

# City of Capitola Agenda

Mayor: Dennis Norton  
Vice Mayor: Ed Bottorff  
Council Members: Jacques Bertrand  
Stephanie Harlan  
Michael Termini  
Treasurer: Christine McBroom



**REVISED**

## **CAPITOLA CITY COUNCIL REGULAR MEETING**

**THURSDAY, JANUARY 8, 2015**

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

**CLOSED SESSION – 6:00 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 City Council's Open Session Meeting.*

### **CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Govt. Code § 54956.8)**

Property: APN 035-141-33, Capitola, CA (City of Capitola, Owner)  
City Negotiator: City Manager  
Negotiating Parties: Verizon Wireless  
Under Negotiation: Real Property Lease - Verizon cell tower license

### **CONFERENCE WITH LABOR NEGOTIATOR (Govt. Code §54957.6)**

Negotiator: Jamie Goldstein, City Manager  
Employee Organizations: (1) Association of Capitola Employees; (2) Capitola Police Captains, (3) Capitola Police Officers Association, (4) Confidential Employees; (5) Mid-Management Group; and (6) Department Head Group

### **LIABILITY CLAIMS (Govt. Code §54956.95)**

Claimant: Sandra Fowler  
Claimant: Barbara Stephens  
Agency claimed against: City of Capitola

**REGULAR MEETING OF THE CAPITOLA CITY COUNCIL – 7:00 PM**

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

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

**1. ROLL CALL AND PLEDGE OF ALLEGIANCE**

Council Members Stephanie Harlan, Ed Bottorff, Jacques Bertrand, Michael Termini, and Mayor Dennis Norton

**2. PRESENTATIONS**

- A. Proclamation in recognition for Andrew Snow's contribution to the Capitola Begonia Festival.
- B. Presentation of a Certificate of Appreciation to Derek Van Alstine for his service on the Capitola Architectural & Site Review Committee.
- C. Introduction of Brian Van Son, as the City's new Building Official.

**3. REPORT ON CLOSED SESSION**

**4. ADDITIONAL MATERIALS**

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

- A. Closed Session  
DETAILS:  
Email from Edgren.
- B. 10.A.  
DETAILS:  
Emails from Gorson and Westman.
- C. 10.D.  
DETAILS:  
Email from Martorella.

**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.*

**CAPITOLA CITY COUNCIL REGULAR MEETING - Thursday, January 8, 2015**

**7. CITY COUNCIL / CITY TREASURER / STAFF COMMENTS**

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

**8. BOARDS, COMMISSIONS AND COMMITTEES APPOINTMENTS**

*Note: Appointments will be made under General Government/Public Hearings **Item 10.D.** for City Council Representation on City and County/Multi-County Boards, Commissions, and Committees; and City Council appointments/reappointments of public members to various City Advisory Committees.*

**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 approving the December 11, 2014, Regular City Council Meeting Minutes.

RECOMMENDED ACTION:

Approve Minutes.

- B. Consider denying liability claims and forward to the City's liability insurance carrier:

1. Sandra Fowler in the amount of \$20,774.
2. Barbara Stephens for an undetermined amount.

RECOMMENDED ACTION:

Deny liability claims.

- C. Consider approving the Budget Calendar for Fiscal Year 2015/2016.

RECOMMENDED ACTION:

Approve Budget Calendar.

- D. Consider a professional services agreement with Anderson Brule Architects, Inc. for an as-needed architectural design services contract.

RECOMMENDED ACTION:

Approve agreement.

**10. GENERAL GOVERNMENT / PUBLIC HEARINGS**

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

- A. Receive future library location recommendation from the ad hoc library committee.

RECOMMENDED ACTION:

Receive the ad hoc library committee's recommendation; select a site, and direct staff to focus library planning efforts at the selected site.

## CAPITOLA CITY COUNCIL REGULAR MEETING - Thursday, January 8, 2015

- B. Receive report on special event highlights and issues for 2014.  
RECOMMENDED ACTION:  
Receive report.
- C. Consider renewal of the Santa Cruz Tourism Marketing District (TMD); and adoption of a Resolution.  
RECOMMENDED ACTION:  
Adopt Resolution.
- D. Review City Council representation on various County/Multi-County Boards, Commissions, and Committees; and City Council appointments, reappointments, and nominations of members to City Internal Advisory Bodies; the Oversight Board for the Capitola Successor Agency; and the Community Based Health and Human Service Providers Ad hoc Subcommittee.  
RECOMMENDED ACTION:  
Council determination regarding appointments.
- E. Appointment/Reappointment of Standby City Council Members.  
RECOMMENDED ACTION:  
That Council Member Bertrand to nominate from 1 to 3 persons to serve as his standby City Council Member pursuant to Municipal Code Section 2.04.165, and that Council Members review their appointment(s) and make any changes at this time.
1. City Council approval of nominations of standby City Council Members; and
  2. Direct staff to inform nominees of their appointment and schedule the necessary oath of office of standby City Council Members at a regular meeting of the City Council.

## 11. ADJOURNMENT

Adjourn to the next Regular Meeting of the City Council on Thursday, January 22, 2015, at 7:00 PM, in the City Hall Council Chambers, 420 Capitola Avenue, Capitola, California.

**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 Capitola 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](http://www.cityofcapitola.org) and at Capitola City Hall and at the Capitola Branch Library, 2005 Wharf Road, Capitola, on the Monday prior to the Thursday 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.

## **CAPITOLA CITY COUNCIL REGULAR MEETING - Thursday, January 8, 2015**

**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](http://www.cityofcapitola.org) by clicking on the Home Page link "**Meeting Video**". Archived meetings can be viewed from the website at anytime.

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City of Capitola  
 Mayor's Proclamation  
 Proclaiming January 8, 2015  
**“ANDY'S DAY”**  
 in Memory of Andy Snow

*WHEREAS, the City of Capitola wishes to express to his wife Laura and his son Zachariah, its deepest sorrow on the passing of Andy Snow on Sunday, November 20, 2014; and*

*WHEREAS, inspired by Peggy Slatter, the first annual Begonia Festival took place in 1954 and has been perpetuated for the last 62 years by generations of community leaders to follow. Historian Carolyn Swift wrote, "The festival is as close to Capitola City history (and the heart of the Village) as the shore is to the bay"; and*

*WHEREAS, for the last 30 years, Andy Snow devoted his life to these begonias, in charge of breeding, propagating, planting and harvesting of the tuberous begonia crop every year for Golden State Bulb, and*

*WHEREAS, Andy hoped that more people would discover what wonderful container plants tuberous begonias truly are, by writing "The Ideal Container Plant" for the official 2014 Begonia Festival brochure; and*

*WHEREAS, Andy started at Brown's Bulb Ranch in Capitola, loading and unloading 100 lb. sacks of tulip bulbs, and at the time of his passing was the Facilities and Greenhouse Manager of Golden State Bulb Growers in Moss Landing; and*

*WHEREAS, Andy promoted tuberous begonias in every way he could, providing behind the scenes support of the festival's begonias year after year, improving existing varieties of the AmeriHybrid begonias, and creating scented begonias and unique bi-colored picotee begonia strains.*

*WHEREAS, born in Charlotte, Michigan, Andy Snow was a world traveler, a horticulturist, and a devoted husband and father, as well as an accomplished martial artist, longtime bicycling enthusiast, and a wonderful cook who grew much of his own produce; enjoying a long career in greenhouse and plant propagation beginning with a stint as a gardener in the Governor's Garden in Darwin, Australia; and*

*WHEREAS, Andy leaves many friends and colleagues who gained knowledge from him over the years; and*

*WHEREAS, Andy was dedicated to growing and improving begonias and hoped that the Capitola Begonia Festival would celebrate Capitola's history of growing begonias for many more years to come.*

**NOW THEREFORE, I, Dennis Norton, Mayor of the City of Capitola, on behalf of the City Council, do hereby proclaim that the City gratefully extends its sincere appreciation to Andy Snow for his significant contribution to Capitola.**



Ed Bottorff, Vice Mayor

Signed and sealed this 8th day of January 2015





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*City of Capitola*  
**Certificate of Appreciation**

*to*

**DEREK VAN ALSTINE**

*for Service as Architect on the*

**Architectural and Site Review Committee**

*from February 2012 through December 2014*



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Ed Bottoff, Vice Mayor  
*Signed and sealed this 8<sup>th</sup> day of January 2015*

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Sneddon, Su (ssneddon@ci.capitola.ca.us)

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**From:** Bob Edgren [agren7@yahoo.com]  
**Sent:** Thursday, January 08, 2015 5:31 PM  
**To:** City Council; Cattan, Katie (kcattan@ci.capitola.ca.us)  
**Subject:** Verizon cell tower

In regards to the proposed cell tower behind city hall, I wanted to point out some things maybe already known, along with suggestions.

I know three people who have had cell towers on their property. This has involved into a multi million dollar business. Now its at the point where independent call tower brokers have emerged seeking sites and negotiating the lease for the actual companies. The more they are able to get the price down the more they get paid.

I understand that the proposed cell tower will be 60 feet high and 4 to 5G . This is a very large tower and most likely Verizon will be leasing out spots on the tower to other firms (something to look for in the contract).

The point of this letter is to insure that the negotiations on the income are maximized. There are firms that will assist in negotiating, with knowledge of the various companies. ( link below)

The suggestion I propose is to approach Verizon with a package to assist in helping to maintain and rebuild the Rispin.

Say what???

Yes. Ask them to relocate the tower to the Rispin property, but even that is not necessary. Propose to them to brand their company name with the Rispin Mansion, say for 5 years. We have all heard of AT&T Park, 4 COM park etc. Verizon will benefit by having their name on a public historical building/project. They may even offer a loan to refurbish the Mansion at a very low interest rate. In addition, this will help soften the blow to people concerned with radiation

How much can be gotten from Verizon either for this brand package or the lease is almost entirely what can be negotiated. If Verizon is not interested perhaps AT&T would be. In addition this will help justify to people concerned with radiation

It is hard to say what Verizon would be willing to pay just for a lease. From my experience, I am going to guess \$5-6,000 per month. Whatever the case, this may require the assistance of a negotiator. The option/idea of branding a historical landmark, is one I think should be of serious consideration.

Finally I think it is very important to provide full transparency to the public on this venture.

Thank you for your time to review this. Please contact me with any thoughts or questions.

Sincerely,

Robert Edgren  
[agren7@yahoo.com](mailto:agren7@yahoo.com)

**Item #: 4.A. Email from Edgren.pdf**

831-402-2111

how much does verizon pay to put a cell tower on a property - Yahoo Search Results

how much does verizon pay to put a cell tower on a property - Yahoo Search Results

Cell Tower Income, Guide to Putting a Cell Tower on Your ...www.cell-phone-towers.com/Cell-Tower-Income.html Cached

[View on search.yahoo.com](#)

Preview by Yahoo



**Sneddon, Su (ssneddon@ci.capitola.ca.us)**

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**From:** Barbara Gorson [bagorson@pacbell.net]  
**Sent:** Wednesday, January 07, 2015 6:14 PM  
**To:** City Council  
**Subject:** Capitola Library

Please accept the Library Ad Hoc committee's recommendation to build our new library branch at the current location on Wharf Road. This has proven to be a great location based on the traffic that it draws. Library consultants have found that the most important factor in library usage is the location and we already have a great one. Additionally, every single person I have spoken with already assumes that the new branch will be built in the current location and supports it there.

Given the delay in any county tax measure, I believe that Capitola should move ahead to determine our next steps and that the Ad Hoc committee should meet to discuss alternatives and options. My opinion is that we should move ahead to build our library sooner rather than later because (as you know), if you wait for later, there is a good possibility it will never happen.

Barbara Gorson  
831-464-6717

Sneddon, Su (ssneddon@ci.capitola.ca.us)

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**From:** Susan Westman [susan@bestwestman.com]  
**Sent:** Wednesday, January 07, 2015 6:01 PM  
**To:** City Council  
**Subject:** Future Library Site

I would like to express my support for the Ad Hoc Library Committee's recommendation to have a new Capitola Library built on Wharf Road. It is a great location for a library that is used not only by Capitola residents but also our Soquel and Live Oak neighbors.

I would also like to support the idea of the City moving forward with building a new library for Capitola soon. We have the advantage of having approximately \$2.5 million in RDA Funds set aside to help with the design, permitting, and construction cost. I am convinced that a new library building is so important to the residents of Capitola that they will be willing to help us secure the additional funds necessary to make certain we have a library which is adequately sized to meet our community's needs. Somewhere there is a compromise between 13,000 sq. ft. and 7,000 sq. ft. which will work for Capitola.

I look forward to the Library Ad Hoc Committee continuing to work with City staff to come up with a recommendation on what size library is appropriate and developing a funding plan to build our new library.

Susan Westman

Sneddon, Su (ssneddon@ci.capitola.ca.us)

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**From:** John Martorella [captainmartorella@gmail.com]  
**Sent:** Monday, January 05, 2015 8:48 PM  
**To:** Sneddon, Su (ssneddon@ci.capitola.ca.us)  
**Subject:** Traffic and Parking Commission

Hello Sue,

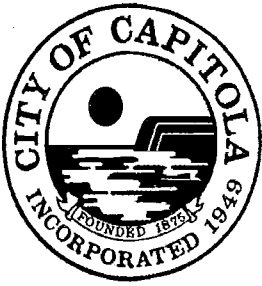
I would like to withdrawal my application for continuance on the traffic and parking commission for this upcoming term. I have other obligations that are taking priority at this time and want to thank the city and staff for the opportunity to have been a part of this advisory committee.

Regards,  
John Martorella

Sent from my iPad

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# CITY COUNCIL AGENDA REPORT

## MEETING OF JANUARY 8, 2015

FROM: OFFICE OF THE CITY CLERK

SUBJECT: MINUTES OF THE DECEMBER 11, 2014, REGULAR COUNCIL  
MEETING

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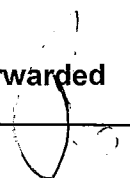
**RECOMMENDED ACTION:** Approve the subject minutes as submitted.

**DISCUSSION:** Attached for City Council review and approval are the minutes of the subject meeting.

**ATTACHMENTS:**

1. December 11, 2014, Regular Meeting Minutes.

Report Prepared By: Susan Sneddon, CMC  
City Clerk

Reviewed and Forwarded  
By City Manager: 

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**CAPITOLA CITY COUNCIL  
REGULAR MEETING ACTION MINUTES  
THURSDAY, DECEMBER 11, 2014 - 6:00 PM**

**1. ROLL CALL AND PLEDGE OF ALLEGIANCE**

Council Members Stephanie Harlan, Dennis Norton, Ed Bottorff, Michael Termini, and Mayor Sam Storey

**2. PRESENTATIONS**

- A.** Presentation regarding a donation received from Plantronics for the Ozzi Dog Park. [400-10/500-10 A/C: Plantronics]

Presentation received.

- B.** Proclamation honoring Sergeant Matthew R. Eller on his 24 years of service to the City of Capitola. [120-40]

Presentation received.

**3. ADDITIONAL MATERIALS**

None provided.

**4. ADDITIONS AND DELETIONS TO AGENDA**

None provided.

**5. PUBLIC COMMENTS**

Marilyn Garrett, local resident, stated she opposes wireless radiation.

**6. CITY COUNCIL / CITY TREASURER / STAFF COMMENTS**

Police Chief Escalante provided a report regarding the recent storm.

Mayor Termini provided a correction regarding a comment he made at the November 25, 2014, City Council meeting; he had stated that Sandra Wallace remarked to him about the skate park as a Monterey Avenue resident, and not as a Soquel Union Elementary School Board of Trustee.

**7. CONSENT CALENDAR**

- A.** Consider approving the November 25, 2014, Regular City Council Meeting Minutes.
- B.** Receive the December 4, 2014, Regular Planning Commission Action Minutes. [740-50]
- C.** Approval of City Check Register Reports dated November 21, 2014, and November 28, 2014. [300-10]
- D.** Adoption of **Ordinance No. 997** regarding safety requirements for the McGregor Skate Park [2nd Reading]. [1040-20]
- E.** Adoption of **Resolution No. 4009** setting the interest rate for tenants' security deposits for 2015 at zero percent (0%), as was set for 2014. [750-10]
- F.** Adoption of **Resolution No. 4010** authorizing an increase in the Residential and Commercial Garbage Collection and Recycling rates. [930-45]

**ACTION** Motion made by Council Member Norton, seconded by Council Member Storey, to approve the following Consent Calendar items: 7.A., 7.B., 7.C., 7.D., 7.E. and 7.F. The motion was passed unanimously.

**8. GENERAL GOVERNMENT / PUBLIC HEARINGS**

A. November 4, 2014 - General Municipal Election Results.  
Consideration of a Resolution confirming and approving the canvass of returns and result of the General Municipal Election held in Capitola on the 4th day of November 2014. [560-10]

**ACTION** Motion made by Council Member Termini, seconded by Council Member Bottorff, to adopt Resolution No. 4011 confirming and approving the canvass of returns and result of the General Municipal Election held in Capitola on the 4th day of November 2014. The motion carried unanimously.

B. Presentation of proclamations from County of Santa Cruz Supervisor Zach Friend and State Assemblymember Mark Stone to outgoing Mayor Storey. [120-40]

Supervisor Friend presented a proclamation from the County of Santa Cruz Board of Supervisors to outgoing Mayor Storey.

Council Member Harlan presented a proclamation from State Assemblymember Stone to outgoing Mayor Storey.

Council Member Norton provided compliments to outgoing Mayor Storey, and presented him with a gift.

C. Recognition of and comments from outgoing Mayor Sam Storey.

Mayor Storey thanked his family, City staff, current and past Council Members for their support.

Council Members Termini, Bottorff and Harlan provided compliments to outgoing Mayor Storey.

D. Oath of Office Ceremony for newly elected and re-elected Council Members, and seating of newly elected officials. [520-50]

**ACTION** City Clerk provided the oath of office to the newly elected/re-elected City Council members Jacques Bertrand, Stephanie Harlan and Mike Termini.

E. Comments from elected and re-elected Council Members.

The newly elected and re-elected Council Members provided comments regarding their future terms.

F. Reorganization of City Council ~ Appointment of Mayor and Vice Mayor. [560-10]

**ACTION** Motion made by Council Member Harlan, seconded by Council Member Bottorff, to nominate Council Member Norton as Mayor. The motion carried unanimously.

**ACTION** Motion made by Council Member Termini, seconded by Council Member Bertrand, to nominate Council Member Bottorff as Vice Mayor. The motion carried unanimously.



CAPITOLA CITY COUNCIL ACTION MINUTES – Thursday, December 11, 2014

9. ADJOURNMENT

Mayor Norton adjourned the meeting at 7:00 p.m. to the next Regular Meeting of the City Council on Thursday, January 8, 2015 at 7:00 PM, in the City Hall Council Chambers, 420 Capitola Avenue, Capitola, California.

\_\_\_\_\_  
Sam Storey, Mayor

\_\_\_\_\_  
Dennis Norton, Mayor

ATTEST:

\_\_\_\_\_, CMC  
Susan Sneddon, City Clerk

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## CITY COUNCIL AGENDA REPORT

MEETING OF JANUARY 8, 2015

FROM: CITY MANAGER'S DEPARTMENT

SUBJECT: LIABILITY CLAIMS

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**RECOMMENDED ACTION:** Deny liability claims and forward to the City's liability insurance carrier.

**DISCUSSION:**

The following claimants have filed a liability claim against the City of Capitola:

1. Sandra Fowler, \$20,774
2. Barbara Stephens, undetermined amount

**ATTACHMENTS:** None

Report Prepared By: Liz Nichols  
Executive Assistant to the City Manager

Reviewed and Forwarded  
by City Manager: 

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## CITY COUNCIL AGENDA REPORT

### MEETING OF JANUARY 8, 2015

FROM: FINANCE DEPARTMENT

SUBJECT: BUDGET CALENDAR FOR THE 2015-2016 FISCAL YEAR

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**RECOMMENDED ACTION:** Approve the proposed Budget Calendar for Fiscal Year 2015-2016.

**BACKGROUND:** The Capitola Municipal Code requires the City to 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 2015-2016. The budget cycle begins with a Special Joint City Council/Successor Agency Meeting on February 25, 2015. This meeting will focus on receiving the mid-year budget update and establishing Fiscal Year 2015-2016 Budget Principles. The budgeting principles will service to guide staff's preparation of the Proposed Budget.

Pursuant to this calendar, the Proposed Budget will be distributed on Friday, May 8, 2015, and the presentation of the City and Successor Agency Budgets is scheduled for a Special Meeting on Wednesday, May 20, 2015. 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:**

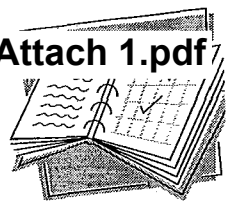
1. Budget Calendar – 2015-2016 Fiscal Year

Report Prepared By: Tori Hannah  
Finance Director

Reviewed and Forwarded  
by City Manager:

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## CITY OF CAPITOLA BUDGET CALENDAR - 2015/2016 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 2015	Week/Day	Nature of Meeting	Description
February 25	4 <sup>th</sup> Wednesday	<b>*Special</b> Joint City Council/ Successor Agency	Establish Budgeting Principles / Mid-Year presentation
March 17	3 <sup>rd</sup> Tuesday	Finance Advisory Committee	Finance Advisory Committee to discuss elements of the Budget
April 2	1 <sup>st</sup> Thursday	Planning Commission	Planning Commission Review of the Capital Improvement Program (CIP)
May 8	2 <sup>nd</sup> Friday	N/A	Proposed Budget distribution
May 19	3 <sup>rd</sup> Tuesday	Finance Advisory Committee	Finance Advisory Committee to discuss proposed Budget and draft presentation with recommendations to Council
May 20	3 <sup>rd</sup> Wednesday	<b>*Special</b> Joint City Council/ Successor Agency	Presentation of City, Successor Agency & CIP Budgets
May 28	4 <sup>th</sup> Thursday	<b>*Regular City</b> Council/Successor Agency	
June 3	1 <sup>st</sup> Wednesday	<b>*Special</b> Joint City Council/ Successor Agency	- Finance Advisory Committee Presentation - Council Deliberations
June 11	2 <sup>nd</sup> Thursday	<b>*Regular City</b> Council/Successor Agency	Reports from Finance: Appropriations Limit Resolution and Investment Policy
June 18	3 <sup>rd</sup> Thursday	<b>*Special</b> Joint City Council/ Successor Agency	Final City Council and Successor Agency Budget deliberations ( <i>if necessary</i> )
June 25	4 <sup>th</sup> Thursday	<b>*Regular City</b> Council/Successor Agency	Final Adoption of the City and Successor Agency Budgets and Pertinent Resolutions

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 Council Chambers.



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## CITY COUNCIL AGENDA REPORT

**MEETING OF JANUARY 8, 2015**

FROM: COMMUNITY DEVELOPMENT DEPARTMENT

SUBJECT: PROFESSIONAL SERVICES CONTRACT WITH ANDERSON BRULE ARCHITECTS, INC. TO PROVIDE AS-NEEDED ARCHITECTURAL DESIGN SERVICES

**RECOMMENDED ACTION:** Authorize the City Manager to enter into an agreement with Anderson Brule Architects, Inc. to provide as-needed architectural design services for an amount not-to-exceed \$200,000.

**BACKGROUND:** The City of Capitola often requires architectural design services to support the planning, design, and construction of municipal facility projects. The proposed contract with Anderson Brule Architects, Inc. would provide the City with access to an architectural design firm on an on-call basis through 2020, or until the \$200,000 compensation limit is reached. The first identified project for the selected consultant would be to prepare conceptual, inspirational design drawings for a new library.

Under an as-needed contract, consultants are not entitled to any specified amount of work or compensation. When the City desires architectural design services, staff would issue a task order to the consultant and would negotiate scope and cost. Task orders exceeding \$25,000 that are not included in the approved budget would require City Council approval.

**DISCUSSION:** Staff issued a request for qualifications for architectural design firms on November 3, 2014. Two firms submitted a statement of qualifications: Noll and Tam Architects and Anderson Brule Architects, Inc. On December 9 2014, the two firms presented their qualifications to a selection committee consisting of the City Manager, Community Development Director, Library Director, and three members of the Library Subcommittee.

After a careful review of each firm's qualifications, proposals, and presentations, the selection committee recommended awarding a contract to Anderson Brule. Anderson Brule has assigned a team of highly qualified architects who have extensive experience designing municipal facilities and with as-needed services contracts. Anderson Brule has designed new libraries for several California communities, including Rocklin, San Carlos, Sunnyvale, San Jose, and Redwood City. Additionally, Anderson Brule developed previous site design options for a new library and their Principal, Pamela Anderson-Brule, is a Capitola resident who is intimately familiar with the community.

**FISCAL IMPACT:** The proposed as-needed contract does not obligate the City to spend any funds. Individual task orders issued under the contract would be funded through the associated project budget.

**ATTACHMENTS:**

1. Draft Professional Services Contract

Report Prepared By: Richard Grunow  
Community Development Director

Reviewed and Forwarded  
By City Manager

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**CITY OF CAPITOLA  
PROFESSIONAL SERVICES AGREEMENT  
AS-NEEDED ARCHITECTURAL DESIGN SERVICES  
Anderson Brulé Architects, Inc.**

THIS AGREEMENT is entered into on January 12, 2015, by and between the City of Capitola, a Municipal Corporation, hereinafter called "City" and Anderson Brulé Architects, Inc., hereinafter called "Consultant".

WHEREAS, City desires certain services described in Appendix One and Consultant is capable of providing and desires to provide these services;

NOW, THEREFORE, City and Consultant for the consideration and upon the terms and conditions hereinafter specified agree as follows:

**SECTION 1  
Scope of Services**

The services to be performed under this Agreement are for architectural design services in support of various municipal facility projects and further detailed in Appendix One.

**SECTION 2  
Duties of Consultant**

All work performed by Consultant, or under its direction, shall be sufficient to satisfy the City's objectives for entering into this Agreement and shall be rendered in accordance with the generally accepted practices, and to the standards of, Consultant's profession.

Consultant shall not undertake any work beyond the scope of work set forth in Appendix One unless such additional work is approved in advance and in writing by City. The cost of such additional work shall be reimbursed to Consultant by City on the same basis as provided for in Section 4.

If, in the prosecution of the work, it is necessary to conduct field operations, security and safety of the job site will be the Consultant's responsibility excluding, nevertheless, the security and safety of any facility of City within the job site which is not under the Consultant's control.

Consultant shall meet with the Community Development Director, called "Director," or other City personnel, or third parties as necessary, on all matters connected with carrying out of Consultant's services described in Appendix One. Such meetings shall be held at the request of either party hereto. Review and City approval of completed work shall be obtained monthly, or at such intervals as may be mutually agreed upon, during the course of this work.

**SECTION 3  
Duties of the City**

City shall make available to Consultant all data and information in the City's possession which City deems necessary to the preparation and execution of the work, and City shall actively aid and assist Consultant in obtaining such information from other agencies and individuals as necessary.

The Director may authorize a staff person to serve as his or her representative for conferring with Consultant relative to Consultant's services. The work in progress hereunder shall be reviewed from time to time by City at the discretion of City or upon the request of Consultant. If the work is satisfactory, it will

## Item #: 9.D. Attach 1.pdf

Professional Services Agreement January 12, 2015  
As-Needed Architectural Design Services  
Anderson Brulé Architects, Inc.  
Page 2

be approved. If the work is not satisfactory, City will inform Consultant of the changes or revisions necessary to secure approval.

### SECTION 4 Fees and Payment

Payment for the Consultant's services shall be made upon a schedule and within the limit, or limits shown, upon Appendix Two. Such payment shall be considered the full compensation for all personnel, materials, supplies, and equipment used by Consultant in carrying out the work. If Consultant is compensated on an hourly basis, Consultant shall track the number of hours Consultant, and each of Consultant's employees, has worked under this Agreement during each fiscal year (July 1 through June 30) and Consultant shall immediately notify City when the number of hours worked during any fiscal year by any of Consultant's employees reaches 900 hours. In addition each invoice submitted by Consultant to City shall specify the number of hours to date Consultant, and each of Consultant's employees, has worked under this Agreement during the current fiscal year.

### SECTION 5 Changes in Work

City may order major changes in scope or character of the work, either decreasing or increasing the scope of Consultant's services. No changes in the Scope of Work as described in Appendix One shall be made without the City's written approval. Any change requiring compensation in excess of the sum specified in Appendix Two shall be approved in advance in writing by the City.

### SECTION 6 Time of Beginning and Schedule for Completion

This Agreement will become effective when signed by both parties and will terminate on the earlier of:

- December 31, 2020; or
- When the maximum compensation limit is reached; or
- The date either party terminates the Agreement as provided below.

Work shall begin on or about January 12, 2015.

In the event that major changes are ordered or Consultant is delayed in performance of its services by circumstances beyond its control, the City will grant Consultant a reasonable adjustment in the schedule for completion provided that to do so would not frustrate the City's objective for entering into this Agreement. Consultant must submit all claims for adjustments to City within thirty calendar days of the time of occurrence of circumstances necessitating the adjustment.

### SECTION 7 Termination

City shall have the right to terminate this Agreement at any time upon giving ten days written notice to Consultant. Consultant may terminate this Agreement upon written notice to City should the City fail to fulfill its duties as set forth in this Agreement. In the event of termination, City shall pay the Consultant for all services performed and accepted under this Agreement up to the date of termination.

## SECTION 8 Insurance

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, or employees.

### ***Minimum Scope of Insurance***

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial Liability coverage (Occurrence Form CG 0001).
2. Insurance Services office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto).
3. Workers' Compensation insurance as required by the State of California.
4. Errors and Omissions Liability insurance appropriate to the consultant's profession. Architects' and engineers' coverage shall include contractual liability (to the extent insurable).

### ***Minimum Limits of Insurance***

Consultant shall maintain limits no less than:

- |  |  |
|--|--|
| 1. General Liability:<br>(including operations, products and completed operations) | <b>\$1,000,000</b> per occurrence and \$2,000,000 in aggregate (including operations, for bodily injury, personal and property damage. |
| 2. Automobile Liability:   | <b>\$1,000,000</b> per accident for bodily injury and property damage.   |
| 3. Errors and Omissions Liability:<br>Limits                                       | <b>\$1,000,000</b> per claim and in the aggregate.   |

### ***Other Insurance Provisions***

The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The City of Capitola, its officers, officials, employees and volunteers are to be covered as additional insured's as respects: liability arising out of work or operations performed by or on behalf of the Consultant or automobiles owned, leased, hired or borrowed by the Consultant.

## Item #: 9.D. Attach 1.pdf

Professional Services Agreement January 12, 2015  
As-Needed Architectural Design Services  
Anderson Brulé Architects, Inc.  
Page 4

2. For any claims related to this project, the Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days' prior written notice by certified mail, returned receipt requested, has been given to the City.
4. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of Section 2782 of the Civil Code.

### ***Acceptability of Insurers***

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

### ***Verification of Coverage***

Consultant shall furnish the City with original certificates and amendatory endorsements affecting coverage by this clause. The endorsements should be on forms provided by the City or on other than the City's forms provided those endorsements conform to City requirements. All certificates and endorsements are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

## SECTION 9 **Indemnification**

Consultant agrees to indemnify, defend, and hold harmless the City, its officers, agents and employees, from and against any and all claims, demands, actions, damages, or judgments, including associated costs of investigation and defense arising in any manner from consultant's negligence, recklessness, or willful misconduct in the performance of this agreement.

## SECTION 10 **Civil Rights Compliance/Equal Opportunity Assurance**

Every supplier of materials and services and all consultants doing business with the City of Capitola shall be in compliance with the applicable provisions of the Americans with Disabilities Act of 1990, and shall be an equal opportunity employer as defined by Title VII of the Civil Rights Act of 1964 and including the California Fair Employment and Housing Act of 1980. As such, consultant shall not discriminate against any person on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, age or sex with respect to hiring, application for employment, tenure or terms and conditions of employment. Consultant agrees to abide by all of the foregoing statutes and regulations.

## SECTION 11 **Legal Action/Attorneys' Fees**

If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees in addition to any other relief to which

he or she may be entitled. The laws of the State of California shall govern all matters relating to the validity, interpretation, and effect of this Agreement and any authorized or alleged changes, the performance of any of its terms, as well as the rights and obligations of Consultant and the City.

## SECTION 12 Assignment

This Agreement shall not be assigned without first obtaining the express written consent of the Director after approval of the City Council.

## SECTION 13 Amendments

This Agreement may not be amended in any respect except by way of a written instrument which expressly references and identifies this particular Agreement, which expressly states that its purpose is to amend this particular Agreement, and which is duly executed by the City and Consultant. Consultant acknowledges that no such amendment shall be effective until approved and authorized by the City Council, or an officer of the City when the City Council may from time to time empower an officer of the City to approve and authorize such amendments. No representative of the City is authorized to obligate the City to pay the cost or value of services beyond the scope of services set forth in Appendix Two. Such authority is retained solely by the City Council. Unless expressly authorized by the City Council, Consultant's compensation shall be limited to that set forth in Appendix Two.

## SECTION 14 Miscellaneous Provisions

1. *Project Manager.* Director reserves the right to approve the project manager assigned by Consultant to said work. No change in assignment may occur without prior written approval of the City.
2. *Consultant Service.* Consultant is employed to render professional services only and any payments made to Consultant are compensation solely for such professional services.
3. *Licensure.* Consultant warrants that he or she has complied with any and all applicable governmental licensing requirements.
4. *Other Agreements.* This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter, and no other agreement, statement or promise related to the subject matter of this Agreement which is not contained in this Agreement shall be valid or binding.
5. *City Property.* Upon payment for the work performed, or portion thereof, all drawings, specifications, records, or other documents generated by Consultant pursuant to this Agreement are, and shall remain, the property of the City whether the project for which they are made is executed or not. The Consultant shall be permitted to retain copies, including reproducible copies, of drawings and specifications for information and reference in connection with the City's use and/or occupancy of the project. The drawings, specifications, records, documents, and Consultant's other work product shall not be used by the Consultant on other projects, except by agreement in writing and with appropriate compensation to the City.
6. *Consultant's Records.* Consultant shall maintain accurate accounting records and other written documentation pertaining to the costs incurred for this project. Such records and documentation



**Item #: 9.D. Attach 1.pdf**

Professional Services Agreement January 12, 2015  
As-Needed Architectural Design Services  
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shall be kept available at Consultant's office during the period of this Agreement, and after the term of this Agreement for a period of three years from the date of the final City payment for Consultant's services.

7. *Independent Contractor.* In the performance of its work, it is expressly understood that Consultant, including Consultant's agents, servants, employees, and subcontractors, is an independent contractor solely responsible for its acts and omissions, and Consultant shall not be considered an employee of the City for any purpose.

8. *Conflicts of Interest.* Consultant stipulates that corporately or individually, its firm, its employees and subcontractors have no financial interest in either the success or failure of any project which is, or may be, dependent on the results of the Consultant's work product prepared pursuant to this Agreement.

9. *Notices.* All notices herein provided to be given, or which may be given by either party to the other, shall be deemed to have been fully given and fully received when made in writing and deposited in the United States mail, certified and postage prepaid, and addressed to the respective parties as follows:

CITY  
CITY OF CAPITOLA  
420 Capitola Avenue  
Capitola, CA 95010  
831-475-7300

CONSULTANT  
Name  
Address  
Phone

By: \_\_\_\_\_  
Benjamin Goldstein, City Manager

By: \_\_\_\_\_  
Pamela Anderson-Brulé

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

Approved as to Form:

\_\_\_\_\_  
John G. Barisone, City Counsel

## APPENDIX ONE Scope of Services

The Consultant shall assist with the design, planning, permitting, and construction of various municipal facility projects. The scope of services will be determined by the City on an as-needed basis and presented to the Consultant as individual task orders. The Consultant shall perform services at the discretion of the City and as generally set forth in this scope of services and as more specifically described in each task order. The City currently has one identified project which will require assistance from the selected Consultant which is described below:

### **Conceptual Design for a New Capitola Library**

The City is committed to initiating construction of a new 7,000 – 13,000 square-foot library by 2018. The City currently has approximately \$2.6M of former Redevelopment Agency funds set aside to help fund construction of a new library. In addition, the Santa Cruz County region is contemplating a 2015 multijurisdictional tax measure to secure additional library funding. If the measure is placed on the ballot and passes, the City of Capitola is expected to receive between approximately \$10-11M in additional library funding.

In 2011, the City contracted with Page + Morris, LLC to develop a Space Needs Assessment and Building Program and later commissioned Anderson Brulé Architects (ABA), Inc. to develop site design options for a new Capitola library. The City's Ad-Hoc Library Subcommittee reviewed and considered three site design options prepared by ABA and recommended option #1. Although a final site design and location has not been approved by the City Council, the City's Ad-Hoc Committee has recommended that the new facility should be sited on the current library property and situated near the Wharf Road/Clares Street intersection.

The selected Consultant shall prepare a conceptual level architectural design for presentation at community workshops, City Council meetings, and other informational forums and mediums. The conceptual design shall provide a street-level, illustrative representation of a library design.

The Consultant shall attend and facilitate community meetings to solicit public input on the library design and shall attend public hearings before the Library Ad-Hoc Committee, the Planning Commission and City Council.

### **Other Municipal Facility Design Services**

The Consultant may also be commissioned to provide architectural design services for other municipal projects through the term of this agreement. Although no other projects have been identified, possible future projects include design of new and/or renovated public facilities, renovations to the Capitola Wharf; new and/or upgraded park and recreational facilities; parking facilities; landscape and streetscape projects; and interior design and space planning services. Separate task orders for as-needed support shall describe a specific scope, schedule, and compensation necessary to complete a given task. The selected consultant shall be expected to provide a full range of architectural design services in support of City projects, including but not limited to:

- Preliminary design services;
- Schematic design services;
- Design development services;
- Preparation of conceptual graphics, visual aids, renderings, sketches, color boards, finish plans, etc;
- Development of cost estimates, value engineering, and constructability analyses;
- Preparation of construction drawings and specifications;

## Item #: 9.D. Attach 1.pdf

Professional Services Agreement January 12, 2015  
As-Needed Architectural Design Services  
Anderson Brulé Architects, Inc.  
Page 8

- Participation in design meetings to evaluate project scopes of work and budget requirements;
- Assistance with construction bid evaluations;
- Construction support.

## APPENDIX TWO Fees and Payments

For the services performed, City will pay the Consultant on either a lump sum or a time and material basis as specified in individual task orders issued by the City. Payments will be made upon satisfactory completion of the services and delivery of work products as identified in each individual task order. Payments will be issued monthly as charges accrue, the sum of consultant's salary expenses and non-salary expenses.

Consultant hereby represents and warrants, based upon Consultant's independent determination of the time and labor, including overtime, which will be required to perform said services, that Consultant will provide all said services at a cost which will not exceed the maximum price set forth in this agreement, or in individual task orders, for Consultant's services. Consultant hereby assumes the risk that Consultant will perform said services within this maximum price constraint and Consultant acknowledges that its inability to do so shall not excuse completion of the services and shall not provide a basis for additional compensation.

Salary expenses include the actual direct pay of personnel assigned to the project (except for routine secretarial and account services) plus payroll taxes, insurance, sick leave, holidays, vacation, and other fringe benefits. The percentage of compensation attributable to salary expenses includes all of Consultant's indirect overhead costs and fees. For purposes of this Agreement, Consultant's salary expenses and non-salary expenses will be compensated at the rates set forth in the fee schedule attached to this appendix and in accordance with the terms set forth therein. Non-salary expenses include travel, meals and lodging while traveling, materials other than normal office supplies, reproduction and printing costs, equipment rental, computer services, service of subconsultants or subcontractors, and other identifiable job expenses. The use of Consultant's vehicles for travel shall be paid at the current Internal Revenue Service published mileage rate.

Salary payment for personnel time will be made at the rates set forth in the attached fee schedule for all time charged to the project. Normal payroll rates are for 40 hours per week. Consultant shall not charge the City for personnel overtime salary at rates higher than those set forth in the attached fee schedule without the City's prior written authorization.

In no event shall the total fee charged for the scope of work set forth in Appendix One exceed the total budget of \$200,000 (Two Hundred Thousand Dollars and Zero Cents), without specific, written advance authorization from the City.

Payments shall be made monthly by the City, based on itemized invoices from the Consultant which list actual costs and expenses. Such payments shall be for the invoice amount. The monthly statements shall contain the following affidavit signed by a principal of the Consultant's firm:

"I hereby certify as principal of the firm of \_\_\_\_\_, that the charge of \$\_\_\_\_\_ as summarized above and shown in detail on the attachments is fair and reasonable, is in accordance with the terms of the Agreement dated \_\_\_\_\_, and has not been previously paid."

## Item #: 9.D. Attach 1.pdf

Professional Services Agreement January 12, 2015  
As-Needed Architectural Design Services  
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### APPENDIX THREE BILLING RATES

The rates and multiples set forth shall be annually adjusted in accordance with Anderson Brulé Architects normal review practices.

ABA Hourly Rate Schedule Effective January 1, 2014:

Project Staff	Fee
Principal	\$195
Sr. Architect / Project Manager	\$160
Project Architect	\$140
Job Captain	\$135
Senior Interior Designer	\$130
Accounting Manager	\$115
Designer	\$105
Interior Designer	\$105
Project Coordinator	\$100
Design Intern	\$95
Administrative Assistant	\$95
Accounting Clerk	\$95



## CITY COUNCIL AGENDA REPORT

**MEETING OF JANUARY 8, 2015**

FROM: COMMUNITY DEVELOPMENT DEPARTMENT

SUBJECT: AD HOC LIBRARY COMMITTEE RECOMMENDATION FOR FUTURE LIBRARY SITE

**RECOMMENDED ACTION:** Receive the Ad Hoc Library Committees recommendation, select a site, and direct staff to focus library planning efforts at the selected site.

**BACKGROUND:** The City Council established the Ad Hoc Library Committee (Committee) in November 2009. The Committee was tasked with reviewing potential sites for a future library and considering various library facility needs and design options. At the time, funding for a new library was limited to approximately \$2.6M in redevelopment monies.

Based on funding and geographic limitations associated with the redevelopment project area, the subcommittee focused its site review to the current library site and the Rispin Mansion property. In May 2010, the Committee recommended the City Council develop a new facility at the current library site.

In 2012, the Santa Cruz Public Library System initiated a master planning process to create modern library facilities to provide improved library services. The master plan was adopted in March, 2013 and recommended Capitola's current 4,320 square-foot facility be replaced with a new, 12,000 – 15,000 square-foot facility. The master plan estimated the cost of a new library at \$10.2 – 12.9M.

**DISCUSSION:** The Santa Cruz Public Library System is considering a parcel tax measure which, if passed, could provide between \$10-11M to fund a new Capitola library. However, the Library Joint Powers Authority voted in December 2014 to delay placing a tax measure on the ballot until 2016. Funding from a potential parcel tax measure could be combined with \$2.6M of dedicated redevelopment funds to build the new facility. The potential for an additional \$10-11M in library funding prompted the City to reconvene the Ad Hoc Library Committee to re-evaluate potential sites for a future library.

The Committee met several times in 2014 to review and consider possible sites for a new library. The Committee chose to focus on sites currently owned by the City to eliminate the need for land acquisition costs, which resulted in two candidate sites: the current library property and the City Hall site.

**Item #: 10.A. Staff Report.pdf** January 8, 2015

Report on Ad Hoc Library Committee Recommendation for Future Library Site

The Committee discussed and considered the merits of each site and presented their findings in the following pros and cons table:

<b>Current Library Site</b>	
<b>Pros</b> <ul style="list-style-type: none"><li>• Close multi residential housing</li><li>• Easy access to Central Soquel</li><li>• Adjacent to Rispin</li><li>• Near 41<sup>st</sup> retail</li><li>• On north-south travel route</li><li>• Near "center of town"</li></ul>	<b>Cons</b> <ul style="list-style-type: none"><li>• Site may require additional land acquisition for 12,000-13,000 SF library</li><li>• Temporary impacts to library services during construction</li><li>• Parking for potential future Rispin project may be impacted, depending on land acquisitions.</li></ul>

<b>Monterey/Pac Cove (City Hall) Site</b>	
<b>Pros</b> <ul style="list-style-type: none"><li>• Near NB Middle School</li><li>• No land acquisition necessary</li><li>• Also near "center of town"</li><li>• On east-west travel route/freeway access</li><li>• Near future Pac Cove park</li><li>• Co-location of public facilities</li><li>• Leverages other City goals<ul style="list-style-type: none"><li>○ First responders out of flood zone</li><li>○ Component of parking structure/open space plan for Pac Cove</li><li>○ Economic development</li></ul></li></ul>	<b>Cons</b> <ul style="list-style-type: none"><li>• Summer parking challenges</li><li>• Complicated large scale project</li><li>• Hillside construction</li><li>• Former RDA funding limited to interior finishes and furnishing</li></ul>

Ultimately, the Committee recommended the City focus its planning efforts on the current library site due to its central location and proximity to multi-family residential uses, 41<sup>st</sup> Avenue retail stores, and Soquel. Although the City Hall site was also found to be centrally located, the Committee cited concerns with parking, redevelopment funding limitations, and the potential for a library project to be delayed if it were included in a larger, more complicated civic center project.

**FISCAL IMPACT:** None.

**ATTACHMENTS:** None

Report Prepared By: Richard Grunow  
Community Development Director

Reviewed and Forwarded  
By City Manager: 



## CITY COUNCIL AGENDA REPORT

MEETING OF JANUARY 8, 2015

FROM: POLICE DEPARTMENT

SUBJECT: REPORT ON SPECIAL EVENTS HIGHLIGHTS AND ISSUES FOR 2014

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**RECOMMENDED ACTION:** Receive report and provide direction regarding 2015 special events.

**BACKGROUND:** In February 2002, the City Council approved Resolution No. 3202, adopting a Special Event Permit Program and Fee Schedule. The purpose of the Program was to provide regulations and guidelines for special events occurring within the City limits and to recover costs associated with those events.

Special Events are divided into two categories: General Special Events and Minor Special Events. General Special Events are those with more than 200 attendees, or notable impacts to City services or a particular neighborhood, and Minor Special Events are events with less than 200 people and limited impacts.

Minor Special Events can be approved by the City Manager providing specific findings can be made. All applications for new General Special Events must be reviewed by the City Council. However, events that were held the prior year may be approved by the City Manager if there are no significant modifications compared to prior years and there were no major problems with the event in recent prior years.

**DISCUSSION:** The Police Department issued 13 General Special Event Permits and 11 Minor Special Event Permits from November 2013, to November 2014. There were three new General Special Events this year: Capitola Open Streets, the Monte Foundation Fireworks Show, and the Surfers Path 10K/5K. The returning General Events included the Wharf to Wharf, the Art and Wine, the Begonia Festival, the Car Show, the Motorcycle Show, the Jay Moriarity Paddleboard Race, the Surf City AIDS Ride, the AIDS Lifecycle, the Mermaid Triathlon, and the Capitola Half Marathon. The Minor Events were Art at the Beach, the Twilight Concerts, Movies at the Beach, the Easter Egg Hunt, the Kite Classic, the Halloween Parade, Surfing Santa, Women on Waves, the Heartland Hospice Holiday Event, and two block parties.

There were few issues or changes associated with this year's events. The Capitola Boat and Bait shop was not notified of the road closures for the Capitola Half Marathon/Santa Cruz Marathon, which could have affected boat launchings. Although police officers were prepared to allow boats through the barricade and onto the wharf, the only boat needing access arrived before the race began. The Capitola Hotel did not notify guests of the Wharf to Wharf Race. Therefore, three cars were towed from the Upper Beach and Village Lot.



## Item #: 10.B. Staff Report.pdf

### 1-8-15 AGENDA REPORT: REPORT ON SPECIAL EVENTS HIGHLIGHTS & ISSUES

The Mermaid Triathlon made a minor change to the bike course to make it safer for race participants. Barricades and road closure signs were erected at intersections along Monterey and Park Avenues to form a soft closure on Park Avenue from the Upper Beach and Village Lot to McGregor Drive. Intersections were monitored by volunteers and race staff.

One of the new major events was the Monte Foundation Fireworks Show. It was estimated that approximately 10,000 attended the event. City staff worked with the event organizers and wharf tenants to accommodate a safe display location on the wharf.

The Police Department contracted services from the City of Santa Cruz Fire Department for a fire safety boat to ensure a safe zone in and around the wharf. Staff also utilized social media and mailers to the Depot Hill residents to minimize traffic congestion. Road closures were implemented similar to the Wharf to Wharf pattern. Staff believes holding the event in October helped minimize overtime and impacts to City services. The event started and ended on time and there were no major issues associated with the Monte Foundation Fireworks Show.

The Council stopped issuing grants for permit fees and personnel costs in 2012. From November 2013, to November 2014, the Police Department billed 212.25 Police personnel hours and 102.50 Public Works personnel hours, totaling \$16,472. Those costs were reimbursed by the special event sponsors. The total permit and bandstand rental fees paid during the same period were \$13,581.

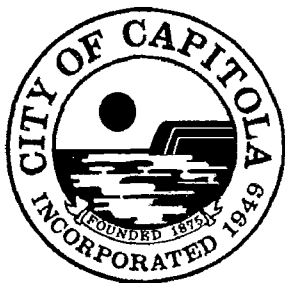
**FISCAL IMPACT:** None

**ATTACHMENTS:** None

**Report Prepared By:** Denice Pearson  
Administrative/Records Analyst

**Reviewed and Forwarded  
By City Manager**





# CITY COUNCIL AGENDA REPORT

MEETING OF JANUARY 8, 2015

FROM: CITY MANAGER'S OFFICE  
SUBJECT: RENEWAL OF THE SANTA CRUZ COUNTY TOURISM MARKETING DISTRICT

**RECOMMENDED ACTION:** Adopt a Resolution granting consent to the County of Santa Cruz to form the Santa Cruz County Tourism Marketing District (SCCTMD) which includes the City of Capitola.

**BACKGROUND:** A Tourism Marketing District is a benefit assessment district to help fund marketing and sales promotion efforts for the lodging businesses in the district. The purpose of this letter is to seek City Council's approval to renew the Santa Cruz County Tourism Marketing District (SCCTMD), as requested by the Santa Cruz County Conference and Visitors Council Board of Directors, acting as the Owner's Association. A copy of the request is Attachment 1. In addition to extending the term, proposed modifications to the District Management Plan include a change in the assessment structure levied on affected properties, the addition of previously exempt lodging businesses, and wording changes throughout provided for clarification.

The first Tourism Marketing District (TMD) was established in 2010, with boundaries contiguous to the County of Santa Cruz, including the four cities. The establishment of the first TMD significantly expanded the exposure of Santa Cruz County tourist lodging opportunities. In 2011, Santa Cruz County experienced an 11.8% increase in hotel occupancy rates, including significant increases in the fall shoulder season where TMD efforts funded significant new promotions.

TMD 2 was established in 2013 as a supplemental benefit assessment district with the same boundaries as the first TMD and the same expiration date, June 30, 2015.

The proposed Resolution, if passed, will authorize the renewal of both the first and second TMD as a single Tourism Marketing District. Upon the effective date of the Management Plan, there will be only one Tourism Marketing District in the County.

## **DISCUSSION:**

### **Proposed Changes**

Proposed modifications to the Plan include:

1. A change to the assessment structure and rates. Annual assessment rates are assessed upon each night of a visitor stay within tiers based upon annual benefit measured by calculating "Revenue per Available Room," or RevPAR. RevPAR is a widely used performance metric in the lodging industry, and it is calculated by dividing the total guestroom revenue for a lodging property for the prior fiscal year by the room count and by the number of days in the period being measured, in this case, one year. There is consensus that the new tier system is a better measure of actual benefit than the former structure which determined benefit by the number of rooms available in each property. The benefit tiers are as follows:

Tier 1 (RevPar less than \$50.00)	\$1.75 per occupied unit per night
Tier 2 (RevPar \$50.00 to \$74.99)	\$2.25 per occupied unit per night
Tier 3 (RevPar \$75.00 to \$99.00)	\$2.50 per occupied unit per night
Tier 4 (RevPar \$100.00 or more)	\$3.00 per occupied unit per night





DATE: November 5, 2014

TO: Zach Friend, Chair of the Board  
 Santa Cruz County Board of Supervisors

FROM: Board of Directors, Santa Cruz County Conference and Visitors Council,  
 OWNER'S ASSOCIATION OF THE SANTA CRUZ COUNTY TOURISM MARKETING DISTRICT

RE: REQUEST TO RENEW  
 SANTA CRUZ COUNTY TOURISM MARKETING DISTRICT

Pursuant to Section 36636 of the *Property and Business Improvement District Act of 1994*, and in its official capacity as the Owner's Association for the Santa Cruz County Tourism Marketing District (TMD), the Santa Cruz County Conference and Visitors Council Board of Directors would like to request the renewal of the Santa Cruz County Tourism Marketing District. The proposed District Plan was approved by the Santa Cruz County CVC Board of Directors on October 22<sup>nd</sup>, 2014.

A handwritten signature in black ink that reads "Merry Crowen".

Merry Crowen, Resident Santa Cruz County CVC Board of Directors

11-3-14

Date

A handwritten signature in black ink that reads "Maggie Ivy".

Maggie Ivy, CEO/Executive V.P.

11/3/14

Date

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## RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA, STATE OF CALIFORNIA, GRANTING CONSENT TO THE COUNTY OF SANTA CRUZ TO RENEW THE SANTA CRUZ COUNTY TOURISM MARKETING DISTRICT (TMD)**

**WHEREAS**, the Board of Supervisors of the County of Santa Cruz desires to declare its intention to undertake the proceedings required to renew the Santa Cruz County Tourism Marketing District 2010 (SCCTMD) and the Supplemental Santa Cruz County Tourism Marketing District 2013 (TMD2), to be renewed as a single Tourism Marketing District (TMD), including fixing the time and place of a Public Meeting, and a Public Hearing thereon, and giving notice thereof; and

**WHEREAS**, a portion of the territory proposed to be included in the TMD lies within the boundaries of the cities of Capitola, Santa Cruz, Scotts Valley and Watsonville (the "cities"), as shown on the map attached hereto as Exhibit A and incorporated herein by such attachment; and

**WHEREAS**, the area of the cities which lies within the boundaries of the proposed TMD will, in the opinion of the Board, be benefited by the activities and the purpose sought to be accomplished and that the work can best be accomplished by a single comprehensive scheme of work; and

**WHEREAS**, the Board of Supervisors of the County of Santa Cruz has requested consent to form the TMD in the City of Capitola with adoption of Santa Cruz Board of Supervisors Resolution No. 308-2014, dated December 16, 2014;

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

Section 1: The above recitals are true and correct.

Section 2: The City Council consents to the County of Santa Cruz forming the TMD which District shall include the City of Capitola.

Section 3: The Clerk of the City Council is hereby directed to transmit a certified copy of this Resolution to the Clerk of the County of Santa Cruz Board of Supervisors.

Section 4: This Resolution is effective upon its adoption.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Capitola, State of California, held on this 8th day of January, 2015 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

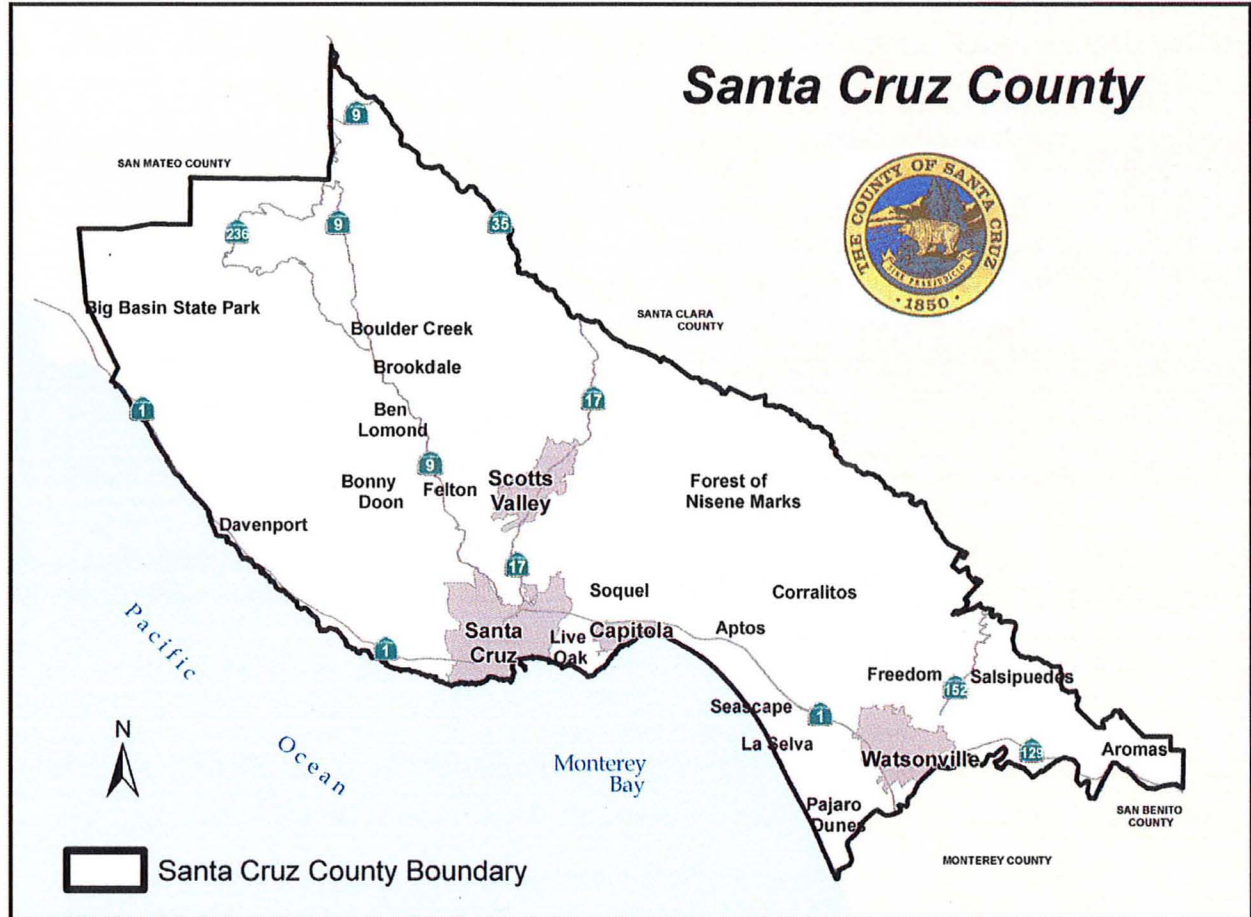
**ABSTAIN:**

\_\_\_\_\_  
Ed Bottorff, Vice Mayor

\_\_\_\_\_, CMC  
Susan Sneddon, City Clerk

EXHIBIT A

THE BOUNDARY OF THE SANTA CRUZ COUNTY TOURISM MARKETING DISTRICT



## ATTACHMENT C

**BEFORE THE BOARD OF SUPERVISORS  
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA**

0036

**RESOLUTION NO. 308-2014**

On the motion of Supervisor Coonerty  
duly seconded by Supervisor Leopold  
the following resolution is adopted.

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SANTA CRUZ DECLARING ITS INTENTION TO RENEW THE SANTA CRUZ COUNTY TOURISM MARKETING DISTRICT 2010 (SCCTMD), AND THE SUPPLEMENTAL SANTA CRUZ COUNTY TOURISM MARKETING DISTRICT 2013 (TMD2), TO BE RENEWED AS A SINGLE TOURISM MARKETING DISTRICT (TMD) AND FIXING THE TIME AND PLACE OF A PUBLIC MEETING AND A PUBLIC HEARING THEREON AND GIVING NOTICE THEREOF**

**WHEREAS**, the Property and Business Improvement Law of 1994, Streets and Highways Code § 36600 et seq., authorizes cities and counties to establish and renew property and business improvement districts for the purposes of promoting tourism; and

**WHEREAS**, to renew the districts, the same procedures that were undertaken to form the districts must be followed (subject to any changes in procedures caused by amendments to the Property and Business Improvement Law of 1994) specifically, owners paying 50% or more of the estimated amount of the assessments that are proposed must submit petitions in support of forming the district; a management plan must be prepared; the Board of Supervisors must adopt a resolution declaring its intent to renew the District; a noticed public meeting and public hearing must be held; any written protests submitted to the Clerk of the Board of Supervisors must be tabulated, and if there is no majority protest the Board of Supervisors may adopt a resolution renewing the district.

**WHEREAS**, the Santa Cruz County Conference and Visitors Council (CVC) acting as the Tourism Marketing Districts' Owner's Association, established a TMD Task Force comprised of lodging business owners representing properties throughout the County of Santa Cruz to consider the renewal of the Tourism Marketing Districts and to develop and recommend a Management District Plan with a proposed annual assessment rate to the CVC Board of Directors; and

**WHEREAS**, at their regularly scheduled and publically noticed meeting on October 22, 2014, the CVC Board of Directors voted unanimously to request the Board of Supervisors to initiate the renewal of the Tourism Marketing Districts with the Management District Plan as presented by the TMD Task Force, and that request was communicated to the Board of Supervisors by memorandum dated November 5, 2014; and

**WHEREAS**, Santa Cruz County Conference and Visitors Council has drafted a Management District Plan which sets forth the proposed boundary of the TMD, a service plan and budget, and a



proposed means of governance; and

WHEREAS, a majority of the lodging business owners subject to assessment under the TMD have petitioned the Board of Supervisors to renew the TMD for a term to commence on July 1, 2015.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS THAT:

1. The recitals set forth herein are true and correct.
2. The Board of Supervisors finds that the lodging businesses that will pay more than fifty percent (50%) of the assessment proposed in the Management District Plan have signed and submitted petitions in support of the renewal of the TMD. The Board of Supervisors accepts the petitions and adopts this resolution of intention to renew the TMD and to levy an assessment on certain lodging businesses within the TMD boundaries in accordance with the Property and Business Improvement District Law of 1994.
3. The Board of Supervisors finds that the Management District Plan satisfies all requirements of Streets and Highways Code § 36622.
4. The Board of Supervisors declares its intention to renew the TMD and to levy and collect assessments on lodging businesses within the TMD boundaries pursuant to the Property and Business Improvement District Law of 1994.
5. The boundaries of the TMD shall be the boundaries of the County of Santa Cruz as demonstrated by the attached map, incorporated herein as Exhibit A.
6. The name of the district shall be the Santa Cruz County Tourism Marketing District (TMD).
7. Annual assessment rates are assessed upon each night of a visitor stay within tiers based upon annual benefit levels to each Lodging Business as measured by calculating "Revenue per Available Room" or RevPar as follows:

Tier 1 (RevPar less than \$50.00)	\$1.75 per occupied unit per night
Tier 2 (RevPar \$50.00 to \$74.99)	\$2.25 per occupied unit per night
Tier 3 (RevPar \$75.00 to \$99.00)	\$2.50 per occupied unit per night
Tier 4 (RevPar \$100.00 or more)	\$3.00 per occupied unit per night

Based on the benefit received, assessments will not be collected on stays of more than thirty (30) consecutive days, nor on complimentary stays, defined as one when the customer is not paying any fee for any portion of their stay. This assessment rate will not apply on stays pursuant to contracts executed prior to May 1, 2015, as to which the previous prevailing rate shall apply.

Vacation Rental Management Company (VRMC) businesses, which operate as agents on behalf of other property owners are a unique sector within the lodging industry and this sector

is designated as a special class within the TMD, to be assessed at a rate equivalent to Tier 1, as follows:

VRMC Tier 1	\$1.75 per room night sold
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Recreational Vehicle (RV) Parks shall not be assessed in the TMD. Pursuant to § 36632 (c) of the Streets and Highways Code, properties zoned solely for residential use, or that are zoned for agricultural use are conclusively presumed not to benefit from the services funded through TMD assessments, and are therefore not subject to assessment.

Assessment rates will be updated and increased in years 3, 6 and 9, by the change in the Consumer Price Index (San Francisco, Oakland and San Jose Metro Area for all Urban Consumers, All Items) over the rate as of July 1, 2015. The actual assessment will be rounded off to the nearest \$0.05, and in no event shall the resulting increase on the adjustment date exceed fifteen percent (15%), or result in a reduction of the assessment amount.


8. The assessments levied for the TMD shall be applied toward services such as marketing and sales promotions to increase tourist lodging, and to market Santa Cruz County as a tourist, meeting and event destination. The total TMD annual budget is estimated at \$1.9 million over the first year, which will be used to fund the operations of the TMD. Upon renewal, any remaining revenues derived from the levy of assessments shall be transferred to the renewed district. If the renewed district includes additional businesses not included in the prior districts, the remaining revenues shall be spent to benefit only those businesses in the prior district. Funds remaining at the end of any year may be used in subsequent years in which TMD assessments are levied as long as they are used consistent with the requirements of this resolution.
9. Pursuant to Streets and Highways Code § 36660, upon renewal, a district shall have a term not to exceed 10 years. Therefore, the term of the TMD shall be July 1, 2015 through June 30, 2024.
10. Bonds will not be issued.
11. The time and place for the public meeting to renew the TMD and to establish the levy of assessments are set for February 10, 2015 at 9:00 a.m., or as soon thereafter as the matter may be heard, at the Board Chambers located at 701 Ocean Street, Santa Cruz, CA 95060.
12. The time and place for the public hearing to renew the TMD and establish the levy of assessments are set for February 24, 2015, at 9:00 a.m., or as soon thereafter as the matter may be heard, at the Board Chambers located at 701 Ocean Street, Santa Cruz, CA 95060. The Clerk of the Board is directed to provide written notice to the lodging businesses subject to assessment of the date and time of the hearing and to provide that notice as required by Streets and Highways Code § 36623.
13. At the public hearing the testimony of all interested persons for or against the renewal of the TMD may be received. If at the conclusion of the public hearing, there are of record written protests (submitted as prescribed in Streets and Highways Code § 36623) by the owners of the lodging businesses within the TMD that will pay fifty percent (50%) or more of the

assessments proposed to be levied, and protests are not withdrawn so as to reduce the protests to less than fifty percent (50%), no further proceedings to levy the proposed assessment against such business, as contained in the resolution of intention, shall be taken for a period of one year from the date of the finding of a majority protest.

- 14. The complete Management District Plan is attached. A copy of the Marketing District Plan can also be found online at: [http://www.santacruz.org/documents/tmd/Santa Cruz District Plan 2014 Renewal.pdf](http://www.santacruz.org/documents/tmd/Santa_Cruz_District_Plan_2014_Renewal.pdf)
- 15. This resolution shall take effect immediately upon its adoption by the Board of Supervisors.

**PASSED AND ADOPTED** by the Board of Supervisors of the County of Santa Cruz, State of California, this 16th day of December 2014 by the following vote:

AYES: SUPERVISORS Leopold, Coonerty, Caput, McPherson, and Friend  
 NOES: SUPERVISORS None  
 ABSTAIN: SUPERVISORS None




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Chair of the Board

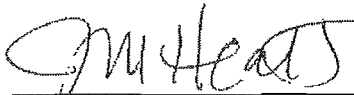
ATTEST:




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CLERK OF THE BOARD

Approved as to form:



12/8/14

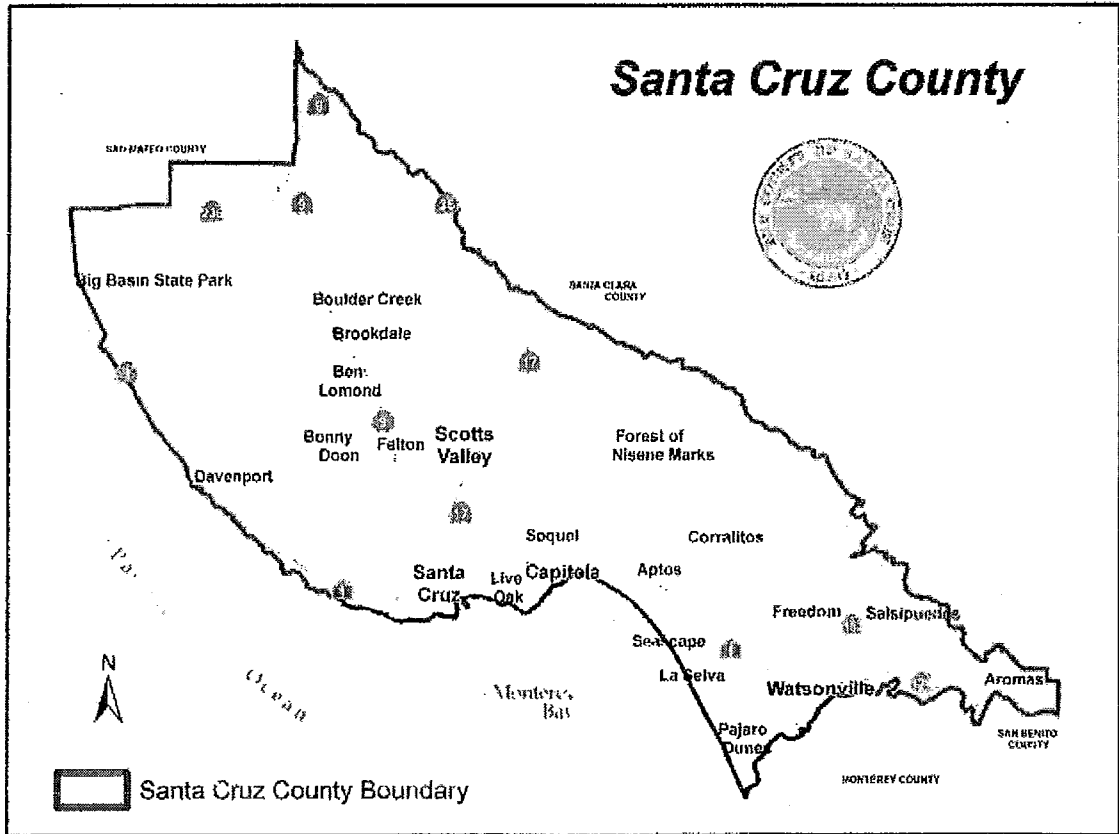
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Office of the County Counsel

EXHIBIT A

0040

THE BOUNDARY OF THE SANTA CRUZ COUNTY TMD



17

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# CITY COUNCIL AGENDA REPORT

MEETING OF JANUARY 8, 2015

FROM: CITY CLERK'S OFFICE

SUBJECT: REVIEW CITY COUNCIL REPRESENTATION ON VARIOUS COUNTY/MULTI-COUNTY BOARDS, COMMISSIONS, AND COMMITTEES; AND CITY COUNCIL APPOINTMENTS, REAPPOINTMENTS, AND NOMINATIONS OF MEMBERS TO CITY INTERNAL ADVISORY BODIES, AND TO THE OVERSIGHT BOARD FOR THE CAPITOLA SUCCESSOR AGENCY

**RECOMMENDED ACTION:** To make appointments to the various County/Multi-County Boards, Commissions, and Committees; and City Council appointments, reappointments, and nominations of members to City Internal Advisory Bodies, and to the Oversight Board for the Capitola Successor Agency.

**BACKGROUND:** At the end of each year it is customary for the City Council to review its appointments to City Boards, Commissions and Committees (City Advisory Bodies), as well as appointments to other County and County and Multi-County Boards, Commissions and Committees (County Advisory Bodies). This provides an opportunity for Council Members to step down from representing the City on certain committees, and request appointment of another Council Member representative.

**DISCUSSION:** Attached is a worksheet showing membership on City and County Advisory Bodies [Attachment 1]. Also attached are the "2014 Capitola Board, Commission & Committee Appointment List" [Attachment 2], and the "2014 County/Multi-County Boards Capitola Representatives List" [Attachment 3].

It is important to note that individual Council Member appointments can be made without an application from the person they wish to appoint. Communication was made with the current members to see if they would be interested in continuing to serve.

**CITY BOARDS, COMMISSIONS AND COMMITTEES REQUIRING ACTION:** The following City Advisory Bodies requiring appointments or reappointments:

**Architectural & Site Review Committee:** The Architectural and Site Review Committee is established in the City's Zoning Regulations and the membership consists of an Architect, Landscape Architect, Historian, Building Official, Community Development Director, and Public Works Director [Capitola Municipal Code 17.63.010]. Four members are appointed by the City Council. The Committee's duties include the review of various development projects and making a recommendation to the Planning Commission. The Committee meets twice monthly on the second and fourth Wednesday of the month, and members are not required to be City residents. Recruitment for the Committee was conducted from September 25, 2014, through November 24, 2014. Terms for this Committee are for two years; all Committee members' terms expired the end of 2014. The following incumbents have requested to be considered for re-appointment:

1. Frank Phanton (Incumbent Alternate Architect)
2. Carolyn Swift (Incumbent Historian)
3. Craig Waltz (Incumbent Landscape Architect)

The following two new applications were received to fill the vacancy for the Alternate Architect [Attachment 4]:

1. Daniel Gomez
2. Daniel Townsend

Frank Phanton has been the Alternate Architect; he is now available to be appointed as Architect. Staff will continue to seek Alternate Architect applicants.

No new applications were received.

**Art & Cultural Commission:** At the November 26, 2014, City Council meeting Resolution No. 3971 was adopted amending the Commission's By-Laws the total number of members to twelve. The purpose of the Commission is to advise the City Council on how to allocate funds for the support and encouragement of existing programs such as the Twilight Concerts, Art at the Beach, Children's Art Projects at local events, and art displays in public facilities. In addition, the Commission initiates public art projects utilizing the Public Art Fund [Capitola Municipal Code 2.56]. Currently, the Commission meets the second Tuesday of each month; it is preferred that members are Capitola residents, but it is not required. Recruitment for the Art & Cultural Commission was conducted from September 26, 2014, through November 11, 2014. Terms for this Commission are for two years; four Commissioners' terms expired the end of 2014.

At the December 10, 2014, Commission meeting the following incumbents who requested to continue on the Commission for additional terms were recommended for re-appointment:

1. Jenny Shelton (At-Large)
2. Joyce Murphy (At-Large)

The other two Commissioners to be appointed are as follows:

3. City Council Representative (currently Council Member Termini)
4. Planning Commission Representative (currently Linda Smith)<sup>1</sup>

**Commission on the Environment (COE):** The COE was re-established by the City Council on October 24, 2013. The purpose of the COE is to provide advice and recommendations to the City Council on policy matters relating to the sustenance and benefit of the City of Capitola environmental assets, but limited to topics that are not under the jurisdictions of existing committees or commissions. The Commission will also, from time to time, consider any such matters referred to it by the City Council or the City Manager. The COE is comprised of five members, consisting of one City Council member and one appointee from each of the remaining four City Council members. The COE may, at their discretion, appoint non-voting ex officio members such as student participants. The Committee meets on the third Monday of every month; members are not required to be City residents. Recruitment for the COE was conducted from September 26, 2014, through November 24, 2014. Terms for the COE are for one year.

There is one City Council Member on the COE plus four voting members appointed by the remaining City Council Members. In 2014, the COE also consisted of one Ex-Officio Student Member who has declined re-appointment due to other commitments; this position was a past student member appointed for a special one-time appointment.

The following incumbents have requested to be considered for re-appointment:

1. Bruce Arthur (Storey's appointment)
2. Amie Forest (Termini's appointment)
3. Elisabeth Russell (Bottorff's appointment)
4. Kristin Sullivan (Harlan's appointment)

The other Commissioner to be appointed is as follows:

5. City Council Representative (currently Council Member Norton)

The following two new applications were received to fill the vacancies [Attachment 5]:

1. Tyson Stottrup
2. Peter Wilk

**Finance Advisory Committee (FAC):** The FAC was established by the City in 2000. The purpose of the FAC is to provide financial and budget alternatives to the City Council; financial and budget advice to the City Manager; to conduct financial studies on the request of the City Council or City Manager; and to review the budget and financial reports of Capitola. The FAC works closely with the Finance Director to develop recommendations on projects or policies identified by the City Council and/or the City Manager.

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<sup>1</sup> Note that Planning Commission will select its representative at its next regular meeting to be held January 15, 2015. Until that time, the incumbent will continue to serve.

The overall fiscal well being of the City is the guiding principle of the Advisory Committee. The Capitola/Soquel Chamber of Commerce has delayed their recommendation of a FAC Business Representative until later in January 2015. Currently, the FAC meets the third Tuesday of every other month. The Mayor and Vice Mayor shall serve on this Committee. When either or both the Mayor and Vice Mayor do not want to serve on this Committee, other member(s) of the City Council shall be appointed by the Mayor, with the concurrence of the City Council. Recruitment was conducted from September 26, 2014, through November 24, 2014. Terms for this Committee are for two years; all Committee members' terms expired the end of 2014. The FAC is comprised of the following six member types:

- (1) Mayor or his appointee
- (1) Vice Mayor or Mayor's appointee
- (1) City Treasurer
- (3) Three Council Members appointees

The following incumbents have requested to be considered for re-appointment:

- 1. Nathan Cross (Norton's appointment)
- 2. Will O'Sullivan (Harlan's appointment)
- 3. Gary Snelson (Bottorff's appointment)

The following two new applications were received to fill the vacancies [Attachment 6].

- 1. Peter Wilk
- 2. Sandra Erickson

**Planning Commission:** Pursuant to Municipal Code §2.12.020, "...each Council Member may appoint one Planning Commission member. Except as provided in this chapter, the term of any Commissioner so appointed shall terminate fourteen days after the canvassing of the next Regular Election of Council Members." Recruitment for the Planning Commission was conducted from September 25, 2014, through November 24, 2014.

The following incumbents have requested to be considered for re-appointment:

- 1. Ron Graves (Harlan's appointment)
- 2. Gayle Ortiz (Norton's appointment)
- 3. Linda Smith (Termini's appointment)
- 4. Troy (TJ) Welch (Bottorff's appointment)
- 5. Mick Routh (Storey's appointment)

The following four new applications have been received from the following Capitola residents for Council consideration [Attachment 7]:

- 1. Laurie Hill
- 2. Gregory Lyons
- 3. Patrick Rooney
- 4. Peter Wilk

**Traffic and Parking Commission:** The Traffic and Parking Commission was formed in 2009. The purpose of the Commission is to develop short, medium, and long-term plans for City Council consideration that address traffic and parking demands in the Village by considering citywide traffic and parking improvements developed in various studies and reports provided to the City Council. The Commission shall act as an advisor to the City Council on implementation of the plans and other duties requested by the Council. Currently, the Commission meets the second Wednesday of every other month. Recruitment for the Traffic and Parking Commission was conducted from September 26, 2014, through November 24, 2014. Membership consists of two Village Residents, two Village Business Owners, and one appointee from each of the City Council Members, and one Planning Commission representative. It is required that Commissioners are City residents. Terms for this Commission are for two years; all Commissioners' terms expired the end of 2014. The Planning Commission will select its representative at its next regular meeting to be held January 15, 2015; until that time, the incumbent will continue to serve.



The Commission is comprised of the following ten member types:

- (2) Village Residents
- (2) Village Business Owner
- (5) City Council Appointees
- (1) Planning Commission Representative

The following incumbents have requested to be considered for re-appointment:

1. Margaret Kinstler (Village Resident)
2. James Steven Ross (Village Resident)
3. Carin Hanna (Village Business Owner)
4. Gary Wetsel (Village Business Owner)
5. John Martorella (Bottorff's appointment)
6. Molly Ordning (Storey's appointment)
7. Vicki Muse (Harlan's appointment)
8. Nels Westman (Termini's appointment)

The following three new applications were received for "At Large" appointments by [Attachment 8]:

1. Mike Lee
2. Peter Wilk
3. Ron Burke

**CITY BOARDS, COMMISSIONS AND COMMITTEES NOT REQUIRING ACTION:**

The following City Advisory Bodies do not require appointments because the members' terms did not expire in 2014:

- Historical Museum Board
- Library Ad Hoc Committee

**CITY BOARDS, COMMISSIONS AND COMMITTEES MAY REQUIRE ACTION:**

The following City Advisory Body do not require appointments unless a Council Member wants to step down.

- Wharf Working Group (currently Council Members Termini and Norton are Representatives)

**COUNTY/MULTI-COUNTY BOARDS, COMMISSIONS AND COMMITTEES REQUIRING ACTION:**

The following County Advisory Bodies are to be reviewed for the consideration of making appointments/nominations:

- Advisory Council of the Area Agency on Aging - Seniors Council of Santa Cruz & San Benito Counties
- Arts Council of Santa Cruz County
- Association of Monterey Bay Area Governments (AMBAG)
- Capitola Public Safety & Community Service Foundation
- Community Television of Santa Cruz County Board of Directors Santa Cruz County<sup>2</sup>
- Criminal Justice Council of Santa Cruz County
- Monterey Bay Unified Air Pollution Control District<sup>3</sup>
- Santa Cruz County Children's Network

<sup>2</sup>Currently there is a vacancy on the Community Television of Santa Cruz County Board of Directors for a City Representative. In August 2014, staff recruited for this vacancy to fill a term ending in November 2016. No applications have been received to date; therefore staff recommends that the City Council appoint Larry Laurent, Information Systems Specialist, to fill this position. The Board meets at least 10 times a year at 5:30 p.m.

<sup>3</sup>Note that the County is requesting a nomination from the cities within the County to fill a vacancy to complete Sam Storey's term which expires on December 31, 2015. The City Selection Committee will be making the appointment.

- Santa Cruz County Flood Control & Water Conservation District, Zone 5
- Santa Cruz County Integrated Waste Management Local Task Force
- Santa Cruz County Library Financing Authority
- Santa Cruz County Library Joint Powers Board
- Santa Cruz County Regional Transportation Commission (SCCRTC)
- Santa Cruz County Sanctuary Inter-Agency Task Force
- Santa Cruz County Sanitation District
- Santa Cruz Metropolitan Transit District Board
- Wharf Working Group

#### **COUNTY/MULTI-COUNTY BOARDS, COMMISSIONS AND COMMITTEES NOT REQUIRING ACTION:**

The following County Advisory Bodies do not require appointments because the members' terms are not expiring the end of this year:

- Community Action Board of Santa Cruz County
- Local Agency Formation Commission (LAFCO)
- Santa Cruz County Hazardous Materials Advisory Commission<sup>4</sup>
- Santa Cruz County Workforce Investment Board
- Santa Cruz Regional 911 Board

#### **OVERSIGHT BOARD OF THE SUCCESSOR AGENCY**

The Oversight Board was formed in 2012. The purpose of the Board is to supervise the activities of the City's Successor Agency. The Board has a fiduciary responsibility to holders of the Responsible Obligations and the taxing entities that benefit from distributions of property tax and other revenue. The Oversight Board consists of the following 7 members pursuant to ABx1 26 – 34179. Two of the following members are to be appointed by the Mayor: (1) One member appointed by the Mayor for the City that formed the Redevelopment Agency; (2) One member representing the employees of the former Redevelopment Agency appointed by the Mayor or Chair of the Board of Supervisors, as the case may be, from the recognized employee organization representing the largest number of former Redevelopment Agency employees employed by the Successor Agency at that time.

The Mayor of Capitola has the authority to serve himself or appoint a representative. The Mayor also appoints one member representing the employees of the former Redevelopment Agency; this member is often referred to as the "union" appointment because the employee appointed is to come from the largest recognized employee organization. In Capitola, Katie Cattan is a member of a recognized employee group and fills the requirements and was appointed to serve this position in 2014. Ms. Cattan is available to continue serving as the "union" representative.

#### **COMMUNITY BASED HEALTH AND HUMAN SERVICE PROVIDERS AD HOC SUBCOMMITTEE**

Last year the Council appointed a subcommittee composed of Mayor Story, Council Member Termini, and Treasurer McBroom (with Council Member Bottorff as alternate) to develop a recommended list for allocating the designated funding to the Providers. In addition, at the February 20, 2014, City Council Goal Setting Session the Council set a goal to establish a two-year grant cycle for the Community Based Health and Human Service Providers which is reflected in the Fiscal Year 2014/2015 Budget. The City Council had requested that the subcommittee look at the overall Community Based Health and Human Service Providers Funding Program. Staff recommends that the Council review the subcommittees' membership since Sam Storey is no longer a Council Member.

<sup>4</sup> At the February 13, 2014, Council meeting Public Works Director Jesberg was nominated to the Santa Cruz County Hazardous Materials Advisory Commission to fill a vacancy for a term ending April 1, 2015. The County Board of Supervisors made the appointment on March 11, 2014.

**ATTACHMENTS:**

1. Draft 2015 City and County Bodies Worksheet
2. 2014 Capitola Board, Commission & Committee Appointment List
3. 2014 County/Multi-County Boards Capitola Representatives List
4. Architectural & Site Review application, and Roster
5. COE applications, and Roster
6. FAC applications, and Roster
7. Planning Commission applications, and Roster;
8. Traffic and Parking Commission applications and Roster.

Report Prepared By: Susan Sneddon, CMC  
City Clerk

Reviewed and Forwarded  
By City Manager: 

## REVIEW CITY COUNCIL APPOINTMENTS/REAPPOINTMENTS/NOMINATIONS

NAME OF BOARD/COMMISSIONS	RECOMMENDED ACTION TO APPOINT OR REAPPOINT
<b>Architectural &amp; Site Review Committee</b>	<b>Applicants</b>
Derek Van Alstine (Architect)	Frank Phanton ( Architect) (Incumbent)
Frank Phanton (Alternate Architect)	Daniel Townsend and Daniel Gomez - Fuse Architects (Alternate Architect)
Craig Waltz (Landscape Architect)	Craig Waltz (Landscape Architect) (Incumbent)
Carolyn Swift (Historian)	Carolyn Swift (Historian) (Incumbent)
	<b><u>New applicants:</u></b>
	Daniel Townsend and Daniel Gomez - Fuse Architects (Alternate Architect)
<b>Art &amp; Cultural Commission</b>	<b>Applicants</b>
Michael Termini (Council Rep)	Appoint Council Representative
Linda Smith (Planning Commission Rep) <sup>1</sup>	
Joyce Murphy ("At Large" member)	Joyce Murphy ("At Large" member) (Incumbent)
Jenny Shelton ("At Large" member)	Jenny Shelton ("At Large" member) (Incumbent)
<b>Commission on the Environment</b>	<b>Applicants</b>
Dennis Norton (Council Rep)	Confirm appointment of Mayor or Council Member Representative
Bruce Arthur (Storey's appointee)	Bruce Arthur (Incumbent)
Amie Forest (Termini's appointee)	Amie Forest (Incumbent)
Elizabeth Russell (Bottorff's appointee)	
Kristin Sullivan (Harlan's appointee)	Kristin Sullivan (Incumbent)
Ron Graves (Planning Commission Rep) <sup>1</sup>	
Maddie Marlatt (Ex-Officio Student Member)	
	<b><u>New applicants:</u></b>
	Peter Wilk
	Tyson Stottrup
	Each Council Member not on the Commission to reappoint member, make a new
<sup>1</sup> The Planning Commission will select its Representative at its next regular meeting to be held January 15, 2015. Until that time, the incumbent will continue to serve.	

## REVIEW CITY COUNCIL APPOINTMENTS/REAPPOINTMENTS/NOMINATIONS

NAME OF BOARD/COMMISSIONS	RECOMMENDED ACTION TO APPOINT OR REAPPOINT
<b>Finance Advisory Committee</b>	<b>Applicants/Appointee</b>
Mayor	_____ (Mayor or Mayor's appointee)
Michael Termini (Mayor's appointee)	_____ (Vice Mayor or Mayor's appointee)
Christine McBroom (City Treasurer)	Christine McBroom (City Treasurer)
Nathan Cross (Norton's appointee)	_____ (Termini's appointee)
Will O'Sullivan (Harlan's appointee)	_____ (Harlan's appointee)
Gary Snelson (Bottorff's appointee)	_____ (Bertrand's appointee)
Joyce Murphy (Business Rep)	_____ (Business Rep) to receive Chamber's recommendation <sup>2</sup>
	<b>New applicants:</b>
	Peter Wilk
	Sandra Erickson
	Confirm that the Mayor and Vice Mayor will serve as the Council Member
	Remaining Council Members to reappoint their member, make a new appointment,
<b>Historical Museum Board</b>	No action is needed at this time.
<b>Library Ad Hoc Committee</b>	No action is needed at this time.
<b>Planning Commission</b>	<b>Applicants</b>
Ron Graves (Harlan's appointee)	Ron Graves (Incumbent)
Troy (TJ) Welch (Bottorff's appointee)	Troy TJ Welch (Incumbent)
Gayle Ortiz (Norton's appointee)	Gayle Ortiz (Incumbent)
Mick Routh (Storey's appointee)	_____ (Bertrand's appointee)
Linda Smith (Termini's appointee)	Linda Smith (Incumbent)
	Council Members to reappoint, make a new appointment, or direct staff to continue
	<b>Applicants:</b>
	Laurie Hill
	Gregory Lyons
	Patrick Rooney
	Peter Wilk
	Mick Routh (incumbent)

<sup>2</sup>The Capitola/Soquel Chamber of Commerce has delayed their recommendation of a FAC Business Representative until later in January 2015.

## REVIEW CITY COUNCIL APPOINTMENTS/REAPPOINTMENTS/NOMINATIONS

NAME OF BOARD/COMMISSIONS	RECOMMENDED ACTION TO APPOINT OR REAPPOINT
<b>Traffic &amp; Parking Commission</b>	<b>Applicants</b>
Margaret Kinstler (Village Resident)	Margaret Kinstler (Village Resident) (Incumbent)
James Steven Ross (Village Resident)	James Steven Ross (Village Resident) (Incumbent)
Carin Hanna (Village Business Owner)	Carin Hanna (Village Business Owner) (Incumbent)
Gary Wetsel (Village Business Owner)	Gary Wetsel (Village Business Owner) (Incumbent)
Linda Hanson (Norton's appointee)	_____ (Norton's appointee)
	_____ (Bertrand's appointee)
John Martorella (Bottorff's appointee)	John Martorella (Incumbent)
Molly Ording (Storey's appointee)	Molly Ording (Incumbent)
Vicki Muse (Harlan's appointee)	Vicki Muse (Incumbent)
Nels Westman (Termini's appointee)	Nels Westman (Incumbent)
Ron Graves (Planning Commission Rep). <sup>3</sup>	
	<b><u>New applicants:</u></b>
	Peter Wilk
	Mike Lee
	Ron Burke
	Appoint/reappoint two Village Resident Representatives.
	Appoint/reappoint two Village Business Owner Representatives.
	Each Council Member to reappoint member, make a new appointment, or direct
<b>Wharf Working Group</b>	
Council Member Termini (Representative)	No action is needed at this time unless a Council Member wants to step down.
Council Member Norton (Representative)	
<sup>3</sup> The Planning Commission will select its Representative at its next regular meeting to be held January 15, 2015. Until that time, the incumbent will continue to serve.	

## REVIEW CITY COUNCIL APPOINTMENTS/REAPPOINTMENTS/NOMINATIONS

<b>COUNTY/MULTI-COUNTY BOARDS, COMMISSIONS AND COMMITTEES REQUIRING ACTION</b>	
<b>ADVISORY COUNCIL OF THE AREA AGENCY ON AGING (SENIORS COUNCIL OF SANTA CRUZ &amp; SAN BENITO COUNTIES)</b>	
Representative Al Carlson	No action is needed at this time unless Council Member wants to step down.
Alternate Council Member Harlan	
<b>ARTS COUNCIL OF SANTA CRUZ COUNTY</b>	
Council Member Norton (Representative)	No action is needed at this time unless Council Member wants to step down.
<b>ASSOCIATION OF MONTEREY BAY AREA GOVERNMENTS (AMBAG)</b>	
Council Member Ed Bottorff (Representative)	No action is needed at this time unless Council Members want to step down.
Council Member Norton (Alternate)	
<b>CAPITOLA PUBLIC SAFETY &amp; COMMUNITY SERVICE FOUNDATION</b>	
Mayor Termini (Representative)	Mayor to appoint Representative.
<b>COMMUNITY TELEVISION OF SANTA CRUZ COUNTY BOARD</b>	
Vacant	No applications received/consider appointing staff
<b>COMMUNITY ACTION BOARD OF SANTA CRUZ COUNTY</b>	
Kristen Peterson (Representative)	No action is needed at this time.
George Winslow (Alternate)	
<b>CRIMINAL JUSTICE COUNCIL OF SANTA CRUZ COUNTY</b>	
Council Member Termini (Representative)	Appoint/reappoint one Council Member, and one other Representative (a Council Member or the City Manager)
City Manager Goldstein (Representative)	
<b>LOCAL AGENCY FORMATION COMMISSION (LAFCO)</b>	
Council Member Bottorff (Representative)	No action is needed at this time.
<b>MONTEREY BAY UNIFIED AIR POLLUTION CONTROL DISTRICT (MBUAPCD)<sup>4</sup></b>	
Council Member Storey (Representative)	Consider nominating a Council Member to be considered by the City Selection
<b>SANTA CRUZ COUNTY CHILDREN'S NETWORK</b>	
Council Member Storey (Representative)	Appointment required for a City representative and an Alternate Representative.
Council Member Termini (Alternate)	
<b>SANTA CRUZ COUNTY FLOOD CONTROL &amp; WATER CONSERVATION DISTRICT, ZONE 5</b>	
Council Member Norton (Representative)	Appoint/reappoint Council Member Representative and Alternate.
Council Member Bottorff (Alternate)	
<sup>4</sup> The County is requesting a nomination from the cities within the County to fill Sam Storey's vacancy (expires on December 31, 2015) on the MBUAPCD. The City Selection Committee will be making the appointment.	

# REVIEW CITY COUNCIL APPOINTMENTS/REAPPOINTMENTS/NOMINATIONS

<b>COUNTY/MULTI-COUNTY BOARDS, COMMISSIONS AND COMMITTEES REQUIRING ACTION</b>	
<b>SANTA CRUZ COUNTY HAZARDOUS MATERIALS ADVISORY COMMISSION</b>	
Public Works Director Steve Jesberg (Representative)	No action is needed at this time.
<b>SANTA CRUZ COUNTY INTEGRATED WASTE MANAGEMENT LOCAL TASK FORCE</b>	
Environmental Projects Manager Danielle Uharriett	
Council Member Harlan (Alternate)	No action is needed at this time unless Council Member wants to step down.
<b>SANTA CRUZ COUNTY LIBRARY FINANCING AUTHORITY</b>	
Council Member Termini (Representative)	Appointment required for a City representative and an Alternate Representative.
Council Member Storey (Alternate)	
<b>SANTA CRUZ COUNTY LIBRARY JOINT POWERS BOARD</b>	
Council Member Termini (Representative)	No action is need at this time unless a Council Member wants to step down.
Council Member Norton (Alternate)	
<b>SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION (SCRTC)</b>	
Council Member Norton (Representative)	No action is need at this time unless a Council Member wants to step down.
Council Member Termini (Alternate)	
<b>SANTA CRUZ COUNTY SANCTUARY INTER-AGENCY TASK FORCE</b>	
Council Member Harlan (Representative)	No action is needed at this time unless Council Member wants to step down.
<b>SANTA CRUZ COUNTY SANITATION DISTRICT</b>	
Council Member Harlan (Representative)	Appointment required for a City Representative and an Alternate Representative.
Council Member Storey (Alternate)	
<b>SANTA CRUZ COUNTY WORKFORCE INVESTMENT BOARD</b>	
Generally the City Manager serves on this Board.	No action is needed at this time.
<b>SANTA CRUZ METROPOLITAN TRANSIT DISTRICT</b>	
Planning Commissioner Ron Graves (Representative)	Appointment required for a City Representative.
<b>SANTA CRUZ REGIONAL 911 BOARD</b>	
City Manager Goldstein (Representative)	No action is needed at this time.
<b>OVERSIGHT BOARD OF THE SUCCESSOR AGENCY</b>	
Council Member Termini (Representative)	No action is needed at this time unless Council Member wants to step down.
Katie Cattan, Senior Planner	Representing the employees of the former Redevelopment Agency.
<b>COMMUNITY BASED HEALTH AND HUMAN SERVICE PROVIDERS AD HOC SUBCOMMITTEE</b>	
Mayor Storey	Appoint
Council Member Termini	Appoint/Reappoint
City Treasurer McBroom	Appoint/Reappoint



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**2014 CAPITOLA BOARD, COMMISSION & COMMITTEE  
APPOINTMENT LIST**

Name of Board/Commission/ Committee – Meeting Information	Members	Appointed By and/or Representation
<p><b>Architectural and Site Review Committee ▲ ■</b> Staff: Katie Cattan, Senior Planner Steve Jesberg, Public Works Dir Mark Wheeler, Building Official</p> <p><i>Meets: 2<sup>nd</sup> &amp; 4<sup>th</sup> Wednesday of each month at 3:30 p.m. in the City Hall Council Chambers</i></p> <p><i>Mayoral Appointment</i></p>	<ul style="list-style-type: none"> <li>• Derek Van Alstine</li> <li>• Frank Phanton</li> <li>• Craig Waltz</li> <li>• Carolyn Swift</li> </ul>	<ul style="list-style-type: none"> <li>• Architect</li> <li>• Architect (<i>Alternate</i>)</li> <li>• Landscape Architect</li> <li>• Historian</li> </ul>
<p><b>Art &amp; Cultural Commission ▲</b> Staff: Kelly Sue Barreto, Administrative Assistant Lisa Murphy, Administrative Services Director</p> <p><i>Meets: 2<sup>nd</sup> Tuesday of each month at 6:30 p.m. in the City Hall Council Chambers</i></p> <p><i>Council Appointment</i></p>	<ul style="list-style-type: none"> <li>• Michael Termini</li> <li>• Linda Smith</li> <li>• Kim Hogan</li> <li>• Roy Johnson</li> <li>• Nathan Cross</li> <li>• Joan Davisson</li> <li>• Stephanie Gelman</li> <li>• Laurie Hill</li> <li>• David Kraemer</li> <li>• Joyce Murphy</li> <li>• Jenny Shelton</li> <li>• James Wallace</li> </ul>	<ul style="list-style-type: none"> <li>• Council Representative</li> <li>• Planning Commission Representative</li> <li>• Artist</li> <li>• Arts Professional</li> <li>• At Large Member</li> <li>• At Large Member</li> <li>• At Large Member</li> <li>• At Large Member</li> <li>• At Large Member</li> <li>• At Large Member</li> <li>• At Large Member</li> <li>• At Large Member</li> </ul>
<p><b>Commission on the Environment</b> Staff: Rich Grunow, Community Development Director</p> <p><i>Meets: A minimum of 4 times a year as needed on the 4<sup>th</sup> Tuesday of a month at 6:00 p.m. in the City Hall Council Chambers</i></p> <p><i>Council Appointment</i></p>	<ul style="list-style-type: none"> <li>• Bruce Arthur</li> <li>• Amie Forest</li> <li>• Kristin Sullivan</li> <li>• Elisabeth Russell</li> <li>• Dennis Norton</li> <li>• Maddie Marlatt</li> <li>• Steven Peters</li> <li>• John Ricker</li> </ul>	<ul style="list-style-type: none"> <li>• Storey Appointed</li> <li>• Termini Appointed</li> <li>• Harlan Appointed</li> <li>• Bottorff Appointed</li> <li>• Council Representative</li> <li>• Ex-Offico Student Member (non-voting)</li> <li>• Ex-Offico Member</li> <li>• Ex-Offico Member</li> </ul>
<p><b>Finance Advisory Committee</b> Staff: Tori Hannah, Finance Director</p> <p><i>Meets: 3<sup>rd</sup> Tuesday of every other month at 6:00 p.m. in the City Hall Council Chambers</i></p> <p><i>Council Appointment</i></p>	<ul style="list-style-type: none"> <li>• Michael Termini</li> <li>• Sam Storey</li> <li>• Christine McBroom</li> <li>• Nathan Cross</li> <li>• Joyce Murphy</li> <li>• Will O'Sullivan</li> <li>• Gary Snelson</li> </ul>	<ul style="list-style-type: none"> <li>• Mayor Appointed</li> <li>• Vice Mayor</li> <li>• City Treasurer</li> <li>• Norton Appointed</li> <li>• Business Representative</li> <li>• Harlan Appointed</li> <li>• Bottorff Appointed</li> </ul>

Name of Board/Commission/ Committee – Meeting Information	Members	Appointed By and/or Representation
<p><b>Historical Museum Board</b> Staff: Frank Perry, Museum Curator</p> <p><i>Meets: 1<sup>st</sup> Tuesday of each month at 5:30 p.m. in the Museum</i></p> <p><i>Council Appointment</i></p>	<ul style="list-style-type: none"> <li>• Alistair "Bob" Anderson</li> <li>• Stephanie Kirby</li> <li>• Niels Kisling</li> <li>• Thomas McGranahan</li> <li>• David Shoaf</li> <li>• Linda Smith</li> <li>• Gordon van Zuiden</li> </ul>	<p>All appointments to the Historical Museum Board are at large.</p>
<p><b>Planning Commission ▲ ■</b> Staff: Katie Cattan, Senior Planner</p> <p><i>Meets: 1<sup>st</sup> Thursday of each month at 7:00 p.m. in the City Hall Council Chambers</i></p> <p><i>Council Appointment</i></p>	<ul style="list-style-type: none"> <li>• Ron Graves</li> <li>• Gayle Ortiz</li> <li>• Mick Routh</li> <li>• Linda Smith</li> <li>• TJ Welch</li> </ul>	<ul style="list-style-type: none"> <li>• Harlan Appointed</li> <li>• Norton Appointed</li> <li>• Storey Appointed</li> <li>• Termini Appointed</li> <li>• Bottorff Appointed</li> </ul>
<p><b>Traffic &amp; Parking Commission</b> Staff: Steve Jesberg, Public Works Director</p> <p><i>Meets: 2<sup>nd</sup> Wednesday of every other month at 6:30 p.m. in the City Hall Council Chambers</i></p> <p><i>Council Appointment</i></p>	<ul style="list-style-type: none"> <li>• Margaret Kinstler</li> <li>• James Ross</li> <li>• Carin Hanna</li> <li>• Gary Wetsel</li> <li>• Linda Hanson</li> <li>• Vicki Muse</li> <li>• John Martorella</li> <li>• Molly Ording</li> <li>• Nels Westman</li> <li>• Ron Graves</li> </ul>	<ul style="list-style-type: none"> <li>• Village Resident</li> <li>• Village Resident</li> <li>• Village Business Owner</li> <li>• Village Business Owner</li> <li>• Norton Appointed</li> <li>• Harlan Appointed</li> <li>• Bottorff Appointed</li> <li>• Storey Appointed</li> <li>• Termini Appointed</li> <li>• Planning Commission Representative</li> </ul>
<p><b>Wharf Working Group</b> Staff: Steve Jesberg, Public Works Director</p> <p><i>Meets: As needed on the 4<sup>th</sup> Tuesday of a month at 12 p.m. in the Wharf House Restaurant</i></p>	<ul style="list-style-type: none"> <li>• Dennis Norton</li> <li>• Michael Termini</li> <li>• Jamie Goldstein</li> <li>• John and Sally Ealy</li> <li>• Willie Case</li> </ul>	<ul style="list-style-type: none"> <li>• Council Representative</li> <li>• Council Representative</li> <li>• City Manager</li> <li>• Capitola Boat &amp; Bait</li> <li>• Wharf House Restaurant</li> </ul>

▲ = Members are required to File Statements of Economic Interest, Form 700

■ = Members are required to complete AB 1234 Ethics Training

Revised: 3/28/14 md

2014 COUNTY/MULTI-COUNTY BOARDS  
CAPITOLA REPRESENTATIVES LIST

Name of Board – Meeting Information	Capitola Representative(s)
Advisory Council of the Area Agency on Aging - Seniors Council of Santa Cruz & San Benito Counties <i>(Meets: 2<sup>nd</sup> Wednesday of each month except for August            and December, from 10:00 a.m. to 12:00 Noon at 234            Santa Cruz Avenue, Aptos)</i>	<ul style="list-style-type: none"> <li>• Al Carlson</li> <li>• Stephanie Harlan <i>(Alternate)</i></li> </ul>
Association of Monterey Bay Area Governments (AMBAG) ▲ <i>(Meets: 2<sup>nd</sup> Wednesday of each month at 7:00 p.m. at            various locations)</i>	<ul style="list-style-type: none"> <li>• Ed Bottorff</li> <li>• Dennis Norton <i>(Alternate)</i></li> </ul>
Capitola Public Safety & Community Service Foundation <i>(Meets: Meet every 3rd Tuesday at 5:00 p.m. in the            Council Chambers)</i>	<ul style="list-style-type: none"> <li>• Mike Termini <i>(Representative)</i></li> </ul>
Community Action Board of Santa Cruz County (Meets: 3rd Wednesday of each month at 6:15 p.m.)	<ul style="list-style-type: none"> <li>• Kristen Peterson;</li> <li>• George Winslow <i>(Alternate)</i></li> </ul>
Community Television of Santa Cruz County Board of Directors (Meets: 10 times per year at 5:30 p.m. at Community Television Offices, 816 Pacific Avenue, Santa Cruz)	<ul style="list-style-type: none"> <li>• Vacant            (Current term expires 11/2016)</li> </ul>
Criminal Justice Council of Santa Cruz County (Meets: Quarterly, starting February 7, 2013 at 3:00 p.m. at 2701 Cabrillo College Drive, Aptos)	<ul style="list-style-type: none"> <li>• Jamie Goldstein</li> <li>• Michael Termini</li> </ul>
Arts Council Santa Cruz County <i>(Meets: 3<sup>rd</sup> Thursday of every other month from 3:30 to            5:00 p.m. at various locations)</i>	<ul style="list-style-type: none"> <li>• Dennis Norton</li> </ul>
LAFCO (Local Agency Formation Commission) ▲ <i>(Meets: 1<sup>st</sup> Wednesday of each month except for July, at            9:30 a.m. in the County Board of Supervisors Chambers,            701 Ocean Street, Santa Cruz)</i>	<ul style="list-style-type: none"> <li>• Ed Bottorff ♦            (5/1/14 the City Selection            Committee appointed Bottorff            to serve a 4-year term            beginning 5/5/14; and Linda            (Scotts Valley) to serve as            alternate.</li> </ul>

Name of Board/Commission/Committee	Capitola Representative(s)
League of California Cities <i>(Meets: Monterey Bay Division meets on the 1<sup>st</sup> Monday of every other month at 7 p.m. at various locations. Dinner meetings)</i>	Open to All Council Members
Monterey Bay Unified Air Pollution Control District ▲ <i>(Meets: 3<sup>rd</sup> Wednesday of each month at 1:30 p.m. at the District Office: 24580 Silver Cloud Ct., Monterey)</i>	<ul style="list-style-type: none"> <li>• Sam Storey ♦</li> </ul> <i>(Appointed on 1/30/13 by the City Selection Committee. Term expires 12/31/2015.)</i>
Santa Cruz County Children's Network <i>(Meets five times a year at noon in the County Office of Education)</i>	<ul style="list-style-type: none"> <li>• Sam Storey (Representative)</li> <li>• Michael Termini (Alternate)</li> </ul>
Santa Cruz County Conference & Visitors Council <i>(Meets: Last Wednesday at 3:00 p.m. every other month except for November when meeting is TBD, at Goodwill Industries, 350 Encinal Street, Santa Cruz)</i>	<ul style="list-style-type: none"> <li>• None needed</li> </ul> <i>Selection Committee approved the appointment of Vice Mayor Reed (Scotts Valley) to serve as the city rep for a two year term (1/1/13-12/31/14).</i>
Santa Cruz County Flood Control & Water Conservation District, Zone 5 <i>(Meets: Quarterly on the 4<sup>th</sup> Tuesday at 10 a.m. in the County Board of Supervisors Chambers, 701 Ocean Street)</i>	<ul style="list-style-type: none"> <li>• Dennis Norton (Representative) ♦</li> <li>• Ed Bottorff (Alternate) ♦</li> </ul>
Santa Cruz County Hazardous Materials Advisory Commission <i>(Meets: 4th Wednesday of every other month at 9 a.m. at Central Fire District Headquarters, 930 17<sup>th</sup> Avenue)</i>	<ul style="list-style-type: none"> <li>• Steve Jesberg</li> </ul> <i>(Term expires 4/1/2015.)</i>
Santa Cruz County Library Financing Authority <i>(Meets twice yearly in January and June Main Library)</i>	<ul style="list-style-type: none"> <li>• Michael Termini ♦</li> <li>• Sam Storey (Alternate)</li> </ul>
Santa Cruz County Library Joint Powers Board ▲ <i>(Meets: 1st Monday of each month at 7:30 p.m. at the Main Library Community Room)</i>	<ul style="list-style-type: none"> <li>• Michael Termini ♦</li> <li>• Dennis Norton (Alternate)*</li> </ul> <i>*Appointed at the 6/26/14 CC Meeting</i>
Santa Cruz County Integrated Waste Management Local Task Force <i>(Meets four times per year)</i>	<ul style="list-style-type: none"> <li>• Stephanie Harlan (Representative)</li> <li>• Danielle Uharriet (Alternate)</li> </ul>

Name of Board/Commission/Committee	Capitola Representative(s)
Santa Cruz County Regional Transportation Commission (SCCRTC) ▲ ■ <i>(Meets: 1<sup>st</sup> Thursday of each month except for July, at 9 a.m, at various locations)</i>	<ul style="list-style-type: none"> <li>• Dennis Norton (<i>Representative</i>)◆</li> <li>• Michael Termini (<i>Alternate</i>) ◆</li> </ul>
Santa Cruz County Sanctuary Inter-Agency Task Force ( <i>Meets quarterly</i> )	<ul style="list-style-type: none"> <li>• Stephanie Harlan (<i>Representative</i>)</li> </ul>
Santa Cruz County Sanitation District ▲ <i>(Meets: 1<sup>st</sup> &amp; 3<sup>rd</sup> Thursday of each month at 4:45 p.m. at the East Cliff Pumping Station on Lode St., Santa Cruz)</i>	<ul style="list-style-type: none"> <li>• Stephanie Harlan (<i>Representative</i>)◆</li> <li>• Sam Storey (<i>Alternate</i>) ◆</li> </ul>
Santa Cruz County Workforce Investment Board	<i>The City Manager generally serves on this Board.</i>
Santa Cruz Metropolitan Transit District Board ▲ ■ <i>(Meets: 3<sup>rd</sup> Friday of each month at 8:15 a.m. at Santa Cruz City Hall Council Chambers, 809 Center Street and other locations)</i>	<ul style="list-style-type: none"> <li>• Ron Graves (<i>Representative</i>) <i>(Term expires 12/31/2014.)</i></li> </ul>
Santa Cruz Regional 911 Board ▲	<ul style="list-style-type: none"> <li>• Jamie Goldstein (<i>Representative</i>)</li> </ul>

▲ = Members are required to File Statements of Economic Interest, Form 700

■ = Members are required to complete AB 1234 Ethics Training

◆ = Council Member appointment required

Revised: 12/14 ss

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CITY OF CAPITOLA  
CITY CLERK  
**BOARDS AND COMMISSIONS APPLICATION**  
**CITY of CAPITOLA**

Citizens are encouraged to serve on the various City Boards, Committees, and Commissions. Appointments are made at a public City Council meeting.

Application for:

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

Name: TOWNSENDOR GOMEZ DANIEL R. OR  
Last First M.I.

Telephone: 831 684 2797 831 479 9295 831 234 1056  
Home Business Cell

E-mail Address: ~~TOWNSENDOR~~ @ FUSEARCHITECTURE.COM

Physical Address of Residence: 411 CAPITOLA AVE CAPITOLA CA 95010

Mailing Address: 411 CAPITOLA AVE CAPITOLA CA 95010

Business Address: 411 " " "

Occupation: ARCHITECT

Are you a resident of the City of Capitola? Yes  No

Describe your qualifications and interest in serving on this Board/Commission/Committee:  
LOCAL ARCHITECT, ACROSS THE STREET

(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.

12/18/14  
Date

[Signature]  
Signature of Applicant

Mail or Deliver Application to:  
Capitola City Hall  
Attn: City Clerk

420 Capitola Avenue, Capitola, CA 95010

For questions please call the City Clerk at (831) 475-7300





**City of Capitola**  
 420 Capitola Avenue  
 Capitola, CA 95010  
 Phone (831) 475-7300  
 FAX (831) 479-8879

## CAPITOLA ARCHITECTURAL & SITE REVIEW COMMITTEE CURRENT MEMBERS

NAME	POSITION	ADDRESS & PHONE NUMBER & EMAIL	DATE APPOINTED	TERM EXPIRES
Derek Van Alstine	Architect	716 Soquel Avenue, Ste A Santa Cruz, CA 95062 (W) 831-426-8400 (C) 831-818-0740 <a href="mailto:derek@vanalstine.com">derek@vanalstine.com</a>	2/23/12 1/10/13	12/31/14
Frank Phanton	Architect	150 Felker Street, Suite G Santa Cruz, CA 95060 (W) 831-475-5841 <a href="mailto:frank@envirofects.com">frank@envirofects.com</a>	2/27/03 12/9/04 12/14/06 12/11/08	Resigned 2/9/2012
	Alternate Architect		6/14/12 1/10/13	12/31/2014
Carolyn Swift	Historian	208 Halton Lane Watsonville, CA 95076 (H) 831-662-8106 <a href="mailto:carolyn.swift@gmail.com">carolyn.swift@gmail.com</a>	12/11/08 12/09/10 1/10/13	12/31/2014
Craig Waltz	Landscape Architect	231 Oregon St. Santa Cruz, CA 95060 (C) 831-419-3362 <a href="mailto:waltz.craig@gmail.com">waltz.craig@gmail.com</a>	2/13/14	12/31/14

**Staff Representatives:**

Brian Van Son, Building Official  
 831-475-7300 Ext 221  
[mwheeler@ci.capitola.ca.us](mailto:mwheeler@ci.capitola.ca.us)

Rich Grunow, Community Development Director  
 831-475-7300 Ext 226  
[rgrunow@ci.capitola.ca.us](mailto:rgrunow@ci.capitola.ca.us)

Katie Cattan, Senior Planner  
 831-475-7300 Ext 256  
[kcattan@ci.capitola.ca.us](mailto:kcattan@ci.capitola.ca.us)

NOTE: Pursuant to Ordinance No. 767 (Municipal Code Section 17.63.020 B), terms expire one month after the certification of any regular election of council members.  
 Revised: 12/19/14 ss \*



# CITY of CAPITOLA BOARDS AND COMMISSIONS APPLICATION

Citizens are encouraged to serve on the various City Boards, Committees, and Commissions. Appointments are made at a public City Council meeting.

Application for:

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

Name: Stottrop tuson d  
Last First M.I.

Telephone: [Redacted] [Redacted] [Redacted]  
Home Business Cell

E-mail Address: [Redacted]

Physical Address of Residence: [Redacted]

Mailing Address: [Redacted]

Business Address: [Redacted]

Occupation: [Redacted]

Are you a resident of the City of Capitola? Yes  No

Describe your qualifications and interest in serving on this Board/Commission/Committee  
[Redacted]

(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.

[Redacted] \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

Mail or Deliver Application to:  
Capitola City Hall  
Attn: City Clerk  
420 Capitola Avenue, Capitola, CA 95010  
For questions please call the City Clerk at (831) 475-7300

[REDACTED]

[REDACTED]

[REDACTED]

tyson stottcup

[REDACTED]



# CITY of CAPITOLA BOARDS AND COMMISSIONS APPLICATION

Citizens are encouraged to serve on the various City Boards, Committees, and Commissions. Appointments are made at a public City Council meeting.

Application for:

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

Name: Wilk Peter G.  
Last First M.I.

Telephone: 510 378 2769    
Home Business Cell

E-mail Address: petergwilk@gmail.com

Physical Address of Residence: 305 Fairmar

Mailing Address: 2036 Gordon Ave. Menlo Park, Ca 94025

Business Address: \_\_\_\_\_

Occupation: Engineer manager

Are you a resident of the City of Capitola? Yes  No

Describe your qualifications and interest in serving on this Board/Commission/Committee:  
Resume attached. Regular contributor to the  
"Nature Conservancy"

(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.

2/7/14  
Date

[Signature]  
Signature of Applicant

Mail or Deliver Application to:  
Capitola City Hall  
Attn: City Clerk  
420 Capitola Avenue, Capitola, CA 95010  
For questions please call the City Clerk at (831) 475-7300

Peter Wilk

40564 Ambar Pl.  
Fremont, Ca, 94539

Wilk@CSD.com  
(510) 226-7282 (home)  
(408) 776-4515 (work)

**OBJECTIVE**

Seeking a position in engineering management, program management or project engineering. Prefer electronics projects or Military/Aerospace programs.

**ACCOMPLISHMENTS**

*PRATT & WHITNEY, SPACE PROPULSION.*

• **1999-present.** Engineering Manager, Avionics and Controls.

Responsible for a 88% increase in business during management tenure. Increased staff from 17 to 32 heads. Avionics has been a separate product center accounting for 15% of total sales at the Pratt & Whitney San Jose site.

Line manager for a staff of engineers, technicians and draftspersons. Projects are mostly mechatronics systems. Experts on TVC (thrust vector control), electric propulsion and rocket components with strict military and space requirements. Demonstrated success on THAAD, GMD, Titan boosters, IUS, Standard Missile, Delta III & IV and Minuteman programs.

Responsible for product development from proposal stage through design, qualification, manufacture, acceptance test and launch support. Complete budget and schedule responsibility. Directed IR&D efforts. Created methods and procedures to capture design for manufacturability, lessons learned, standardized costing and engineering skills development.

Recreated tooling group to design and maintain special test consoles, test electronics, tooling fixtures and manufacturing aids for manufacture and test of the Avionics product line.

Acted as integration manager for incorporation of Space Power Inc. into the Pratt & Whitney family at San Jose. Served as member of the Aerojet acquisition due diligence team. Assigned as technical manager for electric propulsion (hall effect thruster) programs.

• **1990-1999.** Supervisor, Avionics Electronics.

Supervised a staff of 10 while concurrently designing and managing the Titan IVA Flow Control Valve upgrade. Standardized production methods by implementing the MSI process. Technical lead for all Titan 34D and Titan IVA booster electrical components.

• **1983-1990.** Chief Electrical Design Engineer, IUS and Block IV Standard Missile TVC programs.

Served as technical manager for Parker Hannifin TVC subcontract. Modified IUS control system for use on TOS program for OSC/NASA. Technical lead for Space Shuttle Aft Frame Tilt Actuator (AFTA) control system. Investigated 1984 flight failure of the IUS Techroll joint and implemented corrective action design enhancements.

• **1978-1983.** Electrical Design Engineer.

Redesigned and qualified IUS control system upgrades. Designed and built test equipment for nozzle vector testing and controller low power testing. EMC design and test.

**SKILLS**

Analog and digital design. Brushed and brushless motor drive. Closed loop servo systems. Batteries. Filter design. Circuit board layout. Configuration management. Quality control systems. EMI/EMC. Electronics piece part screening.

**EDUCATION**

- BSEE. UCLA. 1977
- MBA. University of Santa Clara. 1991



**City of Capitola**  
 420 Capitola Avenue  
 Capitola, CA 95010  
 Phone (831) 475-7300  
 FAX (831) 479-8879

**COMMISSION ON THE ENVIRONMENT  
 CURRENT MEMBERS**

NAME	APPOINTEE	ADDRESS & PHONE NUMBER & EMAIL	DATE APPOINTED	TERM EXPIRES
Dennis Norton	Council Rep	505 Oak Drive Capitola, CA 95010 (H) 476-2616; (C) 818-0335 <u><a href="mailto:Dnortondesigns@msn.com">Dnortondesigns@msn.com</a></u>	12/08/05(Vice Chair 2006) 12/11/08 12/09/10 12/05/12 12/12/13 (Reappointed)	12/31/2014
Kristin Sullivan	Harlan	508 Oak Drive Capitola, CA 95010 (H) 831-477-0571 (W) 408-864-8625 <u><a href="mailto:sully@cruzio.com">sully@cruzio.com</a></u>	2/10/05 (At Large) 1/18/07 (Chair) 12/11/08 (Graves appoint) 12/09/10 1/10/13 12/12/2013 (Reappointed)	12/31/2014
Elisabeth Russell	Bottoff	601 Monterey Ave Capitola, CA 95010 (H) 831-476-5160 (C) 831-588-1694 <u><a href="mailto:ebertrandrussell@hotmail.com">ebertrandrussell@hotmail.com</a></u>	3/12/09 12/09/10 1/10/13 12/12/2013 (Reappointed)	12/31/2014
Bruce Arthur	Storey	104 Cliff Avenue Capitola, CA 95010 (H) 831-476-4586 (C) 831-818-5659 <u><a href="mailto:capcouncil@aol.com">capcouncil@aol.com</a></u>	12/12/13	12/31/2014

Item #: 10.D. Attach 5-Revised.pdf

NAME	APPOINTEE	ADDRESS & PHONE NUMBER & EMAIL	DATE APPOINTED	TERM EXPIRES
Amie Forest	Termini	516 Oak Drive Capitola, CA 95010 (C) 831-331-3218 <a href="mailto:amie.forest@gmail.com">amie.forest@gmail.com</a>	12/12/13	12/31/2014
Maddie Marlatt	Ex-Officio Student Member	2150 Francesco Circle Capitola, CA 95010 (H) 831-476-3208 (C) 831-247-8237 <a href="mailto:maddiemarlatt@rocketmail.com">maddiemarlatt@rocketmail.com</a>	1/10/13 1/22/2014 (Reappointed)	12/31/2014
Steven Peters	Ex-Officio Member	County of Santa Cruz Environmental Health Service 701 Ocean Street, Rm 312 Santa Cruz, CA 95060 (W) 454-5010 (FAX) 454-3128 <a href="mailto:steve.peters@co.santa-cruz.ca.us">steve.peters@co.santa-cruz.ca.us</a>	1/22/14	12/31/14
John Ricker	Ex-Officio Member	County of Santa Cruz Environmental Health Service 701 Ocean Street, Rm 312 Santa Cruz, CA 95060 (W) 454-2740 (FAX) 454-3118 <a href="mailto:john.ricker@co.santa-cruz.ca.us">john.ricker@co.santa-cruz.ca.us</a>	1/22/14	12/31/14

**Staff Representative:**

Danielle Uharriet, Environmental Projects Manager  
831-475-7300 ext. 218  
[duharriet@ci.capitola.ca.us](mailto:duharriet@ci.capitola.ca.us)

Revised: 9/25/14 ss



# CITY of CAPITOLA

## BOARDS AND COMMISSIONS APPLICATION

Citizens are encouraged to serve on the various City Boards, Committees, and Commissions. Appointments are made at a public City Council meeting.

Application for:

- |  |  |
|--|--|
| <input type="checkbox"/> Art & Cultural Commission<br><i>[Artist; Arts Professional; At Large Member]</i><br><i>Please underline category above.</i>           | <input type="checkbox"/> Architect & Site Committee<br><i>[Architect; Landscape Architect; Historian]</i><br><i>Please underline category above.</i>                   |
| <input checked="" type="checkbox"/> Finance Advisory Committee<br><i>[Business Representative; At Large Member]</i><br><i>Please underline category above.</i> | <input type="checkbox"/> Traffic & Parking Commission<br><i>[Village Resident; Village Business Owner; At Large Member]</i><br><i>Please underline category above.</i> |
| <input type="checkbox"/> Historical Museum Board   | <input type="checkbox"/> Planning Commission   |
|  | <input type="checkbox"/> Other Committee _____   |

Name: Wilk Peter G  
Last First M.I.

Telephone: (510) 378 2769 \_\_\_\_\_  
Home Business Cell

E-mail Address: petergwilk@gmail.com

Physical Address of Residence: 305 Fanmar Way

Mailing Address: 2036 Gordon Ave, Menlo Park, Ca. 94025

Business Address: \_\_\_\_\_

Occupation: Chief Avionics Engineer

Are you a resident of the City of Capitola? Yes  No

Describe your qualifications and interest in serving on this Board/Commission/Committee: \_\_\_\_\_  
old resume attached  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(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.

11/7/14  
 \_\_\_\_\_  
 Date

*Peter G. Wilk*  
 \_\_\_\_\_  
 Signature of Applicant

Mail or Deliver Application to:  
 Capitola City Hall  
 Attn: City Clerk  
 420 Capitola Avenue, Capitola, CA 95010  
 For questions please call the City Clerk at (831) 475-7300



Peter Wilk

40564 Ambar Pl.  
Fremont, Ca, 94539

Wilk@CSD.com  
(510) 226-7282 (home)  
(408) 776-4515 (work)

**OBJECTIVE**

Seeking a position in engineering management, program management or project engineering. Prefer electronics projects or Military/Aerospace programs.

**ACCOMPLISHMENTS**

*PRATT & WHITNEY, SPACE PROPULSION.*

• **1999-present.** Engineering Manager, Avionics and Controls.

Responsible for a 88% increase in business during management tenure. Increased staff from 17 to 32 heads. Avionics has been a separate product center accounting for 15% of total sales at the Pratt & Whitney San Jose site.

Line manager for a staff of engineers, technicians and draftspersons. Projects are mostly mechatronics systems. Experts on TVC (thrust vector control), electric propulsion and rocket components with strict military and space requirements. Demonstrated success on THAAD, GMD, Titan boosters, IUS, Standard Missile, Delta III & IV and Minuteman programs.

Responsible for product development from proposal stage through design, qualification, manufacture, acceptance test and launch support. Complete budget and schedule responsibility. Directed IR&D efforts. Created methods and procedures to capture design for manufacturability, lessons learned, standardized costing and engineering skills development.

Recreated tooling group to design and maintain special test consoles, test electronics, tooling fixtures and manufacturing aids for manufacture and test of the Avionics product line.

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• **1978-1983.** Electrical Design Engineer.

Redesigned and qualified IUS control system upgrades. Designed and built test equipment for nozzle vector testing and controller low power testing. EMC design and test.

**SKILLS**

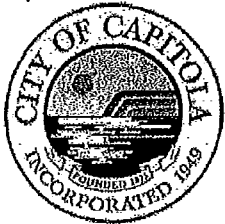
Analog and digital design. Brushed and brushless motor drive. Closed loop servo systems. Batteries. Filter design. Circuit board layout. Configuration management. Quality control systems. EMI/EMC. Electronics piece part screening.

**EDUCATION**

- BSEE. UCLA. 1977
- MBA. University of Santa Clara. 1991

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DEC 16 2014



CITY OF CAPITOLA

CITY of CAPITOLA

BOARDS AND COMMISSIONS APPLICATION

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[Business Representative; At Large Member]  
Please underline category above.
- Historical Museum Board
- Architect & Site Committee  
[Architect; Landscape Architect; Historian]  
Please underline category above.
- Traffic & Parking Commission  
[Village Resident; Village Business Owner; At Large Member]  
Please underline category above.
- Planning Commission
- Other Committee \_\_\_\_\_

Name: ERICKSON SANDRA D.  
Last First M.I.

Telephone: 475-3369 5660891  
Home Business Cell

E-mail Address: serickson06@yahoo.com

Physical Address of Residence: 117 Cabrillo St Capitola, CA 95010

Mailing Address: same

Business Address: \_\_\_\_\_

Occupation: Certified Registered Nurse Anesthetist

Are you a resident of the City of Capitola? Yes  No

Describe your qualifications and interest in serving on this Board/Commission/Committee:  
30+ Years management experience in health care  
6 yr. CA BOARD of Registered Nursing - 6 as president.  
Retired Colonel USAFR 29 yrs.

(Use additional paper, if necessary)

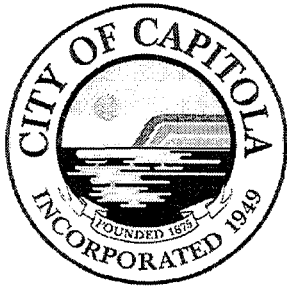
**Please Note:** Appointment to this position may require you to file a conflict of interest disclosure statement with the City Clerk. This information is a public record and these statements are available to the public on request.

14 Dec 2014  
Date

Sandra D Erickson  
Signature of Applicant

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

For questions please call the City Clerk at (831) 475-7300



**City of Capitola**  
 420 Capitola Avenue  
 Capitola, CA 95010  
 Phone (831) 475-7300  
 FAX (831) 479-8879

**Finance Advisory Committee  
 Current Members**

NAME	APPOINTEE	ADDRESS/PHONE NUMBER/EMAIL	DATE APPOINTED	TERM EXPIRES
Sam Storey	Mayor Storey or appointment	705 Escalona Drive Capitola, CA 95010 (C) 831- 239-9396 samforcapitola@att.net	1/10/13 1/9/14	12/31/14
Michael Termini	Mayor Storey's appointment	503 Oak Drive Capitola, CA 95010 (C) 831-476-6206 michael@triadelectric.com	12/9/04 1/18/07 12/9/10 12/8/11 1/10/13 1/9/14	12/31/14
Christine McBroom, Treasurer *	City Treasurer	627 Gilroy Drive Capitola, CA 95010 (W) 831-476-7300 (C) 831-247-7285 cmcbroom@lanaifinancialsolutions.com	7/23/09 12/9/10 1/10/13 9/12/13	(Bus Rep) (Bus Rep) (Bus Rep) 12/31/16
Nathan Cross	Council Member Norton's appointee	620 Gilroy Drive Capitola, CA 95010 (H) 831-462-4137 (C) 831-212-9388 4xcross@gmail.com	12/8/11 1/10/13 12/12/13	12/31/14
Will O'Sullivan	Council Member Harlan's appointee	201 Cortez Street Capitola, CA 95010 (H) 831-476-3231 (W) 831-423-2003 ext. 105 wocrs@hotmail.com	11/22/11 1/10/13 12/12/13	12/31/14

NAME	APPOINTEE	ADDRESS/PHONE NUMBER/EMAIL	DATE APPOINTED	TERM EXPIRES
Gary Snelson	Council Member Bottorff's appointee	1605 38th Avenue Capitola, CA 95010 (H) 831-476-8298 (C) 909-223-9164 PapaGary@Baymoon.com	1/10/13 12/12/13	12/31/14
Joyce Murphy	Business Representative	321 Capitola Avenue Capitola, CA 95010 (H) 831-475-2950 (W) 831-476-3855 (C) 831-430-6383 pacificgallery@sbcglobal.net	12/12/13	12/31/14

\*Christine McBroom has been on the FAC since July 2009. She was the Business Representative until she was appointed as Acting City Treasurer on 9/12/13. She was the FAC Vice Chair at the 11/29/11 FAC meeting (must have been shortly after Bob Begun passed), and Chair starting 12/20/11. You could say that she has been the Chair all of 2012 to current

**Staff Representative:**  
 Tori Hannah, Finance Director  
 831-475-7300 ext. 2224  
 thannah@ci.capitola.ca.us

Revised: 10/2/14 ss

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NOV 24 2014



CITY OF CAPITOLA

# CITY of CAPITOLA BOARDS AND COMMISSIONS APPLICATION

Citizens are encouraged to serve on the various City Boards, Committees, and Commissions. Appointments are made at a public City Council meeting.

Application for:

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*[Business Representative; At Large Member]*  
*Please underline category above.*
- Historical Museum Board
- Architect & Site Committee  
*[Architect; Landscape Architect; Historian]*  
*Please underline category above.*
- Traffic & Parking Commission  
*[Village Resident; Village Business Owner; At Large Member]*  
*Please underline category above.*
- Planning Commission
- Other Committee \_\_\_\_\_

Name: Hill Laurie  
Last First M.I.

Telephone: 831 476-4033 831 535-3326  
Home Business Cell

E-mail Address: Capitola Seahorse@gmail.com

Physical Address of Residence: 415 Roseme ct. Capitola

Mailing Address: Same

Business Address: \_\_\_\_\_

Occupation: Retired Government Mgt Analyst - Community Volunteer

Are you a resident of the City of Capitola? Yes  No

Describe your qualifications and interest in serving on this Board/Commission/Committee:  
I am interested in Planning decisions, the development of zoning policies and implementation of the general plan. I am retired from local government, experienced in policy development, and worked for a City Community Development Dept. in the 80's.

(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.

11/23/14  
Date

[Signature]  
Signature of Applicant

Mail or Deliver Application to:  
Capitola City Hall  
Attn: City Clerk  
420 Capitola Avenue, Capitola, CA 95010  
For questions please call the City Clerk at (831) 475-7300



NOV 07 2014

CITY OF CAPITOLA

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*Please underline category above.*
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- Architect & Site Committee  
*[Architect; Landscape Architect; Historian]*  
*Please underline category above.*
- Traffic & Parking Commission  
*[Village Resident; Village Business Owner; At Large Member]*  
*Please underline category above.*
- Planning Commission
- Other Committee \_\_\_\_\_

Name: LYONS GREGORY E.  
Last First M.I.

Telephone: 831.479.0567 831.479.0567  
Home Business Cell

E-mail Address: gregg Lyons I@gmail.com

Physical Address of Residence: 1480 49th AVE. CAPITOLA, CA 95010

Mailing Address: SAME

Business Address: Semi-Retired -

Occupation: Retail/Restaurant/Lodging Real Estate Development -

Are you a resident of the City of Capitola? Yes  No

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

\_\_\_\_\_  
See attached -  
\_\_\_\_\_  
\_\_\_\_\_

(Use additional paper, if necessary)

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

Nov. 07, 2014  
Date

Gregory E. Lyons  
Signature of Applicant

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

For questions please call the City Clerk at (831) 475-7300

**Gregory E. Lyons**  
1480 49<sup>th</sup> Avenue  
Capitola, CA 95010


November 7, 2014

Thank you for the opportunity to apply for a seat on the Capitola Planning Commission. I've been a Capitola resident for over 21 years (40 years in Santa Cruz County) and have great pride in our town and my home in the Jewel Box.

My work history spans over 30 years with various positions in retail, restaurant, and lodging real estate development, which includes a strong background in obtaining land use and development entitlements from governmental agencies.

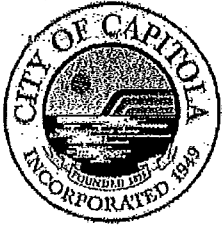
Presently I am semi-retired.

Kind regards,

A handwritten signature in black ink, appearing to read 'GL', enclosed in a circular scribble with a long horizontal line extending to the right.

Gregg Lyons





# CITY of CAPITOLA BOARDS AND COMMISSIONS APPLICATION

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- Planning Commission
- Other Committee \_\_\_\_\_

NOV 20 2014

CITY OF CAPITOLA  
CITY CLERK

Name: ROONEY PATRICK J  
Last First M.I.

Telephone: 831-227-4416 831-462-1406 831-227-4416  
Home Business Cell

E-mail Address: PJROONEY60@gmail.com

Physical Address of Residence: 4160 JANE ST. SPC 35 CAPITOLA

Mailing Address: P.O. BOX 1096 CAPITOLA CA 95010

Business Address: B30-F BAY AV. CAPITOLA

Occupation: REAL ESTATE AGENT / REAL ESTATE APPRAISER

Are you a resident of the City of Capitola? Yes  No

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

27+ YEARS WITH THE SANTA CRUZ COUNTY ASSESSOR'S OFFICE. RETIRED DEC 2012. FINAL POSITION: CHIEF DEPUTY ASSESSOR VALUATION. SEE ATTACHED RESUME

(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.

11-20-14

Date

Signature of Applicant

Mail or Deliver Application to:

Capitola City Hall

Attn: City Clerk

420 Capitola Avenue, Capitola, CA 95010

For questions please call the City Clerk at (831) 475-7300

**QUALIFICATIONS****PATRICK ROONEY**

Beccaria & Weber Real Estate

830-F Bay Avenue

Capitola, CA 95010

Direct: (831) 462-1406

Cell: (831)-227-4416

Fax: (831) 462-3812

**BACKGROUND**

Mr. Rooney has over 25 years of appraisal experience working for the Santa Cruz County Assessor's Office. His final position was the Chief Deputy Assessor- Valuation, responsible for the supervision of the real, personal, and business property divisions. His position required the review of the most difficult appraisals, directing and coordinating staff training and hiring, representing the Assessor's Office before the Assessment Appeals Board and the Chiefs' Organization of the California Assessor's Association. He is now focusing his experience in the private sector.

**EDUCATION**

## Units Completed

San Jose City College	1971-1975	67
University of California	1984-1985	16
Cabrillo College	1986-2009	28

**PROFESSIONAL MEMBERSHIPS**

California Certified Residential Real Estate Appraiser Number (AR043644)

California State Board of Equalization (6694 Advanced Appraiser)

California Real Estate Salesperson CalBRE License Number (01847356)

Appraisal Institute practicing affiliate Number (110093)

National Association of REALTORS

California Association of REALTORS

Santa Cruz County Association of REALTORS

**EMPLOYMENT HISTORY**

2013 - Present      Beccaria & Weber Real Estate Inc.  
1987-2012          Santa Cruz County Assessor's Office

**COURSES COMPLETED**

**San Jose City College/ Cabrillo College**

Real Estate Principals  
Real Estate Practice  
Real Estate Appraising  
Advanced Real Estate Appraising  
Legal Aspects of Real Estate  
Uniform Building, Mechanical, Plumbing  
Construction Cost Estimating

**State Board of Equalization Class Training**

Course

1 - Basic Appraisal  
2A- Replacement Cost Estimating, Residential  
2B- Replacement Cost Commercial Structures  
5 - Income Approach to Value  
7 - Appraisal of Agricultural Property  
7C- Valuation of Orchard and Vineyard Property  
52- Valuation of Restricted Lands, Williamson Act, Open Space Lands  
56- Advanced Sales Comparison and Income Approach  
120- Investment Mathematics and Financial Calculation  
311- Appraisal of Machinery and Equipment (Personal Property)

**State Board of Equalization Business Training and Workshops**

HP 12 Seminar  
Property Tax Laws  
Property Tax Legislation  
Word Perfect  
Quattro Pro  
Williamson Act Seminar  
Toxic Property Seminar  
Change in Ownership Seminar  
Manufactured Housing Workshop  
Excel 2000- Intermediate  
Excel 2000- Advanced  
CAA Chief Appraisers Conference (Biannual Conferences)

**Uniform Standards of Professional Appraisal Practice (USPAP Class)**

15 Hour National USPAP Course

7- Hour National USPAP Course (Every Two Years)

**Appraisal Institute**

Lease Abstraction and Analysis

Business Practices and Ethics

Real Estate Finance Statistics and Valuation Modeling

Discounted Cash Flow Model, Concepts, Issues, and Application

Analyzing Operating Expenses

Apartment Appraisal, Concepts and Applications

Small Hotel/Motel Valuation

Uniform Appraisal Dataset Aftereffects: Efficiency vs Obligation

The CFPB Appraisal Rules and You

Residential Market Analysis and Highest and Best Use

Practical Regression Using Microsoft Excel

Review Theory- Residential

Residential Report Writing and Case Studies

**First Renewal California Real Estate License**

Agency

Ethics

Fair Housing Laws

Trust Fund Handling

California Risk Management

California Foreclosures and Short Sales

Essential Taxation Topics



# CITY of CAPITOLA

## BOARDS AND COMMISSIONS APPLICATION

Citizens are encouraged to serve on the various City Boards, Committees, and Commissions. Appointments are made at a public City Council meeting.

Application for:

- |  |  |
|--|--|
| <input type="checkbox"/> Art & Cultural Commission<br><i>[Artist; Arts Professional; At Large Member]</i><br><i>Please underline category above.</i> | <input type="checkbox"/> Architect & Site Committee<br><i>[Architect; Landscape Architect; Historian]</i><br><i>Please underline category above.</i>                   |
| <input type="checkbox"/> Finance Advisory Committee<br><i>[Business Representative; At Large Member]</i><br><i>Please underline category above.</i>  | <input type="checkbox"/> Traffic & Parking Commission<br><i>[Village Resident; Village Business Owner; At Large Member]</i><br><i>Please underline category above.</i> |
| <input type="checkbox"/> Historical Museum Board   | <input checked="" type="checkbox"/> Planning Commission  |
|  | <input type="checkbox"/> Other Committee _____   |

Name: Wilk Peter G.  
Last First M.I.

Telephone: 510 378 2769 \_\_\_\_\_  
Home Business Cell

E-mail Address: petergwilk@gmail.com

Physical Address of Residence: 305 Fanmar Pl, Capitola

Mailing Address: 2036 Gordon Ave, Menlo Park, Ca 94025

Business Address: \_\_\_\_\_

Occupation: Engineering Manager

Are you a resident of the City of Capitola? Yes  No

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

(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.

11/7/14  
 \_\_\_\_\_  
 Date

*Peter Wilk*  
 \_\_\_\_\_  
 Signature of Applicant

Mail or Deliver Application to:  
 Capitola City Hall  
 Attn: City Clerk  
 420 Capitola Avenue, Capitola, CA 95010  
 For questions please call the City Clerk at (831) 475-7300

## Planning Commission Application

### Qualifications

Engineering manager (old resume attached)

I have recent, personal experience with the planning commission. Lessons learned white paper is attached.

Since then I have participated in the effort to update the zoning ordinance as part of focus group number 5.

My goal as planning commissioner is to improve communication with the applicants. There is currently too much mystery involved with the process. Applicants need to know what to expect prior to investing their time and money on a building project. City expectations must be clear and documented.

My general philosophy is to give the applicant the benefit of the doubt. The commission is right to be concerned with zoning variances, tree protection, overbuilding (mass ratios), sight lines, neighbor concerns, etc. However, the commission goes too far when it judges decorative decisions such as color palette, window brands, siding material and paver stones - as has recently been the trend. "A camel is a horse designed by a committee" is the old saying. I want to preserve Capitola's diverse tastes in architecture by allowing homeowners to follow their dreams.

PETER WILK

Peter Wilk

40564 Ambar Pl.  
Fremont, Ca, 94539

~~Wilk@CSP.com~~  
(510) 226-7282 (home)  
(408) 776-4515 (work)

**OBJECTIVE**

Seeking a position in engineering management, program management or project engineering. Prefer electronics projects or Military/Aerospace programs.

**ACCOMPLISHMENTS**

*PRATT & WHITNEY, SPACE PROPULSION.*

- **1999-present.** Engineering Manager, Avionics and Controls.  
Responsible for a 60% increase in business during management tenure. Increased staff from 20 to 32 heads. Avionics has been a separate product center accounting for 15% of total sales at the Pratt & Whitney San Jose site.

Line manager for a staff of engineers, technicians and draftspersons. Projects are mostly mechatronics systems. Experts on TVC (thrust vector control), electric propulsion and rocket components with strict military and space requirements. Demonstrated success on THAAD, GMD, Titan boosters, IUS, Standard Missile, Delta III & IV and Minuteman programs.

Responsible for product development from proposal stage through design, qualification, manufacture, acceptance test and launch support. Complete budget and schedule responsibility. Directed IR&D efforts. Created methods and procedures to capture design for manufacturability, lessons learned, standardized costing and engineering skills development.

Recreated tooling group to design and maintain special test consoles, test electronics, tooling fixtures and manufacturing aids for manufacture and test of the Avionics product line.

Acted as integration manager for incorporation of Space Power Inc. into the Pratt & Whitney family at San Jose. Served as member of the Aerojet acquisition due diligence team. Assigned as technical manager for electric propulsion (hall effect thruster) programs.

- **1990-1999.** Supervisor, Avionics Electronics.  
Supervised a staff of 12 while concurrently designing and managing the Titan IVA Flow Control Valve upgrade. Standardized production methods by implementing the MSI process. Technical lead for all Titan 34D and Titan IVA booster electrical components.
- **1983-1990.** Chief Electrical Design Engineer, IUS and Block IV Standard Missile TVA programs.  
Served as technical manager for Parker Hannifin subcontract. Modified IUS control system for use on TOS program for OSC/NASA. Technical lead for Space Shuttle Aft Frame Tilt Actuator (AFTA) control system. Investigated 1984 flight failure of the IUS Techroll joint and implemented corrective action design enhancements.
- **1978-1983.** Electrical Design Engineer.  
Redesigned and qualified IUS control system upgrades. Designed and built test equipment for nozzle vector testing and controller soft power testing. EMC design and test.

**SKILLS**

Analog and digital design. Brushed and brushless motor drive. Closed loop servo systems. Batteries. Filter design. Circuit board layout. Configuration management. Quality control systems. EMI/EMC. Electronics piece part screening.

**EDUCATION**

- BSEE. UCLA. 1977
- MBA. University of Santa Clara. 1991

**Lessons Learned from the Building Permitting Process**

6/23/2014

A letter to the Capitola City Council:

This is an appeal to the City Council to hold the Planning Commission accountable for their actions by establishing improved policies and performance metrics.

Problem Statement

I believe the building permitting process is broken. It is not well documented. There few instructions. There are no guides or guidelines. It is an arduous and confusing process.

The City of Capitola commissioners are appointed to service the members of the community and create the orderly growth, physical and economic development of the City. The process, as it exists, serves more to terrorize community applicants than to guide them through the process and, as such, does the community a great disservice.

Background

I am the owner of the residence at 305 Fanmar and have recently successfully completed the permitting process for a major remodel. I have been an engineering manager in the Aerospace business for over 30 years. In that role I have specialized in establishing controlled processes and procedures in order to design, develop, build and launch multi-million dollar rocket payloads for NASA and the U.S. Military. When I examine the Capitola building permit process from my vantage point, I find it severely lacking. It is a blind walk through the jungle. In my case I've hired a local architect, been through the Architectural and Site Review committee, worked with the Community Development Department, applied to the Planning Commission (3 times) and got a final ruling from the City Council - I have had a lot of firsthand experience. I have also been observing the Planning Commission meetings on video for over a year and found that I am not alone in finding the process unnecessarily frustrating and confusing. I hope you will take a moment to review my observations in the hope of creating a smoother process for the betterment of local homeowners.

Issues/Recommendations

1. Consistency with Staff.

There is an unfortunate lack of communication and coordination between Community Development Department and the Planning Commission. Applicants discuss their projects with the senior planner and/or the director and expect that their guidance will reflect the policy decisions of the planning commission. Unfortunately this is not true. The planning commissioners routinely disagree with staff recommendations. This is both bewildering to the applicants and humiliating to staff. The most recent example was at the May 2014 meeting where staff recommended that a theater owner limit the marquee height to prescribed ordinance limits. The commissioners however disagreed with staff 5 to 0 and allowed a waiver. No one agreed with staff. How can they be so out of touch? Where is the communication? There should be some training – either the staff educates the commissioners or the



other way around. And how about a little pre-coordination between the staff and the commissioners so the applicants can get a little up front feedback so they don't have to go before the board completely blind? This type of thing happens all the time. What is the point of staff recommendations at all if they are just random shots in the dark?

Recommendation: The city council should create a performance metric<sup>1</sup> for the planning commissioners. Each commissioner should be tracked on how many times they disagree with staff recommendations. The goal would be to approach 100% agreement over time. This would force training and communication, get staff and commissioners on the same page and save applicants endless expense and anguish.

## 2. Established Guidelines.

Permit applicants are not given any guidance as to what are the types of issues that are important to the commissioners and what are the kinds of things that should either be added or subtracted from a project in order to get approval.

In my case, I was told to rely on local architects. This doesn't seem to work. The most recent example was at the June 5, 2014 commission meeting where Derek Van Alstine (Local architect and Architectural and Site Review member) submitted a building design for 401/403 Capitola Ave., near the train trestle. One board member made a motion to reject the design because it didn't fit with the European character of the village. Why was Derek not aware that the European character needed to be maintained? Should the applicant have been warned that she may be deviating from the approved character of the village? It would seem that the local architects can't anticipate the commission's rulings with any reliability. If an applicant cannot rely on local architects and the senior planning staff is of no help, where can they turn?

Recommendation: As a first step, the commissioners should establish a set of guidelines that they can all agree on and publish it on the city website. Then each commissioner should publish a set of their own personal preferences. Do they all agree that the village has a European character or is this just one commissioner's opinion? I know that some commissioners (and some council members) believe that true divided light window panes are preferable to simulated grille windows. Why can't this and other design preferences be spelled out ahead of time before the applicant spends the time and money on a project that risks rejection?

Creating a set of guidelines may be difficult but it is worth it. And if a commissioner cannot elucidate their policy then they shouldn't be allowed to object to a permit application. No one wants to go in front of a commission whose rulings are arbitrary or capricious. Applicants need to have their expectations set. And as a tax payer I don't want to fund a lawsuit when a commissioner oversteps his authority – which doesn't seem to be defined very well either.

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<sup>1</sup> Performance metrics are used throughout industry to establish positive feedback for performance improvement. These typically are metrics such as keeping track of customer complaints, product returns, test failures, production line stoppages, etc.

Each commissioner should be required to publish a policy statement on the city website that outlines their views and preferences. Such a series of guidelines would be extremely helpful to the applicant.

### 3. Acknowledgement of Petitioners

Time and again petitioners come before the commission with well thought out issues that are not discussed or even acknowledged by the board. A good example is at the May 5, 2014 commission meeting where a local resident complained that the proposed building at 401/403 Capitola Ave. would create more parking difficulty. He suggested that the new, recently opened parking lot be adapted so that employees of the new establishment could get special permits and park there instead of on the street. The commission did not even respond.

Another example is the owner of the village Quality Market who was concerned about parking for the proposed "Liquor store/Deli" across the street. There was no discussion or concern that the Quality Market parking spaces would be cannibalized by the new market.

I've seen too many petitioners frustrated at being completely ignored. This is a community disservice.

Recommendation: At a minimum each petitioner should be thanked for their input and told what next steps are appropriate to get their concerns properly addressed. Sympathetic commissioners should also invite the petitioner to discuss the issue further privately either with themselves or a city councilman.

#### Conclusion

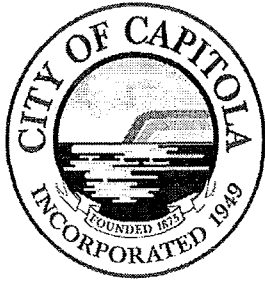
Applicants come before the Capitola Planning Commission having spent their hard-earned money and valuable time to create their dream projects in a dream community. They should be given help and guidance as they pursue their dreams and not be left to confront an often hostile commission and be completely clueless as to what to expect.

Thank you for your attention.

*Peter Wilk*

(510) 378 2769

petergwilk@gmail.com



<p><b>CITY OF CAPITOLA</b>                  420 Capitola Avenue                  Capitola, Ca 95010                  (831) 475-7300                  FAX (831) 479-8879</p>
---

## Capitola Planning Commission Current Members

Name	Appointee	Street Address	Contact	Date Appointed	Term Expires
Ron Graves	Harlan	420 Riverview Ave Capitola, CA	(H) 831-475-3567 <a href="mailto:fishsweetheart@netzero.com">fishsweetheart@netzero.com</a>	12/13/12 12/9/10 12/9/04 1/10/02	12/31/14
Gayle Ortiz	Norton	517 Riverview Drive Capitola, CA	(H) 476-7016 (W) 462-9550 <a href="mailto:gayle@gocapitola.com">gayle@gocapitola.com</a>	12/13/12 12/9/10 12/11/08 12/10/98	12/31/14
Mick Routh	Storey	4590 Crystal St Capitola, CA	(H) 831-476-5402 (C) 831-297-2206 <a href="mailto:qwakwak@sbcglobal.net">qwakwak@sbcglobal.net</a>	12/13/12 12/9/10	12/31/14
Linda Smith	Termini	1587 Prospect Ave Capitola, CA	(H) 831-475-6494 (C) 831-818-3049 <a href="mailto:capitolalinda2@gmail.com">capitolalinda2@gmail.com</a>	12/13/12 12/9/10	12/31/14
Troy (TJ) Welch	Bottorff	410 Escalona Drive Capitola, CA	(H) 831-332-1661 (C) 209-743-7198 (W) 510-618-3490 <a href="mailto:noworries4TJ@mac.com">noworries4TJ@mac.com</a>	12/13/12	12/31/14

**Staff Representative:** Katie Cattan  
[kcattan@ci.capitola.ca.us](mailto:kcattan@ci.capitola.ca.us)  
 831-475-7300 ext. 256

Revised: 7/13 md

RECEIVED

DEC 12 2014



CITY OF CAPITOLA CITY of CAPITOLA BOARDS AND COMMISSIONS APPLICATION

Citizens are encouraged to serve on the various City Boards, Committees, and Commissions. Appointments are made at a public City Council meeting.

Application for:

- Art & Cultural Commission, Finance Advisory Committee, Historical Museum Board, Architect & Site Committee, Traffic & Parking Commission, Planning Commission, Other Committee

Name: LEE MICHAEL A

Telephone: 854-2342 925/876-0251 925/876-0251

E-mail Address: MICHAELALEE303@YAHOO.COM

Physical Address of Residence: 850 PARK AVE #5A CAPITOLA 95010

Mailing Address: 850 PARK AVE #5A CAPITOLA 95010

Business Address: 680 MORAGA RD #10 MORAGA CA 94556

Occupation:

Are you a resident of the City of Capitola? Yes [X] No [ ]

Describe your qualifications and interest in serving on this Board/Commission/Committee: My wife, Lois and I bought a home in Capitola March 2013. Our plan is to live here through our retirement. I'm now retired; I owned and operated a transportation company. I currently serve on my homeowners association board in Capitola and a previous HOA in Danville, CA. We spend time shopping and eating in the village.

(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.

DEC 1 2014 Date

[Signature] Signature of Applicant

Mail or Deliver Application to: Capitola City Hall Attn: City Clerk 420 Capitola Avenue, Capitola, CA 95010 For questions please call the City Clerk at (831) 475-7300

and live on Park Avenue; I'm interested  
in the development of the parking and traffic  
improvements throughout the city.

Thank you,

Mike Lee



# CITY of CAPITOLA BOARDS AND COMMISSIONS APPLICATION

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Application for:

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

Name: Wilk Peter G.  
*Last First M.I.*

Telephone: 510 378 2769 \_\_\_\_\_  
*Home Business Cell*

E-mail Address: petergwilk@gmail.com

Physical Address of Residence: 305 Fanman Pl.

Mailing Address: 2036 Gordon Ave Menlo Park, Ca

Business Address: \_\_\_\_\_

Occupation: Engineering Mgr

Are you a resident of the City of Capitola? Yes  No

Describe your qualifications and interest in serving on this Board/Commission/Committee:  
Village resident. Long term visitor. Resume attached to

(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.

01/7/14  
Date

[Signature]  
Signature of Applicant

Mail or Deliver Application to:  
Capitola City Hall  
Attn: City Clerk  
420 Capitola Avenue, Capitola, CA 95010  
For questions please call the City Clerk at (831) 475-7300

## Peter Wilk

40564 Ambar Pl.  
Fremont, Ca, 94539

~~Wilk@CSF.com~~  
(510) 226-7282 (home)  
(408) 776-4515 (work)

### OBJECTIVE

Seeking a position in engineering management, program management or project engineering. Prefer electronics projects or Military/Aerospace programs.

### ACCOMPLISHMENTS

#### *PRATT & WHITNEY, SPACE PROPULSION.*

- **1999-present.** Engineering Manager, Avionics and Controls.

Responsible for a 60% increase in business during management tenure. Increased staff from 20 to 32 heads. Avionics has been a separate product center accounting for 15% of total sales at the Pratt & Whitney San Jose site.

Line manager for a staff of engineers, technicians and draftspersons. Projects are mostly mechatronics systems. Experts on TVC (thrust vector control), electric propulsion and rocket components with strict military and space requirements. Demonstrated success on THAAD, GMD, Titan boosters, IUS, Standard Missile, Delta III & IV and Minuteman programs.

Responsible for product development from proposal stage through design, qualification, manufacture, acceptance test and launch support. Complete budget and schedule responsibility. Directed IR&D efforts. Created methods and procedures to capture design for manufacturability, lessons learned, standardized costing and engineering skills development.

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Redesigned and qualified IUS control system upgrades. Designed and built test equipment for nozzle vector testing and controller soft power testing. EMC design and test.

### SKILLS

Analog and digital design. Brushed and brushless motor drive. Closed loop servo systems. Batteries. Filter design. Circuit board layout. Configuration management. Quality control systems. EMI/EMC. Electronics piece part screening.

### EDUCATION

- BSEE. UCLA. 1977
- MBA. University of Santa Clara. 1991



# CITY of CAPITOLA

## BOARDS AND COMMISSIONS APPLICATION

Citizens are encouraged to serve on the various City Boards, Committees, and Commissions. Appointments are made at a public City Council meeting.

Application for:

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|--|---|
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| <input type="checkbox"/> Finance Advisory Committee<br><i>[Business Representative; At Large Member]</i><br><i>Please underline category above.</i>  | <input checked="" type="checkbox"/> Traffic & Parking Commission<br><i>[Village Resident; Village Business Owner; At Large Member]</i><br><i>Please underline category above.</i> |
| <input type="checkbox"/> Historical Museum Board   | <input type="checkbox"/> Planning Commission  |
|  | <input type="checkbox"/> Other Committee _____  |

Name: BURKE RON M.  
Last First M.I.

Telephone: 831.477.0440 831.359.7770  
Home Business Cell

E-mail Address: rburke477@gmail.com

Physical Address of Residence: 1525 47TH AVENUE

Mailing Address: (SAME AS ABOVE)

Business Address: (SAME AS ABOVE)

Occupation: ENGINEERING MGMT

Are you a resident of the City of Capitola? Yes  No

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

1) WELL QUALIFIED TO ASSIST IN MOVING FORWARD IN MATTERS OF TRAFFIC IN COORDINATION WITH PUBLIC WORKS, FAMILIAR WITH VARIOUS TRAFFIC MGMT. TOOLS SUCH AS TRAFFIC COUNTING MEASUREMENT  
2) PAST EXPERIENCE IN STARTING THE TRAFFIC AND PARKING COMMISSION/JEPAC, PLANNING COMMISSION, (Use additional paper, if necessary) COMMISSION ON ENV. AND

**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.

OTHER CITY VOLUNTEER SUPPORTING ROLES \_\_\_\_\_  
 Date Signature of Applicant

29 DEC 2014

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

For questions please call the City Clerk at (831) 475-7300

DEC 30 2014  
 CITY OF CAPITOLA  
 CITY CLERK





City of Capitola  
 420 Capitola Avenue  
 Capitola, CA 95010  
 Phone (831) 475-7300  
 FAX (831) 479-8879

## CAPITOLA TRAFFIC & PARKING COMMISSION CURRENT MEMBERS

NAME	APPOINTEE	ADDRESS & PHONE NUMBER & EMAIL	DATE APPOINTED	TERM EXPIRES
Margaret Kinstler	Village Resident	2305 Old San Jose Rd Soquel, CA 95073 (H) 831-476-1370 (C) 831-566-3294 Email: <a href="mailto:mmkinstler@aol.com">mmkinstler@aol.com</a>	5/14/09 12/9/10 1/10/13	12/31/14
James Steven Ross	Village Resident	218 El Camino Medio Capitola, CA 95010 (H) 831-464-2091 (C) 408-206-5980 (W) 408-779-3633 Email: <a href="mailto:eagledog41@yahoo.com">eagledog41@yahoo.com</a>	2/14/13	12/31/14
Carin Hanna	Village Business Owner	650 37th Avenue Santa Cruz, CA 95062 (H) 831-475-4724 (C) 831-251-6230 (W) 831-475-4466 Email: <a href="mailto:carinhanna@aol.com">carinhanna@aol.com</a>	5/14/09 12/9/10 1/10/13	12/31/14

TRAFFIC & PARKING COMMISSION – CURRENT MEMBERS

NAME	APPOINTEE	ADDRESS & PHONE NUMBER & EMAIL	DATE APPOINTED	TERM EXPIRES
Gary Wetsel	Village Business Owner	3327 Deer Hollow Drive Danville, CA 94506 (C) 510-693-9300 (W) 831-476-4984 Email: <a href="mailto:gary@mauisunrise.net">gary@mauisunrise.net</a>	5/14/09 12/9/10 1/10/13	12/31/14
Linda Hanson	Norton Appointee	327C Riverview Avenue Capitola, CA 95010 (H) 831-464-3484 (C) 415-235-1918 (W) 650-854-7236 Email: <a href="mailto:llhsf@sbcglobal.net">llhsf@sbcglobal.net</a>	5/14/09 12/9/10 1/10/13	12/31/14
Vicki Muse	Harlan Appointee	608 Gilroy Drive Capitola, CA 95010 (C) 831-419-3567 Email: <a href="mailto:vicki_muse@yahoo.com">vicki_muse@yahoo.com</a>	5/28/09 1/13/11 1/10/13	12/31/14
John Martorella	Bottorff Appointee	505 Riverview Drive Capitola, CA 95010 (H) 831-475-8051 (C) 831-359-9685 Email: <a href="mailto:jmarto@pacbell.net">jmarto@pacbell.net</a>	1/10/13	12/31/14
Molly Ording	Storey Appointee	218 Monterey Avenue Capitola, CA 95010 (H) 831-475-7284 (C) 831-227-3373 Email: <a href="mailto:mollyording@yahoo.com">mollyording@yahoo.com</a>	5/14/09 12/09/10 1/10/13	12/31/14

TRAFFIC & PARKING COMMISSION - CURRENT MEMBERS

3

NAME	APPOINTEE	ADDRESS & PHONE NUMBER & EMAIL	DATE APPOINTED	TERM EXPIRES
Nels Westman	Termini Appointee	507 Riverview Drive Capitola, CA 95010 (H) 831-462-4362 (C) 831-566-9370 Email: <a href="mailto:nels@bestwestman.com">nels@bestwestman.com</a>	5/14/09 12/9/10 1/10/13	12/31/14
Ron Graves	Planning Commission Representative	420 Riverview Ave Capitola, CA (H) 831-475-3567 Email: <a href="mailto:fishsweetheart@netzero.com">fishsweetheart@netzero.com</a>	11/7/13	12/31/14

**Staff Representative:**

Steve Jesberg, Public Works Director  
831-475-7300 ext. 217  
[sjesberg@ci.capitola.ca.us](mailto:sjesberg@ci.capitola.ca.us)

Revised: 10/15/14 ss



# CITY COUNCIL AGENDA REPORT

MEETING OF JANUARY 8, 2015

FROM: CITY CLERK'S OFFICE

SUBJECT: COUNCIL MEMBER APPOINTMENT OF STANDBY CITY COUNCIL MEMBERS

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**RECOMMENDED ACTION:** That Council Member Bertrand nominate from 1 to 3 persons to serve as the standby City Council Members pursuant to Municipal Code Section 2.04.165, and that Council Members Bottorff, Harlan, Norton, and Termini review their appointment(s) and make any changes at this time.

1. City Council approval of nominations of standby City Council Members; and
2. Direct staff to inform nominees of their appointment and schedule the necessary Oath of Office of Standby City Council Members at a regular meeting of the City Council.

**BACKGROUND:** Following all General Municipal Elections this matter is brought to the City Council so that newly elected Council Members can appoint their standby City Council members and to provide an opportunity for ongoing Council Members to review their appointment(s) and make changes.

**DISCUSSION:** Attached is the current roster of standby City Council Members. Current Council Members should review the contact information for their appointment(s) to make sure it is up-to-date if they plan to keep their appointment.

To become effective, nominations must be approved by the City Council. Council Members will make their nominations at the meeting. The Council will approve the nominations and direct staff to invite all newly appointed standby Council Members to a City Council meeting where the City Clerk will administer the Oath of Office at the beginning of the meeting.

Government Code Section 8640 stipulates: *"Each standby officer shall take the oath of office required for the officer occupying the office for which he stands by. Persons appointed...shall serve in their posts as standby officers at the pleasure of the governing body appointing them and may be removed and replaced at any time with or without cause."*

**FISCAL IMPACT** – None

## **ATTACHMENTS**

1. Municipal Code Section 2.04.165
2. Standby City Council Member Roster
3. Former Standby City Council Member Roster

Report Prepared By: Susan Sneddon, City Clerk

Reviewed and Forwarded  
By City Manager: 

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## Capitola Municipal Code

**2.04.165 Appointment of standby city council members.**

Government Code Sections 8635 and following provide that the city council shall have the authority to appoint up to three standby city council members per council position. Such standby members would serve as city council persons in the event that a council member is "unavailable" in an "emergency" as those words are defined in the California Emergency Services Act. Each council member may nominate from one to three persons to serve as his or her standby members. In making that nomination, the council member shall follow the criteria of Government Code Section 8639 which reads as follows:

Consideration shall be given to places of residence and work, so that for each office for which standby officers are appointed there shall be the greatest probability of survivorship. Standby officers may be residents or officers of a political subdivision other than that to which they are appointed as standby officers.

The duties of such standby council members shall be as set forth in Government Code Section 8641. To become effective the nomination must be approved by the city council, and the nominee must take the oath of office. Terms of office and method of removal shall be as provided in Government Code Section 8640. (Ord. 782, 1995)

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**CITY OF CAPITOLA**  
**Standby City Council Members**  
 (Capitola Municipal Code Section 2.04.165)

**COUNCIL MEMBER ED BOTTORFF'S APPOINTMENT:**

<b>Name</b>	<b>Address</b>	<b>Phone No.</b>	<b>Email</b>
Troy (TJ) Welch Apptd 1/10/13	410 Escalona Drive Capitola, CA 95010	(H) 831-332-1661 (C) 209-743-7198	<a href="mailto:noworries4TJ@mac.com">noworries4TJ@mac.com</a>

**COUNCIL MEMBER STEPHANIE HARLAN APPOINTMENT:**

<b>Name</b>	<b>Address</b>	<b>Phone No.</b>	<b>Email</b>
Ron Graves Apptd 1/13/11	420 Riverview Avenue Capitola, CA 95010	(H) 831-475-3567	<a href="mailto:fishsweetheart@netzero.com">fishsweetheart@netzero.com</a>

**COUNCIL MEMBER DENNIS NORTON'S APPOINTMENT:**

<b>Name</b>	<b>Address</b>	<b>Phone No.</b>	<b>Email</b>
Mark Sullivan Apptd 1/13/11	508 Oak Drive Capitola, CA 95010	(831) 477-0571	<a href="mailto:msullivanlegal@gmail.com">msullivanlegal@gmail.com</a>

**COUNCIL MEMBER MIKE TERMINI'S APPOINTMENT:**

<b>Name</b>	<b>Address</b>	<b>Phone No.</b>	<b>Email</b>
Michael Banks Apptd 1/13/11	708 Rosedale Avenue Capitola, CA 95010	462-3197 (Home) 419-0573 (Cell)	<a href="mailto:CapitolaMike@gmail.com">CapitolaMike@gmail.com</a>



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