ALVAREZ TECHNOLOGY GROUP INC	\$7,332.50
	Invoice		Date	Description		Amount
	49276		12/03/2018	January IT services & antivirus 2211 - ISF - Information Technology		\$7,332.50
91192	12/07/2018	Open			AUTOMATION TEST ASSOCIATES	\$40.00
	Invoice		Date	Description		Amount
	46817		11/22/2018	November wharf meter reading 1311 - Wharf		\$40.00
91193	12/07/2018	Open			AVENU MUNISERVICES	\$1,304.32
	Invoice		Date	Description		Amount
	INV06-004507		11/30/2018	Quarterly STARS service		\$1,304.32
91194	12/07/2018	Open			B & B SMALL ENGINE REPAIR	\$333.15
	Invoice		Date	Description		Amount
	409052		11/29/2018	Chain saw parts		\$68.19
	409066		11/29/2018	Oil, combination wrench		\$264.96
91195	12/07/2018	Open			BECKY ADAMS	\$321.10
	Invoice		Date	Description		Amount
	BA112918		11/29/2018	Late Fall Instructor Payment		\$321.10

Attachment: 12/7/18 City Check Register (Approval of City Check Registers)

City Checks Issued December 7, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91196	12/07/2018	Open			CAPITOLA SELF STORAGE	\$5,028.00
	Invoice		Date	Description		Amount
	37691		11/18/2018	Museum storage rent unit 2810		\$5,028.00
91197	12/07/2018	Open			CHRISTINA MAE McDADE	\$187.20
	Invoice		Date	Description		Amount
	CM112918		11/29/2018	Late Fall Instructor Payment		\$187.20
91198	12/07/2018	Open			CLAUDIO FRANCA	\$136.50
	Invoice		Date	Description		Amount
	CF112918		11/29/2018	Late Fall Instructor Payment		\$136.50
91199	12/07/2018	Open			COMPLETE MAILING SERVICE INC.	\$1,466.14
	Invoice		Date	Description		Amount
	3806R		11/19/2018	Winter brochure mailing		\$1,466.14
91200	12/07/2018	Open			D & G SANITATION	\$252.65
	Invoice		Date	Description		Amount
	255566		11/30/2018	Skate park portable toilets		\$252.65
91201	12/07/2018	Open			DAVID SCOTT COBABE	\$2,017.40
	Invoice		Date	Description		Amount
	DSC112918		11/29/2018	Late Fall Instructor Payment		\$2,017.40
91202	12/07/2018	Open			DOUG PENNY	\$208.00
	Invoice		Date	Description		Amount
	DP112918		11/29/2018	Late Fall Instructor Payment		\$208.00
91203	12/07/2018	Open			EARTHWORKS PAVING CONTRACTORS INC	\$93,803.00
	Invoice		Date	Description		Amount
	17967		11/27/2018	38th Avenue sidewalk project 1309 - RTC Streets		\$93,803.00
91204	12/07/2018	Open			ELEVATOR SERVICE COMPANY INC.	\$180.00
	Invoice		Date	Description		Amount
	18646		12/01/2018	Elevator quarterly lube and inspection		\$180.00
91205	12/07/2018	Open			ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTI	\$1,600.00
	Invoice		Date	Description		Amount
	9355238		11/27/2018	GIS software contract renewals 2211 - ISF - Information Technology		\$1,600.00

Attachment: 12/7/18 City Check Register (Approval of City Check Registers)

City Checks Issued December 7, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91206	12/07/2018	Open			ESTELLE DRINKHAUS	\$149.50
	Invoice		Date	Description		Amount
	ED112918		11/29/2018	Late Fall Instructor Payment		\$149.50
91207	12/07/2018	Open			EWING IRRIGATION	\$341.05
	Invoice		Date	Description		Amount
	6577898		11/27/2018	Rake and irrigation supplies		\$132.18
	6584951		11/28/2018	Straw blanket		\$123.30
	6598160		11/30/2018	Scoop and leaf rake		\$85.57
91208	12/07/2018	Open			FARWEST NURSERY	\$52.67
	Invoice		Date	Description		Amount
	28065		11/27/2018	Bark		\$52.67
91209	12/07/2018	Open			GINA ENRIQUEZ	\$5,062.20
	Invoice		Date	Description		Amount
	GE112918		11/29/2018	Late Fall Instructor Payment		\$5,062.20
91210	12/07/2018	Open			HANYA FOJACO	\$1,116.38
	Invoice		Date	Description		Amount
	HF112918		11/29/2018	Late Fall Instructor Payment		\$1,116.38
91211	12/07/2018	Open			HELEN KLEE	\$234.00
	Invoice		Date	Description		Amount
	HeK112918		11/29/2018	Late Fall Instructor Payment		\$234.00
91212	12/07/2018	Open			HO KUK MU SUL CORPORATION	\$52.00
	Invoice		Date	Description		Amount
	HKMSC112918		11/29/2018	Late Fall Instructor Payment		\$52.00
91213	12/07/2018	Open			HOME DEPOT CREDIT SERVICES	\$251.99
	Invoice		Date	Description		Amount
	5623918		11/29/2018	Screwdriver		\$10.82
	6643958		11/28/2018	Pumice stick, poinsettia		\$17.85
	8084262		11/26/2018	ZEP Liquid heat		\$15.17
	6633589		11/28/2018	Rake, earmuffs, safety vest, light		\$105.11
	6522437		11/28/2018	Rake, flashlights, batteries		\$92.79
	1522833		12/03/2018	Gloves - Travis		\$10.25
91214	12/07/2018	Open			JANICE THERESA ENSMINGER	\$57.20
	Invoice		Date	Description		Amount
	JE112918		11/29/2018	Late Fall Instructor Payment		\$57.20

Attachment: 12/7/18 City Check Register (Approval of City Check Registers)

City Checks Issued December 7, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91215	12/07/2018	Open			JEANI MITCHELL	\$568.10
	Invoice		Date	Description		Amount
	JM112918		11/29/2018	Late Fall Instructor Payment		\$568.10
91216	12/07/2018	Open			JOHANNA WEINSTEIN	\$358.80
	Invoice		Date	Description		Amount
	JW112918		11/29/2018	Late Fall Instructor Payment		\$358.80
91217	12/07/2018	Open			KBA Docusys Inc.	\$1,471.73
	Invoice		Date	Description		Amount
	INV732482		11/27/2018	City Hall copier usage charges		\$24.80
	INV732483		11/27/2018	Recreation copier usage charges		\$3.25
	INV734608		12/03/2018	City Hall copier usage charges		\$281.95
	INV734609		12/03/2018	City Hall copier usage charges		\$1,161.73
				1000 - General Fund		\$3.25
				2211 - ISF - Info Tech		\$1,468.48
91218	12/07/2018	Open			KIMLEY HORN AND ASSOCIATES INC	\$33,037.50
	Invoice		Date	Description		Amount
	12315079		09/30/2018	Park Avenue sidewalk improvements		\$19,502.50
	12392985		10/31/2018	Brommer St. complete street project services		\$11,855.00
	12513549		10/31/2018	Park Avenue sidewalk improvements		\$1,680.00
				1200 - Capital Improvement	\$21,182.50	
				1309 - RTC Streets	\$11,855.00	
91219	12/07/2018	Open			LORRAINE KINNAMON	\$416.00
	Invoice		Date	Description		Amount
	LK112918		11/29/2018	Late Fall Instructor Payment		\$416.00
91220	12/07/2018	Open			MICHAEL G LEW	\$538.20
	Invoice		Date	Description		Amount
	ML112918		11/29/2018	Late Fall Instructor Payment		\$538.20
91221	12/07/2018	Open			MICHELE FAIA	\$1,001.00
	Invoice		Date	Description		Amount
	MF112918		11/29/2018	Late Fall Instructor Payment		\$1,001.00
91222	12/07/2018	Open			MID COUNTY AUTO SUPPLY	\$36.90
	Invoice		Date	Description		Amount
	MID-72430		12/03/2018	Wheel chock		\$22.95
	MID-74226		12/04/2018	O-rings		\$13.95

Attachment: 12/7/18 City Check Register (Approval of City Check Registers)

City Checks Issued December 7, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91223	12/07/2018	Open			MISSION LINEN SUPPLY	\$95.44
	Invoice		Date	Description		Amount
	508733456		11/28/2018	Linen service, towels		\$95.44
91224	12/07/2018	Open			NANCY HOWELLS	\$66.30
	Invoice		Date	Description		Amount
	NH112918		11/29/2018	Late Fall Instructor Payment		\$66.30
91225	12/07/2018	Open			NELSON MEMBRENO	\$260.00
	Invoice		Date	Description		Amount
	NM120518		12/05/2018	Building inspector license reinstatement		\$260.00
91226	12/07/2018	Open			PALACE OFFICE SUPPLIES	\$38.14
	Invoice		Date	Description		Amount
	505989-0		10/31/2018	Desk pad		\$38.14
91227	12/07/2018	Open			PAULA BLISS	\$777.40
	Invoice		Date	Description		Amount
	PB112918		11/29/2018	Late Fall Instructor Payment		\$777.40
91228	12/07/2018	Open			Paula Yoshiko Suzuki	\$291.20
	Invoice		Date	Description		Amount
	PS112918		11/29/2018	Late Fall Instructor Payment		\$291.20
91229	12/07/2018	Open			RAVI KEN LAMB	\$359.45
	Invoice		Date	Description		Amount
	RKL112918		11/29/2018	Late Fall Instructor Payment		\$359.45
91230	12/07/2018	Open			SAN LORENZO LUMBER	\$121.14
	Invoice		Date	Description		Amount
	55-0415778		11/28/2018	Wood		\$121.14
91231	12/07/2018	Open			SANDY MARRUJO	\$546.00
	Invoice		Date	Description		Amount
	SM112918		11/29/2018	Late Fall Instructor Payment		\$546.00
91232	12/07/2018	Voided	Printer error, c	12/07/2018	SANTA CRUZ COUNTY RECORDER	\$178.00
	Invoice		Date	Description		Amount
	17-0041		12/04/2018	Record final map 4201 Capitola Road		\$89.00
	Carney		12/04/2018	Record final map 1575 38th Avenue Tera Court		\$89.00

Attachment: 12/7/18 City Check Register (Approval of City Check Registers)

City Checks Issued December 7, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91233	12/07/2018	Open			SANTA CRUZ LIVE SCAN INC	\$120.00
	Invoice		Date	Description		Amount
	1046		12/01/2018	New hire live scans		\$120.00
91234	12/07/2018	Open			SANTA CRUZ WAVES	\$900.00
	Invoice		Date	Description		Amount
	6213		10/01/2018	Plein Air advertising		\$900.00
91235	12/07/2018	Open			SHARON LACY	\$260.00
	Invoice		Date	Description		Amount
	SL112918		11/29/2018	Late Fall Instructor Payment		\$260.00
91236	12/07/2018	Open			SUELLEN MCCUTCHEN	\$107.25
	Invoice		Date	Description		Amount
	SMc112918		11/29/2018	Late Fall Instructor Payment		\$107.25
91237	12/07/2018	Open			SUPPLYWORKS	\$1,065.39
	Invoice		Date	Description		Amount
	465597672		11/20/2018	Oil absorbant		\$94.72
	466249570		11/27/2018	Cleaning supplies		\$970.67
91238	12/07/2018	Open			T MOBILE	\$371.23
	Invoice		Date	Description		Amount
	TM113018		11/30/2018	November cell phone usage		\$371.23
91239	12/07/2018	Open			TELECOMMUNICATIONS ENGINEERING ASSOCIAT	\$930.00
	Invoice		Date	Description		Amount
	45693		11/30/2018	PD radio troubleshooting & equipment configuration 2212 - ISF - Equipment Replacement		\$930.00
91240	12/07/2018	Open			TRENISE POT	\$2,356.90
	Invoice		Date	Description		Amount
	TP112918		11/29/2018	Late Fall Instructor Payment		\$2,356.90
91241	12/07/2018	Open			VERIZON WIRELESS	\$1,139.48
	Invoice		Date	Description		Amount
	9818154538		11/10/2018	Monthly telephone charges		\$1,139.48
91242	12/07/2018	Open			VICTORIA M JOHNSON	\$104.00
	Invoice		Date	Description		Amount
	VJ112918		11/29/2018	Late Fall Instructor Payment		\$104.00

Attachment: 12/7/18 City Check Register (Approval of City Check Registers)

City Checks Issued December 7, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91243	12/07/2018	Open			WENDY NOLAN	\$269.10
	Invoice		Date	Description		Amount
	WN112918		11/29/2018	Late Fall Instructor Payment		\$269.10
91244	12/07/2018	Open			Maor Katz	\$2,992.50
	Invoice		Date	Description		Amount
	16-009		12/04/2018	211 Monterey Ave. design permit refund		\$2,992.50
				1000 - General Fund	\$2,830.00	
				1317 - Technology Fee Fund	\$162.50	
91245	12/07/2018	Open			SANTA CRUZ COUNTY RECORDER	\$89.00
	Invoice		Date	Description		Amount
	17-0041		12/04/2018	Record final map 4201 Capitola Road		\$89.00
Type Check Totals:						\$174,623.64

EFT

704	12/05/2018	Open			EMPLOYMENT DEVELOPMENT DEPT	\$1,281.11
	Invoice		Date	Description		Amount
	0-097-028-928		12/05/2018	State taxes employee final check		\$1,281.11
				1001 - Payroll Payables		
705	12/05/2018	Open			INTERNAL REVENUE SERVICE	\$4,030.95
	Invoice		Date	Description		Amount
	44262684		12/05/2018	Federal taxes & Medicare employee final check		\$4,030.95
				1001 - Payroll Payables		
706	12/04/2018	Open			CalPERS Health Insurance	\$58,210.92
	Invoice		Date	Description		Amount
	1001214807		12/04/2018	December health insurance		\$58,210.92
				1000 - General Fund	\$2,419.02	
				1001 - Payroll Payables	\$55,791.90	
Type EFT Totals:						\$63,522.98

Attachment: 12/7/18 City Check Register (Approval of City Check Registers)

City Checks Issued December 7, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
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	Counts:	Totals:
CITY - Main City Totals		
Checks	60	\$174,623.64
EFTs	3	\$63,522.98
All	63	\$238,146.62
WELLS - Payroll Totals		
Checks	6	\$3,876.55
EFTs	87	\$153,757.34
All	93	\$157,633.89
Grand Totals:		
Checks	66	\$178,500.19
EFTs	90	\$217,280.32
All	156	\$395,780.51

Attachment: 12/7/18 City Check Register (Approval of City Check Registers)

City main account checks dated December 14, 2018, numbered 91246 to 91322 and 6 EFTs, totaling \$242,000, plus 1 library account check, totaling \$3,240, for a grand total of \$245,240, have been reviewed and authorized for distribution by the City Manager.

As of December 14, 2018, the unaudited cash balance \$3,527,175.07.


CASH POSITION - CITY OF CAPITOLA 12/14/18

	<u>Net Balance</u>
General Fund	(\$124,984.00)
Payroll Payables	\$50,317.16
Contingency Reserve Fund	\$2,036,345.66
Facilities Reserve Fund	\$363,998.03
Capital Improvement Fund	\$801,050.49
Stores Fund	\$31,164.59
Information Technology Fund	\$55,757.34
Equipment Replacement	\$145,061.91
Self-Insurance Liability Fund	\$47,459.47
Workers' Comp. Ins. Fund	\$207,845.04
Compensated Absences Fund	<u>(\$86,840.62)</u>
TOTAL UNASSIGNED GENERAL FUNDS	<u>\$3,527,175.07</u>

The Emergency Reserve Fund balance is \$1,344,205.54 (not included above).

The PERS Contingency Fund balance is \$815,855.98 (not included above).

The Library Fund balance is \$2,688,908.67 (not included above).



 Jamie Goldstein, City Manager

12/20/18

 Date



 Peter Wilk, City Treasurer

12/19/18

 Date

Attachment: 12/14/18 City Check Register (Approval of City Check Registers)

City Checks Issued December 14, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91246	12/10/2018	Open		License Refund	A-PLUS SIGNS CO.	\$59.50
	Licensee Type			License Number		Transaction Type
	Contractor			3463		Correct Payment Error
91247	12/11/2018	Open			Scott Hamill	\$800.00
	Invoice		Date	Description		Amount
	SH121118		12/11/2018	Plein Air 2nd place award winner		\$800.00
				1315 - Public Art Fee Fund		
91248	12/14/2018	Open			ALLSAFE LOCK COMPANY	\$24.41
	Invoice		Date	Description		Amount
	51126		11/26/2018	PD keys		\$24.41
91249	12/14/2018	Open			APTOS LANDSCAPE SUPPLY INC.	\$244.86
	Invoice		Date	Description		Amount
	480884		12/11/2018	Minibark, wheelbarrow, rake		\$244.86
91250	12/14/2018	Open			AT&T	\$9.12
	Invoice		Date	Description		Amount
	ATT120118		12/01/2018	December long distance charges		\$9.12
91251	12/14/2018	Open			ATCHISON BARISONE CONDOTTI & KOVACEVICH	\$15,707.50
	Invoice		Date	Description		Amount
	ABCK120618		12/06/2018	November city attorney services		\$15,707.50
91252	12/14/2018	Open			BAY PHOTO LAB	\$20.07
	Invoice		Date	Description		Amount
	13362178		10/02/2018	Photo print		\$20.07
91253	12/14/2018	Open			BOBBY'S PIT STOP INC.	\$4,195.53
	Invoice		Date	Description		Amount
	0361437		11/27/2018	2006 Ford F250 catalytic converter and exhaust pipe		\$2,296.59
	0361409		11/26/2018	2008 Ford F250 catalytic converter		\$1,898.94
91254	12/14/2018	Open			CA DEPARTMENT OF JUSTICE	\$128.00
	Invoice		Date	Description		Amount
	343248		12/05/2018	Recreation fingerprinting		\$128.00
91255	12/14/2018	Open			CALE AMERICA INC.	\$1,829.00
	Invoice		Date	Description		Amount
	152193		11/28/2018	November active meters		\$1,829.00

Attachment: 12/14/18 City Check Register (Approval of City Check Registers)

City Checks Issued December 14, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91246	12/10/2018	Open		License Refund	A-PLUS SIGNS CO.	\$59.50
	Licensee Type			License Number		Transaction Type
	Contractor			3463		Correct Payment Error
91247	12/11/2018	Open			Scott Hamill	\$800.00
	Invoice		Date	Description		Amount
	SH121118		12/11/2018	Plein Air 2nd place award winner		\$800.00
				1315 - Public Art Fee Fund		
91248	12/14/2018	Open			ALLSAFE LOCK COMPANY	\$24.41
	Invoice		Date	Description		Amount
	51126		11/26/2018	PD keys		\$24.41
91249	12/14/2018	Open			APTOS LANDSCAPE SUPPLY INC.	\$244.86
	Invoice		Date	Description		Amount
	480884		12/11/2018	Minibark, wheelbarrow, rake		\$244.86
91250	12/14/2018	Open			AT&T	\$9.12
	Invoice		Date	Description		Amount
	ATT120118		12/01/2018	December long distance charges		\$9.12
91251	12/14/2018	Open			ATCHISON BARISONE CONDOTTI & KOVACEVICH	\$15,707.50
	Invoice		Date	Description		Amount
	ABCK120618		12/06/2018	November city attorney services		\$15,707.50
91252	12/14/2018	Open			BAY PHOTO LAB	\$20.07
	Invoice		Date	Description		Amount
	13362178		10/02/2018	Photo print		\$20.07
91253	12/14/2018	Open			BOBBY'S PIT STOP INC.	\$4,195.53
	Invoice		Date	Description		Amount
	0361437		11/27/2018	2006 Ford F250 catalytic converter and exhaust pipe		\$2,296.59
	0361409		11/26/2018	2008 Ford F250 catalytic converter		\$1,898.94
91254	12/14/2018	Open			CA DEPARTMENT OF JUSTICE	\$128.00
	Invoice		Date	Description		Amount
	343248		12/05/2018	Recreation fingerprinting		\$128.00
91255	12/14/2018	Open			CALE AMERICA INC.	\$1,829.00
	Invoice		Date	Description		Amount
	152193		11/28/2018	November active meters		\$1,829.00

Attachment: 12/14/18 City Check Register (Approval of City Check Registers)

City Checks Issued December 14, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91256	12/14/2018	Open			CALIFORNIA COAST UNIFORM COMPANY	\$81.00
	Invoice		Date	Description		Amount
	6657		11/26/2018	Moreno patches and sgt. stripes		\$75.00
	6656		11/26/2018	Currier patch change out		\$6.00
91257	12/14/2018	Open			CALIFORNIA LAW ENFORCEMENT ASSOCIATION	\$563.50
	Invoice		Date	Description		Amount
	CLEA112618		11/26/2018	December POA long term disability 1001 - Payroll Payables		\$563.50
91258	12/14/2018	Open			CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,735.50
	Invoice		Date	Description		Amount
	POA120718		12/07/2018	POA and gym dues PPE 12/01/18 1001 - Payroll Payables		\$1,735.50
91259	12/14/2018	Open			CAPITOLA-SOQUEL CHAMBER OF COMMERCE	\$7,500.00
	Invoice		Date	Description		Amount
	2152		11/27/2018	Quarterly chamber of commerce contribution		\$7,500.00
91260	12/14/2018	Open			CLEAN BUILDING MAINTENANCE CO.	\$3,719.13
	Invoice		Date	Description		Amount
	21150		11/30/2018	November janitorial services 1000 - General Fund \$3,453.63 1311 - Wharf \$265.50		\$3,719.13
91261	12/14/2018	Open			COASTAL WATERSHED COUNCIL	\$6,528.50
	Invoice		Date	Description		Amount
	1687		12/10/2018	July - November Soquel Creek pollution prevention		\$6,528.50
91262	12/14/2018	Open			COMMUNITY PRINTERS	\$2,281.35
	Invoice		Date	Description		Amount
	23173011		11/30/2018	BIA visitor's guide brochures (25,000) 1321 - BIA - Capitola Village-Wharf BIA		\$2,281.35
91263	12/14/2018	Open			CRESTOR INC.	\$173.06
	Invoice		Date	Description		Amount
	R218140		12/06/2018	Plaque 1311 - Wharf		\$173.06
91264	12/14/2018	Open			CRITICAL REACH	\$285.00
	Invoice		Date	Description		Amount
	19-83		12/07/2018	Annual fee for bulletin service		\$285.00

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City Checks Issued December 14, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91265	12/14/2018	Open			CRYSTAL SPRINGS WATER CO.	\$187.50
	Invoice		Date	Description		Amount
	CSW113018		11/30/2018	November drinking water		\$187.50
91266	12/14/2018	Open			ECOLOGICAL CONCERNS INC	\$549.21
	Invoice		Date	Description		Amount
	26746		12/06/2018	Plants		\$402.54
	26750		12/06/2018	Plants		\$146.67
91267	12/14/2018	Open			FARWEST NURSERY	\$70.22
	Invoice		Date	Description		Amount
	28074		12/04/2018	Bark		\$26.33
	28070		12/03/2018	Bark		\$43.89
91268	12/14/2018	Open			FASTENAL COMPANY	\$172.12
	Invoice		Date	Description		Amount
	CASAT50547		11/13/2018	Miscellaneous fasteners		\$152.99
	CASAT50511		11/09/2018	Miscellaneous fasteners		\$19.13
91269	12/14/2018	Open			FBINAA CA SF	\$80.00
	Invoice		Date	Description		Amount
	FBINAA12618		12/06/2018	FBI luncheon Sgt Sloma		\$40.00
	FBINAA120618		12/06/2018	FBI luncheon Capain Held		\$40.00
91270	12/14/2018	Open			FLYERS ENERGY LLC	\$3,525.36
	Invoice		Date	Description		Amount
	18-810008		11/29/2018	318 gallons gasoline		\$1,189.05
	18-807400		11/26/2018	110 gallons diesel		\$428.75
	18-807398		11/26/2018	435 gallons gasoline		\$1,608.54
	18-810010		11/29/2018	80 gallons diesel		\$299.02
91271	12/14/2018	Open			GARDAWORLD	\$203.42
	Invoice		Date	Description		Amount
	10447644		12/01/2018	December armored vehicle service		\$203.42
91272	12/14/2018	Open			GAYLORD ARCHIVAL	\$351.19
	Invoice		Date	Description		Amount
	2570712		11/20/2018	Museum archive supplies		\$351.19
91273	12/14/2018	Open			GRANICUS LLC	\$1,190.70
	Invoice		Date	Description		Amount
	106209		12/01/2018	December legislative management software		\$1,190.70
				1320 - PEG - Public Education and Govt		

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City Checks Issued December 14, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91274	12/14/2018	Open			GUARDIAN ALLIANCE INVESTIGATIONS LLC	\$1,300.00
	Invoice		Date	Description		Amount
	1083		11/29/2018	Police lateral background investigation		\$1,300.00
91275	12/14/2018	Open			HAINES & COMPANY INC.	\$900.00
	Invoice		Date	Description		Amount
	HC120518		12/05/2018	Criss Cross Plus annual subscription 2211 - ISF - Information Technology		\$900.00
91276	12/14/2018	Open			HOME DEPOT CREDIT SERVICES	\$982.35
	Invoice		Date	Description		Amount
	3060110		11/11/2018	Vacuum, caution sign, cable ties		\$96.52
	9580176		10/16/2018	Extension cord		\$17.33
	9051844		12/05/2018	Utility light		\$16.24
	9624603		12/05/2018	Spring link		\$4.20
	9613932		12/05/2018	Flume wood, hardware		\$121.26
	8062765		12/06/2018	Lighters, screwdriver set, washers		\$28.54
	8033108		12/06/2018	DeWalt batteries		\$107.42
	8624697		12/06/2018	Cleaning supplies, extension cord, wrench, cable ties		\$128.37
	8614002		12/06/2018	Voltage tester		\$59.05
	4635515		12/10/2018	Screwdriver set, ratchet, shims		\$42.09
	4614396		12/10/2018	Torch kit, hacksaw, solder kit, tool bag		\$103.51
	3625257		12/11/2018	Drill drive set, paint		\$30.21
	3014605		12/11/2018	Painting supplies		\$59.89
	4032434		11/30/2018	Lumber and screws		\$103.89
	4623965		11/30/2018	Sheet metal screws		\$4.78
	7614066		12/07/2018	Sun glasses, flashlights, filter bags, brushes		\$59.05
				1000 - General Fund	\$868.50	
				2211 - ISF - Info Tech	\$113.85	
91277	12/14/2018	Open			HUB INTERNATIONAL	\$109.46
	Invoice		Date	Description		Amount
	HUB072018		07/20/2018	July community center event insurance		\$109.46
91278	12/14/2018	Open			HUMBOLDT PETROLEUM LLC	\$19.50
	Invoice		Date	Description		Amount
	087945		11/30/2018	November car washes		\$19.50
91279	12/14/2018	Open			ICMA RETIREMENT TRUST 457	\$27,526.34
	Invoice		Date	Description		Amount
	41711748		12/07/2018	457 contributions PPE 12/01/18 1001 - Payroll Payables		\$27,526.34

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City Checks Issued December 14, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91280	12/14/2018	Open			INTERSTATE BATTERY SYSTEM OF SAN JOSE INC	\$427.94
	Invoice		Date	Description		Amount
	50273400		11/13/2018	Parking meter batteries		\$427.94
91281	12/14/2018	Open			JAMES P ALLEN	\$855.00
	Invoice		Date	Description		Amount
	112918		11/29/2018	October and November arborist services		\$855.00
91282	12/14/2018	Open			JOHN'S ELECTRIC MOTOR SERVICE	\$73.00
	Invoice		Date	Description		Amount
	15996		12/06/2018	DeWalt table saw repairs		\$73.00
91283	12/14/2018	Open			KATHY D'ANGELO	\$400.00
	Invoice		Date	Description		Amount
	000V-009062018		11/14/2018	Diane Porter Cooley interview		\$400.00
91284	12/14/2018	Open			KIMLEY HORN AND ASSOCIATES INC	\$1,228.40
	Invoice		Date	Description		Amount
	12456270		10/31/2018	Roundabout design 1200 - Capital Improvement Fund		\$1,228.40
91285	12/14/2018	Open			LEWIS TREE SERVICE INC.	\$345.00
	Invoice		Date	Description		Amount
	28704		12/06/2018	Eucalyptus limb removal		\$345.00
91286	12/14/2018	Open			LLOYDS TIRE SERVICE	\$35.00
	Invoice		Date	Description		Amount
	314243		12/03/2018	2013 Ford F150 flat repair		\$35.00
91287	12/14/2018	Open			MACKAY METERS INC	\$223.61
	Invoice		Date	Description		Amount
	1052206		11/30/2018	November meter and credit card transaction fees		\$223.61
91288	12/14/2018	Open			MADELINE C HORN	\$581.00
	Invoice		Date	Description		Amount
	026		11/30/2018	Museum cataloging services		\$581.00
91289	12/14/2018	Open			MASTER CLEANERS	\$789.58
	Invoice		Date	Description		Amount
	MC120418		12/04/2018	November uniform cleaning		\$789.58

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City Checks Issued December 14, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91290	12/14/2018	Open			MID COUNTY AUTO SUPPLY	\$324.58
	Invoice		Date	Description		Amount
	MID-78678		12/06/2018	Air filter		\$19.25
	MID-78266		12/06/2018	Wiper blades		\$19.96
	MID-75673		12/05/2018	Returned funnel		(\$98.30)
	MID-75605		12/05/2018	Lever action dispenser, 6 qt. jug, funnel		\$154.94
	MID-74197		12/04/2018	Wiper blades		\$19.00
	MID-73789		12/04/2018	Auto supplies		\$21.37
	MID-72831		12/03/2018	Soldering supplies		\$27.00
	MID-68477		11/29/2018	V-belts		\$13.10
	MID-61545		11/26/2018	Air filters		\$88.56
	MID-54797		11/19/2018	Socket set		\$59.70
91291	12/14/2018	Open			MISSION LINEN SUPPLY	\$276.87
	Invoice		Date	Description		Amount
	508714458		11/26/2018	PD mats		\$51.57
	508777748		12/05/2018	Linen service, mats, towels		\$121.42
	508777747		12/05/2018	Shop linen service, towels		\$51.94
	508733455		11/28/2018	Shop linen service, towels		\$51.94
91292	12/14/2018	Open			MOFFATT AND NICHOL	\$19,781.25
	Invoice		Date	Description		Amount
	738080		11/27/2018	Wharf, jetty and flume design, permitting, meetings 1200 - Capital Improvement Fund		\$19,781.25
91293	12/14/2018	Open			NORTH BAY FORD	\$995.17
	Invoice		Date	Description		Amount
	330386		12/06/2018	2011 Ford F250 sensor replaced		\$473.12
	329669		11/28/2018	1997 Ford Aerostar PCM replaced		\$522.05
91294	12/14/2018	Open			O'REILLY AUTO PARTS	\$17.97
	Invoice		Date	Description		Amount
	2763-415915		11/27/2018	Oil filters		\$8.44
	2763-416163		11/28/2018	Air filter		\$9.53

Attachment: 12/14/18 City Check Register (Approval of City Check Registers)

City Checks Issued December 14, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91295	12/14/2018	Open			PALACE OFFICE SUPPLIES	\$456.84
	Invoice		Date	Description		Amount
	9553720-0		12/04/2018	Museum office supplies		\$23.40
	510819-0		12/05/2018	Pens		\$147.99
	510836-0		12/05/2018	Blank ID cards, paper		\$70.73
	510904-0		12/05/2018	Packaging tape		\$4.52
	509626-0		11/30/2018	Name plate		\$13.03
	509430-0		11/27/2018	Fusion board, dry erase markers and eraser		\$15.83
	509419-0		11/27/2018	Ink stamp, clips, pen holder, sharpies, paper reams, marker		\$181.34
				1000 - General Fund	\$259.67	
				2210 - ISF - Stores	\$197.17	
91296	12/14/2018	Open			PEAK COMMUNICATIONS	\$6,439.55
	Invoice		Date	Description		Amount
	12072018A		12/07/2018	Community center network cabling upgrade		\$6,439.55
				2211 - ISF - Information Technology		
91297	12/14/2018	Open			PERFORMANCE PAINTING CO.	\$495.00
	Invoice		Date	Description		Amount
	978589		12/04/2018	City Hall interior painting		\$495.00
				1025 - Facilities Reserve Fund		
91298	12/14/2018	Open			PRAXAIR DISTRIBUTION INC.	\$121.41
	Invoice		Date	Description		Amount
	86256691		11/21/2018	Acetylene rental		\$121.41
91299	12/14/2018	Open			PUBLIC ENGINES INC.	\$597.00
	Invoice		Date	Description		Amount
	26326		12/01/2018	Quarterly Command Central Analytics subscription renewal		\$597.00
91300	12/14/2018	Open			ROYAL WHOLESALE ELECTRIC	\$397.85
	Invoice		Date	Description		Amount
	7719-638377		12/04/2018	LED tubes		\$1,188.10
	7719-638489		12/06/2018	Returned LED lights		(\$790.25)
91301	12/14/2018	Open			SAN LORENZO LUMBER	\$56.54
	Invoice		Date	Description		Amount
	55-0417817		12/06/2018	Stakes		\$56.54
91302	12/14/2018	Open			SANTA CRUZ COUNTY AUDITOR-CONTROLLER	\$5,043.50
	Invoice		Date	Description		Amount
	SCCAUD120518		12/05/2018	November citation processing		\$5,043.50

Attachment: 12/14/18 City Check Register (Approval of City Check Registers)

City Checks Issued December 14, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91303	12/14/2018	Open			SANTA CRUZ COUNTY INFORMATION SERVICES	\$633.68
	Invoice		Date	Description		Amount
	SCC112718		11/27/2018	December open query charges		\$633.68
91304	12/14/2018	Open			SANTA CRUZ FIRE EQUIPMENT CO.	\$753.90
	Invoice		Date	Description		Amount
	30833		10/26/2018	Annual vehicle fire extinguisher maintenance		\$753.90
91305	12/14/2018	Open			SANTA CRUZ MUNICIPAL UTILITIES	\$154.73
	Invoice		Date	Description		Amount
	SCMU112818		11/28/2018	November water service for medians		\$154.73
91306	12/14/2018	Open			SANTA CRUZ SENTINEL	\$784.00
	Invoice		Date	Description		Amount
	0001162088		11/30/2018	Public hearing notices		\$784.00
91307	12/14/2018	Open			SERVPRO OF SANTA CRUZ	\$179.61
	Invoice		Date	Description		Amount
	7098		11/28/2018	Biohazard cleanup vehicle #161		\$179.61
91308	12/14/2018	Open			SIRCHIE	\$147.02
	Invoice		Date	Description		Amount
	0372898-IN		11/13/2018	Evidence supplies		\$147.02
91309	12/14/2018	Open			SOQUEL CREEK WATER DISTRICT	\$9,943.25
	Invoice		Date	Description		Amount
	SCWD113018		11/30/2018	November water usage and irrigation fees		\$9,943.25
				1000 - General Fund	\$9,294.31	
				1311 - Wharf	\$648.94	
91310	12/14/2018	Open			STAPLES ADVANTAGE	\$92.52
	Invoice		Date	Description		Amount
	8052213777		11/17/2018	PD office supplies		\$92.52
91311	12/14/2018	Open			SUMMIT UNIFORMS	\$1,184.27
	Invoice		Date	Description		Amount
	54389		11/05/2018	Dally Captain uniform		\$528.77
	54309		11/02/2018	Shoulder patches (200)		\$655.50
91312	12/14/2018	Open			THIRD DEGREE COMMUNICATIONS INC.	\$525.00
	Invoice		Date	Description		Amount
	694835		12/04/2018	Interview and interrogation training		\$525.00

Attachment: 12/14/18 City Check Register (Approval of City Check Registers)

City Checks Issued December 14, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91313	12/14/2018	Open			TRACTOR SUPPLY COMPANY	\$78.64
	Invoice		Date	Description		Amount
	200212474		11/01/2018	Ratchet, jack		\$78.64
91314	12/14/2018	Open			TRANSPORTATION ALLIANCE BANK INC.	\$583.67
	Invoice		Date	Description		Amount
	647605		11/27/2018	GB set for the sweeper 1310 - Gas Tax		\$583.67
91315	12/14/2018	Open			UNITED PARCEL SERVICE	\$53.30
	Invoice		Date	Description		Amount
	0000954791428		10/20/2018	PD shipping		\$13.12
	0000954791438		10/27/2018	PD shipping		\$5.80
	0000954791448		11/03/2018	PD shipping		\$6.90
	0000954791498		12/08/2018	PD shipping		\$27.48
91316	12/14/2018	Open			US BANK EQUIPMENT FINANCE	\$288.85
	Invoice		Date	Description		Amount
	372509661		12/03/2018	Police copier lease		\$288.85
91317	12/14/2018	Open			US BANK EQUIPMENT FINANCE	\$481.80
	Invoice		Date	Description		Amount
	372509471		12/03/2018	City Hall and Recreation copier leases		\$481.80
				1000 - General Fund	\$25.80	
				2210 - ISF - Stores	\$456.00	
91318	12/14/2018	Open			US BANK EQUIPMENT FINANCE	\$103.56
	Invoice		Date	Description		Amount
	372509422		12/03/2018	Recreation copier lease		\$103.56
91319	12/14/2018	Open			US BANK PARS Acct 6746022400	\$185.93
	Invoice		Date	Description		Amount
	PARS120718		12/07/2018	PARS contributions PPE 12/01/18 1001 - Payroll Payables		\$185.93
91320	12/14/2018	Open			Barrett Green	\$72.00
	Invoice		Date	Description		Amount
	199127056		11/28/2018	Citation refund		\$72.00
91321	12/14/2018	Open			Millennium Pharmaceuticals	\$19.00
	Invoice		Date	Description		Amount
	222125285		11/28/2018	Citation refund		\$19.00

Attachment: 12/14/18 City Check Register (Approval of City Check Registers)

City Checks Issued December 14, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91322	12/14/2018	Open			Spencer Hale	\$36.00
	Invoice		Date	Description		Amount
	211125582		11/28/2018	Citation refund		\$36.00
Type Check Totals:						\$139,315.19
<u>EFT</u>						
707	12/10/2018	Open			EMPLOYMENT DEVELOPMENT DEPT	\$7,424.13
	Invoice		Date	Description		Amount
	0-799-902-528		12/10/2018	State taxes PPE 12/01/18 1001 - Payroll Payables		\$7,424.13
708	12/10/2018	Open			INTERNAL REVENUE SERVICE	\$26,211.81
	Invoice		Date	Description		Amount
	81216772		12/10/2018	Federal taxes & Medicare PPE 12/01/18 1001 - Payroll Payables		\$26,211.81
709	12/10/2018	Open			STATE DISBURSEMENT UNIT	\$1,232.76
	Invoice		Date	Description		Amount
	YHVF3MM6657		12/10/2018	Employee garnishments PPE 12/01/18 1001 - Payroll Payables		\$1,232.76
710	12/11/2018	Open			WELLS FARGO BANK	\$187.14
	Invoice		Date	Description		Amount
	WF121118		12/11/2018	Monthly client analysis charges		\$187.14
711	12/13/2018	Open			INTERNAL REVENUE SERVICE	\$18,583.40
	Invoice		Date	Description		Amount
	IRAOTURCOTTE		12/13/2018	Retro-active Medicare coverage for two employees		\$18,583.40
712	12/14/2018	Open			CalPERS Member Services Division	\$49,045.57
	Invoice		Date	Description		Amount
	1001222905		12/14/2018	PERS contributions PPE 12/02/18 & retro earnings reported 1000 - General Fund (\$0.23) 1001 - Payroll Payables \$49,045.80		\$49,045.57
Type EFT Totals:						\$102,684.81
Library - Library						
<u>Check</u>						
92	12/14/2018	Open			JAMES P ALLEN	\$3,240.00
	Invoice		Date	Description		Amount
	113018		11/30/2018	October and November arborist services for the Library 1360 - Library Fund		\$3,240.00
Type Check Totals:						\$3,240.00

Attachment: 12/14/18 City Check Register (Approval of City Check Registers)

City Checks Issued December 14, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
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CITY - Main City Totals					Count:	Total:
Checks					77	\$139,315.19
EFTs					6	\$102,684.81
All					83	\$242,000.00

Library - Library Totals					Count:	Total:
Checks					1	\$3,240.00
EFTs					0	\$0.00
All					1	\$3,240.00

Grand Totals:					Count:	Total:
Checks					78	\$142,555.19
EFTs					6	\$102,684.81
All					84	\$245,240.00

Attachment: 12/14/18 City Check Register (Approval of City Check Registers)

City main account checks dated December 21, 2018, numbered 91323 to 91406, totaling \$670,389.46, plus 5 library account checks, totaling \$108,381.53, plus 5 payroll checks and 92 EFTs, totaling \$157,542.57, for a grand total of \$936,313.56, have been reviewed and authorized for distribution by the City Manager.

As of December 21, 2018, the unaudited cash balance is \$3,950,192.70.

CASH POSITION - CITY OF CAPITOLA 12/21/18

	<u>Net Balance</u>
General Fund	\$558,787.18
Payroll Payables	\$172,880.16
Contingency Reserve Fund	\$2,036,345.66
Facilities Reserve Fund	\$361,403.06
Capital Improvement Fund	\$800,893.85
Stores Fund	\$31,105.18
Information Technology Fund	\$52,794.31
Equipment Replacement	\$145,061.91
Self-Insurance Liability Fund	(\$125,269.03)
Workers' Comp. Ins. Fund	\$3,031.04
Compensated Absences Fund	(\$86,840.62)
TOTAL UNASSIGNED GENERAL FUNDS	<u>\$3,950,192.70</u>

The Emergency Reserve Fund balance is \$1,344,205.54 (not included above).

The PERS Contingency Fund balance is \$815,855.98 (not included above).

The Library Fund balance is \$2,581,262.05 (not included above).



 Jamie Goldstein, City Manager

12/31/18

 Date

City Checks Issued December 21, 2018

9.D.3

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
91323	12/18/2018	Reissue		LESLIE CHAVEZ	\$1,040.00
	Invoice	Date	Description		Amount
	15	11/16/2018	BIA website management and consulting services 1321 - BIA - Capitola Village-Wharf BIA		\$1,040.00
91324	12/21/2018	Reissue		FABRICATION EFFECTS INC.	\$337.90
	Invoice	Date	Description		Amount
	001	03/21/2018	Lifeguard tower skids steel		\$337.90
91325	12/21/2018	Reissue		ADVOCACY INC.	\$3,917.00
	Invoice	Date	Description		Amount
	AI120618	12/06/2018	FY18/19 Community Grant		\$3,917.00
91326	12/21/2018	Reissue		ARTS COUNCIL OF SANTA CRUZ COUNTY	\$508.50
	Invoice	Date	Description		Amount
	ACSCC120618	12/06/2018	FY18/19 Community Grant		\$508.50
91327	12/21/2018	Reissue		AT&T/CALNET 3	\$889.20
	Invoice	Date	Description		Amount
	000012338615	12/13/2018	December T-1 access		\$889.20
91328	12/21/2018	Reissue		AT&T/CALNET 3	\$1,420.17
	Invoice	Date	Description		Amount
	000012337947	12/13/2018	December telephone service 1000 - General Fund 2211 - ISF - Information Technology	\$1,093.34 \$326.83	\$1,420.17
91329	12/21/2018	Reissue		B & B SMALL ENGINE REPAIR	\$52.36
	Invoice	Date	Description		Amount
	410007	12/17/2018	Air filter, spark plug, big cryket		\$52.36
91330	12/21/2018	Reissue		BAY PHOTO LAB	\$23.87
	Invoice	Date	Description		Amount
	13659581	12/06/2018	Large photo print		\$23.87
91331	12/21/2018	Reissue		BAYSIDE OIL II INC.	\$110.00
	Invoice	Date	Description		Amount
	32372	12/14/2018	Used oil recycling		\$110.00
91332	12/21/2018	Reissue		BIG BROTHERS BIG SISTERS OF SC COUNTY	\$1,472.00
	Invoice	Date	Description		Amount
	BBBS120618	12/06/2018	FY18/19 Community Grant		\$1,472.00

Attachment: 12/21/18 City Check Register (Approval of City Check Registers)

City Checks Issued December 21, 2018

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Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
91333	12/21/2018			CABRILLO COLLEGE STROKE CENTER	\$3,655.50
	Invoice	Date	Description		Amount
	CCSC120618	12/06/2018	FY18/19 Community Grant		\$3,655.50
91334	12/21/2018			CALIFORNIA COAST UNIFORM COMPANY	\$1,820.11
	Invoice	Date	Description		Amount
	6669	11/28/2018	Uniform for Garcia		\$1,820.11
91335	12/21/2018			CALIFORNIA GREY BEARS INC.	\$7,580.50
	Invoice	Date	Description		Amount
	2019-00000481	12/06/2018	FY18/19 Community Grant		\$7,580.50
91336	12/21/2018			CARIN HANNA	\$1,017.22
	Invoice	Date	Description		Amount
	CH121418	12/14/2018	BIA reimbursable expenses, postage, paper		\$308.92
	CH121518	12/15/2018	BIA social media boost		\$708.30
			1321 - BIA - Capitola Village-Wharf BIA		
91337	12/21/2018			CASA OF SANTA CRUZ COUNTY	\$1,616.00
	Invoice	Date	Description		Amount
	CASA120618	12/06/2018	FY18/19 Community Grant		\$1,616.00
91338	12/21/2018			CENTRAL COAST CENTER FOR INDEPENDENT L	\$5,148.50
	Invoice	Date	Description		Amount
	CCCFIL120618	12/06/2018	FY18/19 Community Grant		\$5,148.50
91339	12/21/2018			COMMUNITY ACTION BOARD	\$703.00
	Invoice	Date	Description		Amount
	CAB120618	12/06/2018	FY18/19 Community Grant		\$703.00
91340	12/21/2018			COMMUNITY BRIDGES	\$48,349.00
	Invoice	Date	Description		Amount
	CB120618	12/06/2018	FY18/19 Community Grant		\$48,349.00
91341	12/21/2018			COMMUNITY TELEVISION OF SANTA CRUZ COU	\$635.25
	Invoice	Date	Description		Amount
	2593	12/10/2018	November televised meetings		\$635.25
91342	12/21/2018			CONFLICT RESOLUTION CENTER OF SANTA CR	\$1,639.50
	Invoice	Date	Description		Amount
	CRSC120618	12/06/2018	FY18/19 Community Grant		\$1,639.50

Attachment: 12/21/18 City Check Register (Approval of City Check Registers)

City Checks Issued December 21, 2018

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Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
91343	12/21/2018			COORDINATED WIRE ROPE OF NO. CA INC.	\$603.44
	Invoice	Date	Description		Amount
	18110164	11/30/2018	Slings 1311 - Wharf		\$603.44
91344	12/21/2018			CRAIG FEENEY	\$600.00
	Invoice	Date	Description		Amount
	89	11/30/2018	HVAC maintenance		\$600.00
91345	12/21/2018			DEPARTMENT OF PESTICIDE REGULATION	\$40.00
	Invoice	Date	Description		Amount
	151427	10/18/2018	QAC new applicant fee		\$40.00
91346	12/21/2018			DIENTES COMMUNITY DENTAL CARE	\$715.50
	Invoice	Date	Description		Amount
	DCDC120618	12/06/2018	FY18/19 Community Grant		\$715.50
91347	12/21/2018			ENCOMPASS COMMUNITY SERVICES	\$7,595.50
	Invoice	Date	Description		Amount
	ECS120618	12/06/2018	FY18/19 Community Grant		\$7,595.50
91348	12/21/2018			FAMILY SERVICE AGENCY OF THE CENTRAL CC	\$5,998.00
	Invoice	Date	Description		Amount
	FSA120618	12/06/2018	FY18/19 Community Grant		\$5,998.00
91349	12/21/2018			FASTENAL COMPANY	\$145.77
	Invoice	Date	Description		Amount
	CASAT50832	12/06/2018	Hardware, rain suit		\$145.77
91350	12/21/2018			FIRST ALARM	\$232.17
	Invoice	Date	Description		Amount
	442535	12/15/2018	PD quarterly security monitoring		\$232.17
91351	12/21/2018			FLYERS ENERGY LLC	\$3,243.94
	Invoice	Date	Description		Amount
	18-818035	12/13/2018	100 gallons diesel		\$371.47
	18-818032	12/13/2018	327 gallons gasoline		\$1,178.71
	18-814222	12/06/2018	97 gallons diesel		\$362.55
	18-814217	12/06/2018	358 gallons gasoline		\$1,331.21

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City Checks Issued December 21, 2018

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Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
91352	12/21/2018			GAYLORD ARCHIVAL	\$299.53
	Invoice	Date	Description		Amount
	2572364	12/03/2018	Museum archive supplies		\$299.53
91353	12/21/2018			GEORGE McMENAMIN	\$495.00
	Invoice	Date	Description		Amount
	2019-5	12/18/2018	Riparian restoration services		\$495.00
91354	12/21/2018			GRAHAM CONTRACTORS INC.	\$17,665.34
	Invoice	Date	Description		Amount
	GC121918	11/08/2018	2018 slurry sealing retention release		\$17,665.34
			1025 - Facilities Reserve Fund	\$2,594.97	
			1309 - RTC Streets	\$15,070.37	
91355	12/21/2018			HOME DEPOT CREDIT SERVICES	\$1,629.59
	Invoice	Date	Description		Amount
	8020378	09/27/2018	Shelf brackets		\$48.72
	8567762	10/07/2018	No trespassing signs		\$8.59
	5360018	10/30/2018	DeWalt 20V battery pack		\$150.82
	5135164	10/30/2018	Returned DeWalt battery pack		(\$150.82)
	8020703	11/06/2018	Gloves, pruner		\$27.07
	7020826	11/07/2018	24' ladder		\$237.62
	7030210	11/07/2018	Tie-downs		\$9.73
	6010984	11/08/2018	Gloves		\$10.72
	6610973	11/08/2018	3/4" garden valves		\$28.86
	1030825	11/13/2018	Respirator, gloves - Nathan		\$14.75
	611718	11/14/2018	Respirator, sanding belts, pruners, brush		\$89.61
	8011853	11/16/2018	LED bulbs		\$11.90
	8070183	11/16/2018	Spray paint		\$11.44
	6522436	11/28/2018	Batteries, flashlight, gloves		\$74.65
	9051908	12/05/2018	Utility light		\$21.57
	4063226	12/10/2018	Spray paint		\$4.61
	3523512	12/11/2018	Respirator, gloves		\$21.66
	3625277	12/11/2018	Wood screws		\$25.22
	2635800	12/12/2018	Flashlight, carabiners		\$17.85
	2222582	12/12/2018	Returned supplies		(\$14.06)
	2625443	12/12/2018	Flashlight		\$27.09
	1063540	12/13/2018	Paint and rosin paper		\$23.79
	2052832	12/12/2018	Saw blades, pry bar, sockets		\$105.05
	1231813	12/13/2018	Returned wharf supplies		(\$56.29)
	1512371	12/13/2018	Graffiti supplies		\$11.44
	0625631	12/14/2018	Screws, broom, recycling bin, wood putty		\$67.66
	0523761	12/14/2018	Painting supplies		\$69.77

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City Checks Issued December 21, 2018

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Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
91355				HOME DEPOT CREDIT SERVICES (continued)	
	6053567	12/18/2018	Rigid drain cleaner		\$591.23
	2625415	12/12/2018	Shelving material		\$37.05
	6053613	12/18/2018	Headlamp		\$32.52
	523761	12/14/2018	Bucket, brushes, paint		\$69.77
			1000 - General Fund	\$1,580.83	
			1311 - Wharf	\$48.76	
91356	12/21/2018			HOMELESS SERVICE CENTER OF SANTA CRUZ	\$1,367.00
	Invoice	Date	Description	Amount	
	HSC120618	12/06/2018	FY18/19 Community Grant	\$1,367.00	
91357	12/21/2018			HOSE SHOP	\$212.83
	Invoice	Date	Description	Amount	
	412579	12/17/2018	Hose assembly	\$212.83	
91358	12/21/2018			HOSPICE of SANTA CRUZ COUNTY	\$820.00
	Invoice	Date	Description	Amount	
	HSCC120618	12/06/2018	FY18/19 Community Grant	\$820.00	
91359	12/21/2018			IN-SITU Inc.	\$1,745.64
	Invoice	Date	Description	Amount	
	Q-03257	12/19/2018	Stockton Bridge creek monitoring device	\$1,745.64	
91360	12/21/2018			INTERSTATE ALL BATTERY CENTER	\$81.47
	Invoice	Date	Description	Amount	
	572551	12/13/2018	Batteries	\$81.47	
91361	12/21/2018			INTERSTATE BATTERY SYSTEM OF SAN JOSE II	\$223.16
	Invoice	Date	Description	Amount	
	50274106	12/12/2018	Auto batteries	\$223.16	
91362	12/21/2018			KBA Docusys Inc.	\$8.55
	Invoice	Date	Description	Amount	
	INV738950	12/13/2018	Recreation copier usage charges	\$8.55	
91363	12/21/2018			KBA Docusys Inc.	\$23.55
	Invoice	Date	Description	Amount	
	INV738101	12/11/2018	City Hall copier usage charges	\$23.55	
			2211 - ISF - Information Technology		

Attachment: 12/21/18 City Check Register (Approval of City Check Registers)

City Checks Issued December 21, 2018

9.D.3

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
91364	12/21/2018			KELLY MOORE PAINT COMPANY INC.	\$132.19
	Invoice	Date	Description		Amount
	803-0000079914	12/14/2018	Wharf bathroom paint		\$46.74
	803-0000079917	12/14/2018	Community Center paint		\$36.35
	803-0000079914	12/14/2018	Community Center paint		\$49.10
			1000 - General Fund	\$85.45	
			1311 - Wharf	\$46.74	
91365	12/21/2018			LC ACTION POLICE SUPPLY LTD	\$1,783.24
	Invoice	Date	Description		Amount
	390190	12/07/2018	Glock 9MM pistols (4)		\$1,783.24
91366	12/21/2018			LINDA FRIDY	\$732.24
	Invoice	Date	Description		Amount
	LF121318	12/17/2018	City clerk law conference expense reimbursement		\$732.24
91367	12/21/2018			LLOYDS TIRE SERVICE	\$28.00
	Invoice	Date	Description		Amount
	314388	12/14/2018	Flat repair		\$28.00
91368	12/21/2018			MANPOWER	\$344.76
	Invoice	Date	Description		Amount
	33406788	12/02/2018	Temporary receptionist service		\$344.76
91369	12/21/2018			MAR-KEN K-9 TRAINING CENTER	\$240.00
	Invoice	Date	Description		Amount
	0419-18	12/10/2018	December K-9 training		\$240.00
91370	12/21/2018			MID COUNTY AUTO SUPPLY	\$252.32
	Invoice	Date	Description		Amount
	MID-86002	12/12/2018	Sockets		\$6.64
	MID-93136	12/17/2018	Electrical tape		\$3.69
	MID-93480	12/17/2018	Hoses, fuel filter		\$7.07
	MID-84713	12/11/2018	Socket wrench set		\$134.98
	MID-84613	12/11/2018	Center support bridge		\$40.00
	MID-84195	12/11/2018	Sockets		\$4.59
	MID-84152	12/11/2018	Plastic creeper with casters		\$37.55
	MID-84163	12/11/2018	Oil filter pliers		\$17.80
91371	12/21/2018			MILLER'S TRANSFER & STORAGE CO.	\$291.25
	Invoice	Date	Description		Amount
	90626	12/08/2018	December record storage and November warehouse handling		\$291.25

Attachment: 12/21/18 City Check Register (Approval of City Check Registers)

City Checks Issued December 21, 2018

9.D.3

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
91372	12/21/2018			MISSION LINEN SUPPLY	\$211.74
	Invoice	Date	Description		Amount
	508807468	12/10/2018	Police Department mats		\$51.57
	508824796	12/12/2018	Linen service		\$99.31
	508824795	12/12/2018	Shop towels, linen service		\$60.86
91373	12/21/2018			MONARCH SERVICES	\$1,936.50
	Invoice	Date	Description		Amount
	MS120618	12/06/2018	FY18/19 Community Grant		\$1,936.50
91374	12/21/2018			MONTEREY BAY AREA SELF INSURANCE AUTHC	\$377,542.50
	Invoice	Date	Description		Amount
	190101-1	01/01/2019	Workers' comp. and liability insurance		\$377,542.50
			2213 - ISF - Self-Insurance Liability	\$172,728.50	
			2214 - ISF - Workers Compensation	\$204,814.00	
91375	12/21/2018			NATIVE ANIMAL RESCUE	\$612.00
	Invoice	Date	Description		Amount
	NAR120618	12/06/2018	FY18/19 Community Grant		\$612.00
91376	12/21/2018			NICHOLE BRYANT LEBLOND	\$293.83
	Invoice	Date	Description		Amount
	NBL121418	12/14/2018	Archery grant training expenses		\$293.83
91377	12/21/2018			NORTH BAY FORD	\$415.28
	Invoice	Date	Description		Amount
	330458	12/06/2018	2000 Ford F150 no-start troubleshooting		\$395.88
	269887	12/12/2018	Oil pressure assembly switch		\$19.40
91378	12/21/2018			O'NEILL SEA ODYSSEY	\$1,501.00
	Invoice	Date	Description		Amount
	OSO120618	12/06/2018	FY18/19 Community Grant		\$1,501.00
91379	12/21/2018			O'REILLY AUTO PARTS	\$48.34
	Invoice	Date	Description		Amount
	2763-419128	12/12/2018	Air and oil filters		\$48.34

Attachment: 12/21/18 City Check Register (Approval of City Check Registers)

City Checks Issued December 21, 2018

9.D.3

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
91380	12/21/2018			PALACE OFFICE SUPPLIES	\$343.11
	Invoice	Date	Description		Amount
	511916-0	12/11/2018	File storage boxes		\$88.48
	30754-0	12/17/2018	Bookcase		\$194.01
	511704-0	12/10/2018	Markers, letter opener		\$18.31
	512615-0	12/17/2018	Batteries		\$42.31
			1000 - General Fund	\$294.02	
			2210 - ISF - Stores Fund	\$49.09	
91381	12/21/2018			PARENTS CENTER OF SANTA CRUZ	\$315.00
	Invoice	Date	Description		Amount
	PCSC120618	12/06/2018	FY18/19 Community Grant		\$315.00
91382	12/21/2018			PETERSON CATERPILLAR	\$551.63
	Invoice	Date	Description		Amount
	PC080167249	12/11/2018	Filter and bulk oil		\$246.63
	PC080167123	12/04/2018	Bulk oil		\$93.90
	PC080167171	12/06/2018	Air, oil, and fuel filters		\$211.10
91383	12/21/2018			PHIL ALLEGRI ELECTRIC INC.	\$280.00
	Invoice	Date	Description		Amount
	24767	12/17/2018	Lawn way sewer lift station testing		\$280.00
91384	12/21/2018			SALINAS VALLEY PRO SQUAD	\$776.17
	Invoice	Date	Description		Amount
	294204	11/15/2018	Uniform for A. Gonzalez		\$776.17
91385	12/21/2018			SAN LORENZO LUMBER	\$39.05
	Invoice	Date	Description		Amount
	55-0418747	12/11/2018	Steel handle		\$39.05
91386	12/21/2018			SANTA CRUZ CITY SIGNS	\$216.00
	Invoice	Date	Description		Amount
	0522	11/02/2018	Small decal "paid parking" stickers (100)		\$216.00
91387	12/21/2018			SANTA CRUZ REGIONAL 911	\$119,848.75
	Invoice	Date	Description		Amount
	SCR121518	12/15/2018	Regional 911 service quarterly payment		\$119,848.75

Attachment: 12/21/18 City Check Register (Approval of City Check Registers)

City Checks Issued December 21, 2018

9.D.3

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
91388	12/21/2018			SANTA CRUZ TODDLER CARE CENTER	\$636.50
	Invoice	Date	Description	Amount	
	SCTCC120618	12/06/2018	FY18/19 Community Grant	\$636.50	
91389	12/21/2018			SECOND HARVEST FOOD BANK	\$5,332.00
	Invoice	Date	Description	Amount	
	SHFB120618	12/06/2018	FY18/19 Community Grant	\$5,332.00	
91390	12/21/2018			SENIOR CITIZENS LEGAL SERVICES	\$5,183.00
	Invoice	Date	Description	Amount	
	SCLS120618	12/06/2018	FY18/19 Community Grant	\$5,183.00	
91391	12/21/2018			SENIOR NETWORK SERVICES INC.	\$1,307.00
	Invoice	Date	Description	Amount	
	SNS120618	12/06/2018	FY18/19 Community Grant	\$1,307.00	
91392	12/21/2018			SENIORS COUNCIL OF SC COUNTY	\$4,354.00
	Invoice	Date	Description	Amount	
	SCSCC120618	12/06/2018	FY18/19 Community Grant	\$4,354.00	
91393	12/21/2018			SUMMIT UNIFORMS	\$1,971.96
	Invoice	Date	Description	Amount	
	54899	11/26/2018	R. Garcia boots	\$162.78	
	54898	11/26/2018	R. Garcia uniform	\$230.52	
	54568	11/09/2018	A. Gonzalez uniform	\$498.18	
	54539	11/08/2018	A. Gonzalez uniform	\$647.85	
	54794	11/19/2018	A. Gonzalez uniform	\$432.63	
91394	12/21/2018			SUPPLYWORKS	\$871.96
	Invoice	Date	Description	Amount	
	467371993	12/04/2018	Cleaning supplies	\$871.96	
91395	12/21/2018			THE CLEANING MACHINE INC.	\$2,680.00
	Invoice	Date	Description	Amount	
	6302	11/20/2018	Sidewalk cleaning	\$2,680.00	
91396	12/21/2018			THE DIVERSITY CENTER	\$546.50
	Invoice	Date	Description	Amount	
	DC120618	12/06/2018	FY18/19 Community Grant	\$546.50	

Attachment: 12/21/18 City Check Register (Approval of City Check Registers)

City Checks Issued December 21, 2018

9.D.3

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
91397	12/21/2018			TOYOTA OF SANTA CRUZ	\$183.12
	Invoice	Date	Description		Amount
	362368	12/10/2018	Auto battery		\$183.12
91398	12/21/2018			UNITED PARCEL SERVICE	\$13.12
	Invoice	Date	Description		Amount
	0000954791508	12/15/2018	PD shipping		\$13.12
91399	12/21/2018			UNITED WAY OF SANTA CRUZ COUNTY	\$2,040.00
	Invoice	Date	Description		Amount
	UW2040	12/06/2018	FY18/19 Community Grant		\$2,040.00
91400	12/21/2018			VERIZON WIRELESS	\$706.31
	Invoice	Date	Description		Amount
	9820064302	12/10/2018	Monthly cell phone charges		\$706.31
91401	12/21/2018			VISTA CENTER FOR THE BLIND	\$968.00
	Invoice	Date	Description		Amount
	VCTB120618	12/06/2018	FY18/19 Community Grant		\$968.00
91402	12/21/2018			VOLUNTEER CENTERS OF SC COUNTY	\$1,639.50
	Invoice	Date	Description		Amount
	VCSCC120618	12/06/2018	FY18/19 Community Grant		\$1,639.50
91403	12/21/2018			WATSONVILLE BLUEPRINT	\$156.64
	Invoice	Date	Description		Amount
	81932	12/10/2018	Jetty oversized copy services 1200 - Capital Improvement Fund		\$156.64
91404	12/21/2018			WELLS FARGO BANK	\$7,187.10
	Invoice	Date	Description		Amount
	WF120318	12/03/2018	November credit card purchases Transactions over \$500 threshold:		\$7,187.10
			Message archiver	\$524.00	
			Vostro 3568 laptops	\$1,581.62	
			Academy for City Manager	\$575.00	
			Academy for new Council member	\$575.00	
			Sweeper parts and service	\$2,343.40	
			1000 - General Fund	\$2,220.73	
			1310 - Gas Tax	\$2,343.40	
			2210 - ISF - Stores Fund	\$10.32	
			2211 - ISF - Inform Tech	\$2,612.65	

Attachment: 12/21/18 City Check Register (Approval of City Check Registers)

City Checks Issued December 21, 2018

9.D.3

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
91405	12/21/2018			WESTERN EXTERMINATOR COMPANY	\$121.00
	Invoice	Date	Description		Amount
	6564275	11/30/2018	City Hall - rodent control		\$60.50
	6564276	11/30/2018	Turnouts - rodent control		\$60.50
91406	12/21/2018			CSI Forensic Supply	\$75.29
	Invoice	Date	Description		Amount
	60558A	12/12/2018	Supplies for evidence		\$75.29
Type Check Totals:					\$670,389.46

Library - Library

Check	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93	12/21/2018			BOGARD CONSTRUCTION INC.	\$2,840.00
	Invoice	Date	Description		Amount
	160707-27	11/30/2018	Library project management and camera 1360 - Library Fund		\$2,840.00
94	12/21/2018			BOWMAN & WILLIAMS INC.	\$190.00
	Invoice	Date	Description		Amount
	13129	12/10/2018	Library topographic surveying 1360 - Library Fund		\$190.00
95	12/21/2018			CENTRAL FIRE PROTECTION DISTRICT	\$140.00
	Invoice	Date	Description		Amount
	CFPD120718	12/07/2018	Change order review for Library 1360 - Library Fund		\$140.00
96	12/21/2018			NOLL AND TAM ARCHITECTS	\$105,180.07
	Invoice	Date	Description		Amount
	0057875	06/30/2018	Library public art, donor recognition, reimbursable expenses		\$14,363.53
	0058026	10/31/2018	Library cost reduction bulletins, reimbursable expenses 1360 - Library Fund		\$90,816.54
97	12/21/2018			WATSONVILLE BLUEPRINT	\$31.46
	Invoice	Date	Description		Amount
	82090	12/17/2018	Library binding services 1360 - Library Fund		\$31.46
Type Check Totals:					\$108,381.53

Attachment: 12/21/18 City Check Register (Approval of City Check Registers)

City Checks Issued December 21, 2018

9.D.3

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
CITY - Main City Totals				Count:	Total:
Checks				84	\$670,389.46
EFTs				0	\$0.00
All				84	\$670,389.46
Library - Library Totals					
Checks				5	\$108,381.53
EFTs				0	\$0.00
All				5	\$108,381.53
WELLS - Payroll Totals					
Checks				5	\$3,104.81
EFTs				92	\$154,437.76
All				97	\$157,542.57
Grand Totals:					
Checks				94	\$781,875.80
EFTs				92	\$154,437.76
All				186	\$936,313.56

Attachment: 12/21/18 City Check Register (Approval of City Check Registers)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF JANUARY 24, 2019

FROM: Community Development

SUBJECT: Withdrawn: Appeal of the Planning Commission's Permit Denial for Application
17-019, 4015 Capitola Road

RECOMMENDED ACTION: Accept staff update that the appeal has been withdrawn. No action required.

BACKGROUND: On June 7, 2018, the Planning Commission reviewed the application for a Design Permit and Master Sign Program and denied the application with prejudice. The appeal hearing was set for October 24, 2018, and then continued to January 24, 2019. The property sold to the owner of the Capitola Mall in late December. On January 14, 2019, staff received a request from the prior property owner to withdraw the appeal. The new owner is in support of the request.

ATTACHMENTS:

1. 4015 Capitola Road Withdrawl

Report Prepared By: Katie Herlihy
Community Development Director

Reviewed and Forwarded by:

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

Jamie Goldstein, City Manager

1/15/2019

Herlihy, Katie (kherlihy@ci.capitola.ca.us)

From: Brian Walsh <bwalsh@seritage.com>
Sent: Monday, January 14, 2019 3:57 PM
To: Herlihy, Katie (kherlihy@ci.capitola.ca.us)
Cc: Nino Cammalleri
Subject: Seritage Application

Katie- Seritage would like to withdraw its appeal and current application to redevelop the former Sears parcel at the Capitola Mall.

Brian T. Walsh
VP Development
Seritage Growth Properties
10960 Wilshire Blvd- Suite 1420
Los Angeles, CA 90024
O: (424) 901-7656
C: (203) 313-6990

Attachment: 4015 Capitola Road Withdrawal (Appeal of Application 17-019, 4015 Capitola Road)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF JANUARY 24, 2019

FROM: Finance Department

SUBJECT: Consider the Budget Calendar for the 2019/20 Fiscal Year

RECOMMENDED ACTION: Approve the Budget Calendar meeting schedule for Fiscal Year 2019/20.

BACKGROUND: The Capitola Municipal Code requires the City prepare and disseminate a budget calendar on or before March 1 of any fiscal year. The attached calendar provides dates for budget study sessions, hearings, meetings, and other significant budget events.

DISCUSSION: Staff has prepared the attached draft Budget Calendar for Fiscal Year 2019/20. The budget cycle begins with a City Council/Successor Agency Meeting on February 28, 2019. This meeting will focus on receiving the mid-year budget update and establishing Fiscal Year 2019/20 budget principles. The budgeting principles will guide staff's preparation of the proposed budget.

Pursuant to this calendar, the proposed budget will be distributed on Friday, May 10, 2019, and the presentation of the City and Successor Agency Budgets is scheduled for a Special Meeting on Wednesday, May 15. This is a tentative schedule that may be changed as necessary by the City Manager and/or Council. Some meetings may be cancelled if they become unnecessary based on prior sessions.

FISCAL IMPACT: None

ATTACHMENTS:

1. Budget Calendar FY 19-20

Report Prepared By: Jim Malberg
Finance Director

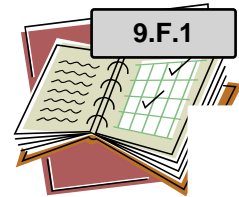
Budget Calendar
January 24, 2019

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

1/15/2019



CITY OF CAPITOLA BUDGET CALENDAR - 2019/20 FISCAL YEAR

The City Manager and/or the City Council may change this tentative schedule.

NOTE: Some meetings may be cancelled if they become unnecessary based on prior sessions.

Meeting Date 2019	Week/Day	Nature of Meeting	Description
February 28	2 nd Thursday	*Regular City Council/Successor Agency	Establish Budgeting Principles / mid-year presentation
March 19	3 rd Tuesday	Finance Advisory Committee	Finance Advisory Committee to discuss Budget Principles and Timeline
April 4	1 st Thursday	Planning Commission	Planning Commission review of the Capital Improvement Program (CIP)
May 10	2 nd Friday	N/A	Proposed budget distribution
May 14	2 nd Tuesday	Special Finance Advisory Committee	Finance Advisory Committee to discuss proposed Budget and draft presentation with recommendations to Council
May 15	3 rd Wednesday	*Special Joint City Council/ Successor Agency	Presentation of City, Successor Agency & CIP Budgets
May 21	3 rd Tuesday	Finance Advisory Committee	Finance Advisory Committee to discuss proposed Budget and draft presentation with recommendations to Council
May 23	4 th Thursday	*Regular City Council/Successor Agency	
May 29	5 th Wednesday	*Special Joint City Council/ Successor Agency	- Finance Advisory Committee Presentation - Council Deliberations
June 5	1 st Wednesday	*Special Joint City Council/ Successor Agency	- Council Deliberations
June 13	2 nd Thursday	*Regular City Council/Successor Agency	Reports from Finance: Appropriations Limit Resolution and Investment Policy
June 20	3 rd Thursday	*Special Joint City Council/ Successor Agency	Final City Council and Successor Agency Budget deliberations (<i>If necessary</i>)
June 27	4 th Thursday	*Regular City Council/Successor Agency	Final Adoption of the City and Successor Agency Budgets and Pertinent Resolutions

Attachment: Budget Calendar FY 19-20 (Budget Calendar)

NOTE: **Special** meetings will begin at 6:00 p.m., all Regular meetings begin at 7:00 p.m. Meetings with an asterisk (*) are held in the City Hall Council Chambers and will be televised "Live" on Charter Communications Cable Channel 8. The Finance Advisory Committee Meetings begins at 6:00 pm, and are scheduled to be held in the Community Room.



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF JANUARY 24, 2019

FROM: City Manager Department

SUBJECT: Consider Appointing an Interim City Treasurer

RECOMMENDED ACTION: Appoint Capitola Finance Director Jim Malberg as interim city treasurer until the ordinance formally establishing the appointment process takes effect.

BACKGROUND/DISCUSSION: Capitola voters approved making the city treasurer an appointed position at the November 2018 election. At its regular meeting on January 10, 2019, the City Council directed staff to bring forward an ordinance that would allow the appointment of a city treasurer with a nomination by the city manager and approval by the City Council.

Staff originally planned to bring a first reading of that ordinance to this meeting, but due to the recent special meeting and other workload issues, that first reading has been pushed back to the February 14, 2019, City Council meeting with a second reading later that month. The ordinance would then take effect on March 30.

As State law requires the City have a Treasurer, staff recommends making an interim appointment to fill the position until the nomination and approval process can be undertaken pursuant to our new code.

FISCAL IMPACT: Appointing a staff member as the treasurer saves the \$3,000 annual stipend received by a separate treasurer.

Report Prepared By: Linda Fridy
City Clerk

Reviewed and Forwarded by:

Steve Jesberg, Public Works Director

1/17/2019



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF JANUARY 24, 2019

FROM: City Manager Department

SUBJECT: Consider a Letter of Support for Soquel Creek Water District's Grant Application

RECOMMENDED ACTION: Authorize the mayor to sign the attached letter supporting the Soquel Creek Water District's grant application.

BACKGROUND/DISCUSSION: The Soquel Creek Water District is one of two water districts serving Capitola. Its board of directors for many years has been searching for ways to address saltwater intrusion into its aquifers and wells, and in a January 2018 presentation updated the Capitola City Council on a study that confirmed the threat along the coastline.

A significant element in its plan to assure the sustainability of the groundwater is its "Pure Water Soquel project." Pure Water Soquel would take municipal wastewater and use advanced water treatment methods to produce 1,500 acre-feet annually of purified water. This purified water would then be injected into the ground to provide a barrier against seawater contamination and replenish the groundwater basin.

The district has asked for the City's support of a \$50 million grant request to help fund the project. A draft letter is Attachment 1.

FISCAL IMPACT: None.

ATTACHMENTS:

1. water grant support letter

Report Prepared By: Linda Fridy
City Clerk

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

1/15/2019

January 25, 2019

Felicia Marcus, Chair
State Water Resources Control Board
PO Box 100
Sacramento, CA 95812-0100

Dear Chair Marcus:

I am writing this letter on behalf of the Capitola City Council to express the City's support for the Soquel Creek Water District's application for an implementation grant for \$50 million under the Proposition 1 Groundwater Grant Program for its Pure Water Soquel Project.

The Soquel Creek Water District is one of two districts that provide water to Capitola, and the City supports its efforts to maintain a safe and sustainable water supply. Soquel Creek Water District relies on groundwater with no imported water from state or federal water projects. The groundwater basin -- shared by the District, other municipal water purveyors, small mutual well owners, and more than 1,000 other private well pumpers -- is currently in a state of critical overdraft, which has led to seawater intrusion into its aquifers. As the district reported to our Council, this threat was confirmed last year when the district commissioned an aerial hydrological investigation of the groundwater basin. The investigation verified that seawater intrusion is significant within the groundwater basin along Capitola's and the district's coastline, and there is an imminent threat of seawater reaching into and contaminating production water wells.

Pure Water Soquel would take municipal wastewater and use advanced water treatment methods to produce 1,500 acre-feet annually of purified water. This purified water would then be injected into the ground to provide a barrier against seawater contamination and replenish the groundwater basin. The Pure Water Soquel project will provide a safe, high-quality, reliable, and sustainable water supply to support current and future generations in Capitola and the Santa Cruz Mid-County region.

This grant offers a substantial jump-start for this project, which addresses meeting the state's mandate of basin sustainability by 2040. I cannot overstate the importance of achieving this goal to Capitola's future.

Sincerely,

Jacques Bertrand
Mayor

Attachment: water grant support letter (Consider Letter of Support for Water Grant)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF JANUARY 24, 2019

FROM: Finance Department

SUBJECT: Consider Contract for Tax Revenue Consulting Services

RECOMMENDED ACTION: Authorize the City Manager to execute a three-year agreement for professional tax revenue consulting services with Hinderliter, de Llamas and Associates (HdL) to perform tax revenue consulting services related to Sales Tax, Transient Occupancy Tax, and Cannabis Tax.

BACKGROUND: MuniServices/Avenu Insights & Analytics has been providing sales and use tax consulting services for the City since 2001. The Government Finance Officers Association (GFOA) recommends that government agencies review their financial services contracts every five years and use a competitive process for procurement of financial services. On September 13, 2018, the City Council authorized staff to issue a Request for Proposals (RFP) for Tax Revenue Consulting Services.

DISCUSSION: On September 17, 2018, the Finance Department issued an RFP for Tax Revenue Consulting Services with proposals due on October 16, 2018. The RFP was sent to three firms, including MuniServices/Avenu, as well as being posted on the California Society of Municipal Finance Officers (CSMFO) website. Staff received three proposals for consideration with two proposals including all requested services and one proposal for providing only cannabis tax consulting services. The proposals were evaluated by staff in the Community Development and Finance Departments. Reference checks were made to gather further information regarding the top-rated firm with particular attention paid to the level of support provided and contents of reports produced.

All three firms that submitted proposals are highly regarded within the government finance industry. However, staff agreed that based on the proposal, overall cost, and results from the reference check that HdL offers the best overall value to the City.

The following tables and descriptions summarize the cost of each of the requested services quoted by each firm.

Sales Tax:

	Avenu	HdL	MGO
Analytics & Reporting	\$5,000 annually	\$6,000 annually	N/A
Audit / Discovery (New Revenue)	15%	15%	N/A

Approve Contract for Tax Revenue Consulting Services
January 24, 2019

Analytics and reporting is a fixed-fee service that includes obtaining the state-wide sales tax data base from the California Department of Tax and Fee Administration and converting it into a format that allows the City to analyze sales tax receipts and trends. Audit and discovery fees are paid as a percentage of new revenue “discovered” and includes auditing sales tax returns to confirm that businesses are collecting and submitting sales tax correctly.

Transient Occupancy Tax:

	Avenu	HdL	MGO
Analytics & Reporting / Administration	\$700/property	\$650 - \$750/property	N/A
Short-Term Rental (New Revenue)	35%	15%	N/A

Analytics & Reporting is a fixed-fee service that includes auditing TOT documentation while Administration (only provided by HdL) includes auditing as well as payment and documentation processing. Short-term rental fees are paid as a percentage of new revenue “discovered,” which includes identifying short-term rental properties that are not collecting and paying TOT as well as those rental properties that are in violation of City zoning codes.

Cannabis Tax:

	Avenu	HdL	MGO
Analytics & Reporting	\$28,800 / \$19,200*	\$14,500	\$25,000
Audit & Discovery	\$4,000	Included	Included

*First year fee is \$28,800, subsequent years are \$19,200

Analytics and Reporting is a fixed-fee service that includes analyzing and reporting of cannabis tax revenues received. Audit and discovery is a fixed-fee service which is included in HdL’s and MGO’s proposal and an additional service of MuniServices/Avenu that includes one financial audit and one compliance review annually at each location.

Based on an analysis of the proposals and associated costs, staff recommends contracting with HdL to provide Tax Revenue Consulting Services beginning in Fiscal Year 2018-19 and continuing through FY 2020-21, with an option to renew for FY 2021-22 and FY 2022-23.

FISCAL IMPACT: The adopted Fiscal Year 2018-19 Budget includes \$17,500 for sales tax auditing and reporting services with a remaining balance of approximately \$13,000. The estimated proposed cost for the remainder of the fiscal year for sales tax and transient occupancy tax auditing and reporting is \$5,000 and \$7,500, respectively. Staff does not anticipate utilizing cannabis tax services until fiscal year 2019-20. The costs associated with the consulting services in subsequent years under this agreement will be included in the proposed annual budgets subject to City Council approval each year.

ATTACHMENTS:

1. HdL Proposed Scope of Work

Report Prepared By: Jim Malberg
Finance Director

Approve Contract for Tax Revenue Consulting Services
January 24, 2019

Reviewed and Forwarded by:



Steve Jesberg, Public Works Director

1/17/2019

City of Capitola

Proposal for Sales and Use Tax, Transient Occupancy Tax and Cannabis Business Tax Revenue Consulting Services

October 16, 2018

Submitted by:
HdL Companies
120 S, State College Blvd. Suite 200
Brea, CA 92821
www.hdlcompanies.com

Contact:
Andy Nickerson
714.879.5000
anickerson@hdlcompanies.com

HdL  Companies

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Attachment: HdL Proposed Scope of Work (Approve Contract for Tax Revenue Consulting Services)

1. COVER LETTER

October 16, 2018

City of Capitola
 Finance Department
 Attention: Jim Malberg, Finance Director
 420 Capitola Ave.
 Capitola, CA 95010

Re: Request for Proposals for Sales and Use Tax, Transient Occupancy Tax and Cannabis Business Tax Revenue Consulting Services

Dear Mr. Malberg,

Please find HdL's response to the City's Request for Proposals for Sales, Use and Transactions Tax, Transient Occupancy Tax, and Cannabis Business Tax Revenue Consulting Services for the City of Capitola. This proposal constitutes a firm and irrevocable offer for a period of 90 days following the submittal deadline of October 16, 2018.

The company submitting the proposal is:

Hinderliter, de Llamas and Associates
 120 S. State College Blvd., Suite 200
 Brea, CA 92821
 714.879.5000 FAX: 909.861.7726
 Federal I.D. Number: 33-008507

As President of Hinderliter, de Llamas and Associates (HdL), I will serve as the key contact on matters relating to this proposal. I have read and understand the terms and conditions specified in Capitola's request. Acceptance of this proposal will bring the following benefits to the City:

- Immediate and seamless transition without loss of historical data or interruption in audit, reporting and support activity.
- A "fresh" look at revenue allocations coupled with advanced technology and processes that consistently finds allocation errors and revenue opportunities missed by other firms.
- HdL's sales, use and district tax forecasts that result in estimates that fall within 1% of actual receipts two-thirds of the time.
- A sophisticated economic support program providing special reports and data to assist the City in monitoring and leveraging existing economic programs, identifying new revenue opportunities and maximizing use tax revenues.
- Relevant, timely and ongoing staff support by a team with decades of experience in municipal finance and budgeting, economic development and maximization of sales and use tax revenues.

- The largest and most complete sales tax database in California structured in a manner to allow more thorough revenue audits, accurate budget forecasts and identification of emerging economic trends and opportunities.
- A user-friendly web-based sales tax application and reporting capability that provides HdL clients with immediate and convenient access to the most up-to-date sales tax information available.
- An unparalleled reputation for providing quality services promptly and efficiently. A review of our performance with the included references will affirm HdL's reputation for providing business-friendly and cost-effective recovery of misallocated or uncollected revenues, as well as, timely and relevant reports, analysis and management support.
- HdL's business friendly approach ensures transient occupancy tax compliance and maximized revenues through education in regulations and filing procedures and improves customer service through online support and filing options.
- HdL's Cannabis Services team offer the resources and expertise to assist the City with the design and implementation of all aspects of regulatory and taxation policies and programs.

Please feel free to call if you have questions or need additional information. I can be reached at 714.879.5000 or by email at anickerson@hdlcompanies.com.

Sincerely,



Andrew Nickerson
President

2. PROJECT UNDERSTANDING

The objective of this proposal is to ensure that The City of Capitola continues to receive its maximum share of the sales, use and transactions tax generated by its business community and that it possesses the tools and support to generate additional revenues including transient occupancy tax and cannabis development agreement fees through improved collection of these revenue sources through more informed economic development.

3. SCOPE OF WORK

Sales, Use and Transactions Tax Services – HdL

1. Audit Methodology

Using confidential taxpayer records as authorized by Revenue and Taxation Code Section 7056, HdL will find and correct errors that result in underpayments of tax to the City of Capitola. The firm will employ a series of analyses, comparisons with other data sources and physical canvassing the City to find, document and submit for correction all taxpayer errors that result in lost City revenue or could result in lost revenue in the future. When errors are found, HdL staff will promptly file claims for their correction following CDTFA procedures and regulations. Thereafter, HdL will diligently work with the CDTFA to ensure the prompt recovery of all escaped revenues. Documentation of errors will be regularly provided to the City.

In conducting these activities on behalf of the City, HdL will provide reports that accurately depict the City's sales tax base, use tax collections and revenues. All reports, graphs, tables and revenue forecasts are designed to enhance the City's capacity to plan for, expand and manage its various sales use and district tax revenues. Reports identifying and comparing the retail composition of various sub-geographic-areas of the City will also be provided.

To achieve the highest audit and recovery results, HdL employs the following audit techniques and programs:

a. Identification of Errors and Revenue Maximization Opportunities

Field Surveys: Field inventories of the City's business and industrial areas are conducted every 10-12 months to identify businesses located within the City that appear to be under-reporting revenues or are not on the CDTFA allocation rolls. Specially trained field auditors, using the latest in mapping, GPS and digital recording technology, document not only the existence of sales tax producing businesses but also any relevant factors such as size, presence of a large stock of goods, will-call windows and any specific references to sales activity. This process identifies a wide range of registration errors including erroneous consolidation of multiple outlets, misreporting of point of sale from an erroneous location and delays in reporting new outlets.

Tax Area Code (TAC) Review: HdL reviews every active account on the CDTFA's allocation rolls reporting \$50 or more in local tax to ensure proper TAC assignment. Government and private sector mapping and GIS databases are used extensively in this process. These programs are important because physical canvassing will not reveal businesses with missing or incomplete signage, or those that are home-based. A complete TAC review is performed at least once every 9-12 months.

Deviation Assessment: HdL applies proprietary queries and analyses to its statewide allocation database to identify all accounts for which there has been a substantial change in allocation pattern. HdL's database, unmatched in size, comprises over 98.5% of all sales and use tax transactions in California and allows for the most comprehensive audits in the state.

The deviation review is performed every three months and is far more sophisticated and thorough than a review of the CDTFA's published Quarterly Distribution Report. The review is applied to direct allocations and to the county pools, and allows for a much broader view and understanding of what has happened in any given quarter. Well-founded leads are quickly culled from this process, often without the need for time-consuming manual reviews of taxpayer files. This allows for faster processing and less time used for preparing submittals. This in turn lowers recovery fees by reducing the amount of prior quarter revenue requiring redistribution.

Use Tax Errors and Opportunities: HdL analyzes the use tax allocation pools of the 58 counties and the state each quarter to identify instances where a taxpayer may have misidentified a transaction as use tax rather than sales tax. Further specialized reviews and techniques are employed to identify direct allocation opportunities of local use tax. California Department of Tax and Fee Administration Regulation 1802(d) allows for direct allocation of local use tax on qualifying individual sales or purchases over \$500,000. Out-of-state and foreign-based companies in particular often have large transactions that meet the criteria for direct allocation under this section. Under Regulation 1699.6, businesses and organizations (including local government agencies) with aggregate purchases subject to use tax of least \$500,000 per year can apply for a Use Tax Direct Payment Permit, allowing for direct allocation of the corresponding local share. Finally, under a resolution adopted by CDTFA in December 1994, a construction contractor who enters into a contract equal to or greater than \$5,000,000 may elect to obtain a sub-permit for the jobsite resulting in a direct allocation of local use tax to the jurisdiction where the jobsite is located.

Regulation 1699 Evaluations: CDTFA Regulation 1699 controls when and where a permit should be issued to a given business location. Wholesalers, contractors, processors, manufacturers, and other non-retail businesses that do not normally sell merchandise often conduct occasional sales, self-accrue use tax or are levied deficiency assessments by the state. HdL uses proprietary methods for finding companies that should be taking out permits so that those revenues are allocated to the City.

b. Recovery of Misallocated Revenue

Development of Correction Data: Preliminary lead lists developed through any of the aforementioned audit programs are further culled using a variety of programs and databases to reduce the need for taxpayer contact. Companies remaining in the audit database are then contacted by a specialized audit unit whose members are specifically selected and trained to interview tax preparers and marketing, warehouse and management staff. ***Taxpayer interviews are always conducted in a business friendly, non-intrusive manner that emphasizes cooperation and protection of confidentiality.***

Documentation: Telephone contacts are often accompanied by a written follow-up questionnaire concerning business activities, a specific one-time transaction or a written confirmation of our findings. This documentation is always filed with the petition to minimize CDTFA processing time. Solid documentation and follow-up lowers client fees by reducing the number of quarters requiring retroactive adjustment and ensures faster recovery of misallocated revenues.

City Review: To avoid potential conflicts with a City's in-house audit efforts, HdL prepares a list of misallocated or under-reporting businesses for City officials to review and authorize prior to any invoicing. This line item, account-level approval process is an important step in eliminating any misunderstandings or disagreements regarding what may be considered a valid audit "find."

Preparation and Submittal of Corrections: Petitions are prepared (CDTFA Form 549-S or 549-L) that notify the CDTFA the existence and nature of the misallocation. All relevant and available supporting documentation is included. Copies of all transmittal forms and correspondence with the CDTFA and taxpayers are sent to City staff.

Continuous Follow-up: HdL employs a full-time case manager whose responsibility is to monitor and follow-up on case inventory. An aging report is updated and reviewed on a monthly basis and the appropriate follow-up is initiated on cases that are taking an inordinate amount of time to correct. This follow-up emphasizes partnership and cooperation with CDTFA Allocation Group staff. HdL's continuous efforts to check on the status of submittals are made to ensure that corrections are being pursued. Timely follow-up on cases reduces the time it takes for the City to recover its revenue.

Appeals: HdL cases are thoroughly researched, vetted and documented *prior to* submittal. This ensures the fastest possible processing times, and reduces the number of cases that are initially disclaimed and must be further researched and defended through a very lengthy CDTFA appeals process. Nearly all HdL cases are resolved favorably at either the first or second levels of the CDTFA petition process described in Regulation 1807. HdL has cultivated close working relationships with the CDTFA Appeals Division and with each of the elected Board Members. When an appeal is required, HdL has the necessary expertise and access to competently and aggressively represent client interests. Having many cases on appeal may be presented by some vendors as evidence of a more sophisticated and aggressive audit program. It should be viewed, however, as an indication that inadequate supporting documentation tends to require more case appeals and lead to otherwise unnecessary procedural delays.

c. Track Record

HdL is effective in recovering misallocated revenue for client agencies in 97% of all cases submitted to the CDTFA. In the roughly 3% of cases that are initially disclaimed, HdL achieves positive results by successfully appealing cases. The small amount of cases that do to appeal is evidence of HdL's thorough research and the quality of the information included to support claims.

Only 5% of HdL's case submittals are unresolved after two quarters with an average for all cases of 186 days. ***The company's backlog of cases requiring retroactive adjustments for any lengthy period is one-fifth that of other companies submitting claims to the CDTFA.***

2. Management Services

a. HdL Database, Reports and Training

HdL maintains Capitola's detailed sales tax data back to 1991 and will provide City staff with unlimited access to its quarterly updated web-based sales tax system to facilitate "in-house" analysis and printing of reports. The system allows City staff to search, print and export their sales tax data for a variety of financial, management and planning functions. The system provides the ability to search all sales tax producers in the City by business name, address, CDTFA account number and current or historical sales tax allocations. The web application also provides access to the City's archived quarterly sales tax reports. Data is easily queried and exported to either comma delimited or native Excel formats, allowing for convenient use with standard applications such as the Microsoft Office suite. The web application is accessible from all major operating systems, internet browser platforms, and device types (laptop, tablet, PC, mobile). The City's archived quarterly sales tax reports can also be accessed through the online sales tax application.

HdL's geo-area feature supports use of address ranges, which ensures the inclusion of all appropriate CDTFA registrations and also allows City staff to create and modify geo-areas without a separate GIS system. HdL also supports interfacing with the City's GIS by including accurately geocoded latitude and longitude for each business. This data can include all data fields including historical allocation information and can be quickly exported by City staff on demand using HdL's Sales Tax Web Application. Additionally, City created shape files can be used to define a Geo-area, which would identify related businesses by latitude and longitude. Training on use of the software and ongoing upgrades is provided at no additional charge.

Quarterly sales tax reports are provided on both a cash and adjusted basis. Cash reports reconcile to CDTFA payments and are necessary for any revenue sharing agreements that the City might have in place. The adjusted reports shift payment aberrations (double-up payments, CDTFA audit adjustments, etc.) into the quarter where the sales occurred to accurately show the City's true economic trends. The quarterly sales tax data will be presented in reports for major sales tax producers by both rank and category, analysis of sales tax activity by category, business or areas specified by the City.

HdL's quarterly sales tax reports include a listing of top sales tax producers and comparisons with both regional and statewide trends. Retailer information is provided in grouped form or in business by business detail. Quarterly information will also include tables that track year-to-date receipts and show comparisons with past periods to measure progress toward achieving the City's annual budgeted revenue amount. HdL staff also prepares sales and use tax projections for proposed development projects, responds to technical questions relating to CDTFA processes and regulations, and monitors revenue sharing agreements.

HdL's services are superior to other vendors because the firm provides data analysis instead of bound stacks of raw reports. The analysis is done in context with regional market areas, countywide and statewide trends to better monitor and compare the City's economic performance by business category and geographical area. A non-confidential newsletter is included to support management's efforts to inform and engage the public.

Analysis of sales and use tax data and presentations to City staff are led by seasoned professionals, whose experience and knowledge adds value by identifying emerging retail trends, business retention needs, leveraging of economic clusters and reviewing successes in client jurisdictions with similar characteristics. HdL staff also prepares sales and use tax projections for proposed development projects, responds to technical questions relating to CDTFA processes and regulations, and monitors revenue sharing agreements.

For a sample report package, please visit this link:

<https://concept.hdlcompanies.com/Modules/ShowDocument.aspx?documentid=27937>

b. Budget Projections and Monitoring

HdL has developed a comprehensive, detail-oriented method for projecting and monitoring client sales and use tax revenues that has proved to result in estimates that fall within 1% of actual receipts two-thirds of the time. Initial and mid-year projections are made by factoring out payment aberrations that skew the base revenue and factoring in known changes such as new or closed businesses. HdL also incorporates information from over 90 economic sources as well as information gathered from client meetings to develop economic factors to apply to individual retail business segments; the results are combined into a single estimate of anticipated revenue. HdL further enhances its projections by contacting builders of large-scale development projects to better time and estimate the value of potential use tax payments into its estimates. ***Five-year forecasts are also provided.***

c. Use Tax Maximization Program

Major construction projects and even ongoing business operations often generate significant use tax revenues from purchases of machinery, equipment and other fixed assets. HdL has worked with numerous clients to ensure that use tax from manufacturing and assembly plants, food processing, cold storage facilities, power/energy projects, medical, research and technical facilities, oil fields/refineries and extraction/mining industries are properly allocated to the host jurisdiction.

HdL's sales tax team includes a staff of specialists who review new business startups that might present potential self-assessed use tax opportunities, meets with contractors to advise on sub-permits and reporting procedures and provides materials and advice on purchasing companies and direct payment permits. The firm monitors major construction projects to make sure that any use tax generated is properly allocated to the job site's host jurisdiction.

When brought into a project early, HdL assists clients with inserting provisions in conditional use permits and development agreements to guarantee that use tax maximization procedures are followed and monitors projects and subcontractors to make certain that sales tax is properly allocated back to the client jurisdiction. Direct payment permits and purchasing corporations can sometimes be utilized where conditions offer mutual opportunities for the client agency to capture additional sales tax revenues and the participating company can increase control of sales and use tax liabilities.

d. Economic Development Benefits

When properly refined and organized, sales tax data analysis is an important tool for strengthening and expanding local economies. The data shows companies that are growing and may need expansion space and should be contacted as part of an agency's business retention program.

When broken out geographically, the data produces patterns of industries that potentially share common customers, suppliers, technology and labor and therefore offer opportunities for attracting new businesses. The data further exposes retail areas that may be over saturated in some retail segments while also identifying voids and opportunities for additional retail development

Although numerous companies and agencies use the CDTFA's published data as a basis for analysis, the results are usually inaccurate and misleading due to address and business categorization errors in the data. To correct those deficiencies, HdL performs data validation and scrubbing techniques on an ongoing basis, fixing business addresses and re-categorizing merchants to differentiate brick and mortar retailers from "business to business" suppliers and on-line retailers.

The company further creates and groups businesses into additional categories and classifications, not provided by the CDTFA, to better track new and emerging economic trends. Samples include the breaking out of biotech/medical suppliers, online fulfillment centers, alternate energy and utility providers, wineries and marijuana dispensaries. This focused approach to data management allows agencies to more accurately compare the impact of trends in their jurisdiction with state and regional trends. On a regional basis, it also allows for the identification of true economic voids and opportunities to expand the City's tax base.

Accurate addressing allows for improved performance monitoring and comparison of specific economic areas such as shopping centers, downCity districts and auto malls with similar projects throughout California.

In addition to using our large database, HdL's principals leverage their experience analyzing client data throughout California to identify new trends and developments that might help other clients. The service includes analyses to identify retail voids and opportunities and an annual publication of retailers seeking expansion in the region and state.

e. Legislative Updates

HdL prepares Legislative Updates for clients to keep them informed on any changes that may impact local revenues. The firm also provides Issue Updates which are similar in nature but deal with specific issues such as Sales Tax Participation Agreements. Each issue is presented in detail so that Agency staff is better equipped to handle questions on that topic from their community leaders.

The firm also retains Rebecca Marcus as a lobbyist to represent client interests in matters before the CDTFA and the state legislature. With over 20 years of experience in state and national politics, Rebecca has developed the necessary institutional knowledge and established relationships to effectively advance clients' interests in Sacramento.

As a Chief of Staff for 13 years in the California State Assembly for several distinguished Members including Assembly members Mark Stone, Mike Feuer and Johan Klehs, Rebecca successfully advanced legislation across a diverse array of policy areas. As a result, over 100 of these Members' bills became law ranging from landmark green chemistry legislative to a transformative transportation tax for Los Angeles County.

f. Consultation

Each quarter, a principal of the firm analyzes the City's data in detail and meets with appropriate City officials to review trends and discuss and make recommendations regarding the budget implications of the quarter's data.

HdL also serves as "on-call" staff to provide sales tax estimates for proposed projects, assist with budget projections and answer sales and use tax questions related to economic development, budgeting and related revenue collection. When requested by the City, principals also meet with committees of the City Council and other groups to explain sales tax regulations and their importance to the City's tax base.

HdL will, when requested by the City, conduct technical seminars for City personnel on California sales and use tax processes. To support in-house efforts to maximize use tax, the seminars will cover the fundamentals of direct payment permits, purchasing corporations and maximizing "use tax" from construction projects.

HdL maintains close and positive relationships with members of the CDTFA and staff to quickly resolve policy issues unique to individual clients. The firm also advocates regulation and legislative changes when they are of benefit to all clients. Examples are the Company's work in the change of allocation of "use tax" for major construction projects, securing an Executive Order from the Governor to allow publishing of top taxpayers in public documents and the introduction of the problem of "point of sale" for warehouses to the CDTFA.

Transient Occupancy Tax Services – HdL Software

HdL believes that continuous monitoring of TOT reporting is the most effective way to increase compliance and avoid errors that may lead to time consuming and costly collection efforts. HdL offers a full-service administration program that incorporates ongoing monitoring and audits.

HdL's TOT Administration Service will provide the City with streamlined return processing, online reporting, and increased revenues while the lodging community benefits from online filing and payment options, a dedicated customer service help desk, and ongoing monitoring of returns in order to identify and correct errors before incurring significant penalties. HdL's TOT Administration service provides the following:

- Tax Registration Database Management – HdL will transfer the City's existing databases as they relate to TOT/STR into HdL's internal administration tools. HdL will maintain the data and provide reports to the City.

- Return Processing – HdL will process TOT filings within 5 days of submission. Accounts will receive all applicable forms necessary to complete the renewal process.
- New Account Processing – HdL will process any new STR registrations for Lodging Establishments that change hand or newly offered properties.
- Payment Posting / Processing – HdL will process all payments made for new and existing lodging providers. Accounts will be updated with payment information and revenues will be remitted to the City net HdL's fees on no less than a monthly basis.
- Customer Support Center – HdL will provide lodging providers with multiple support options for registering, filing returns, making payments and for general inquiries. A toll-free number will be provided to businesses in order to access one of our tax specialists Monday-Friday 8:00am to 5:00pm Pacific. Lodging providers will also have access to support via, e-mail, fax, and via the Support Center On-Line.
- On-Line Filing & Payment Processing – With input from the City, HdL creates a custom web site and domain for taxpayers to submit online forms, returns, and payments along with other customer support related items.
- Compliance Monitoring & Lodging Provider Audits – HdL will ensure accurate filings of TOT returns by consistently monitoring returns and comparing with data obtained from the identification phase. This can include listing calendar data, average occupancy, and average room rates. HdL will also provide compliance audits as mutually agreed to by the City and HdL, ensuring all providers are audited at least once every three years.
- Annual Reporting – In addition to standard monthly reports, HdL will continue to provide the City with annual analysis reports designed to provide key insights in the lodging provider community and the details on reporting of each lodging provider.

Optional Service – Short-Term Rentals Compliance and Administration

HdL's Short-Term Rental (STR) Program takes a unique approach in ensuring compliance and educating lodging providers in transient occupancy tax regulations and filing procedures, regulatory permits and licensing, and other City specific goals and objectives. HdL's program involves a modular, customer service centric approach, that reduces City administrative costs and provides the City with assurances of future compliance and reporting practices from the City's short-term rental lodging industry.

HdL's modular approach starts with a detailed analysis of STR listing on a variety of published methods, including Airbnb, Home Away, VRBO, etc. This process creates a full inventory of short term rentals within the City's proscribed geographic boundary, including the full name of the owner and the physical address of the unit. Each STR is tracked and updated nightly with valuable data that can include items such as number of nights rented, average occupancy rates, room rates, as well as trend and usage reporting.

Following identification, HdL conducts a targeted education and compliance campaign designed to inform STR Hosts of their obligations to file and remit taxes and other requisite licenses and permits as may be needed. Each lodging provider is provided a full overview of the requirements and how to best comply both in the present and the future. During the registration process, HdL offers a variety of support options to the community including online filing, file-by-phone, email, and registration via standard mail. HdL tax and license specialists are available throughout the process to provide support to the STR community and to assist in the registration process.

Once registered, accounts move into a standard administration process. HdL manages the filing of tax returns and other prerequisites on a quarterly or monthly basis, depending on City requirements. This includes mailing of tax returns, processing of payments, customer support, delinquency follow up, and the development and management of an online portal for registration, filing, payments, and other support related needs.

STR Identification and Monitoring

HdL compiles a list of all actively posted short term rentals available from a wide array of sources. Lists are compiled and aggregated to accommodate duplicate listings from various sites. During the identification and monitoring process, HdL will:

- Scan over 20 different rental sites, including global aggregators like HomeAway/VRBO, Airbnb, Turnkey.com, and Booking.com, national aggregators like Vacasa and Turnkey and small, local property management firms.;
- Match Listings to specific parcels using GIS and property tax assessor data;
- Create comparison reports to determine which properties may already be compliant or registered and paying taxes
- Provide visual map of all listings within the City;
- Record listing details such as start date, various sites linked to, other information necessary for documenting evidence of STR activity; and
- Continually monitor activity to identify and record new listings and closures to ensure accurate real-time identification and monitoring.

STR Education, Registration, and Compliance

Using the list of active STR listings, HdL conducts a series of City approved education-based programs ranging from mailers to direct phone contacts. Each packet and contact contains all the information necessary to obtain registration and comply with local requirements. HdL assists STR hosts throughout the program with information and support with all aspects of becoming compliant. During this program HdL will:

- Validate listing to ensure proper identification and filter out records that may lead to erroneous contacts.
- Notify non-compliant entities with a series of education-based packets designed to garner compliance.
- Provide a support center for assistance with general questions, support, and assistance with filing and paying returns.
- Provide online portal with links to FAQs, education packets, and support for registering, filing returns, and making payments online.
- Follow up with non-compliant accounts to obtain registration.

- Work with City to identify additional requirements and ensure collection of data necessary to enforcement procedures.
- Establish optional implementation items such as amnesty programs, back tax and penalty provisions, and other pre-registration programs.

Cannabis Business Tax - HdL

The regulation, compliance and taxation of Cannabis is complex and filled with challenging issues. Therefore, the objectives presented in this proposal are based on HdL's experience and the expectations and desired outcomes of the City. However, due to the ongoing evolution of the state's Medical Cannabis Regulation and Safety Act (MCRSA), the Adult Use Marijuana Act, Proposition 64 and SB 94, Medicinal and Adult-Use Cannabis Regulation and Safety Act (MAUCRSA), HdL is agreeable to modifications to this scope of services as deemed necessary by both HdL and City staff. HdL's staff combined has over 33 years of experience developing, designing and reviewing cannabis-related regulatory programs for state and local agencies.

Requirements A, B, C, D

Objective 1.1: Conduct Compliance Inspections

HdL will conduct one compliance inspection per year to ensure that each cannabis business is complying with regulatory protocols, including, but not limited to, inventory management, access control, video surveillance, business records and other items as deemed necessary to ensure compliance with State, local and zoning regulations.

Objective 1.2: Conduct Financial Audits

HdL will conduct an annual financial audit of the Cannabis business to verify the accuracy of the revenue reported to the City during the review period and will recommend a tax assessment should the audit reveal any unreported revenue. As part of the process, HdL will conduct an analytical review of the business using the proprietary CATS™ program to ensure there is no diversion of product or cash. HdL will prepare a Tax Analytical Remittance Report (TARR) Summary to compare the business to other businesses in the City, Region, and State to establish reasonable assurance of the accuracy of their tax remittances. Furthermore, if HdL performed compliance inspections on the City's behalf during the year, audit staff will also use information gathered during the inspections to assist with the financial audit.

HdL will help the City prepare a Notification Letter to send to the business to start the audit. The letter will contain pertinent information about the audit, including a list of the records requested and a request for access to the business' point of sale system. HdL recommends the Notification Letter be sent by the City to encourage cooperation from the business and communicate HdL's authority to conduct the audit.

The audit shall include:

- Field visit
- Gross receipts verification
- CATS™ Analytic Review
- Inventory review (subject to access to the track and trace system)

- POS data entry requirements review
- Preparation and issuance of report
- Exit conference with the City

Compliance Inspection and Financial Audit Scheduling

The City will inform HdL when a cannabis business receives permission to operate (i.e., through the issuance of a development agreement, conditional use permit, certificate of occupancy or other indication the business has opened). HdL will then work with the City to schedule periodic compliance inspections and financial audits. HdL will coordinate with the City as the time for each inspection and audit approaches.

Compliance Inspection and Financial Audit Deliverables

It is the goal of HdL to provide the City with technical support and subject matter expertise throughout the year to ensure proper oversight and management of the Commercial Cannabis Businesses, including compliance with existing zoning code and regulations and strategies to preserve and enhance cannabis business tax generated by existing businesses in the City. HdL wishes to create “best practices” for the City and the permittee to make sure they are following State and local law. As part of this objective, the proposal incorporates outreach and education for the City Staff and the permittee.

HdL will conduct one (1) compliance inspection per year, identify violations of State and/or local law, and determine if a violation is an infraction subject to a fine, suspension or revocation of the license. HdL will provide a recommendation to the City showing how the deficiency can be mitigated to ensure compliance and that the appropriate action is taken on the permittee.

As part of the annual financial audit HdL will provide a draft audit report to the Commercial Cannabis Business. The business will be given the appropriate time to respond or appeal the report in accordance with the City ordinance. HdL will review any documentation provided by the business to dispute the findings and adjust the tax assessment as necessary prior to issuing the final report to the City.

HdL will not engage in enforcement or collections activities of any kind.

Requirement E, F

Please see services in Objective 1.2 above or optional services in Objective 2 below.

Requirement G

Objective 1.3: Subject Matter Expertise and Technical Support

HdL has the professional staff and the Cannabis Analytical Tracking Solution (CATS™) program to manage the oversight of each business in the City. HdL will provide subject matter expertise and technical support for City staff as requested and will monitor all state agencies and legislative actions that impact the regulation of Cannabis businesses. HdL will advise the City of any legislative or regulatory changes which might impact City revenues or regulation requirements. Our strategies have proven successful in identifying businesses which improperly under report their business transactions.

Our unique audit approach therefore allows us the opportunity to identify if a cannabis operator is under reporting its taxes or diverting product from its facility.

Requirement E, F

Objective 2: Tax Analytical Remittance Report (TARR) Summary –

Optional

In lieu of conducting financial audits, HdL has developed a quarterly revenue-monitoring program that uses proprietary software to conduct analytical algorithms and examine confidential cannabis business data which is provided by the City for each business operation. As part of this process, HdL will provide a risk assessment for each business operator and make recommendations to the City to address tax liability deficiencies or compliance issues. In addition, HdL can create reports in a non-confidential format utilizing information gathered from cannabis businesses throughout the state, region and City to create specialized reports. These reports are subject to change as the HdL analytic approach continues to evolve and the cannabis industry continues to mature in California. HdL will continue to work with the City to provide them essential reports and information on a quarterly basis should they choose to utilize this option. The reports can include the following:

- Business name, address, and current and historical cannabis business tax payments;
- Compare business to similar business types in other jurisdictions;
- Compare business account data from previous quarter and provide percentage increase/decrease in revenues;
- Compare last four quarters from YTD and provide average increase/decrease in revenues;
- Compare business from previous FY year and provide percentage of increase/decrease in revenues;
- Risk assessment summaries of each business related to tax liabilities and compliance issues provided in an electronic database.

Please note: HdL will continue to expand and amend these reports at the request of the City and/or as data limitations or expansion of data changes to continue to improve the product of the reports.

4. RELEVANT EXPERIENCE

1. Company History

Founded in 1983, HdL Companies is a consortium of three companies established to maximize local government revenues by providing a variety of audits, analytical services and software products. Hinderliter, de Llamas and Associates (HdL), a 100% employee owned company, provides audit and consulting services for sales, use and transaction taxes. The firm developed California's first computerized sales tax management program and was responsible for securing legislation (AB 1611) that allowed independent verification of state allocations. In 1990, HdL Coren & Cone was established to provide audit and information services related to property taxes. The third affiliated company, HdL Software, was formed in 1996 to provide innovative software processing tools for business licensing, code enforcement, animal control, building permits and tracking/billing of false alarms. HdL's systematic and coordinated approach to revenue management and economic data analysis is currently being utilized by over 500 agencies in six states.

HdL is a California "S" Corporation owned by the firm's employees through an Employee Stock Ownership Plan (ESOP). The company, headquartered in Orange County, has tailored its services specifically for the unique local government challenges associated with California's sales and use tax system. HdL pioneered much of the technology, procedures, and processes used in sales, use and district tax reporting, audits and recovery. It developed California's first computerized sales tax management program and was responsible for securing the legislation that allows independent verification of state allocations. It was the first in the state to utilize the data for economic planning and monitoring. HdL's systematic and coordinated approach to sales tax revenue management and economic data analysis is currently being utilized by over 400 agencies in California.

2. Company Experience

Hinderliter, de Llamas and Associates is proud to have served local governments and special districts for over 35 years. During that span of time, HdL has grown from one employee to over 75 employees. In 2007, HdL's employees purchased the corporation from the founding partners and the company is now 100% employee owned. This structure provides each employee a personal investment in servicing our clients. Rather than focusing on short-term quarterly profits to appease investors, our employee-owners believe in a long-term strategy of continually investing in new technology, databases and service upgrades to support our client's needs for precise auditing, budgeting and economic information. This approach has led to the steady long-term growth, financial stability, capacity and resources that Capitola requires from its vendors.

HdL Software was formed in 1995 and for 22 years has provided tax solutions for local governments, including software and service solutions which automate and control the processing of local taxes including business license tax, transient occupancy tax, cannabis tax, and short-term rentals. As local tax experts, the firm also assists municipalities with Business License Administration Services, Business License Compliance and Audit Management, Transient Occupancy Tax Management, Short Term Rentals Discovery and Administration, Operations Support, Fee and Ordinance Analysis and other analytical services that allow cities and counties to expand the effectiveness of related internal operations.

In 2015, HdL established a cannabis services division with expert staff that works closely with the Department of Consumer Affairs, Department of Food and Agriculture, Department of Public Health and Department of Tax and Fee Administration (formally The State Board of Equalization) in the implementation of the Medical Cannabis Regulatory and Safety Act (MCRSA) and Proposition 64 Adult Use Marijuana Act (AUMA) and most recently SB 94 Medicinal and Adult-Use Cannabis Regulation and Safety Act (MAUCRSA). In addition, our staff has partnered with the League of California Cities, CSAC, RCRC and California Police Chiefs Association to develop policy and regulatory strategies to manage the Cannabis Industry in California. We offer the resources and expertise to assist cities and counties with the design and implementation of all aspects of their regulatory and taxation policies and programs.

HdL maintains the largest privately held sales, property and business tax databases in California. The firm constantly improves and enhances the California Department of Tax and Fee Administration (CDTFA) raw registration data by correcting addresses and business names, differentiating brick and mortar retailers from business to business and online retailers and adding new business classifications to better identify emerging trends and economic opportunities. This highly enhanced database includes 23 years of the City of Capitola's sales tax history and serves as the base for identifying emerging economic trends and developing budget projections that take those trends into account.

The database also includes constantly updated registration data for every seller in California, allocation data for 502 of the state's 538 agencies and 125 transactions tax districts, business license data for 668,000 businesses, property tax data for every jurisdiction in the 38 largest counties, a constantly updated automated telephone directory for all of California and thousands of business contacts developed through three decades of audit and business development activity.

HdL monitors an annual sales tax base of \$4.9 billion on behalf of clients that includes some of the most complex industrial, e-commerce, inventory/delivery, and out-of-state sales and use tax issues in California. The Company submits an average of 6,000 errors for correction each year with total values generally ranging from \$40 million to \$50 million. To date, HdL has recovered over \$2 billion in new sales and use tax revenues for client agencies.

HdL is a Corporate Partner of the League of California Cities and California State Association of Counties and works extensively with the State Association of County Auditors, California Society of Municipal Finance Officers (CSMFO) and California Municipal Revenue and Tax Association (CMRTA) on anticipation and planning of programs to strengthen local government revenues.



5. PERSONNEL

Many of HdL's key staff have extensive local government experience having previously held positions in city management, finance, planning, economic development or revenue collection. HdL uses a team approach to serve its clients so that each agency's staff has full access to the company's wide range of expertise in revenue management, economic development and budgeting. All personnel listed are available and committed to this project. If any key personnel change during the course of the project, HdL will get approval from the City.

Sales, Use and Transactions Tax Services

Andrew Nickerson – President

Andrew Nickerson possesses over 25 years of experience working with local government agencies on programs to enhance sales tax, property tax, RDA tax increment and documentary transfer tax revenues. He has been instrumental in guiding market expansion and new product development for the three affiliated HdL Companies. He is responsible for the day-to-day management of the sales tax programs and services. Throughout his career, he has been involved in various municipal organizations including The League of California Cities, California Society of Municipal Finance Officers and California Redevelopment Association. Mr. Nickerson has Bachelor of Science degree from California State Polytechnic University, Pomona.

Sales and Use Tax Management Team

HdL can provide the City of Capitola with a team approach of three sales and use tax principals that will provide the City with sales tax, budget and revenue management services. The team will advise the City on economic development opportunities, including analyzing the City's sales tax data for presentations and preparing sales and tax revenue estimates of various terms up to five years. A principal will also meet with City staff quarterly to present the City's quarterly reports and address any issues or concerns. Providing these services to the City are:

Ken Nordhoff – Principal

Mr. Nordhoff has over 25 years of local government experience in various leadership roles, including Administrative Services Director, Assistant City Manager and more recently as City Manager in San Rafael and Walnut Creek. During his tenures, he was responsible for a broad range of budget, financial management and long-range fiscal planning functions. His experience includes information technology and economic development, plus serving on various regional JPA Boards. Prior to his local government service, he spent several years in the private sector as a Certified Public Accountant conducting municipal audits. As an active member of the League of California Cities, he is a former City Manager's Department Officer, recipient of the prestigious John H. Nail award and currently serves on the Revenue and Taxation Policy Committee. He holds a Bachelor's degree from California State Polytechnic University, Pomona in Accounting.

Wayne Padilla – Principal

Mr. Padilla has over 31 years of public sector experience having served in management positions in the cities of Madera, Chowchilla, Modesto, and San Luis Obispo. He possesses a wealth of knowledge covering municipal finance, city governance and budgeting and is still sought after to advise local governments on various issues.

Mr. Padilla holds a Bachelor's degree in Accounting from California State University, Fresno and has been active in municipal affairs at regional and state levels. He began his career working in the government audit section of KPMG Peat Marwick and became a Certified Public Accountant in 1989.

Susie Woodstock – Principal

Ms. Woodstock has been a municipal executive for more than 25 years with experience in finance, accounting, engineering and public works. Most recently she was the Administrative Services Director at the City of Newark where she oversaw accounting, IT, waste management and recycling. With Professional Engineer Certifications in the states of California and Washington, she was also the Public Works Maintenance Superintendent at the City of Newark, a development engineer at the City of Fremont and a bridge engineer in Spokane, Washington. Susie is also a member of the California Society Municipal of Financial Officers (CSMFO) and Government Finance Officers Association (GFOA). Ms. Woodstock earned a bachelor's degree in civil engineering from California State University, Chico and a second bachelor's degree from Whitworth University in Organizational Management.

Audit Services Team

Our Director of Audit Services and Associate Director of Audit Services have over 35 years combined experience auditing local tax, place of sale and CDTFA administrative issues. The firm has continually adapted to legislative changes, CDTFA regulation changes, and technology advances and will utilize these tools for the City of Capitola. HdL has an audit team in place that is very well trained and familiar with the state regulations and guidelines concerning tax reporting for the City

Matt Hinderliter – Director of Audit Services

Matt Hinderliter manages and supervises the HdL Audit Services Team. He has extensive experience in all aspects of the audit process and has been instrumental in the development of a multi-level and proprietary approach combining field reviews with extensive in-house data mining and analysis. He authors and routinely updates HdL's extensive training manual for the audit staff and meets regularly with the CDTFA management to discuss and refine procedures for presenting, tracking and resolving the over 5,500 local tax inquiries that HdL presents every year. Mr. Hinderliter joined the firm in 1990 after receiving his Bachelor of Arts degree in Business Administration from California State University Fullerton.

A.P. Mehta – Associate Director of Audit Services

Mr. Mehta is the lead analyst for the audit services team. He works closely with the Director of Audit Services on operational and management aspects of the team, supervises and trains audit team members and is a principal liaison with CDTFA Allocation Group staff. Mr. Mehta holds a Bachelor of Science degree in Business Administration from California State Polytechnic University, Pomona.

Production Services Team

Our Production Team insures that the data from the CDTFA is processed in an accurate and timely manner and is available to the City on our sales tax web application. The team is responsible for running the reports that are delivered at the quarterly meetings with the City staff, as well as processing any special report requests.

Mary Hubbell – Manager of Production Services

Ms. Hubbell supervises the conversion of the CDTFA's sales tax data to HdL's proprietary software and its subsequent translation into various client reports. She assists with client technical support and client software training and is responsible for the production of client newsletters and reports. Ms. Hubbell received a Bachelor of Science degree in Administration and Marketing from the University of Arizona.

Transient Occupancy Tax – HdL Software

HdL's key Software staff has extensive local government experience, having previously held positions in city management, finance, planning, economic development or revenue collection. HdL's intimate understanding of local government needs coupled with our extensive databases and advanced methodology provides for the most relevant, productive, and responsive revenue solutions, software systems and customer service.

Robert Gray – President

Mr. Gray serves as President of HdL Software LLC and has been with the firm since 1996. He has extensive experience in the design, development, implementation and support of software systems for local government. He has played a key role in the design of 8 municipal software systems and approximately 200 successful implementations of those systems. He introduced HdL's local tax services, which provide tax administration and consulting services to an increasing number of municipalities. While leading HdL Software through a period of significant growth, he has ensured that HdL maintains its commitment to providing excellent customer service. He also oversees software development and IT for Hinderliter de Llamas. He earned a Bachelor of Science degree in Computer Science and a Master's degree in Business Administration from Azusa Pacific University.

Darlyne Demeduk – Client Services Manager

Ms. Demeduk has over 23 years of experience in Finance and Business Licensing. She previously served as Business Program Specialist for the City of Pleasanton for over 20 years. While at the City, Darlyne assisted HdL in developing the Business License Software system by serving as one of the original Beta Testers. She has been an active member of the California Municipal Revenue and Tax Association since 1989, serving the association on both the State and Local Boards. She has held the offices of Secretary, 2nd VP, 1st VP, President, Past President and Associate Member Chair. She is the recipient of the Bruno Marchetti Award for extraordinary leadership and service to the organization in 2004. She has also earned the Certification of Certified Revenue Officer from both the CMRTA and NBBLO (National Bureau of Business Licensing Officials). After a distinguished career in local government business licensing, Ms. Demeduk joined HdL Software in 2011. She serves as Client Services Manager, overseeing all aspects of Client Relations, and Project Management, providing guidance during implementation of new systems and services while ensuring Client support and satisfaction.

Josh Davis - Director of Professional Services

Mr. Davis has over 20 years of experience with local tax administration, discovery, and audit, and oversees a skilled team which provides the most sophisticated local tax administration services available to California municipalities. Trained in revenue audit and discovery techniques, he is skilled in navigating the complex scenarios and needs often encountered during such services. He also possesses strong technical and business process capabilities which he employs to aid HdL clients in meeting their strategic objectives.

Prior to joining HdL, he was employed as a compliance service manager at a government services firm. His reputation amongst municipalities is that of a very capable local taxation expert who will help the municipality achieve their objectives while providing excellent customer service throughout the engagement. Notable projects he has managed include a long term and broad engagement supporting the City of Beverly Hills business tax team and administering business tax for the City of Roseville. All services provided through Mr. Davis's team enable municipalities to administer their tax programs more effectively, through both efficient operations and increased discovery and collection of tax due.

Tony Unger – Project Manager

Tony Unger has over 25 years of experience serving local government. Working in partnership with Cities for the last two decades, Tony has become very familiar with the business license requirements and procedures that are unique to each jurisdiction and business community. Tony has assisted in multiple areas of business license including local tax compliance, licensing software, customer service, collections, enforcement, administration, and special projects. Mr. Unger has been an associate member of the California Municipal Revenue & Tax Association (CMRTA) since 1993 and received his BA in Business Administration from California State University, Fresno.

Cannabis Business Tax - HdL

David McPherson – Cannabis Services Director

David McPherson works with local agencies to prepare them to mitigate regulatory issues surrounding Proposition 64. Prior to joining the firm, David served 28 years in local government for the County of Orange and the cities of Newport Beach, San Jose and Oakland. David's experience as a law enforcement officer, compliance auditor, and tax administrator has provided him a wealth of experience that makes him uniquely qualified to manage HdL's Cannabis Management Program. While working for the City of Oakland, he became the first Tax Administrator in the Country to successfully tax, regulate and audit medical marijuana businesses. David has over 8 years of experience working with Cannabis regulatory programs. David received his bachelor's degree in History from California State University, Fullerton and his master's degree in Public Administration from California State University, Long Beach. While at Long Beach, he was named "Future Urban Administrator of the Year".

Matt Eaton – Cannabis Services Manager

Matt Eaton is the Cannabis Services Manager at HdL and plays a critical role in implementing the Cannabis Compliance Program for local agencies. Prior to joining the firm, he was a progressive law enforcement professional with 29 years' experience conducting criminal/regulatory investigations and corporate/individual background investigations. Matt received his Bachelor of Science Degree from Biola University and currently maintains a Colorado Post Certificate. He has also served as an Adjunct Instructor teaching law enforcement principle related to criminology, correctional processes, procedural law, interviews, interrogations and criminal evidence at AIMS Community College in Greeley, Colorado.

Tim Cromartie – Cannabis Senior Advisor

Tim Cromartie is a Senior Advisor at HdL. His primary role is to address cannabis regulatory and tax policies at the state and local municipalities. Tim will also be assisting in the implementation process with the local agencies.

Prior to joining the HdL team, Mr. Cromartie served as the legislative representative covering public safety issues for the League of California Cities with an emphasis on shaping legislation governing state and local regulation of marijuana. He has been actively involved in educating cities on changes in the law resulting from the Medical Cannabis Regulation and Safety Act, as well as Proposition 64, the Adult Use of Marijuana Act. He has a Bachelor of Arts degree in Political Science from the University of California at Berkeley and a degree from Hastings College of the Law.

Mark Lovelace – Cannabis Policy Advisor

Mark Lovelace is the Cannabis Policy Advisor at HdL. His primary role is to provide fiscal analysis, and technical research for local agencies. In addition, he reviews pro forma plans of cannabis applicants to ensure their sustainability in the local jurisdiction. Mr. Lovelace has 16 years of broad experience in public policy, community engagement and advocacy and is recognized as a leader in advancing the statewide discussion of medical and adult-use cannabis as a policy issue in California. Mark received his Bachelor of Science Degree in Industrial and Product Design from California State University, San Jose.

Kami Miller – Cannabis Senior Auditor

Kami Miller is the Cannabis Senior Auditor at HdL. Her primary role is to ensure cannabis compliance and identify the risk assessment in the supply chain process of each permitted business. She has also played a major role in reviewing applications, facilitating applicant interviews, and conducting background checks. Prior to joining the firm, she served three years as a Marijuana Compliance Manager for the Department of Public Behavior and Health (DPBH) for the State of Nevada. During this time Kami played a key role in Nevada's implementation of its Medical Marijuana Program in which she was responsible for statewide monitoring of medical marijuana facilities that included cultivation, production, testing labs and retail stores. Ms. Miller received her bachelor's degree in Business Administration in E-Commerce and Supply Chain Management from Tennessee State University.

Elizabeth Eumurian – Cannabis Senior Auditor

Elizabeth Eumurian is the Cannabis Senior Analyst at HdL. Her primary role is to conduct financial audits, evaluate cannabis applications and conduct background checks. She previously worked for a large financial institution analyzing data for reporting anomalies and performing financial audits and also worked as a senior auditor in the entertainment industry. In this role, Ms. Eumurian executed testing procedures for targeted audit programs, analyzed findings and prepared audit and compliance reports. She earned her Bachelor of Arts degree in History from California State University, Fullerton. She has also received a certificate in CannaBusiness from Oaksterdam University.

Alfredo Marquez – Cannabis Senior Auditor

Alfredo Marquez is a Senior Auditor in HdL's Audit Department. Alfredo started his career in Accounting and later became a Senior Internal Auditor at Teledyne Technologies and participated in the risk assessment for acquiring new businesses and various diverse units in the organization. In this role he worked with people at various levels in the organization and successfully conducted financial, Sarbanes Oxley and compliance audits across North America, Latin America, Europe and Asia. Mr. Marquez earned his Bachelor's degree in Accounting from the University of La Verne.

6. REFERENCES

Sales, Use and Transactions Tax – HdL

HdL currently provides sales, use and district tax services in California to 49 counties, 311 cities and 130 transactions tax districts.

City of San Luis Obispo

Project Description: HdL currently provides sales, use and transactions tax audit and management services.

Contact: Derek Johnson, City Manager, 805.781.7100

Email: djohnson@solcity.org

FinalCity of Santa Cruz

Project Description: HdL currently provides sales, use and transactions tax audit and management services.

Contact: Bonnie Lipscomb, Economic Development Director, 831.420.5150

Email: blipscomb@cityofsantacruz.com

City of Scotts Valley

Project Description: HdL currently provides sales, use and transactions tax audit and management services.

Contact: Laurie Grundy, Accountant II, 831.440.5600

Email: lgrundy@scottsvalley.org

Transient Occupancy Tax – HdL Software

City of Chino Hills

Project Description: HdL Software currently provides Transient Occupancy Tax Administration and Business License Tax.

Contact: Christa Buhagiar, Finance Director, 909.364.2600

Email: cbuhagiar@chinohills.org

City of Corona

Project Description: HdL Software currently provides Transient Occupancy Tax Administration and Business License Tax.

Contact: Kim Sitton, Finance Manager, 951.279.3532

Email: kim.sitton@ci.corona.ca.us

City of Pacific Grove

Project Description: HdL Software currently provides Transient Occupancy Tax Administration and Business License Tax.

Contact: Lori Frati, Finance Management Analyst, 831.646.3133

Email: lfrati@cityofpacificgrove.org

Cannabis Business Tax - HdL

City of Cotati

Project Description: HdL currently provides Cannabis Consulting Services and Sales, Use and Transactions Tax Audit and Management Services.

Contact: Damien O'Bid, City Manager, 707.792.4600

Address: 201 W. Sierra Ave., Cotati, CA 94931

Town of Mammoth Lakes

Project Description: HdL currently provides Cannabis Consulting Services and Sales, Use and Transactions Tax Audit Management Services.

Contact: Rob Patterson, Finance Director, 760.934.8989

Address: 437 Old Mammoth Road, Suite R, Mammoth Lakes, CA 93546

City of Vallejo

Project Description: HdL currently provides Cannabis Consulting Services and Sales, Use and Transactions Tax Audit Management Services and Economic Development Services.

Contact: Joanna Altman, Assistant to the City Manager, 707.648.4362

Address: 555 Santa Clara Street, Vallejo, CA 94590

EXCEPTIONS/DEVIATIONS

HdL understands and accepts the terms and conditions set forth in the City's RFP. We request that the 7056 Confidentiality language below be added to the contract:

SECTION 7056 – CONFIDENTIALITY REQUIREMENTS

Section 7056 of the State of California Revenue and Taxation code specifically limits the disclosure of confidential taxpayer information contained in the records of the California Department of Tax and Fee Administration. This section specifies the conditions under which a CITY may authorize persons other than CITY officers and employees to examine State Sales, Use and Transactions Tax records.

The following conditions specified in Section 7056 (b), (1) of the State of California Revenue and Taxation Code are hereby made part of this agreement.

- A. CONTRACTOR is authorized by this Agreement to examine sales, use or transactions and use tax records of the Department of Tax and Fee Administration provided to CITY pursuant to contract under the Bradley-Burns Uniform Sales and Use Tax Law.
- B. CONTRACTOR is required to disclose information contained in, or derived from, those sales, use or transactions and use tax records only to an officer or employee of the CITY who is authorized by resolution to examine the information.
- C. CONTRACTOR is prohibited from performing consulting services for a retailer, as defined in California Revenue & Taxation Code Section 6015, during the term of this Agreement.
- D. CONTRACTOR is prohibited from retaining the information contained in, or derived from those sales or transactions and use tax records, after this Agreement has expired. Information obtained by examination of Department of Tax and Fee Administration records shall be used only for purposes related to collection of local sales and use tax or for other governmental functions of the CITY as set forth by resolution adopted pursuant to Section 7056 (b) of the Revenue and Taxation Code. The resolution shall designate the CONTRACTOR as a person, authorized to examine sales and use tax records and certify that this Agreement meets the requirements set forth above and in Section 7056 (b), (1) of the Revenue and Taxation Code.

8. APPENDIX - SAMPLE SALES TAX REPORTS

Trends by Major Groups

Major Industry Groups
 Quarterly Line Graph
 Annual Line Graph

Major business type changes, including comparisons with state and county averages.

Allocations by Business Type Including Pools
 Adjusted for Reporting Aberrations

Top sales tax generators listed in descending order. Used by management to track trends and identify companies who should be contacted as part of a business retention program.

Top 100 Sales Tax Generators
 Quarterly Deviation Analysis

Reports for Revenue Projections.

Sales Tax Allocation Summary
 Cash Reconciliation Report
 Budget Projections
 Five Year Forecast
 Consensus Forecast

Quarterly customized newsletter summarizing sales tax highlights presented in a manner to protect confidentiality and that can be shared with the public.

City of San Luis Obispo, Q12018
 City of Santa Cruz, Q42017

Special reports as needed for economic development and other purposes.

Regional Updates
 Market Competition Comparisons
 Surplus/Gap Comparison
 Retail Analytics Brochure

Sample of Legislative and Issue Updates.

Legislative Update – Sales, Use and Property Tax, July 2018
 Issue Update – Wayfair Decision, June 2018
 Issue Update – The Tax Fairness Act, June 2018
 HeadLines Bi-Monthly E-Newsletter–Trends Affecting California's Economy

Sample Reports can be found here:

<https://concept.hdlcompanies.com/Modules/ShowDocument.aspx?documentid=27937>

Note: Most reports are for the City of Prosperity due to confidentiality standards.



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF JANUARY 24, 2019

FROM: Community Development

SUBJECT: Introduce an Ordinance Amending Municipal Code Title 10 Vehicles and Traffic Pertaining to Bicycles and Personal Transportation Devices

RECOMMENDED ACTION: Approve first reading of an Ordinance amending Municipal Code Title 10 Vehicles and Traffic to amend Chapter 10.04 General Provisions; repeal Chapter 10.44 Bicycles; and adopt Chapter 10.44 Bicycles and Personal Transportation Devices.

BACKGROUND: Bikeshare programs have recently had a resurgence throughout the United States due to smart bicycle innovations and reduced costs. Smart bikes are equipped with self-locking systems, global positioning software (GPS), and other technological infrastructure to manage the bikes within a bikeshare platform. The bikes are reserved and managed through a smart phone application. Cities typically contract with bikeshare vendors who provide bicycle parking infrastructure, locally maintain and rebalance the bike inventory, and remotely manage the system at little or no cost to the City.

On September 13, 2018, staff presented the bikeshare concept to City Council. At that hearing, staff was directed to begin research on bikeshare programs and initiate public outreach. On Bike to Work Day, October 4, staff launched a bikeshare survey to gauge local interest and concerns. The bikeshare survey closed on November 1. The results show substantial local support for a regional bikeshare program in Capitola. The survey also demonstrated residents' concern about bicycle parking and pedestrian safety and lack of support for a motorized scooter share program. (Attachment 1)

Staff presented the bikeshare concept to the Traffic and Parking Commission and the Commission on the Environment in October and the Planning Commission in December. The commissions were supportive of the concept and provided individual comments on a potential program, including:

1. Mitigate impacts to the Village due to shared roadways and limited bicycle parking.
2. Consider charging bikeshare operator for leased City property and to cover any additional costs to City.
3. Involve local bike companies.
4. Research the environmental impact of batteries.
5. Phase roll-out.

Due to the public support for a regional bikeshare program, staff has been working with the only

Bicycle and Personal Transportation Devices (PTD) Ordinance
January 24, 2019

local provider, Jump Bikes, toward the City's participation in a regional bikeshare program. Staff plans to bring a contract to City Council in spring 2019. Staff is not considering a scooter share program at this time but has built in regulations in the proposed new code to prevent a motorized scooter share operator from operating in the city limits.

DISCUSSION: The purpose of this proposed ordinance amendment is to bring the City's laws regarding bicycles, electric powered transportation devices, and bike/scooter-share programs up to current standards.

The existing Municipal Code Chapter 10.04 "General Provisions" and Chapter 10.44 "Bicycles" were drafted in 1951 and do not adequately address the current trends in bicycles and personal transportation devices (PTDs). PTDs are defined as electronic bicycles and motorized scooters which are capable of transporting people up to a maximum speed of 20 miles per hour. The majority of the new shared mobility services are PTDs. The draft ordinance includes updated best practices for bicycle and PTD regulations and creates a process for the City to contract with a shared mobility service operator. The outdated practice of requiring a bicycle license for all bicycles in Capitola has been removed in the proposed new code.

The major changes in the proposed ordinance update include:

- Move bicycle regulations previously under "General Provisions" to the correct location within "Bicycles and Personal Transportation Devices."
- Add definitions for bikeshare operator, bikeshare program, parkway, personal transportation device (including electronic bicycles and motorized scooters), motorized scooter share operator, shared bike, and shared mobility services.
- Include reference to state law regarding bicycle use and equipment (including helmets).
- Prohibit both bicycles and PTDs on sidewalks. Previously, only bicycles were prohibited on sidewalks.
- New bicycle parking regulations to ensure pedestrian/automobile circulation and safety is maintained.
- New requirement that potential bicycle rack locations in the public right-of-way be approved by the Public Works department.
- New requirements for pedicab operators requiring a business license and a City-issued permit to operate in the City.
- New standards for shared mobility services require City Council authorization of a bikeshare operator and/or scooter share operator within the City.
- New removal and impoundment standards to ensure property left in public spaces by unlicensed operators can be removed.

FISCAL IMPACT: There are no fiscal impacts associated with this ordinance.

ATTACHMENTS:

1. Bikeshare Survey Results 11.02.2018 (PDF)

Report Prepared By: Katie Herlihy
Community Development Director

Bicycle and Personal Transportation Devices (PTD) Ordinance
January 24, 2019

Reviewed and Forwarded by:



Steve Jesberg, Public Works Director

1/17/2019

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF CAPITOLA
AMENDING CAPITOLA MUNICIPAL CODE BY AMENDING CHAPTER 10.04 "GENERAL
PROVISIONS" AND REPEALING CHAPTER 10.44 "BICYCLES" AND ADOPTING
CHAPTER 10.44 "BICYCLES AND PERSONAL TRANSPORTATION DEVICES" TO
UPDATE BICYCLE AND PERSONAL TRANSPORTATION DEVICE STANDARDS AND
AUTHORIZE SHARED MOBILITY OPERATORS**

THE CITY COUNCIL OF THE CITY OF CAPITOLA DOES ORDAIN AS FOLLOWS:

Section 1: Chapter 10.04 "GENERAL PROVISIONS" of the Capitola Municipal Code is hereby amended to read as follows:

"Chapter 10.04
GENERAL PROVISIONS

Sections:

- 10.04.010 Definitions.
- 10.04.020 Authority of police and fire department officials.
- 10.04.030 Persons other than officials not to direct traffic.
- 10.04.040 Obedience to police or authorized officers.
- 10.04.050 Obedience to traffic provisions.
- 10.04.060 Traffic regulations apply to persons riding bicycles ~~or animals~~.
- ~~10.04.070—Bicycles prohibited on sidewalks.~~
- ~~10.04.080—Operation of devices on sidewalks.~~
- ~~10.04.090—Impoundment of bicycles.~~
- ~~10.04.070~~100 Obstruction or interference with police or authorized officers.
- ~~10.04.080~~110 Public employees to obey traffic regulations.
- ~~10.04.090~~120 Exemption of certain vehicles.
- ~~10.04.100~~130 Report of damage to property.
- ~~10.04.110~~140 Penalty for violation.
- 10.04.010 Definitions.

Bicycle and Personal Transportation Devices (PTD) Ordinance
January 24, 2019

The following words and phrases when used in this title shall for the purpose of this title have the meanings respectively ascribed to them in this section:

A. Motor Vehicle Code Definitions to be Used. Whenever any words or phrases used in this title are defined, but are defined in the Vehicle Code of the state and amendment thereto, such definitions shall apply.

B. "Bicycle" means ~~a light vehicle without a motor, having two wheels, handlebars and a seat or seats, and propelled by the operator~~ a device upon which a person may ride, propelled exclusively by human power through a belt, chain, or gears, and having one or more wheels.

C. "Central traffic district" means all streets and portions of streets within the area described as follows: all that area bounded by The Bay of Monterey on the South Wharf Road on the west, Cherry Avenue on the north and Monterey Avenue on the east.

D. "Coach" means any motor bus, motor coach, trackless trolley, or passenger stage used as a common carrier of passengers.

E. "Council" means the council of the city of Capitola.

F. "Curb" means the lateral boundary of the roadway whether such curb is marked by the curbing construction, or not so marked; the word "curb" as used in this title shall not include the line dividing the roadway of a street from parking strips in the center of a street, nor from tracks or rights-of-way of public utility companies.

G. "Devices moved by human power" includes any device with or without wheels not included in the definition of "vehicle" as defined in this section, including but not limited to roller skates and devices using roller skates, coasters, wagons, scooters, sleds, unicycles, which are propelled by the person using same. This definition does not include a device which is necessary to assist a person to travel upon the sidewalks, such as wheelchairs and walkers.

H. "Divisional island" means a raised island located in the roadway and separating opposing or conflicting streams of traffic.

~~I. "Holidays," within the meaning of this title, are the first day of January, the twenty-second day of February, the thirtieth day of May, the fourth day of July, the first Monday in September, the eleventh day of November, the twenty-fifth day of December, and Thanksgiving Day. If the first day of January, twenty-second day of February, the thirtieth day of May, the fourth day of July, the eleventh day of November or the twenty-fifth day of December falls on a Sunday, the Monday following is a holiday.~~

I. "Loading zone" means the space adjacent to a curb reserved for the exclusive use of vehicles during the loading or unloading of passengers or materials.

J. "Official time standard," whenever certain hours are named in this title, they mean standard time or daylight saving time as may be in current use in this city.

K. "Parking meter" means a mechanical device installed within or upon the curb or sidewalk area, immediately adjacent to a parking space for the purpose of controlling the period of time occupancy of such parking meter space by any vehicle.

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- L.** “Park” means to stand or leave standing any vehicle, whether occupied or not, otherwise than temporarily for the purpose and while actually engaged in loading or unloading of passengers or materials.
- M.** “Parkway” means that portion of a street other than a roadway or a sidewalk.
- N.** “Passenger loading zone” means the space adjacent to a curb reserved for the exclusive use of vehicles during the loading or unloading of passengers.
- O.** “Pedestrians” means any person afoot.
- P.** “Police officer” means every officer of the police department of this city or any officer authorized to direct or regulate traffic or to make arrests for violations of traffic regulations.
- Q.** “Stop,” when required, means complete cessation of movement.
- R.** “Stop or stand” when prohibited, means any stopping or standing of a vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic, or in compliance with the directions of a police officer or official traffic-control device.
- S.** “Vehicle code” means the vehicle code of the state.
- T.** “Median strip” means a strip of ground dividing a street, roadway or highway into lanes according to the direction of travel which may be raised, nonlandscaped, paved, planted, or otherwise landscaped.
- U.** “Roundabout” means a piece of ground located within the intersection of two or more streets, roadways or highways around which vehicular traffic streams for the purpose of continuing through the intersection or moving from one of the intersection’s streets onto another of the intersection’s streets, which may be raised, circular shaped, nonlandscaped, paved, planted, or otherwise landscaped. (Ord. 993 § 1, 2014; Ord. 245 § 1, 1964; Ord. 204 § 1, 1963)

10.04.020 Authority of police and fire department officials.

Officers of the police department and such officers as are assigned by the chief of police are authorized to direct all traffic by voices, hand, audible or other signal in conformance with traffic laws, except that in the event of a fire or other emergency or to expedite traffic or to safeguard pedestrians, officers of the police department or members of the fire department may direct traffic as conditions may require, notwithstanding the provisions to the contrary contained in this title or the Vehicle Code. (Ord. 204 § 2, 1963)

10.04.030 Persons other than officials not to direct traffic.

No person other than an officer of the police department or members of the fire department or a person authorized by the chief of police or a person authorized by law shall direct or attempt to direct traffic by voice, hand or other signal, except that persons may operate, when and provided in this title, any mechanical pushbutton signal erected by order of the superintendent of streets. (Ord. 204 § 2.1, 1963)

10.04.040 Obedience to police or authorized officers.

No person shall fail or refuse to comply with or to perform any act forbidden by the lawful order, signal, or direction of a traffic or police officer, or a member of the fire department, or a person authorized by the chief of police or by law. (Ord. 204 § 2.2, 1963)

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10.04.050 Obedience to traffic provisions.

See Section 1.01.090 A2. (Ord. 758 § 2, 1993; Ord. 204 § 2.3, 1963)

10.04.060 Traffic regulations apply to persons riding bicycles ~~or animals.~~

Every person riding a bicycle ~~or riding or driving an animal~~ upon a highway shall be granted all of the rights and shall be subject to all of the duties applicable to the driver of a vehicle by this title, except those provisions which by their very nature can have no application. (Ord. 204 § 2.4, 1963)

~~10.04.070 Bicycles prohibited on sidewalks.~~

~~A. No one may operate a bicycle upon a sidewalk.~~

~~B. No one may operate a bicycle on the Riverview Path from Macdonald Lane to Stockton Avenue. (Ord. 697, 1990; Ord. 245 § 2, 1964; Ord. 204 § 2.4A, 1963)~~

~~10.04.080 Operation of devices on sidewalks.~~

~~The city council may prohibit the operation, upon any sidewalk, of devices operated by human power. (Ord. 245 § 2, 1964; Ord. 204 § 2.4B, 1963)~~

~~10.04.090 Impoundment of bicycles.~~

~~The police chief or any police officer may impound and retain possession of any bicycle or devices moved by human power for a period of not more than six months if such bicycle or device is moved by human power and has been in operation in violation of Sections 10.04.070 and 10.04.080. (Ord. 245 § 2, 1964; Ord. 204 § 2.4C, 1963)~~

~~10.04.070~~100 Obstruction or interference with police or authorized officers.

No person shall interfere with or obstruct in any way any police officer or other officer or employee of this city in their enforcement of the provisions of this title. The removal, obliteration or concealment of any chalk mark or other distinguishing mark used by any police officer or other employee or officer of this city in connection with the enforcement of the parking regulations of this title while, if done for the purpose of evading the provisions of this title, constitute such interference or obstruction. (Ord. 204 § 2.5, 1963)

~~10.04.080~~110 Public employees to obey traffic regulations.

The provisions of this title shall apply to the operator of any vehicle owned by or used in the service of the United States government, this state, any county or city, and it is unlawful for any operator to violate any of the provisions of this title except as otherwise permitted in this title or by the Vehicle Code. (Ord. 204 § 2.6, 1963)

~~10.04.090~~120 Exemption of certain vehicles.

A. The provisions of this title regulating the operation, parking and standing of vehicle shall not apply to vehicles operated by the police or fire department, any public ambulance or any public utility vehicle or any private ambulance, which public utility vehicle or private ambulance has qualified as an authorized emergency vehicle, when any vehicle mentioned in this section is operated in the manner specified by the Vehicle Code in response to an emergency call.

B. The foregoing exemptions shall not, however, relieve the operator of any such vehicle from obligation to exercise due care for the safety of others or of the consequences of his or her willful disregard of the safety of others.

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C. The provisions of this title regulating the parking or standing of vehicles shall not apply to any vehicle of a city department or public utility while necessarily in use for construction or repair work or any vehicle owned or operated by the United States Post Office Department while in use for the collection, transportation or delivery of United States Mail. (Ord. 204 § 2.7, 1963)

10.04.100130 Report of damage to property.

A. The operator of a vehicle ~~or the person in charge of any animal~~ involved in any accident resulting in damage to any property publicly owned or owned by a public utility, including but not limited to any fire hydrant, parking meter, lighting post, telephone pole, electric light or power pole, or resulting in damage to any tree, traffic-control device or other property of a like nature located in or along any street, shall within twenty-four hours after such accident make a written report of such accident to the police department of this city.

B. Every such report shall state the time when and the place where the accident took place, the name and address of the person owning and of the person operating or in charge of such vehicle ~~or animal~~, the license number of every such vehicle, and shall briefly describe the property damage in such accident.

C. The operator of any vehicle involved in an accident shall not be subject to the requirements or penalties of this section if during the time he or she is physically incapable of making a report, but in such event he or she shall make a report as required in subsection A of this section within twenty-four hours after regaining ability to make such report. (Ord. 204 § 2.8, 1963)

10.04.110140 Penalty for violation.

Violations of the provisions of this title for which a civil penalty is not provided by Vehicle Code Section 40200(a) shall constitute infractions. (Ord. 758 § 3, 1993; Ord. 204 § 14, 1963)"

Section 2: Bicycles. Chapter 10.44 "BICYCLES" of the Capitola Municipal Code is hereby repealed and a new Chapter 10.44 "BICYCLES AND PERSONAL TRANSPORTATION DEVICES" is hereby adopted to read as follows:

"Chapter 10.44

BICYCLES AND PERSONAL TRANSPORTATION DEVICES

Sections:

10.44.010 Definitions.

10.44.020 State authority.

10.44.030 Bicycles and PTDs prohibited on sidewalks.

10.44.040 Operation of Bicycles and PTDs on Municipal Pathways not within the roadway.

10.44.050 Group operation.

10.44.060 Bicycle and PDT Parking.

10.44.070 Bicycle parking prohibited.

10.44.080 Racing and trick riding.

10.44.090 Placing of bicycle racks.

10.44.100 Passengers.

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- 10.44.110 Entering public right-of-way.
- 10.44.120 Tampering
- 10.44.130 Fees
- 10.44.140 Shared Mobility Services.
- 10.44.150 Removal and Impoundment.
- 10.44.160 Enforcement.
- 10.44.170 Exception for police enforcement activities.

10.44.010 DEFINITIONS.

- A. A "Bicycle" is a device upon which a person may ride, propelled exclusively by human power through a belt, chain, or gears, and having one or more wheels.
- B. A "Bike Share Operator" means an individual or a public, private, or nonprofit entity that manages a bike share program authorized by the City of Capitola.
- C. A "Bike Share Program" means a system of self-service shared bikes for hire in the city of Capitola operated by a bike share operator that offers to users a pool of at least ten self-service shared bikes for use in the public right-of-way or on public property in the City of Capitola.
- D. A "Motorized Scooter Share Operator" means an individual or a public, private, or nonprofit entity that manages a motorized scooter share program authorized by the City of Capitola.
- E. A "Parkway" means that portion of a street other than a roadway or sidewalk.
- F. A "Pedestrian" means any person afoot.
- G. A "Personal Transportation Device" or "PTD" means an electric bicycle as defined by California Vehicle Code Section 406(b) and a motorized scooter as defined by California Vehicle Code Section 407.5, both of which are capable of transporting persons from one place to another at a maximum speed of not more than 20 miles per hour. "PTD" does not include a moped as defined in California Vehicle Code Section 406(a), a gas-powered motorized scooter as defined in California Vehicle Code Section 407.5(b), or a motorized skateboard as referenced in California Vehicle Code Section 21968.
- H. A "Shared Bike" is a bicycle, tricycle, quadricycle or similar device with any number of wheels that is propelled by a motor with any type of power source and/or by humans, that is designed to be shared by unrelated members of the public and that can be locked or secured from unauthorized use without being locked or secured to a bicycle rack or other object. This includes motorized bicycles or mopeds, as defined in Section 406 of the California Vehicle Code.
- I. A "Shared Mobility Device" means a bicycle or personal transportation device available to the public through a shared mobility service.
- I. "Shared Mobility Services" means bicycle or personal transportation device share program available to the public, including motorized scooter share programs and bike share programs, authorized by the City of Capitola.

10.44.020 STATE AUTHORITY.

Reference is made by this section to California Vehicle Code Division 11, Chapter 1, Article 4 relating to laws applicable to bicycle use and equipment, including helmets, and by such

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reference any and all statutes relating to the operation of bicycles are incorporated into this chapter. Every person operating a bicycle or a PTD on a roadway has all the rights and is subject to all the duties applicable to the driver of a vehicle, by the laws of this state or by the ordinances of this city except those provisions of laws and ordinances which by their nature can have no application, and except as otherwise provided in this chapter.

10.44.030 BICYCLES AND PTD PROHIBITED ON SIDEWALKS.

- A. No person shall ride a bicycle or PTD upon a sidewalk.
- B. In accordance with California Vehicle Code Section 21235(g), the operator of a bicycle or PTD shall not operate the bicycle or PTD upon any sidewalk except as may be necessary to enter or leave adjacent property.

10.44.040 OPERATION OF BICYCLES AND PTD ON MUNICIPAL PATHWAYS NOT WITHIN THE ROADWAY.

- A. No person shall operate a bicycle or PTD on the Riverview Path from Macdonald Lane to Stockton Avenue. (Ord. 697, 1990; Ord. 245 § 2, 1964; Ord. 204 § 2.4A, 1963)
- B. A bicycle or PTD may be operated on any municipal bicycle path or bikeway, unless the City of Capitola or the governing body of the public agency having jurisdiction over such path or bikeway prohibits such operation.
- C. Any gasoline-powered transportation device shall not be operated on any municipal bicycle path or bikeway.

10.44.050 GROUP OPERATION.

No person or persons shall ride or operate bicycles or PTD's other than single file, except on paths or parts of a roadway set aside for the exclusive use of bicycles and PTD's.

10.44.060 BICYCLE AND PTD PARKING.

- A. All bicycles and PTDs shall be parked in a bicycle rack, PTD storage facility, or bicycle parking facility, such as a bicycle locker, except as allowed within B, C, and E of this Section.
- B. If a bicycle rack or bicycle parking facility is not available within 50 feet of a trip end, a bicycle or PTD may be parked on the sidewalk in compliance with all the following requirements, as applicable:
 1. The device is locked in an upright position to an object fixed to the ground, such as a sign pole, light pole, etc..
 2. In the Central Village Zoning District, the sidewalk maintains five (5) feet of clearance open for pedestrian circulation.
 3. In all areas of the City other than the Central Village zoning district, the sidewalk maintains four (4) feet of clearance open for pedestrian circulation.
- C. A free locking bike shall be parked in a manner that complies with this section and not hazardous to pedestrians, vehicular traffic, or property.

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D. No person shall park, stand, or lock any bicycle or PTD to a street tree, planter box, or public bench located in the public right of way.

10.44.070 BICYCLE AND PTD PARKING PROHIBITED.

No person shall park a bicycle or PTD at any location which has been posted with signs prohibiting such parking.

10.44.080 RACING AND TRICK RIDING.

No person operating a bicycle or PTD upon a public highway or street shall participate in any unauthorized race, speed or endurance contest; provided, however, that the city may authorize bicycle or PTD racing and trick riding events.

10.44.090 PLACING OF BICYCLE AND PTD RACKS.

No person shall place or maintain on any public right-of-way a bicycle or PTD rack or contrivance used for the holding or parking of bicycles without first being issued a permit by the Public Works Department.

10.44.100 PASSENGERS.

A. To operate a pedicab service within the city limits, a pedicab operator shall have a valid city business licenses and pedicab permit issued by the city.

B. The city may issue an authorized pedicab service operator an encroachment permit for a pedicab stand through the Public Works Department.

C. No person riding a bicycle or PTD shall carry another person on said bicycle or PTD unless such person or passenger is seated upon an individual seat or carrier with footrests separate from those intended to be used by the operator.

D. No person shall ride upon a bicycle or PTD as a passenger, unless he or she is seated upon an individual seat or carrier with footrests separate from those intended to be used by the operator.

10.44.110 ENTERING PUBLIC RIGHT-OF-WAY.

The operator of a bicycle or PTD, on approaching any public right-of-way when the view is obstructed, shall stop such bicycle or PTD immediately prior to entering upon such public right-of-way.

10.44.120 TAMPERING.

It is unlawful for any person to remove, alter or mutilate the serial number of any bicycle frame.

10.44.130 FEES.

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The fees required to be paid pursuant to the provisions of this chapter shall be those fees established by resolution adopted by the city council.

10.44.140 SHARED MOBILITY SERVICES

- A. To operate a shared mobility service within the City limits, a bikeshare operator and/or scooter share operator shall have a valid city business license and a contract with the City.
- B. The city may authorize a bikeshare operator and/or scooter share operator to conduct shared mobility services within the city through a contract approved by the City Council.

10.44.150 REMOVAL AND IMPOUNDMENT.

- A. The city may impound and retain possession of any bicycle or PTD which has been in operation in violation of Chapter 10.44.
- B. The City may remove and impound any shared mobility device owned or controlled by a shared mobility service that is found in any public place within the city limits if the operator does not have a valid contract and business license with the city or is operated in violation of any provision of such contract or this Chapter.
- B. It shall be the duty of the city department authorizing the impound of a shared mobility device to notify the city's police department that such property is impounded. Such notification must include the following information: the owner of the shared mobility device where the ownership is ascertainable; the date of impoundment; and the location of impoundment.
- C. Once a department notifies the police department that a shared mobility device has been impounded, the city's police department will then issue notice of impoundment to the device's owner, if ascertainable. The notice shall include the date of the shared mobility device impoundment and location of its keeping, together with the information that before the owner or person in charge of the property shall be permitted to remove the same from the custody of the impounding department, evidence of identity and ownership shall be required together with the fees necessary to cover the costs for removal and impound. Such charges and costs shall be set in the City's fee schedule.
- D. The owner of the impounded property, or the owner's agent, shall satisfy any and all city conditions or policies related to the impoundment of a shared mobility device prior to retrieval of the property.
- E. The city may dispose of an impounded shared mobility device if the owner does not claim and pay any required fees after thirty calendar days from the date of its removal.

10.44.160 ENFORCEMENT.

- A. Any violation of the provisions of this chapter shall be subject to the code enforcement process in Title 4, including the potential penalties for a violation.
- B. Any administrative citation issued pursuant to this chapter shall be prima facie evidence that the violation occurred.
- C. In addition to the remedies set forth in Subsections A-B, any person violating the provisions of this chapter shall be deemed to be guilty of an infraction.

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10.44.170 EXCEPTION FOR POLICE ENFORCEMENT ACTIVITIES.

Nothing in this code shall preclude police officers from operating a bicycle, PTD, or shared mobility device, while acting within the scope of their duties, in any reasonable manner when it is for the purpose of taking enforcement action or carrying out the performance of their duties.”

Section 4. Effective Date. This ordinance shall be in full force and effect thirty (30) days from the date of its adoption by the City Council.

This ordinance was introduced on the 24th day of January, 2019, and was passed and adopted by the City Council of the City of Capitola on the ____ day of _____, 2019, by the following vote:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAIN:**

APPROVED:

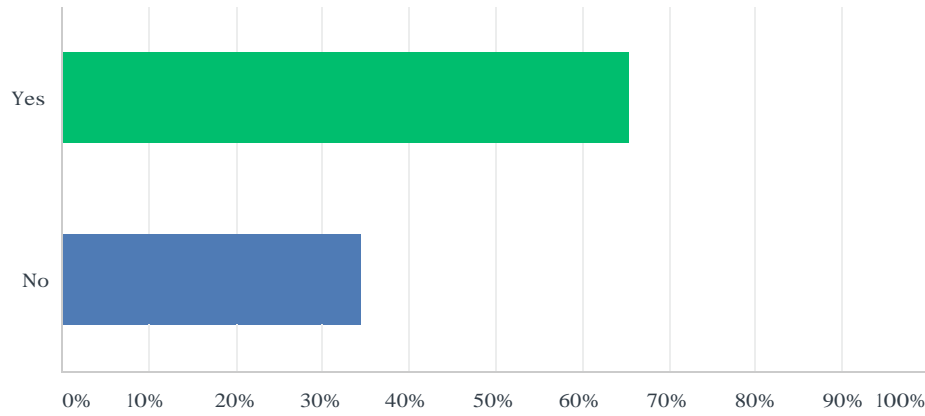
Jacques Bertrand, Mayor

ATTEST:

Linda Fridy, City Clerk

Q1 Are you a resident of Capitola?

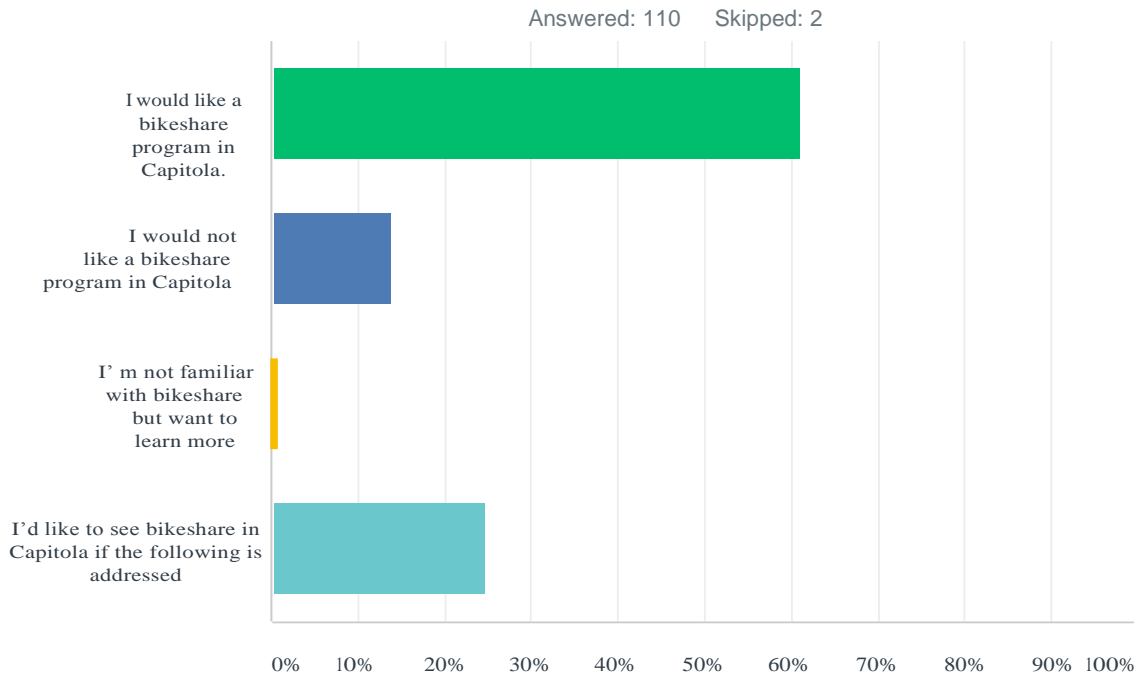
Answered: 110 Skipped: 2



ANSWER CHOICES	RESPONSES	
Yes	65.45%	72
No	34.55%	38
TOTAL		110

Attachment: Bikeshare Survey Results 11.02.2018 (Bicycle and Personal Transportation Devices (PTD) Ordinance)

Q2 Select the option that best describes your opinion:



ANSWER CHOICES	RESPONSES
I would like to see a bikeshare program in Capitola	60.91% 67
I would not like to see a bikeshare program in Capitola	13.64% 15
I am not familiar with bikeshare programs, but I would like to learn more	0.91% 1
I would like to see a bikeshare program in Capitola, as long as the following concerns are addressed:	24.55% 27
TOTAL	110

#	I WOULD LIKE TO SEE A BIKESHARE PROGRAM IN CAPITOLA, AS LONG AS THE FOLLOWING CONCERNS ARE ADDRESSED:	DATE
1	Permanent pick up and drop off locationns	10/28/2018 7:09 PM
2	it is compatible with the santa cruz bike share	10/19/2018 8:24 AM
3	Capitola and the rest of Santa Cruz County need safer routes for cyclists. Bike share programs entice tourists and locals who may not bike often to ride. Considering our county's dismal safety statistics, this is scary. Bike share, is a huge step forward in the sharing economy but we need safer places to ride first. Keeping the rail trail in the rail corridor and creating safe trail that connect it to the Village and other destinations would be a great start.	10/16/2018 8:06 AM
4	We need a safe bike route though the village. Let's use the trestle for this purpose.	10/16/2018 7:54 AM
5	Consequences for inappropriate use or storage of bicycles	10/15/2018 8:31 AM
6	Bikes being left in a way that blocks safety or getting left on private property	10/11/2018 7:38 PM
7	There are clear bike lanes, especially in the village; City receives compensation; bikes can't be dumped in residential areas; helmets are required; no riding on sidewalks.	10/11/2018 6:09 PM
8	Observing bike laws We've had problems with bicyclists not observing traffic laws and storage of bicycles that don't inconvenience pedestrians or parking for motorists	10/11/2018 6:05 PM

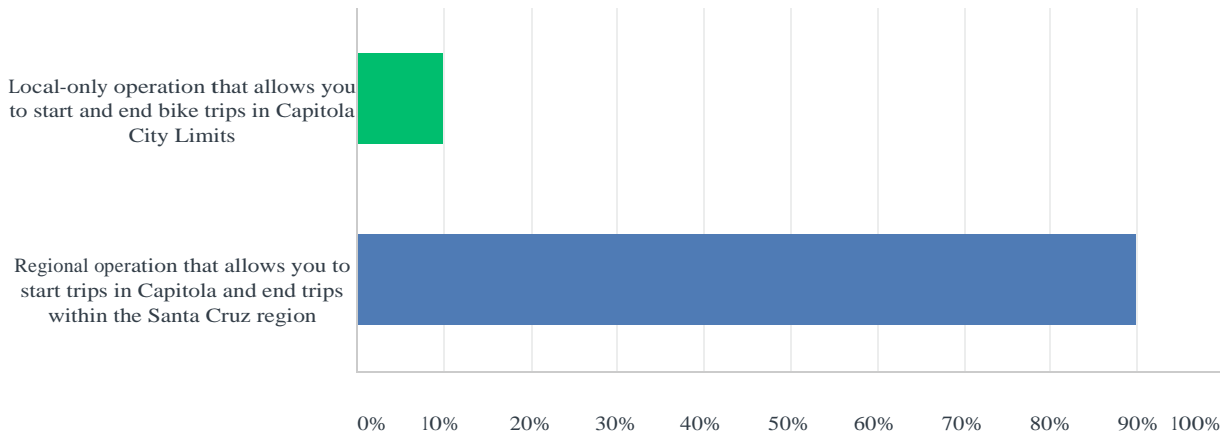
Attachment: Bikeshare Survey Results 11.02.2018 (Bicycle and Personal Transportation Devices (PTD) Ordinance)

9	Strict enforcement of traffic laws for bicycles. Signage at the bikeshare pick-up areas that all traffic laws will be strictly enforced and actual follow through by the police department.	10/11/2018 4:11 PM
10	Social or "Smart Bikes" could be cool here, although I have some concerns. Firstly; Please consider not engaging an Uber related venture for Capitola. It appears there are other vendors to do official business with. Second, are we a bit "hilly" and steep, i.e. coming down Capitola Rd for the average tourist to utilize? Just note the geography and challenges of our fair city. Another concern of mine about these bikes is the ones in SC do not come w helmets. For safety, hazard and liability reasons, I hope the city does due diligence to the research if proceeding.	10/11/2018 3:10 PM
11	Focus the bikes in kiosks or off sidewalk areas.	10/11/2018 7:16 AM
12	bright bikes not strewn all about the city locked in odd ways and blocking foot traffic.	10/10/2018 6:01 PM
13	Helmets required, and bikes left for 24 hours will be confiscated by PD. Bike share company needs to be responsible for their bikes and not let them be abandoned.	10/10/2018 5:10 PM
14	bikes are not left in non specified areas	10/10/2018 2:35 PM
15	I would prefer to use the other cities bike share program. If we allow Capitola to have one , then we will have too many bikes in Capitola. Also, if we move ahead then we should limit the amount of vendors and amount of bikes	10/10/2018 2:19 PM
16	Where are they going to be located, I don't want to see them all around the place. Specific location in the village?	10/10/2018 1:54 PM
17	They not be used by minors	10/8/2018 1:56 PM
18	Do not sign a long-term contract with any one provider, for instance five years with Jump. Doing so limits choice if the future reveals better terms with other vendors.	10/8/2018 12:41 PM
19	Bikes are not left cluttering streets or sidewalks	10/7/2018 3:45 AM
20	Storage in a designated area, only.	10/6/2018 8:09 AM
21	Bikes are picked up regularly	10/5/2018 10:23 AM
22	they are not allowed on ath sidewalks under any condition,parking,riding,storage there isn't enough room on the sidewalk now to move my wife now as she needs a walker/wheelchair. I have already had these bikes locked on poles on our sidewalk blockink it and the ADA access to the sidewalk in front of our house	10/5/2018 4:05 AM
23	A trail Peroid. We should try it and see how it goes.	10/4/2018 11:07 AM
24	Safety for bicyclists and pedestrians	10/4/2018 9:37 AM
25	I would support only if pick up stations were not located on residential streets. But, instead in commercial areas such as 41st Ave, Capitola Village or upper Village.	10/4/2018 9:07 AM
26	Don't want to lose any existing bike racks	10/4/2018 7:51 AM
27	Strict limitations on where they can be parked, ban on riding on sidewalks, and enforcement of those two things.	10/3/2018 2:37 PM

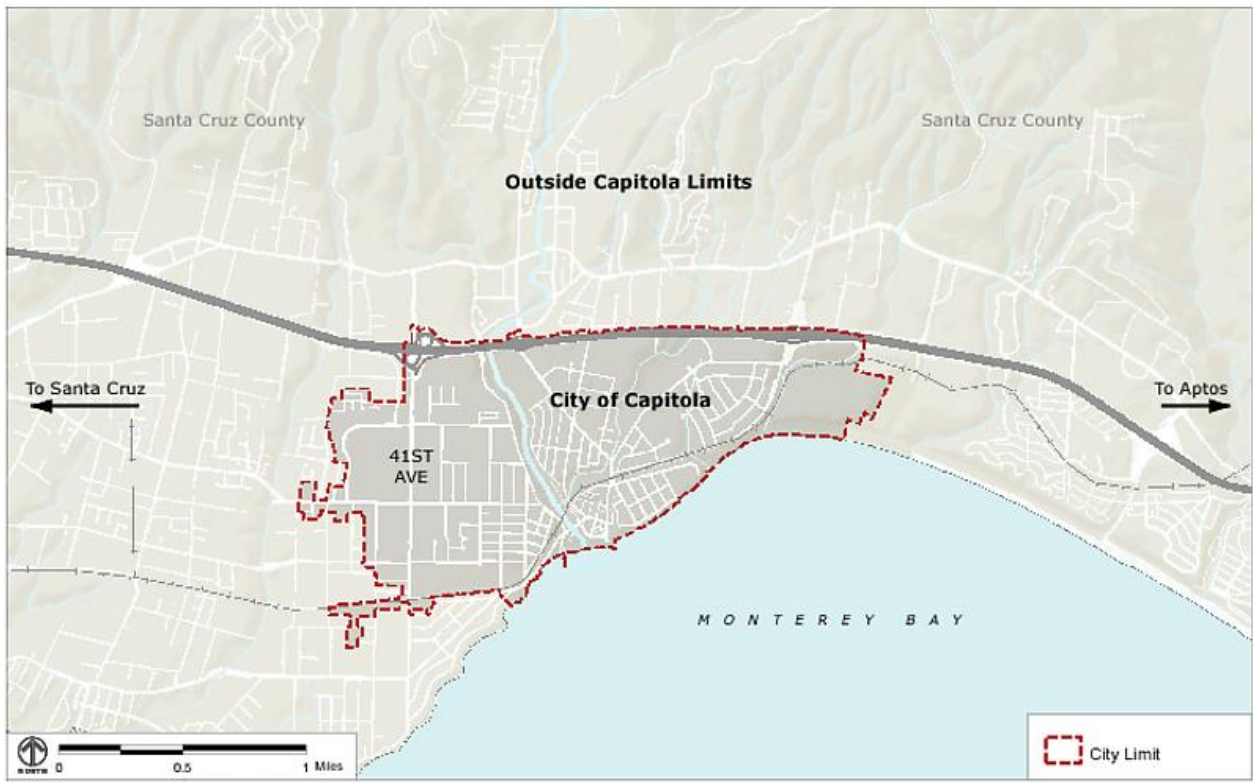
Attachment: Bikeshare Survey Results 11.02.2018 (Bicycle and Personal Transportation Devices (PTD) Ordinance)

Q3 If the City were to initiate a bikeshare program, which of the following would you prefer:

Answered: 95 Skipped: 17



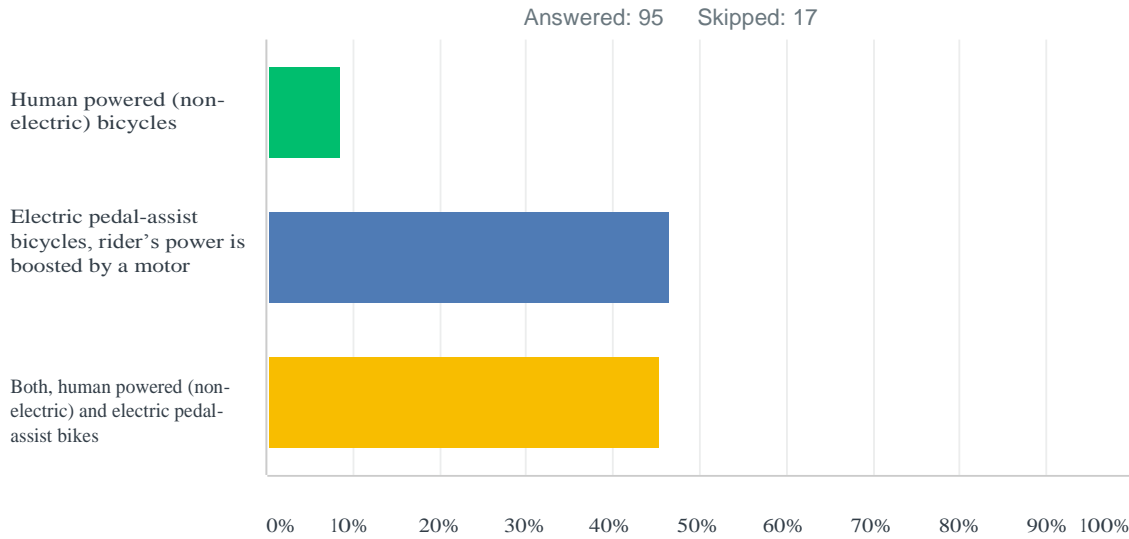
ANSWER CHOICES	RESPONSES
Local-only operation that allows you to start and end bike trips in Capitola City Limits	10.53% 10
Regional operation that allows you to start trips in Capitola and end trips within the Santa Cruz region	89.47% 85
TOTAL	95



Source: City of Capitola, 2018.

Attachment: Bikeshare Survey Results 11.02.2018 (Bicycle and Personal Transportation Devices (PTD) Ordinance)

Q4 Bikeshare companies offer different types of bikes. If the City were to initiate a bikeshare program, which of the following would you prefer:

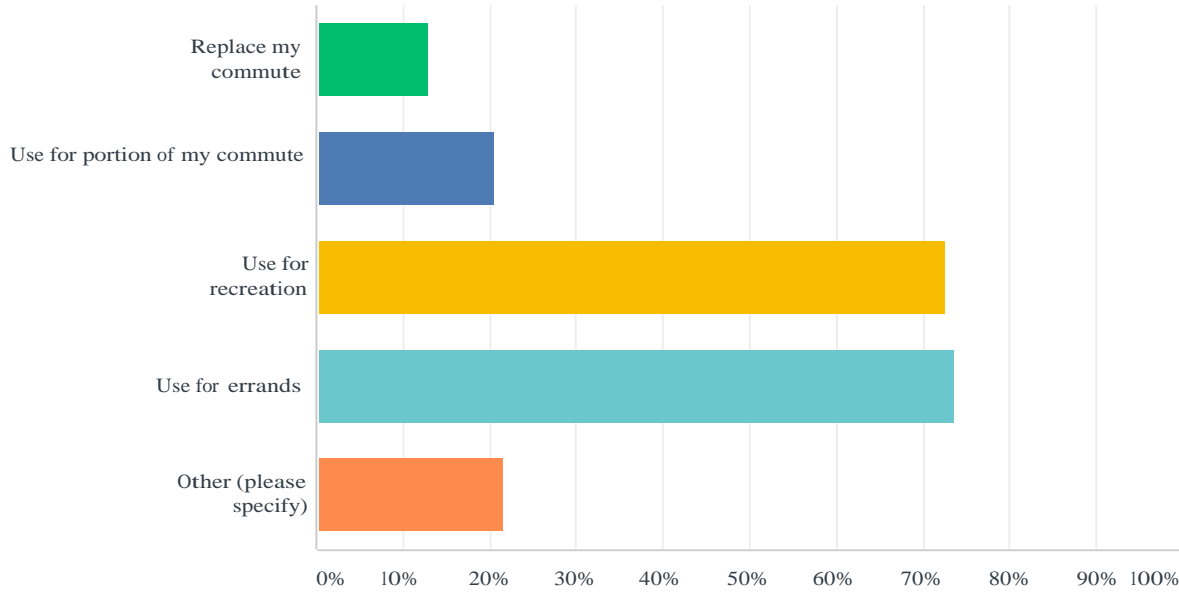


ANSWER CHOICES	RESPONSES	
Human powered (non-electric) bicycles	8.42%	8
Electric pedal-assist bicycles, rider's power is boosted by a motor	46.32%	44
Both, human powered (non-electric) and electric pedal-assist bikes	45.26%	43
TOTAL		95

Attachment: Bikeshare Survey Results 11.02.2018 (Bicycle and Personal Transportation Devices (PTD) Ordinance)

Q5 Why would you use the bikeshare? Select all that apply

Answered: 94 Skipped: 18



ANSWER CHOICES	RESPONSES	
Replace my commute	12.77%	12
Use for portion of my commute	20.21%	19
Use for recreation	72.34%	68
Use for errands	73.40%	69
Other (please specify)	21.28%	20
Total Respondents: 94		

#	OTHER (PLEASE SPECIFY)	DATE
1	Driving and parking is hard. Biking is easy and fun	10/19/2018 8:25 AM
2	Traffic in Capitola is terrible. With a regional bike share, much easier to visit without a car.	10/15/2018 8:43 PM
3	i have an electric bike and use it often for errands vs my car	10/15/2018 8:33 AM
4	To encourage friends and family to join me; to support the program; to help make Capitola more livable.	10/11/2018 7:21 PM
5	guests	10/11/2018 6:11 PM
6	Option for tourist in Capitola to use	10/11/2018 3:48 PM
7	Avoid traffic. Site see. Get exercise, ease of use promotes activity	10/11/2018 3:13 PM
8	Touring town with family and friends from out of area	10/11/2018 9:08 AM
9	Im a local cyclist, so already have bike, but this would serve transit riders & visitors	10/11/2018 8:41 AM
10	I would be able to use an electric bike share to travel from the City of Santa Cruz to Capitola for appointments, go to the beach, eat at one of Capitola's many good eateries.	10/10/2018 7:32 PM
11	Not sure if I would.	10/10/2018 1:56 PM

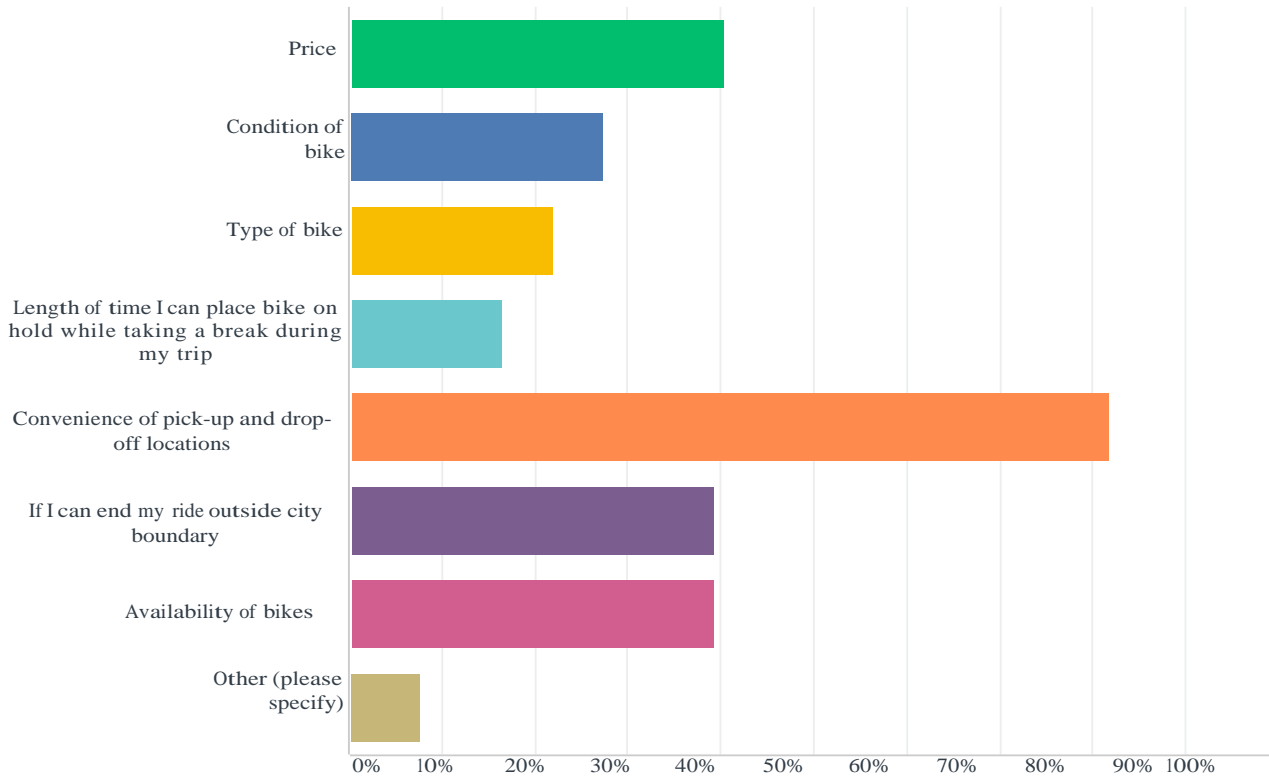
Attachment: Bikeshare Survey Results 11-02-2018 (Bicycle and Personal Transportation Devices (PTD) Ordinance)

12	I live in Aptos off of Park Avenue. Add to Cabrillo Campus PLEASE!!!! I also would LOVE Capitola/Aptos area to add ZIPcars. Both Jump bikes and Zipcars & Uber have transformed my life. I gave up my car for these more affordable options, increased my exercise, reduced traffic and parking and my kids are more safely independent to get to friends and school.	10/9/2018 5:36 AM
13	I like to see others enjoying it.	10/8/2018 8:03 AM
14	Tourism	10/7/2018 5:20 PM
15	Allow visitors to explore surrounding areas not just beach	10/5/2018 10:24 AM
16	won't use	10/5/2018 4:05 AM
17	It would be nice to have a bike share program that links us to other parts of the county. i.e. I could pick up a jump bike in downtown sc and ride home.	10/4/2018 11:04 AM
18	I most likely would not. But see the advantage for others.	10/4/2018 9:11 AM
19	I have my own bike	10/4/2018 7:52 AM
20	If it were available in Aptos, I would use for my commute.	10/3/2018 3:23 PM

Attachment: Bikeshare Survey Results 11.02.2018 (Bicycle and Personal Transportation Devices (PTD) Ordinance)

Q6 What are the top factors you would consider when using a bikeshare? Select up to three:

Answered: 92 Skipped: 20



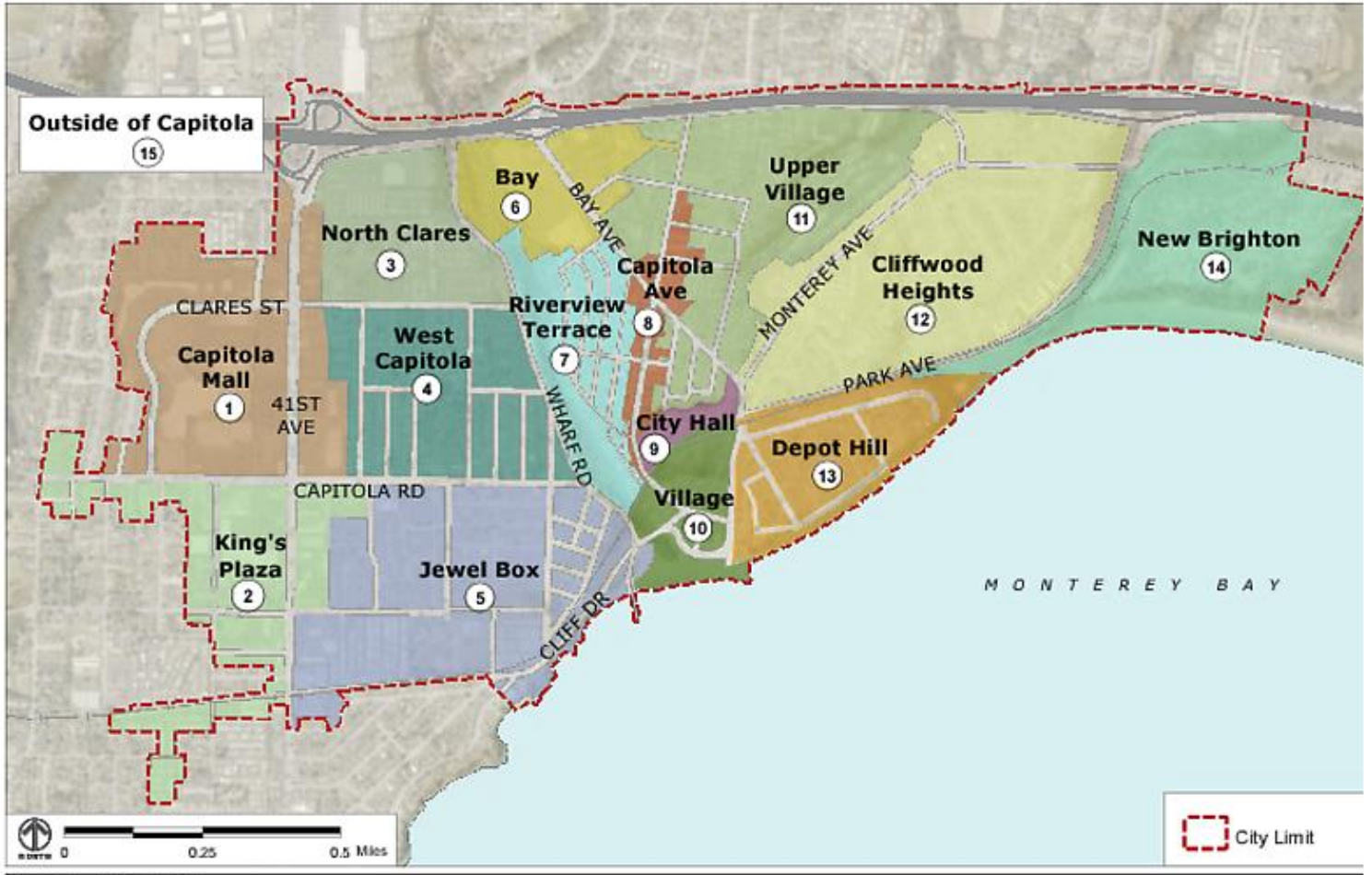
ANSWER CHOICES	RESPONSES
Price	40.22% 37
Condition of bike	27.17% 25
Type of bike	21.74% 20
Length of time I can place a bike on hold while taking a break during my trip	16.30% 15
Convenience of pick-up and drop-off locations	81.52% 75
If I can end my ride outside the city boundary	39.13% 36
Availability of bikes	39.13% 36
Other (please specify)	7.61% 7
Total Respondents: 92	

#	OTHER (PLEASE SPECIFY)	DATE
1	I would want there to also be Trikes for older people and people with disabilities.	10/11/2018 7:23 PM
2	Please do not go w an Uber related company.	10/11/2018 3:15 PM
3	Capitola is so small bikes would end up outside city limits anyway	10/11/2018 8:43 AM
4	Ride to Cabrillo	10/9/2018 7:54 AM

Attachment: Bikeshare Survey Results 11-02-2018 (Bicycle and Personal Transportation Devices (PTD) Ordinance)

5	won't use	10/5/2018 4:05 AM
6	I can't think of a reason to use.	10/4/2018 9:12 AM
7	I would not use this service	10/4/2018 7:53 AM

The map below was included with questions 7 and 8

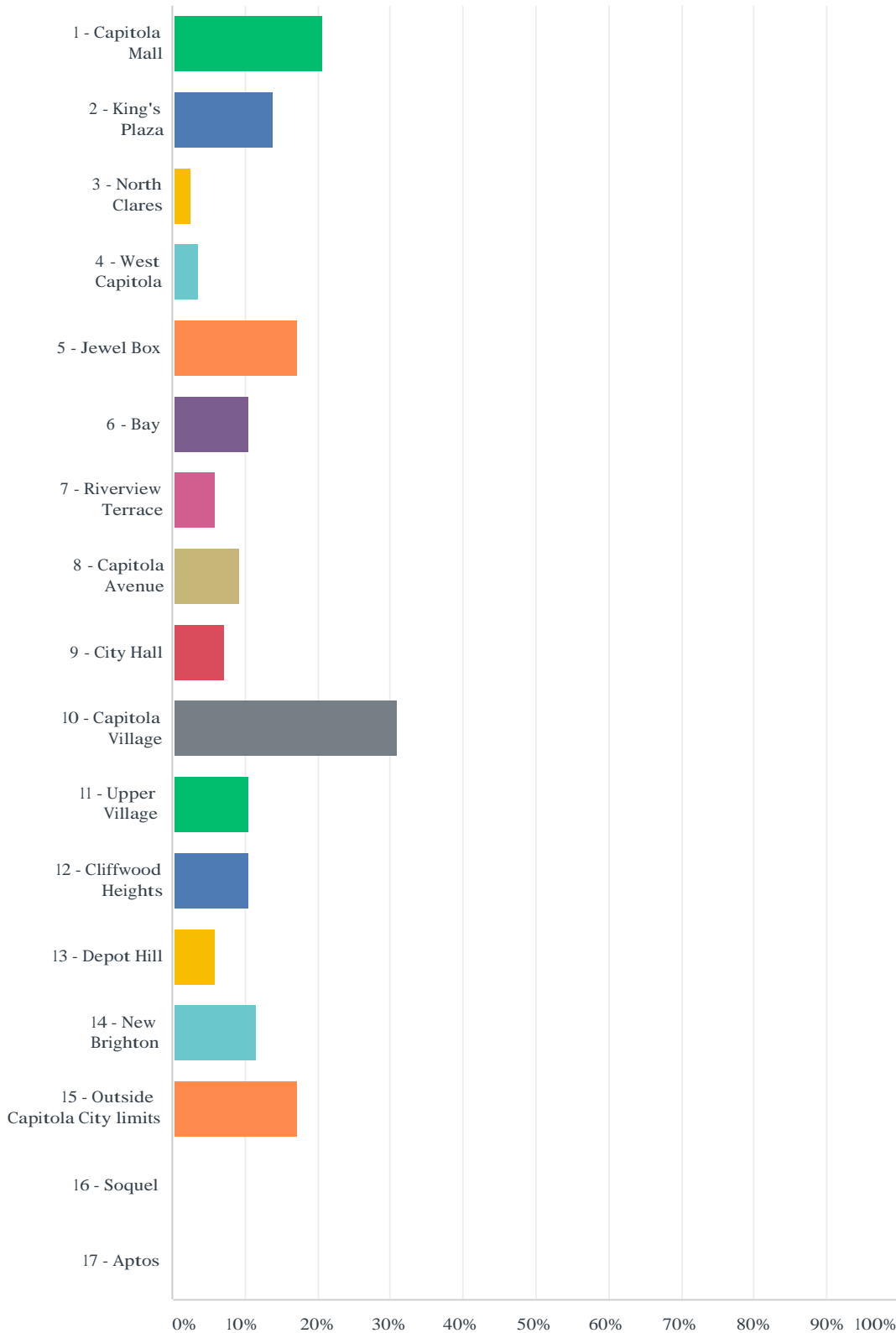


Source: City of Capitola, 2018.

Attachment: Bikeshare Survey Results 11.02.2018 (Bicycle and Personal Transportation Devices (PTD) Ordinance)

Q7 Please select the areas that best identify where you would START your bike ride. Areas are represented by numbers on the map.

Answered: 88 Skipped: 24



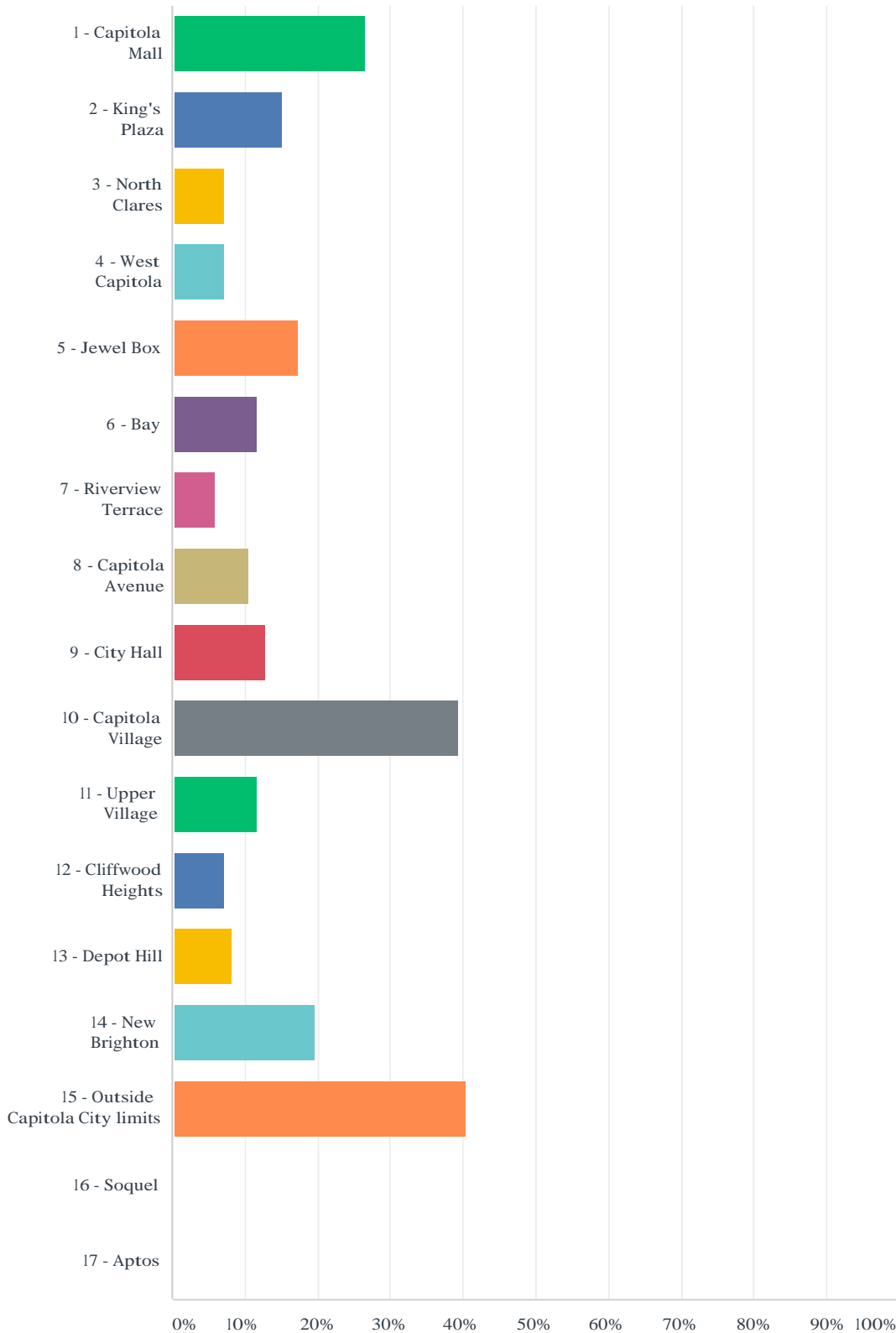
Attachment: Bikeshare Survey Results 11.02.2018 (Bicycle and Personal Transportation Devices (PTD) Ordinance)

ANSWER CHOICES	RESPONSES	
1 - Capitola Mall	20.45%	18
2 - King's Plaza	13.64%	12
3 - North Clares	2.27%	2
4 - West Capitola	3.41%	3
5 - Jewel Box	17.05%	15
6 - Bay	10.23%	9
7 - Riverview Terrace	5.68%	5
8 - Capitola Avenue	9.09%	8
9 - City Hall	6.82%	6
10 - Capitola Village	30.68%	27
11 - Upper Village	10.23%	9
12 - Cliffwood Heights	10.23%	9
13 - Depot Hill	5.68%	5
14 - New Brighton	11.36%	10
15 - Outside Capitola City Limits	17.05%	15
16 - Soquel	0.00%	0
17 - Aptos	0.00%	0
Total Respondents: 88		

Attachment: Bikeshare Survey Results 11.02.2018 (Bicycle and Personal Transportation Devices (PTD) Ordinance)

Q8 Please select the areas that best identify where you would END your bike ride. Areas are represented by numbers on the map.

Answered: 87 Skipped: 25

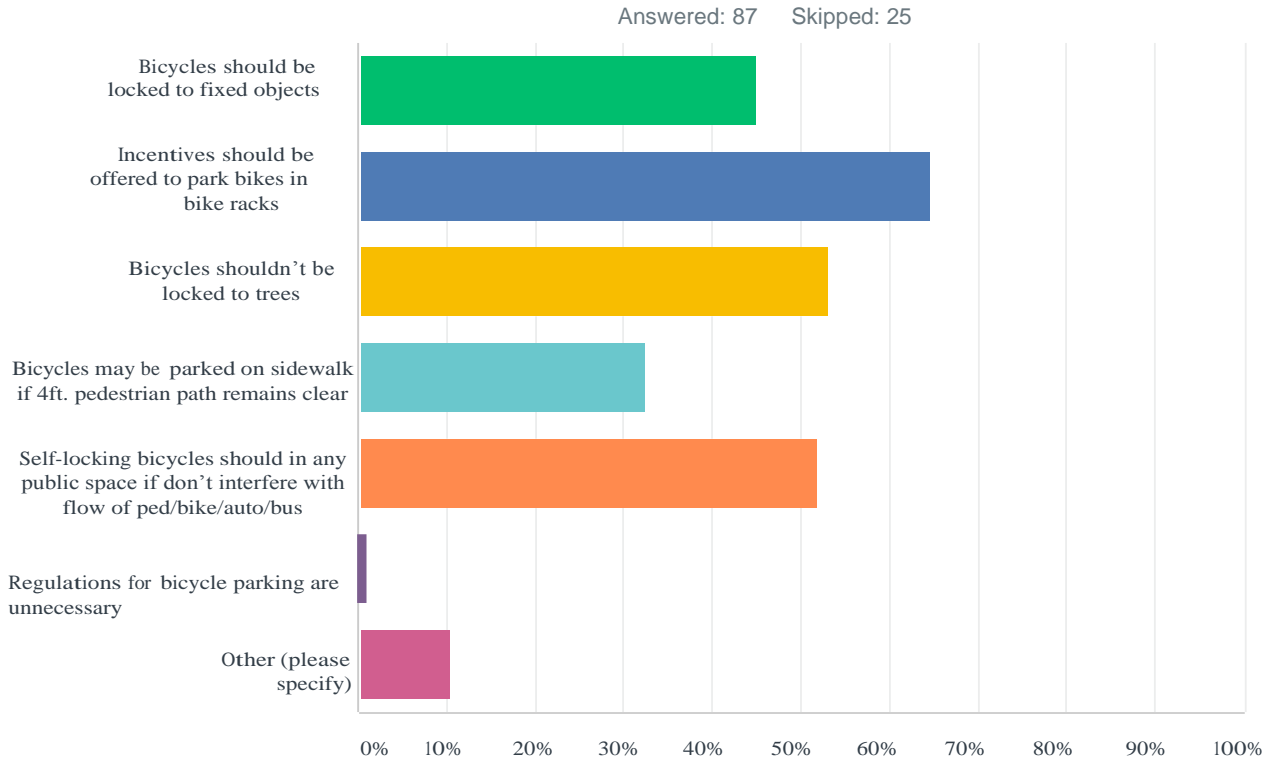


Attachment: Bikeshare Survey Results 11.02.2018 (Bicycle and Personal Transportation Devices (PTD) Ordinance)

ANSWER CHOICES	RESPONSES	
1 - Capitola Mall	26.44%	23
2 - King's Plaza	14.94%	13
3 - North Clares	6.90%	6
4 - West Capitola	6.90%	6
5 - Jewel Box	17.24%	15
6 - Bay	11.49%	10
7 - Riverview Terrace	5.75%	5
8 - Capitola Avenue	10.34%	9
9 - City Hall	12.64%	11
10 - Capitola Village	39.08%	34
11 - Upper Village	11.49%	10
12 - Cliffwood Heights	6.90%	6
13 - Depot Hill	8.05%	7
14 - New Brighton	19.54%	17
15 - Outside Capitola City Limits	40.23%	35
16 - Soquel	0.00%	0
17 - Aptos	0.00%	0
Total Respondents: 87		

Attachment: Bikeshare Survey Results 11.02.2018 (Bicycle and Personal Transportation Devices (PTD) Ordinance)

Q9 Bicycle parking is often an issue with bikeshare programs when rules are not established. The City of Capitola plans to update bicycle parking regulations to prevent improper storage of bicycles. Which of the following standards would you like to see the City include in new bicycle parking regulations? Select all that apply



ANSWER CHOICES	RESPONSES
Bicycles should be locked to objects that are fixed to the ground (sign poles, light poles, benches, bike racks) when parked	44.83% 39
Incentives should be offered to park bikes in bike racks	64.37% 56
Bicycles should not be locked to trees	52.87% 46
Bicycles may be parked on the edge of a sidewalk as long as a minimum 4 foot wide path remains clear for pedestrians	32.18% 28
Self-locking bicycles should be allowed to park in any public space as long as they do not interfere with the regular flow of pedestrians, bicyclists, automobiles, and buses	51.72% 45
Regulations for bicycle parking are unnecessary	1.15% 1
Other (please specify)	10.34% 9
Total Respondents: 87	

#	OTHER (PLEASE SPECIFY)	DATE
1	I e seen 2 Jump bikes left right on the bridge (sidewalk and right on bikepath!) which is dangerous for other cyclists due to the car traffic. Bikes should be left in designated areas NOT on a bike path or in the middle of a narrow walkway. It's not safe for wheelchair and elderly pedestrians. Also many Santa Cruz residents think they can dominate and be disrespectful of property, so I worry about these bikes being damaged and left ito pollute our community.	10/11/2018 9:19 PM

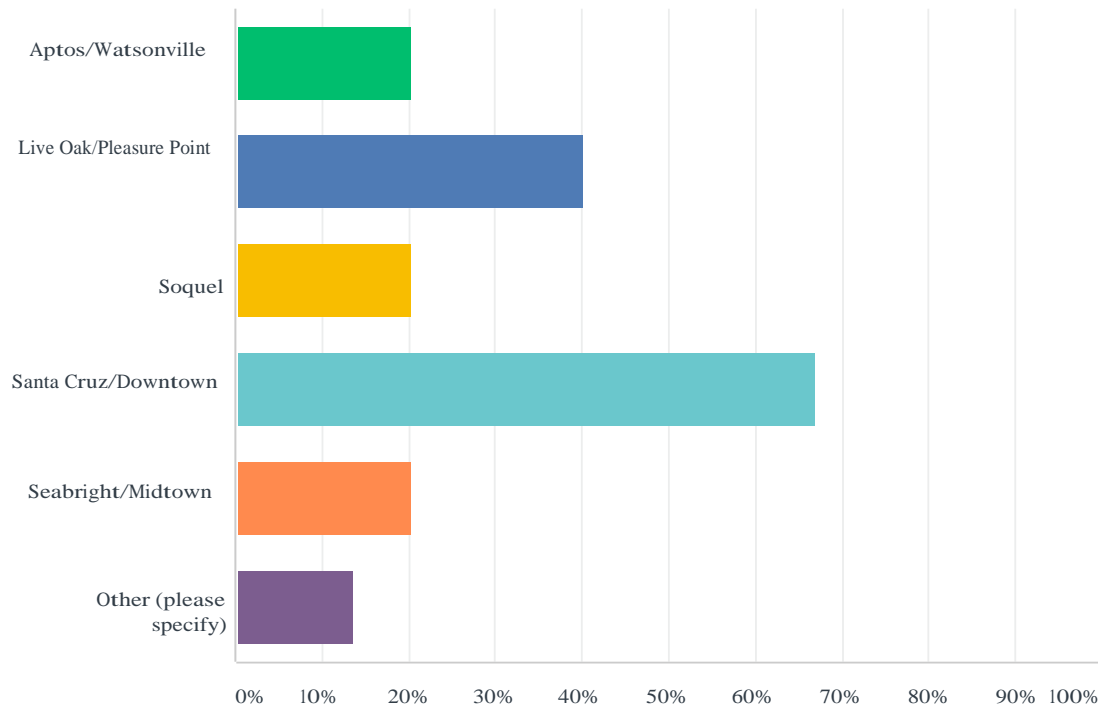
Attachment: Bikeshare Survey Results 11.02.2018 (Bicycle and Personal Transportation Devices (PTD) Ordinance)

2	There should be bike parking . Bikes should not be parked where pedestrians pedestrian sidewalks or benches and should not interfere with motorist parking	10/11/2018 6:13 PM
3	Capitola needs even more bike rack areas. The ones next to Sotola are often filled, "no parking left."	10/11/2018 3:52 PM
4	Limit shared bikes to specific areas only	10/10/2018 2:23 PM
5	Bikes need to be in designated areas, Bike rack, motorcycle parking ect.	10/10/2018 2:02 PM
6	Penalties for improper placement of and "walking in with" bicycles should be posted and clearly stated.	10/8/2018 11:31 AM
7	Bikes should only be parked in designated areas.	10/6/2018 8:15 AM
8	ensuring that bikes are not left locked in any way impeding walking or other bike routes	10/5/2018 5:45 PM
9	not on the sidewalk under any condition	10/5/2018 4:10 AM

Attachment: Bikeshare Survey Results 11.02.2018 (Bicycle and Personal Transportation Devices (PTD) Ordinance)

Q10 Where would you would START your ride outside of Capitola? Select all that apply.

Answered: 15 Skipped: 97



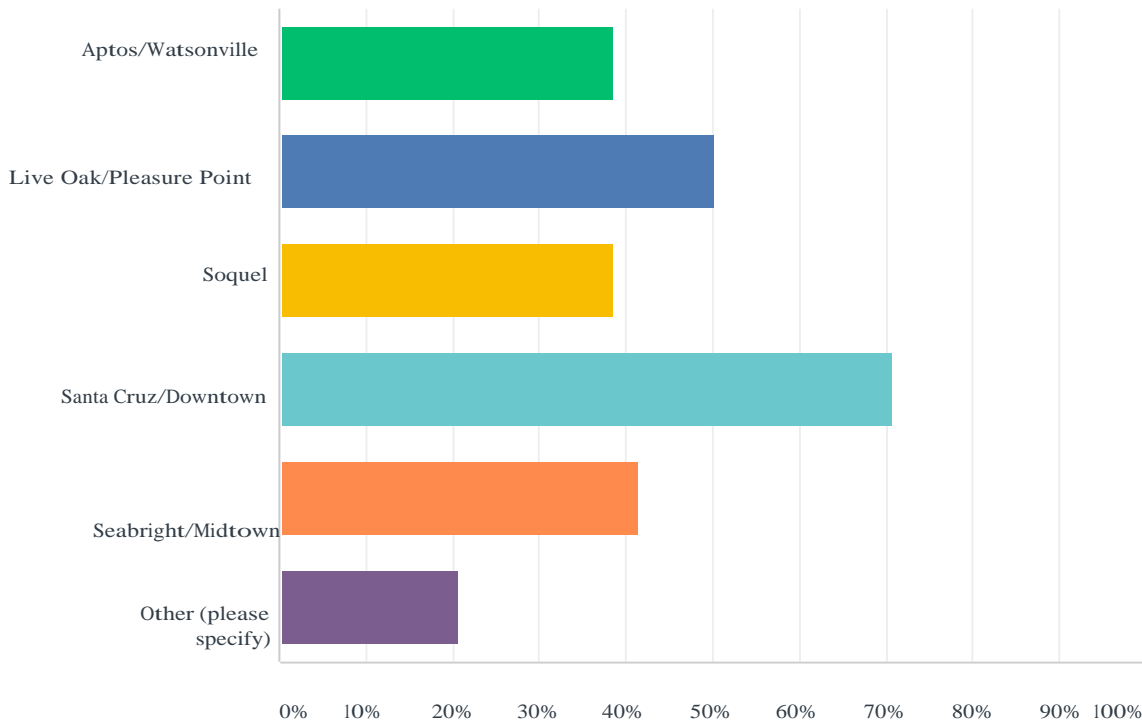
ANSWER CHOICES	RESPONSES
Aptos/Watsonville	20.00% 3
Live Oak/Pleasure Point	40.00% 6
Soquel	20.00% 3
Santa Cruz/Downtown	66.67% 10
Seabright/Midtown	20.00% 3
Other (please specify)	13.33% 2
Total Respondents: 15	

#	OTHER (PLEASE SPECIFY)	DATE
1	Cabrillo College Camps -- PLEASE add ZIPCAR to your survey.	10/9/2018 5:39 AM
2	Westside	10/8/2018 8:05 AM

Attachment: Bikeshare Survey Results 11-02-2018 (Bicycle and Personal Transportation Devices (PTD) Ordinance)

Q11 Where would you would END your ride outside of Capitola? Select all that apply.

Answered: 34 Skipped: 78



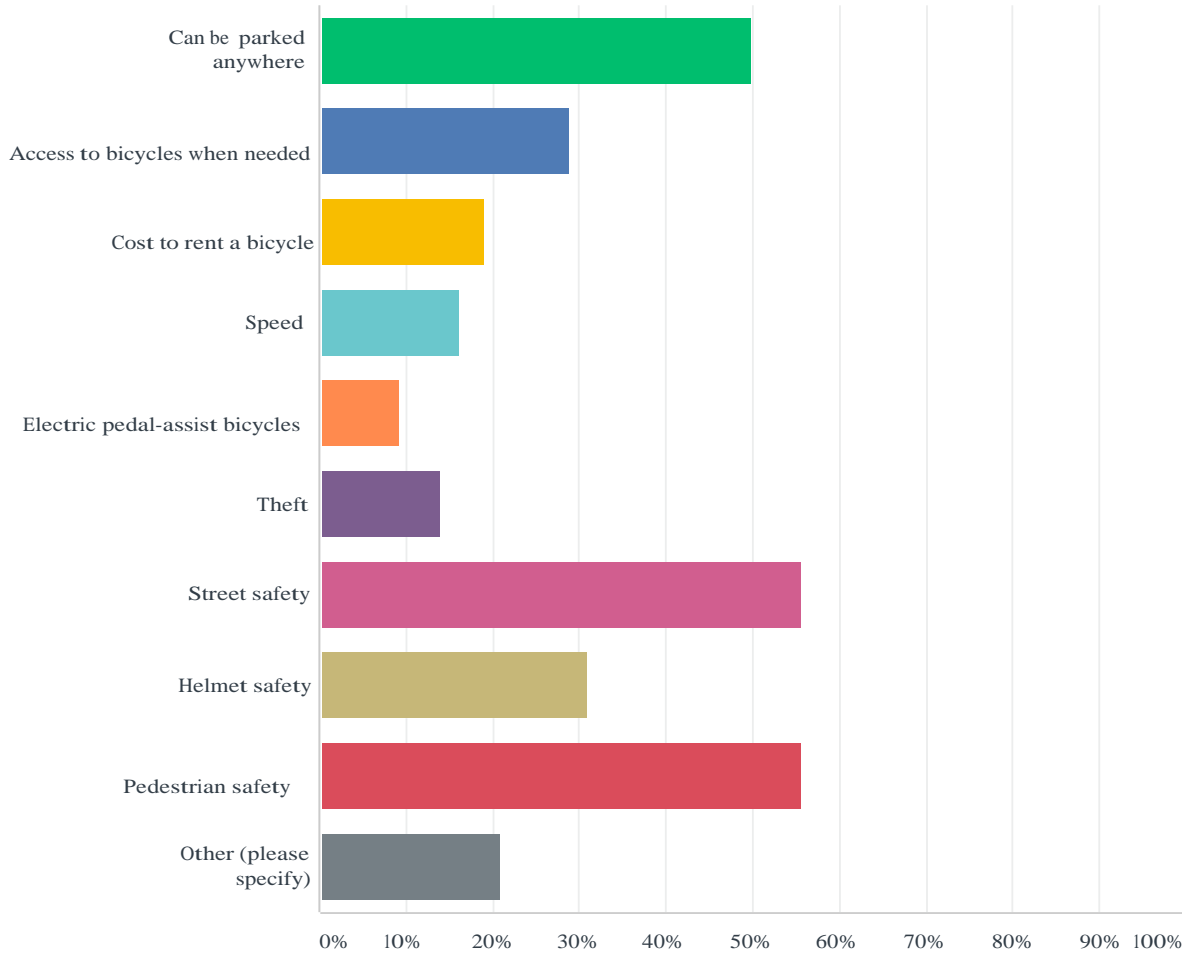
ANSWER CHOICES	RESPONSES	
Aptos/Watsonville	38.24%	13
Live Oak/Pleasure Point	50.00%	17
Soquel	38.24%	13
Santa Cruz/Downtown	70.59%	24
Seabright/Midtown	41.18%	14
Other (please specify)	20.59%	7
Total Respondents: 34		

#	OTHER (PLEASE SPECIFY)	DATE
1	Most trips would be round trip, but having the option to end a trip somewhere else would be better	10/19/2018 8:28 AM
2	West side at Kelly's Bakery and the SC Wharf/marina next to CrowsNest	10/11/2018 9:13 PM
3	Everywhere	10/11/2018 7:26 PM
4	Mission/Hwy 1, Santa Cruz	10/10/2018 4:29 PM
5	Along the coast	10/10/2018 1:59 PM
6	Cabrillo College Campus	10/9/2018 5:40 AM
7	Westside	10/8/2018 8:05 AM

Attachment: Bikeshare Survey Results 11.02.2018 (Bicycle and Personal Transportation Devices (PTD) Ordinance)

Q12 What concerns you about bikeshare programs? Select all that apply

Answered: 101 Skipped: 11



ANSWER CHOICES	RESPONSES	
Can be parked anywhere	49.50%	50
Access to bicycles when needed	28.71%	29
Cost to rent a bicycle	18.81%	19
Speed	15.84%	16
Electric pedal-assist bicycles	8.91%	9
Theft	13.86%	14
Street safety	55.45%	56
Helmet safety	30.69%	31
Pedestrian safety	55.45%	56
Other (please specify)	20.79%	21
Total Respondents: 101		

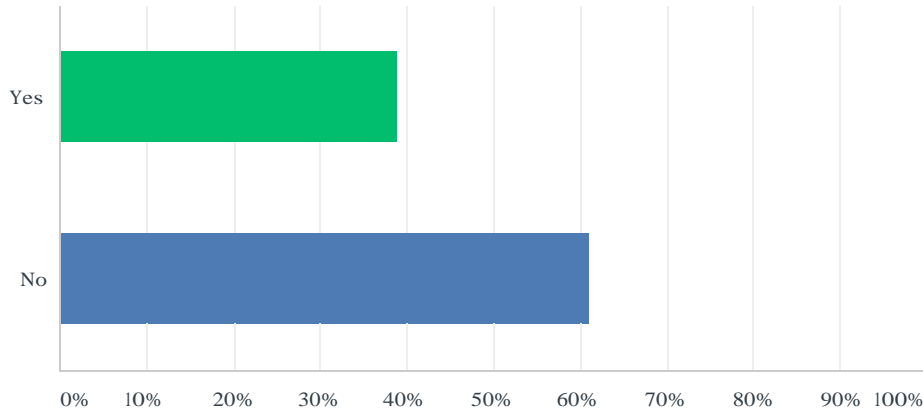
Attachment: Bikeshare Survey Results 11.02.2018 (Bicycle and Personal Transportation Devices (PTD) Ordinance)

#	OTHER (PLEASE SPECIFY)	DATE
1	increase the difficulty of walking and driving, already challenging	10/31/2018 2:25 PM
2	Ridiculous idea for use in the village area -- and they will be taken there if they are available in Capitola!	10/16/2018 2:04 PM
3	There needs to be a an alternative to entering the village. Let's use the trestle.	10/16/2018 7:57 AM
4	Bikeshare increases ridership for non-riders. Existing auto infrastructure encourages speeding cars, very dangerous for bikes. Capitola should give 41st avenue a road diet, install traffic calming measures to reduce actual speeds to 25 mph or less, and put protected bidirectional bike lanes on both sides of the street. Other streets too but 41st is the most dangerous.	10/15/2018 8:49 PM
5	People in Santa Cruz can be so disrespectful and I worry they will further decrease the reputation of our community. Police will have to be more vigilant and give tickets to those who misuse the vehicles. I already distrust the begging homeless men walking in downtown SC,	10/11/2018 9:24 PM
6	Please also have electric assisted Trikes for people with ophysical limitations and the elderly.	10/11/2018 7:29 PM
7	Capitola is to small for this unless it is for County wide	10/11/2018 6:53 PM
8	I would not want bicycles to be able to anywhere but only in designated areas	10/11/2018 6:15 PM
9	I have been surprised and disappointed that SC does not seem to encourage the use of helmets	10/11/2018 3:19 PM
10	Community education	10/11/2018 12:29 PM
11	I think the City should work with a bike share vendor to provide bike safety education.	10/10/2018 7:35 PM
12	encroachment on pedestrian areas	10/10/2018 7:17 PM
13	I believe we are much to small an area in need of providing this kind of assistance to visitors. We do not need more bicycles on our streets.	10/10/2018 4:31 PM
14	Make Last rider liable for parking infractions and other moving violations	10/10/2018 2:04 PM
15	Appearance and taking up space. They are an eye sore.	10/9/2018 1:16 PM
16	Cars must be more aware of cyclists; roads must be marked better for people who will be using the bikes. Capitola does not currently have good bike infrastructure, but this will force improvements.	10/7/2018 11:14 AM
17	Parking in designated areas only.	10/6/2018 8:16 AM
18	Capitola village is too small for bicycle list.	10/5/2018 9:27 AM
19	Limited areas in Capitola Village to store bikes. See bikes parked and locked in front of private homes and driveways in Santa Cruz. No room for cyclelists on Village streets.	10/5/2018 5:30 AM
20	not on the sidewalk under any condition	10/5/2018 4:11 AM
21	Capitola Village is a very congested area and a bike program will only add to the congested.	10/4/2018 4:23 PM

Attachment: Bikeshare Survey Results 11-02-2018 (Bicycle and Personal Transportation Devices (PTD) Ordinance)

Q13 Do you think Capitola should consider an electric scooter share program?

Answered: 100 Skipped: 12



ANSWER CHOICES	RESPONSES	
Yes	39.00%	39
No	61.00%	61
TOTAL		100

Attachment: Bikeshare Survey Results 11.02.2018 (Bicycle and Personal Transportation Devices (PTD) Ordinance)