

City of Capitola Agenda

Mayor: Michael Termini
Vice Mayor: Jacques Bertrand
Council Members: Ed Bottorff
Stephanie Harlan
Kristen Petersen

Treasurer: Peter Wilk



CAPITOLA CITY COUNCIL REGULAR MEETING

TUESDAY, NOVEMBER 20, 2018

7:00 PM

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

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

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

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Govt. Code § 54956.9(d)(2).
(one potential case)

REGULAR MEETING OF THE CAPITOLA CITY COUNCIL – 7 PM

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

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

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Council Members Kristen Petersen, Jacques Bertrand, Ed Bottorff, Stephanie Harlan, and Mayor Michael Termini

2. PRESENTATIONS

A. Retirement Proclamation for Eddie Ray Garcia

3. REPORT ON CLOSED SESSION

4. ADDITIONAL MATERIALS

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

5. ADDITIONS AND DELETIONS TO AGENDA

6. PUBLIC COMMENTS

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

7. CITY COUNCIL / CITY TREASURER / STAFF COMMENTS

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

8. 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.

CAPITOLA CITY COUNCIL REGULAR MEETING AGENDA
November 20, 2018

- A. Consider the November 8, 2018, City Council Regular Meeting Minutes
RECOMMENDED ACTION: Approve minutes.
- B. Planning Commission Action Minutes
RECOMMENDED ACTION: Receive minutes.
- C. Approval of City Check Registers Dated October 5, October 12, October 19 and October 26, 2018
RECOMMENDED ACTION: Approve check registers.
- D. Traffic Calming Measures in the Jewel Box
RECOMMENDED ACTION: Approve the speed table plan, signs, and budget transfer for previously approved traffic calming measures in the Jewel Box and authorize staff to advertise for bids.

9. GENERAL GOVERNMENT / PUBLIC HEARINGS

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

- A. Approve Contract with the City of Santa Cruz for Beach Lifeguard Services
RECOMMENDED ACTION: Authorize the City Manager to sign a one-year contract for \$83,152 between the City of Santa Cruz and the City of Capitola to perform lifeguard services commencing May 2019 through October 2019.
- B. Review Recreation and Junior Guard Fees
RECOMMENDED ACTION: Adopt the recommended fees and include them in the amended Fiscal Year 2018-19 Fee Schedule in Item 9.E.
- C. Consider a Capitola Beach Public Art Project
RECOMMENDED ACTION: Approve the recommended sea life relief sculpture public art project at a Capitola Beach entrance.
- D. Consider a Resolution Dissolving the Library Advisory Committee
RECOMMENDED ACTION: Adopt resolution.
- E. Consider a Cannabis Retail Application Fee
RECOMMENDED ACTION:
 - 1. Conduct the noticed public hearing regarding the addition of the proposed Retail Cannabis Application Fee to the Fiscal Year 2018-19 Fee Schedule; and
 - 2. Adopt the proposed Resolution repealing Resolution No. 4119 and establishing an amended Fiscal Year 2018-19 Fee Schedule including the new Retail Cannabis Application Fee and revised recreation fees.

11. ADJOURNMENT

Note: Any person seeking to challenge a City Council decision made as a result of a proceeding in which, by law, a hearing is required to be given, evidence is required to be taken, and the discretion in the determination of facts is vested in the City Council, shall be required to commence that court action within ninety (90) days following the date on which the decision becomes final as provided in Code of

CAPITOLA CITY COUNCIL REGULAR MEETING AGENDA
November 20, 2018

Civil Procedure §1094.6. Please refer to code of Civil Procedure §1094.6 to determine how to calculate when a decision becomes “final.” Please be advised that in most instances the decision become “final” upon the City Council’s announcement of its decision at the completion of the public hearing. Failure to comply with this 90-day rule will preclude any person from challenging the City Council decision in court.

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

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

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

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

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



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF NOVEMBER 20, 2018

FROM: City Manager Department

SUBJECT: Retirement Proclamation for Eddie Ray Garcia

BACKGROUND/DISCUSSION: Mayor Michael Termini and Public Works Director Steve Jesberg will present Eddie Ray Garcia will a proclamation in honor of his 30 years with the City of Capitola.

ATTACHMENTS:

1. Garcia proclamation (PDF)

Report Prepared By: Linda Fridy
City Clerk

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

11/16/2018

City of Capitola

Mayor's Proclamation

Honoring Eddie Ray Garcia upon His Retirement for More Than 30 Years of Service to the City

WHEREAS, Eddie Ray Garcia joined the staff of the City of Capitola on October 31, 1988, as a Park Maintenance Worker, was promoted to Streets Supervisor in 1995, and was again promoted to Maintenance Superintendent in 2012. He will officially retire on December 31, 2018, after 30 years of outstanding and meritorious service to the residents of Capitola; and

WHEREAS, Eddie Ray has done an outstanding job of leading the Public Works Maintenance crews for the past 23 years. He has insured the safety of the crew, trained the crew, and led by example by stepping up and working side by side with the crew; and

WHEREAS, Eddie Ray has been an invaluable member of the Public Works team in responding to disasters, both large and small, and keeping the city streets, facilities, and parks safe and secure; and

WHEREAS, during his tenure he has worked to ensure the success of 30 Wharf To Wharf races, 30 Art and Wine Festivals, and numerous other events; and

WHEREAS, Eddie Ray is widely recognized by business owners and residents throughout the City for his tireless devotion to the wellbeing of Capitola; and

WHEREAS, his dedication was honored in September 2002 with the Recognition of Excellence from the City Council for his work on coordinating the Begonia Festival, both as an City employee and as a volunteer, and again in May 2004 as the Chamber of Commerce Man of the Year; and

WHEREAS, in 2002 he helped develop the City's Mission, Vision, and Values statement;

NOW, THEREFORE, I, Michael Termini, Mayor of the City of Capitola, on behalf of the City Council, City staff and the entire Capitola community, do hereby commend and thank Eddie Ray Garcia for three decades of excellent and dedicated service.

Michael Termini, Mayor
Signed and sealed this 20th day of November, 2018



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF NOVEMBER 20, 2018

FROM: City Manager Department

SUBJECT: Consider the November 8, 2018, City Council Regular Meeting Minutes

RECOMMENDED ACTION: Approve minutes.

DISCUSSION: Attached for City Council review and approval are the minutes of the regular meeting of November 8, 2018.

ATTACHMENTS:

1. 11-8 Draft Minutes

Report Prepared By: Linda Fridy
City Clerk

Reviewed and Forwarded by:

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

Jamie Goldstein, City Manager

11/16/2018

**DRAFT
CAPITOLA CITY COUNCIL
REGULAR MEETING MINUTES
THURSDAY, NOVEMBER 8, 2018**

CALL TO ORDER

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

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

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

[Govt. Code § 54956.9 (d)(1)]

(2 cases)

City of Capitola v. D'Angelo

Santa Cruz County Superior Court Case No. CV 181659

City of Capitola v. Linda Fridy & Gail Pellerin (Juan Escamilla Real Party in Interest)

Santa Cruz Superior Court Case No. 18CV02200

REGULAR MEETING OF THE CAPITOLA CITY COUNCIL – 7 PM

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

2. REPORT ON CLOSED SESSION

John Barisone reported that for the D'Angelo litigation, the Council provided attorney Reed Gallogly direction and for Fridy et al. it received a status report with no reportable action taken.

3. ADDITIONAL MATERIALS

A. Item 8.A – one public comment.

4. ADDITIONS AND DELETIONS TO AGENDA - None

5. PUBLIC COMMENTS

Martina O'Sullivan from Second Harvest announced its holiday food drive was kicked off earlier today. Its goal is 4.8 million meals and she invited Capitola to participate.

Jan Kamman, also of Second Harvest, noted that about 10 percent of Capitola residents receive food from the food bank.

Capitola resident Dennis Norton expressed disappointment in the divisive recent campaign over Measure L. He thanked the Council for attempting to keep it off ballot and said it is clear that the community is divided.

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES

November 8, 2018

Brian Peoples, Trail Now, opposes trains on the rail corridor in the future.

Laurie Hill, Capitola Plein Air vice chair, said the event continues to grow and with Mayor Termini shared the winning artwork. Proceeds support the Spectra program bringing art to the local public schools.

6. CITY COUNCIL / CITY TREASURER / STAFF COMMENTS

The City Clerk provided an update on the outstanding ballot count for the recent municipal election.

Police Chief Terry McManus introduced the department's newest sergeant, Leo Moreno, an 18-year veteran of the department.

Council Member Harlan thanked voters for their support of the City's measures.

Mayor Termini announced the groundbreaking of the new Capitola Branch Library on November 9. The new climbable sculpture is in place at Esplanade Park.

Treasurer Peter Wilk congratulated the Council on the apparent passage of two tax measures.

7. CONSENT CALENDAR

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

- A. Consider the October 25, 2018, City Council Regular Meeting Minutes
RECOMMENDED ACTION: Approve minutes.
- B. Consider a Resolution Establishing Holidays and City Hall Closures for 2019 [630-10]
RECOMMENDED ACTION: Adopt **Resolution No. 4129**.
- C. Consider the 2019 Planning Commission and Architectural and Site Committee Schedule
RECOMMENDED ACTION: Approve the schedule.
- D. Suspend Village Parking Meter and Pay Station Operation for the 2018 Holiday Season [470-30]
RECOMMENDED ACTION: Authorize suspending parking meter and pay station operation to allow free three-hour parking in the Village Parking Meter Zone A(1) from November 22, 2018, through December 25, 2018.
- E. Consider a Resolution Approving the Final Map for Tera Commons, 38th Avenue
RECOMMENDED ACTION: Adopt **Resolution No. 4130** approving the 11-unit final map for the Tera Commons subdivision, Tract No. 1596.
- F. Consider Approval of the Notice of Completion for the 2018 Slurry Seal Project
RECOMMENDED ACTION: Approve the Notice of Completion for the 2018 Slurry Seal Project by Graham Contractors with a final cost of \$353,296.41 and direct the Public Work Department to record the Notice.

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
November 8, 2018

8. GENERAL GOVERNMENT / PUBLIC HEARINGS

- A. Presentation on the Santa Cruz County Regional Transportation Commission's Draft Unified Corridor Investment Study

RECOMMENDED ACTION: Receive report and accept public testimony.

Ginger Dykaar of the Regional Transportation Commission (RTC) gave an overview of the Unified Corridor Investment Study, which attempts to determine how best to use the rail corridor in conjunction with Highway One and the Soquel Avenue/Soquel Drive/Freedom Boulevard route. She provided an overview of four studied scenarios, evaluated for impact on safety, reliability and efficiency, environment and health, economic vitality, and equitable access.

Safety focuses on reducing the number of collisions.

Reliability and efficiency looked at travel speeds and times. She noted all show a drop in vehicle trips.

Environment looked at reduction of greenhouse gases. All scenarios were very close with 26 to 28 percent decreases.

For equity, the study looked at household transportation costs, which only drop if in the future there are fewer vehicles per household.

She also noted that varying levels of additional funding would be required for both capital and maintenance in all scenarios. The apparent defeat of Proposition 6 helped maintain the estimated available additional funding.

In response to questions, funding for high-occupancy vehicle lanes and buses on shoulder are helped by Measure D and some improvements are already scheduled. The state rail plan identifies potential new funding sources. The smaller impact on greenhouse gases can in part be attributed to old electric vehicle methodology.

Public comment was provided by:

Jack Carroll, Soquel
Barry Scott, FORT
Cary Pico, Aptos
Brian Peoples, Aptos
Tom Evans, Capitola
Manu Koenig, Greenway
Michael Levine, Capitola
Sam Storey, Capitola
Ed Spurr, Capitola

Council Member Harlan asked where some speakers got a 60-trains-daily figure, and RTC staff noted one 2015 rail option was commuter trains every 30 minutes. RTC Director George Dondero said technology advances would change possibilities for electric trains.

Council Member Harlan suggested better outreach about possibilities and expressed

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
November 8, 2018

concern about costs.

Council Member Petersen acknowledged the vast amount of data that can be difficult to digest and she does not favor the Council attempting to support a specific scenario at this time.

Council Member Bertrand noted in walking for the recent election there was a lot of interest in what Measure L meant. He thinks addressing the existing highway and Soquel/Freedom corridor a higher priority that has some funding and there is little funding for work on rail corridor. He shares the other council members concerns about maintenance costs.

Mayor Termini thinks a menu process will prevail, especially allowing freight to continue for Watsonville. The cost of sitting in traffic on Highway 1 is real and needs to be addressed. He would like a cost-basis evaluation, saying some projects such as expanding shoulders and buffered bike lanes are affordable and faster solutions.

RESULT: RECEIVED REPORT

- B. Status Report on Engineering Inspection of the Capitola Railroad Trestle
RECOMMENDED ACTION: Receive an oral report from staff of the Santa Cruz County Regional Transportation Commission.

George Dondero, RTC director, reported that four out of five structures that make up the trestle have been inspected. The wrought iron portion is still waiting inspection, but it should be complete by the end of the month. The reports have not been written yet. No repairs will be made until a decision is made about how the trestle will be used and what the load will be. In addition to this more in-depth examination, the federal government requires bridges to be inspected annually.

Mr. Dondero noted that a separate study is being conducted about the possibility of adding a bike/pedestrian lane similar to the one now planned for the bridge over the San Lorenzo River. That bridge is a different construction and has an existing walkway that can accommodate a bike lane. Timber is generally not suited to a cantilevered load.

The following spoke during public comment:

- Brian Peoples
- Nels Westman
- Michael Levine
- Carey Pico
- Barry Scott
- Jack Digby
- Pam from Capitola

Council Member Bottorff does not want to promote unwarranted fear and underscored that no train goes over the trestle until an inspection says it is safe. He added that Measure D is saving funds for repairs.

Council Member Petersen appreciates the assurances of regular inspections.

Council Member Bertrand would like to see the inspection report before a decision is made on use.

Attachment: 11-8 Draft Minutes (Approval of City Council Minutes)

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
November 8, 2018

Mayor Termini confirmed that engineers conduct the annual reports and asked if it is worth requesting a separate report. Director Jesberg said the City could have another engineering firm conduct a secondary review rather than doing a full inspection.

RESULT: RECEIVED REPORT

C. Special Event Highlights and Issues for 2018 [1050-70]
RECOMMENDED ACTION: Receive report, provide direction regarding changes to specific recurring special event permit conditions, and determine if any additional review should be required for any 2019 special events.

Chief McManus provided an overview of the 27 special events held or scheduled for 2018. His department received only 18 complaints or calls for service, primarily for the Monte fireworks and Art and Wine, which is the largest and most impactful event.

The first-year notes for the successful Beach Festival related to barricades, better creek lighting, and better communication with private security.

Women on Waves was processed as a minor permit after a three-year absence and it turned out it should have been a general permit due to higher attendance and traffic impact. The sponsor has been notified.

Mayor Termini clarified that outside food vendors selling to spectators are allowed only at Art and Wine, and wants it communicated with event sponsors that any sales of food are prohibited.

Council Member Bertrand confirmed that the Monte Foundation pays for post-firework cleanup.

Council Member Petersen said she is pleased that many events are fundraisers.

Council Member Bottorff said there is a need to address "Village fatigue" and found Women on Waves disruptive. He is unlikely to support another large general event. He also asked staff to look at fees for minor events, which other members supported.

Council Member Harlan favors reducing the number of events.

RESULT: RECEIVED REPORT

D. Local Crisis Intervention Training Overview
RECOMMENDED ACTION: Receive report.

Chief McManus introduced the de-escalation training, and then passed it to Sergeant Marquis Booth, training manager. Chief McManus said mental health response is one of the most transformational changes in law enforcement he has seen. Both men praised the extra tools training provides for interaction with people who are emotionally disturbed, noting one in 25 adult suffers from a major mental illness.

The comprehensive crisis intervention training is based on a collaborative effort among several agencies and organizations to better identify a mental health crisis. Clinicians and mobile response support is available as backup to officers.

Sergeant Booth confirmed there is follow up with people referred to resources. A mental

Attachment: 11-8 Draft Minutes (Approval of City Council Minutes)

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES

November 8, 2018

health liaison is alerted and contacts the person.

RESULT: RECEIVED REPORT

9. ADJOURNMENT

The meeting adjourned at 10:05 p.m.

ATTEST:

Michael Termini, Mayor

Linda Fridy, City Clerk

DRAFT

Attachment: 11-8 Draft Minutes (Approval of City Council Minutes)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF NOVEMBER 20, 2018

FROM: City Manager Department

SUBJECT: Planning Commission Action Minutes

RECOMMENDED ACTION: Receive minutes.

DISCUSSION: Attached for Council review are the action minutes of the October 4, 2018, and November 1, 2018, Planning Commission regular meetings.

ATTACHMENTS:

1. 10-04-2018 Planning Commission Action Minutes
2. 11-1-2018 Planning Commission Action Minutes

Report Prepared By: Chloe Woodmansee
Records Coordinator

Reviewed and Forwarded by:

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

Jamie Goldstein, City Manager

11/16/2018



**DRAFT ACTION MINUTES
CAPITOLA PLANNING COMMISSION MEETING
THURSDAY, OCTOBER 4, 2018
7 P.M. – CAPITOLA CITY COUNCIL CHAMBERS**

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

3. APPROVAL OF MINUTES

- A. Planning Commission - Regular Meeting - Sep 6, 2018 7:00 PM

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

4. CONSENT CALENDAR

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

Request to Continue to November 1, 2018, the Design Permit and Coastal Development Permit for a second-story addition to a single-family home located at 106 Sacramento Avenue within the R-1 (Single-Family) and GH (geologic hazards) zoning district.

This project is in the Coastal Zone and requires a Coastal Development Permit which is appealable to the California Coastal Commission after all possible appeals are exhausted through the City.

Property Owner: Mike & Meghan Morrissey

Representative: Dan Gomez, Filed: 03.29.2018

MOTION: Continue item to next regular Planning Commission meeting of November 1, 2018.

RESULT:	CONTINUED [4 TO 0] Next: 11/1/2018 7:00 PM
MOVER:	Susan Westman, Commissioner
SECONDER:	TJ Welch, Commissioner
AYES:	Smith, Newman, Welch, Westman
RECUSED:	Storey

5. PUBLIC HEARINGS

A. 211 Monterey Avenue #18-0411 APN: 035-185-19

Fence height exception beyond the 42-inch maximum front yard fence height to permit a four feet tall section of fence at the south end, a five-foot, six-inch tall entry gate, and an eight-foot tall trellis above the gate that will be located 33 inches in front of the existing duplex along the sidewalk located within the CV (Central Village) zoning district. This project is in the Coastal Zone and does not require a Coastal Development Permit. Environmental Determination: Categorical Exemption
 Property Owner: Maor Katz
 Representative: Maor Katz, Filed 07.31.2018

MOTION: Approve fence height exception.

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

B. Park Avenue Sidewalk Improvements #18-0494

Coastal Development Permit for sidewalk improvements on Park Avenue in the R-1 (Single-Family Residential) Zoning District. The improvements include a new sidewalk on the north side of Park Avenue extending from McCormick Avenue to Wesley Street and a crosswalk at Cabrillo Street to connect the new sidewalk on the north side to the existing sidewalk on the south side of Park Avenue. This project is in the Coastal Zone and requires a Coastal Development Permit which is appealable to the California Coastal Commission after all possible appeals are exhausted through the City. Environmental Determination: Categorical Exemption
 Property Owner: City of Capitola
 Representative: Kailash Mozumder, Filed: 09.17.2018

MOTION: Approve Coastal Development Permit.

RESULT: APPROVED [3 TO 0]
MOVER: Susan Westman, Commissioner
SECONDER: Linda Smith, Commissioner
AYES: Smith, Newman, Westman
RECUSED: Welch, Storey

6. DIRECTOR'S REPORT

7. COMMISSION COMMUNICATIONS

8. ADJOURNMENT

Attachment: 10-04-2018 Planning Commission Action Minutes (Planning Commission Action Minutes)



**DRAFT ACTION MINUTES
CAPITOLA PLANNING COMMISSION MEETING
THURSDAY, NOVEMBER 1, 2018
7 P.M. – CAPITOLA CITY COUNCIL CHAMBERS**

1. ROLL CALL AND PLEDGE OF ALLEGIANCE
2. ORAL COMMUNICATIONS
 - A. Additions and Deletions to Agenda - none
 - B. Public Comments - none
 - C. Commission Comments
 - D. Staff Comments
3. APPROVAL OF MINUTES
 - A. Planning Commission - Regular Meeting - Oct 4, 2018 7:00 PM

MOTION: Approve the minutes

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

4. CONSENT CALENDAR

- A. 106 Sacramento Avenue #18-0143 APN: 036-143-09**
 Request to Continue to December 6, 2018, the Design Permit and Coastal Development Permit for a second-story addition to a single-family home located at 106 Sacramento Avenue within the R-1 (Single-Family) and GH (geologic hazards) zoning district.
 This project is in the Coastal Zone and requires a Coastal Development Permit which is appealable to the California Coastal Commission after all possible appeals are exhausted through the City.
 Property Owner: Mike & Meghan Morrissey
 Representative: Dan Gomez, Filed: 03.29.2018

MOTION: Continue to the regular meeting of December 6, 2018

RESULT:	CONTINUED [4 TO 0]
MOVER:	Linda Smith, Commissioner
SECONDER:	Susan Westman, Commissioner
AYES:	Smith, Newman, Welch, Westman
RECUSED:	Storey

- B. 110 Monterey Avenue #18-0499 APN: 035-262-05**
 Design Permit for an addition to a two-story mixed-use structure located within the C-V (Central Village) zoning district.

This project is in the Coastal Zone but does not require a Coastal Development Permit.
 Environmental Determination: Categorical Exemption
 Property Owner: Gary Filizetti
 Representative: Brett Brenkwitz, Filed: 09.19.2018

MOTION: Approve the Design Permit

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

5. PUBLIC HEARINGS

A. 210 Central Avenue #18-0001 APN: 036-122-19

Design Permit, Conditional Use Permit, Major Revocable Encroachment Permit, and Variance request to the eighty percent permissible structural alteration limit for nonconforming structures for an addition to an historic single-family residence located at 210 Central Avenue within the R-1 (Single-Family) zoning district. This project is in the Coastal Zone and requires a Coastal Development Permit which is appealable to the California Coastal Commission after all possible appeals are exhausted through the City.
 Environmental Determination: Categorical Exemption
 Property Owner: Paul & Brigitte Estey
 Representative: Paul & Brigitte Estey, Owners, Filed: 01-02-2018

MOTION: Approve the Design Permit, Conditional Use Permit, Major Revocable Encroachment Permit, Variance, and Coastal Development Permit with amended conditions and findings.

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

6. DIRECTOR'S REPORT

7. COMMISSION COMMUNICATIONS

8. ADJOURNMENT



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF NOVEMBER 20, 2018

FROM: Finance Department

SUBJECT: Approval of City Check Registers Dated October 5, October 12, October 19 and October 26, 2018

RECOMMENDED ACTION: Approve check registers.

Account: City Main				
Date	Starting Check #	Ending Check #	Payment Count	Amount
10/05/2018	90723	90799	82	\$271,083.15
10/12/2018	90800	90845	47	\$175,265.19
10/19/2018	90846	90911	70	\$272,237.86
10/26/2018	90912	90953	43	\$46,268.20

The main account check register dated September 28, 2018, ended with check #90722.

Account: Library				
Date	Starting Check #	Ending Check #	Payment Count	Amount
10/12/2018	80	80	1	\$27,970.62
10/19/2018	81	83	3	\$6,870
10/26/2018	84	84	1	\$450

The library account check register dated September 21, 2018, ended with check #79.

Account: Payroll				
Date	Starting Check #	Ending Check #	Payment Count	Amount
10/12/2018	5446	5451	98	\$155,729.71
10/26/2018	5452	5457	91	\$151,753.79

The payroll account check register dated September 28, 2018, ended with check #5445.

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

Check	Issued to	Dept	Description	Amount
90743	Emergency Vehicle Specialists	PD	Ford Explorer equipment add-ons & unit 112 mic cable	\$18,188.85
90755	Kimley Horn and Associates	PW	Park Avenue sidewalk	\$13,017.50

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			improvements	
90790	Vavrinek Trine Day and Company	FN	Audit services and CAFR preparation	\$20,000
EFT 672	IRS	FN	Federal taxes and Medicare PPE 9/22/18	\$24,285.53
EFT 673	CalPERS Health Insurance	FN	October health insurance	\$58,121.97
EFT 674	CalPERS Member Services	FN	PERS contributions PPE 9/22/2018	\$48,218.49
90801	4Leaf Inc.	CDD	August interim building official services	\$10,800
90806	Atchison Barisone Condotti & Kovacevich	CM	September legal services	\$29,070.65
90839	Soquel Creek Water District	PW	September water and irrigation fees	\$12,758.77
90842	Visit Santa Cruz County	FN	July – September TMD pass through fees	\$63,653.34
80	Noll and Tam Architects	PW	Library bidding and reimbursable expenses	\$27,970.62
90855	Earthworks	PW	38 th Avenue sidewalk project	\$43,396
90877	Moffatt and Nichol	PW	Wharf, flume & groin design, permitting, CEQA review	\$75,793.10
EFT 679	CalPERS Member Services Division	FN	PERS contributions PPE 10/06/18	\$48,318.86
EFT 681	IRS	FN	Federal taxes & Medicare PPE 10/06/18	\$24,434.23

ATTACHMENTS:

1. 10/05/18 City Check Register
2. 10/12/18 City Check Register
3. 10/19/18 City Check Register
4. 10/26/18 City Check Register

Report Prepared By: Maura Herlihy
Account Technician

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

11/16/2018

City main account checks dated October 5, 2018, numbered 90723 through 90799 and 5 EFTs, totaling \$271,083.15, have been reviewed and authorized for distribution by the City Manager.

As of October 5, 2018, the unaudited cash balance is \$3,211,623.92.


CASH POSITION - CITY OF CAPITOLA 10/05/18

	<u>Net Balance</u>
General Fund	(\$747,491.64)
Payroll Payables	\$12,622.77
Contingency Reserve Fund	\$2,036,345.66
Facilities Reserve Fund	\$415,447.47
Capital Improvement Fund	\$935,425.74
Stores Fund	\$35,387.07
Information Technology Fund	\$130,888.56
Equipment Replacement	\$123,991.91
Self-Insurance Liability Fund	\$113,874.92
Workers' Comp. Ins. Fund	\$207,845.04
Compensated Absences Fund	<u>(\$52,713.58)</u>
TOTAL UNASSIGNED GENERAL FUNDS	<u><u>\$3,211,623.92</u></u>

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

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

The Library Fund balance is \$2,322,824.59 (not included above).



 Jamie Goldstein, City Manager

10/10/18

 Date



 Peter Wilk, City Treasurer

10/15/18

 Date

Attachment: 10/05/18 City Check Register (Approval of City Check Registers)

City Checks Issued October 5, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
90723	10/05/2018	Open			A TOOL SHED	\$300.00
	Invoice		Date	Description		Amount
	1305739-5		09/30/2018	Light towers - beach festival		\$300.00
90724	10/05/2018	Open			ADRIENNE HARRELL	\$596.70
	Invoice		Date	Description		Amount
	Harrell092818		10/01/2018	Early Fall Instructor Payments 2018		\$596.70
90725	10/05/2018	Open			AFLAC	\$1,723.96
	Invoice		Date	Description		Amount
	401675		09/25/2018	September supplemental insurance 1001 - Payroll Payables		\$1,723.96
90726	10/05/2018	Open			AMERICAN CAMP ASSOCIATION	\$1,012.00
	Invoice		Date	Description		Amount
	ACA092418		09/24/2018	American Camp Assoc. membership		\$1,012.00
90727	10/05/2018	Open			AUTOMATION TEST ASSOCIATES	\$40.00
	Invoice		Date	Description		Amount
	46611		09/22/2018	September wharf meter reading 1311 - Wharf		\$40.00
90728	10/05/2018	Open			B & B SMALL ENGINE REPAIR	\$70.11
	Invoice		Date	Description		Amount
	405737		09/27/2018	Chainsaw supplies		\$70.11
90729	10/05/2018	Open			BECKY ADAMS	\$271.70
	Invoice		Date	Description		Amount
	Adams092818		10/01/2018	Early Fall Instructor Payments 2018		\$271.70
90730	10/05/2018	Open			CA DEPT OF TAX AND FEE ADMINISTRATION	\$1,117.00
	Invoice		Date	Description		Amount
	CDTFA093018		09/30/2018	July - Sept. use tax on gloves, ammo, gun sight & wrench		\$1,117.00
90731	10/05/2018	Open			CALE AMERICA INC.	\$1,829.00
	Invoice		Date	Description		Amount
	151357		09/19/2018	CALE monthly paystation charges		\$1,829.00
90732	10/05/2018	Open			CALIFORNIA LAW ENFORCEMENT ASSOCIATION	\$465.50
	Invoice		Date	Description		Amount
	CLEA082218		08/22/2018	POA long term disability insurance 1001 - Payroll Payables		\$465.50

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City Checks Issued October 5, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
90733	10/05/2018	Open			CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,542.00
	Invoice		Date	Description		Amount
	POA092818		09/28/2018	POA and gym dues PPE 9/22/18 1001 - Payroll Payables		\$1,542.00
90734	10/05/2018	Open			CHARMAINE MONIZ	\$29.90
	Invoice		Date	Description		Amount
	Moniz092818		10/01/2018	Early Fall Instructor Payments 2018		\$29.90
90735	10/05/2018	Open			CHUCK DICKS	\$139.96
	Invoice		Date	Description		Amount
	Dicks092818		10/01/2018	Early Fall Instructor Payments 2018		\$139.96
90736	10/05/2018	Open			CLAUDIO FRANCA	\$195.00
	Invoice		Date	Description		Amount
	Franca092818		10/01/2018	Early Fall Instructor Payments 2018		\$195.00
90737	10/05/2018	Open			CLIFF SLOMA	\$956.56
	Invoice		Date	Description		Amount
	CS091318		09/13/2018	FBINAA Conference expenses		\$956.56
90738	10/05/2018	Open			COMPLETE MAILING SERVICE INC.	\$1,529.89
	Invoice		Date	Description		Amount
	3642R		08/17/2018	Late Fall class brochure postage & mailing		\$1,529.89
90739	10/05/2018	Open			DAVID SCOTT COBABE	\$2,601.20
	Invoice		Date	Description		Amount
	Cobabe092818		10/01/2018	Early Fall Instructor Payments 2018		\$2,601.20
90740	10/05/2018	Open			DAWN MAC LAUGHLIN	\$1,354.60
	Invoice		Date	Description		Amount
	Maclaughlin92818		10/01/2018	Early Fall Instructor Payments 2018		\$1,354.60
90741	10/05/2018	Open			DOUG PENNY	\$83.20
	Invoice		Date	Description		Amount
	Penny092818		10/01/2018	Early Fall Instructor Payments 2018		\$83.20
90742	10/05/2018	Open			EDITH LENI	\$635.90
	Invoice		Date	Description		Amount
	Leni092818		10/01/2018	Early Fall Instructor Payments 2018		\$635.90

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City Checks Issued October 5, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
90743	10/05/2018	Open			EMERGENCY VEHICLE SPECIALISTS INC.	\$18,188.85
	Invoice		Date	Description		Amount
	8902		08/28/2018	Ford Explorer equipment add-ons		\$17,988.85
	9040		10/01/2018	Remove & replace mic cable unit #112		\$200.00
				1000 - General Fund	\$200.00	
				2212 - ISF - Equipment	\$17,988.85	
90744	10/05/2018	Open			EWING IRRIGATION	\$254.98
	Invoice		Date	Description		Amount
	6251697		09/27/2018	Irrigation supplies, field paint, pruners		\$254.98
90745	10/05/2018	Open			GEORGE H WILSON INC.	\$1,160.00
	Invoice		Date	Description		Amount
	020181403		09/25/2018	Semi-annual HVAC service		\$410.00
	020181404		09/25/2018	Annual lift station service		\$750.00
90746	10/05/2018	Open			GEORGE McMENAMIN	\$4,013.98
	Invoice		Date	Description		Amount
	2019-2P		09/29/2018	Peery Park invasive plant removal services		\$4,013.98
90747	10/05/2018	Open			GINA ENRIQUEZ	\$5,455.45
	Invoice		Date	Description		Amount
	Enriquez092818		10/01/2018	Early Fall Instructor Payments 2018		\$5,455.45
90748	10/05/2018	Open			HANYA FOJACO	\$1,365.00
	Invoice		Date	Description		Amount
	Fojaco092818		10/01/2018	Early Fall Instructor Payments 2018		\$1,365.00
90749	10/05/2018	Open			HELEN KLEE	\$317.20
	Invoice		Date	Description		Amount
	Klee092818		09/28/2018	Early Fall Instructor Payments 2018		\$317.20
90750	10/05/2018	Open			HO KUK MU SUL CORPORATION	\$53.30
	Invoice		Date	Description		Amount
	HoKukMuSul092818		10/01/2018	Early Fall Instructor Payments 2018		\$53.30

Attachment: 10/05/18 City Check Register (Approval of City Check Registers)

City Checks Issued October 5, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
90751	10/05/2018	Open			HOME DEPOT CREDIT SERVICES	\$2,257.44
	Invoice		Date	Description		Amount
	3053444		09/02/2018	Batteries		\$56.33
	1013476		09/04/2018	Tape and ties		\$93.04
	6043176		09/09/2018	Wharf bathroom sink trap		\$16.16
	8013799		09/07/2018	Trash cans		\$71.51
	2055174		09/13/2018	Wax ring		\$34.08
	1575728		09/14/2018	Bungee cords - bandstand		\$35.97
	1055291		09/14/2018	Gear box		\$4.95
	7043902		09/18/2018	Sockets, hammer, brushes		\$74.36
	2030286		08/14/2018	Earphones, pliers, wrench		\$111.89
	9050899		08/17/2018	Tape		\$6.48
	6565280		09/19/2018	Toggle switches		\$5.95
	6044006		09/19/2018	Gloves and caution tape		\$51.96
	6590858		09/19/2018	Drill bits		\$18.41
	6213059		09/19/2018	PD countertop and supplies		\$354.54
	5590943-2018		09/20/2018	Glue, speed square		\$20.41
	5582056		09/20/2018	Drywall screws, bin		\$35.71
	4015577		09/21/2018	Chain, wood screws, toolbar, magnetic tip bit holder		\$82.95
	4031189		09/21/2018	Batteries		\$32.45
	4221468		07/13/2018	Return drywall		(\$12.99)
	31037		07/01/2018	Caution tape		\$49.84
	40797		06/27/2018	Tape measure and gloves - Thomas		\$32.50
	4023489		07/13/2018	Electrical supplies		\$44.66
	4221469		07/13/2018	Drywall		\$11.91
	8032411		07/19/2018	Drywall supplies		\$122.92
	5015146		08/01/2018	Interior trim		\$152.00
	105523		08/16/2018	LED light		\$140.61
	7594710		08/29/2018	Utility knife and flex tape		\$50.82
	9042929		09/06/2018	Shipping tape		\$11.90
	7043087		09/08/2018	Plumbing supplies		\$27.54
	5025694		09/10/2018	Plumbing supplies		\$19.75
	4564151		09/11/2018	Pan screws and tape		\$16.84
	3014492		09/12/2018	Paint, bit set, cutoff blades, sunglasses		\$90.11
	8043851		09/17/2018	Hammer, caulk gun, adhesive		\$49.78
	7055844		09/18/2018	Painting supplies		\$29.22
	5056135		09/20/2018	Batteries		\$32.45
	4170941		09/21/2018	Hanging baskets, succulents, toilet seal		\$156.27
	1223010		09/24/2018	Caution tape		\$26.01
	7010434		09/28/2018	Rope		\$21.66
	8044872		09/27/2018	Pathway light supplies		\$76.49
				1000 - General Fund	\$2,108.51	
				1311 - Wharf	\$142.45	
				2210 - ISF - Stores Fund	\$6.48	

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City Checks Issued October 5, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
90752	10/05/2018	Open			ICMA RETIREMENT TRUST 457	\$6,061.05
	Invoice		Date	Description		Amount
	41685155		09/28/2018	457 contributions PPE 9/22/18 1001 - Payroll Payables		\$6,061.05
90753	10/05/2018	Open			JANICE THERESA ENSMINGER	\$114.40
	Invoice		Date	Description		Amount
	Ensminger092818		10/01/2018	Early Fall Instructor Payments 2018		\$114.40
90754	10/05/2018	Open			JEANI MITCHELL	\$561.60
	Invoice		Date	Description		Amount
	Mitchell092818		10/01/2018	Early Fall Instructor Payments 2018		\$561.60
90755	10/05/2018	Open			KIMLEY HORN AND ASSOCIATES INC	\$13,017.50
	Invoice		Date	Description		Amount
	11938481		08/31/2018	August Park Ave. sidewalk improvements 1200 - Capital Improvement Fund		\$13,017.50
90756	10/05/2018	Open			KINGS PAINT AND PAPER INC.	\$360.99
	Invoice		Date	Description		Amount
	A0272961		09/20/2018	Honey teak oil		\$195.07
	A0273284		09/26/2018	Paint		\$165.92
90757	10/05/2018	Open			LIFE INSURANCE CO OF NORTH AMERICA-CIGNA	\$2,386.58
	Invoice		Date	Description		Amount
	CIGNA093018		09/01/2018	September life, LTD, STD, AD&D insurance 1000 - General Fund \$0.67 1001 - Payroll Payables \$2,385.91		\$2,386.58
90758	10/05/2018	Open			LIUNA PENSION FUND	\$979.20
	Invoice		Date	Description		Amount
	DL1058		10/02/2018	September LIUNA pension dues 1001 - Payroll Payables		\$979.20
90759	10/05/2018	Open			LORRAINE KINNAMON	\$247.00
	Invoice		Date	Description		Amount
	Kinnamon092818		10/01/2018	Early Fall Instructor Payments 2018		\$247.00
90760	10/05/2018	Open			MADLINE C HORN	\$435.00
	Invoice		Date	Description		Amount
	24		09/26/2018	Museum artifact cataloging and organizing		\$435.00
90761	10/05/2018	Open			MICHAEL G LEW	\$538.20
	Invoice		Date	Description		Amount
	Lew092818		10/01/2018	Early Fall Instructor Payments 2018		\$538.20

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City Checks Issued October 5, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
90762	10/05/2018	Open			MICHELE FAIA	\$949.00
	Invoice		Date	Description		Amount
	Faia092818		10/01/2018	Early Fall Instructor Payments 2018		\$949.00
90763	10/05/2018	Open			MID COUNTY AUTO SUPPLY	\$196.77
	Invoice		Date	Description		Amount
	89045		09/05/2018	Universal tool		\$47.49
	89154		09/06/2018	Brake cleaner		\$6.09
	89158		09/06/2018	Stud kit		\$8.55
	90422		09/17/2018	Ford F150 filter kit		\$21.66
	90366		09/17/2018	Ford F150 filter kit		\$24.22
	90387		09/17/2018	Lube		\$10.16
	90388		09/17/2018	Lube		\$20.32
	90424		09/17/2018	Return air filter kit		(\$24.22)
	90431		09/17/2018	Super clean		\$32.60
	90737		09/19/2018	Spray bottle		\$8.17
	90931		09/21/2018	Carb cleaner		\$41.73
90764	10/05/2018	Open			MISSION LINEN SUPPLY	\$1,200.78
	Invoice		Date	Description		Amount
	508117745		08/29/2018	Linen service		\$121.42
	508154894		09/05/2018	Linen service		\$95.44
	508136875		09/10/2018	PD mats cleaning		\$51.57
	507856524		07/23/2018	PD mats cleaning		\$51.57
	508210474		09/12/2018	Linen service		\$121.42
	507707013		07/02/2018	Community Center mats and mops		\$72.71
	507997509		08/13/2018	Community Center mats and mops		\$72.71
	508189034		09/10/2018	Community Center mats and mops		\$72.71
	508090898		08/27/2018	Community Center mats and mops		\$72.71
	508154892		09/05/2018	Shop linen service		\$41.17
	508210473		09/12/2018	Shop linen services		\$41.17
	508250774		09/19/2018	Shop towels & linen service		\$41.17
	508250775		09/19/2018	Corp yard linen service		\$99.31
	508229929		09/17/2018	PD mat service		\$51.57
	508307799		09/26/2018	Linen service, mats, towel rolls		\$121.42
	508287405		09/24/2018	Community Center mats and mops		\$72.71
90765	10/05/2018	Open			MONTEREY BAY ANALYTICAL SERVICES INC	\$500.00
	Invoice		Date	Description		Amount
	18091409		10/01/2018	Storm drain debris testing		\$500.00
90766	10/05/2018	Open			MV TRANSPORTATION INC.	\$4,186.35
	Invoice		Date	Description		Amount
	95495		09/14/2018	Art and Wine Festival shuttle		\$4,186.35

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City Checks Issued October 5, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
90767	10/05/2018	Open			NANCY HOWELLS	\$91.00
	Invoice		Date	Description		Amount
	Howells092818		10/01/2018	Early Fall Instructor Payments 2018		\$91.00
90768	10/05/2018	Open			PALACE OFFICE SUPPLIES	\$849.05
	Invoice		Date	Description		Amount
	499980-0		09/26/2018	Steno books		\$24.02
	499794-1		09/26/2018	Notebooks		\$28.12
	9535751-0		10/02/2018	Cups, scissors, tape, index cards		\$22.24
	499957-0		09/26/2018	Award certificates and holders		\$28.59
	500000-0		09/26/2018	Paper reams		\$48.74
	500681-0		09/28/2018	Pens, folders		\$77.13
	500733-0		09/28/2018	Electric hole punch		\$203.83
	500886-0		10/01/2018	Paper reams		\$76.06
	501413-0		10/03/2018	Batteries, post-its, paper, cups, plates, forks, labels, pads		\$340.32
				1000 - General Fund	\$74.38	
				2210 - ISF - Stores Fund	\$774.67	
90769	10/05/2018	Open			PAT EVANS	\$139.96
	Invoice		Date	Description		Amount
	Evans092818		10/01/2018	Early Fall Instructor Payments 2018		\$139.96
90770	10/05/2018	Open			PAULA BLISS	\$533.00
	Invoice		Date	Description		Amount
	Bliss092818		10/01/2018	Early Fall Instructor Payments 2018		\$533.00
90771	10/05/2018	Open			Paula Yoshiko Suzuki	\$436.80
	Invoice		Date	Description		Amount
	Suzuki092818		10/01/2018	Early Fall Instructor Payments 2018		\$436.80
90772	10/05/2018	Open			PLAY IT AGAIN SPORTS	\$39.19
	Invoice		Date	Description		Amount
	PIAS092518		09/25/2018	Dumbbells		\$39.19
90773	10/05/2018	Open			PREFERRED BENEFIT INSURANCE ADMIN.	\$5,610.80
	Invoice		Date	Description		Amount
	EIA25579		09/28/2018	September dental & vision insurance		\$5,610.80
				1001 - Payroll Payables		
90774	10/05/2018	Open			PRINTING SYSTEMS INC.	\$152.34
	Invoice		Date	Description		Amount
	204812		09/25/2018	Business license envelopes		\$152.34

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City Checks Issued October 5, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
90775	10/05/2018	Open			RAVI KEN LAMB	\$308.10
	Invoice		Date	Description		Amount
	Lamb092818		10/01/2018	Early Fall Instructor Payments 2018		\$308.10
90776	10/05/2018	Open			SAN LORENZO LUMBER	\$345.64
	Invoice		Date	Description		Amount
	55-0391263		08/28/2018	Wood		\$104.51
	55-0391282		08/28/2018	Wood screws, saw blade		\$35.83
	56-0080126		09/12/2018	Plants		\$131.28
	55-0398962		09/26/2018	Spray nozzles, cable 500ft		\$74.02
90777	10/05/2018	Open			SANDY MARRUJO	\$464.10
	Invoice		Date	Description		Amount
	Marrujo092818		10/01/2018	Early Fall Instructor Payments 2018		\$464.10
90778	10/05/2018	Open			SANTA CRUZ COUNTY INFORMATION SERVICES	\$633.68
	Invoice		Date	Description		Amount
	SCCISD092618		09/26/2018	October open query service		\$633.68
90779	10/05/2018	Open			SANTA CRUZ FIRE EQUIPMENT CO.	\$471.06
	Invoice		Date	Description		Amount
	103155		09/21/2018	Jade St. semi-annual fire inspection services		\$471.06
90780	10/05/2018	Open			SCOTTS VALLEY FIRE PROTECTION DISTRICT	\$5,546.00
	Invoice		Date	Description		Amount
	1819-1		10/01/2018	County hazmat interagency contribution		\$5,546.00
90781	10/05/2018	Open			SHARON LACY	\$156.00
	Invoice		Date	Description		Amount
	Lacy092818		10/01/2018	Early Fall Instructor Payments 2018		\$156.00
90782	10/05/2018	Open			SIAOSI SELE-AMA	\$48.10
	Invoice		Date	Description		Amount
	Sele-Ama092818		10/01/2018	Early Fall Instructor Payments 2018		\$48.10
90783	10/05/2018	Open			SOQUEL NURSERY GROWERS INC.	\$17.60
	Invoice		Date	Description		Amount
	0000346627		09/28/2018	Plants		\$17.60
90784	10/05/2018	Open			SUPERIOR PRESS	\$39.44
	Invoice		Date	Description		Amount
	3855065		09/27/2018	Deposit slips		\$39.44

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City Checks Issued October 5, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
90785	10/05/2018	Open			THE CLEANING MACHINE INC.	\$2,680.00
	Invoice		Date	Description		Amount
	6282		09/26/2018	Sidewalk cleaning		\$2,680.00
90786	10/05/2018	Open			TRENISE POT	\$1,964.30
	Invoice		Date	Description		Amount
	Pot092818		10/01/2018	Early Fall Instructor Payments 2018		\$1,964.30
90787	10/05/2018	Open			UNITED WAY OF SANTA CRUZ COUNTY	\$30.00
	Invoice		Date	Description		Amount
	UW092818		09/28/2018	September employee United Way contributions 1001 - Payroll Payables		\$30.00
90788	10/05/2018	Open			UPEC LIUNA LOCAL 792	\$1,302.00
	Invoice		Date	Description		Amount
	UPEC090118		09/01/2018	September UPEC dues 1001 - Payroll Payables		\$1,302.00
90789	10/05/2018	Open			US BANK PARS Acct 6746022400	\$272.96
	Invoice		Date	Description		Amount
	PARS092818		09/28/2018	PARS contributions PPE 9/22/18 1001 - Payroll Payables		\$272.96
90790	10/05/2018	Open			VAVRINEK TRINE DAY AND COMPANY LLP	\$20,000.00
	Invoice		Date	Description		Amount
	VT16421		09/30/2018	Audit services and CAFR preparation		\$20,000.00
90791	10/05/2018	Open			VICTORIA M JOHNSON	\$447.85
	Invoice		Date	Description		Amount
	Johnson092818		10/01/2018	Early Fall Instructor Payments 2018		\$447.85
90792	10/05/2018	Open			WENDY NOLAN	\$358.80
	Invoice		Date	Description		Amount
	Nolan092818		10/01/2018	Early Fall Instructor Payments 2018		\$358.80
90793	10/05/2018	Open			YELLOW BUS LLC	\$7,000.00
	Invoice		Date	Description		Amount
	693		09/14/2018	BIA advertising development 1321 - BIA - Capitola Village-Wharf BIA		\$7,000.00
90794	10/05/2018	Open			YOLOXOCHITL HUNTER	\$48.10
	Invoice		Date	Description		Amount
	Hunter092818		10/01/2018	Early Fall Instructor Payments 2018		\$48.10

Attachment: 10/05/18 City Check Register (Approval of City Check Registers)

City Checks Issued October 5, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
90795	10/05/2018	Open			ZEE MEDICAL SERVICE CO.	\$43.11
	Invoice		Date	Description		Amount
	66583471		09/27/2018	First aid supplies		\$43.11
90796	10/05/2018	Open			Jeanie Bell	\$63.00
	Invoice		Date	Description		Amount
	2003451.002		09/24/2018	Mah Jongg class refund		\$63.00
90797	10/05/2018	Open			Maria S. Pena Hernandez	\$500.00
	Invoice		Date	Description		Amount
	18-0439		10/01/2018	Tree deposit refund		\$500.00
90798	10/05/2018	Open			Rebecca Broadhurst	\$412.50
	Invoice		Date	Description		Amount
	RB100318		10/03/2018	Lemon cypress trees (25) for Deanes Lane project		\$412.50
90799	10/05/2018	Open			Volgistics Inc.	\$72.00
	Invoice		Date	Description		Amount
	25399890		10/01/2018	Museum 6 mo. volunteer logistics service		\$72.00
Type Check Totals:						\$132,371.28
<u>EFT</u>						
671	10/03/2018	Open			EMPLOYMENT DEVELOPMENT DEPT	\$6,853.12
	Invoice		Date	Description		Amount
	1-993-000-256		10/03/2018	State taxes PPE 9/22/18		\$6,853.12
				1001 - Payroll Payables		
672	10/03/2018	Open			INTERNAL REVENUE SERVICE	\$24,285.53
	Invoice		Date	Description		Amount
	43213009		10/03/2018	Federal taxes & Medicare PPE 9/22/18		\$24,285.53
				1001 - Payroll Payables		
673	10/03/2018	Open			CalPERS Health Insurance	\$58,121.97
	Invoice		Date	Description		Amount
	1001176831		10/03/2018	October health insurance		\$58,121.97
				1000 - General Fund	\$2,418.83	
				1001 - Payroll Payables	\$55,703.14	
674	10/05/2018	Open			CalPERS Member Services Division	\$48,218.49
	Invoice		Date	Description		Amount
	1001177953-9		10/05/2018	PERS contributions PPE 9/22/18		\$48,218.49
				1000 - General Fund	(\$0.22)	
				1001 - Payroll Payables	\$48,218.71	

Attachment: 10/05/18 City Check Register (Approval of City Check Registers)

City Checks Issued October 5, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
675	10/02/2018	Open			STATE DISBURSEMENT UNIT	\$1,232.76
	Invoice		Date	Description		Amount
	N4F204W6658		10/02/2018	Employee garnishments PPE 09/22/18 1001 - Payroll Payables		\$1,232.76
Type EFT Totals:						\$138,711.87

Attachment: 10/05/18 City Check Register (Approval of City Check Registers)

CITY - Main City Totals	Counts:	Totals:
Checks	77	\$132,371.28
EFTs	5	\$138,711.87
All	82	\$271,083.15

City main account checks dated October 12, 2018, numbered 90800 through 90845 and 3 EFTs, totaling \$175,265.19, plus 1 library account check, totaling \$27,970.62, plus 6 payroll account checks and 92 EFTs, totaling \$155,729.71, for a grand total of \$358,965.52, have been reviewed and authorized for distribution by the City Manager.

As of October 12, 2018, the unaudited cash balance is \$3,003,654.45.

CASH POSITION - CITY OF CAPITOLA 10/12/18

	<u>Net Balance</u>
General Fund	(\$1,056,015.68)
Payroll Payables	\$138,328.18
Contingency Reserve Fund	\$2,036,345.66
Facilities Reserve Fund	\$413,797.47
Capital Improvement Fund	\$927,450.74
Stores Fund	\$35,377.26
Information Technology Fund	\$118,546.73
Equipment Replacement	\$120,991.91
Self-Insurance Liability Fund	\$113,700.72
Workers' Comp. Ins. Fund	\$207,845.04
Compensated Absences Fund	<u>(\$52,713.58)</u>
TOTAL UNASSIGNED GENERAL FUNDS	<u><u>\$3,003,654.45</u></u>

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

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

The Library Fund balance is \$2,294,853.97 (not included above).



Jamie Goldstein, City Manager

10/15/18
Date



Peter Wilk, City Treasurer

10/16/18
Date

Attachment: 10/12/18 City Check Register (Approval of City Check Registers)

City Checks Issued October 12, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
90800	10/11/2018	Open	Reissue		KATHY D'ANGELO	\$492.80
	Invoice		Date	Description		Amount
	000M-009162018		09/16/2018	Eight 16GB SD cards		\$72.80
	000V-008222018		09/04/2018	Shoot & edit Jan Wilson interview		\$400.00
	000V-008222018-2		09/04/2018	2 additional DVDs of Jan Wilson interview		\$20.00
90801	10/12/2018	Open			4LEAF INC.	\$10,800.00
	Invoice		Date	Description		Amount
	J3604J		09/25/2018	August interim building official services		\$10,800.00
90802	10/12/2018	Open			ADT SECURITY SERVICES INC.	\$197.92
	Invoice		Date	Description		Amount
	ADT092918		09/29/2018	October security services for Corp. yard & museum		\$197.92
90803	10/12/2018	Open			ALPHA GRAPHICS	\$1,122.99
	Invoice		Date	Description		Amount
	46225		10/05/2018	Budget document printing (20 copies)		\$1,122.99
90804	10/12/2018	Open			ALVAREZ TECHNOLOGY GROUP INC	\$9,001.50
	Invoice		Date	Description		Amount
	48481		10/01/2018	November IT support and antivirus		\$7,312.50
	48695		10/09/2018	Recreation IT equipment move		\$1,689.00
90805	10/12/2018	Open			ARTHUR S. DOVER MD	\$415.00
	Invoice		Date	Description		Amount
	ASD100418		10/04/2018	Employee flu shots		\$415.00
90806	10/12/2018	Open			ATCHISON BARISONE CONDOTTI & KOVACEVICH	\$29,070.65
	Invoice		Date	Description		Amount
	ABCK100418		10/04/2018	September legal services		\$29,070.65
90807	10/12/2018	Open			CA DEPARTMENT OF JUSTICE	\$230.00
	Invoice		Date	Description		Amount
	329401		10/03/2018	Fingerprinting, child abuse index check, peace officer-billed		\$230.00
90808	10/12/2018	Open			CASEY PRINTING	\$3,968.33
	Invoice		Date	Description		Amount
	37109011		09/07/2018	Late fall brochure printing		\$3,968.33
90809	10/12/2018	Open			CLEAN BUILDING MAINTENANCE CO.	\$3,719.13
	Invoice		Date	Description		Amount
	20724		09/30/2018	September janitorial services		\$3,719.13
				1000 - General Fund	\$3,453.63	
				1311 - Wharf	\$265.50	

Attachment: 10/12/18 City Check Register (Approval of City Check Registers)

City Checks Issued October 12, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
90810	10/12/2018	Open			CODE PUBLISHING COMPANY INC.	\$106.50
	Invoice		Date	Description		Amount
	61407		09/25/2018	Update municipal code		\$106.50
90811	10/12/2018	Open			COPWARE INC.	\$400.00
	Invoice		Date	Description		Amount
	84325		10/01/2018	Peace officers legal sourcebook software licenses 2211 - ISF - Information Technology		\$400.00
90812	10/12/2018	Open			CRYSTAL SPRINGS WATER CO.	\$175.50
	Invoice		Date	Description		Amount
	CSW093018		09/30/2018	September drinking water		\$175.50
90813	10/12/2018	Open			CVS PHARMACY INC.	\$25.70
	Invoice		Date	Description		Amount
	4782		10/04/2018	Batteries		\$25.70
90814	10/12/2018	Open			D & G SANITATION	\$1,506.75
	Invoice		Date	Description		Amount
	253904		09/30/2018	Lower Pac Cove portable toilets		\$427.05
	253905		09/30/2018	Wharf portable toilets		\$827.05
	253903		09/30/2018	McGregor park portable toilets		\$252.65
				1000 - General Fund	\$679.70	
				1311 - Wharf	\$827.05	
90815	10/12/2018	Open			DEPARTMENT OF PESTICIDE REGULATION	\$100.00
	Invoice		Date	Description		Amount
	DPR100918		10/09/2018	Pesticide laws, regs, principles exam & landscape maint. exam		\$100.00
90816	10/12/2018	Open			Division of the State Architect	\$35.60
	Invoice		Date	Description		Amount
	DSA093018		09/30/2018	Quarterly disability access & education fee		\$35.60
90817	10/12/2018	Open			DONALD W ALLEY	\$3,313.32
	Invoice		Date	Description		Amount
	1018-02		10/05/2018	Lagoon monitoring & waterfowl census		\$3,313.32
90818	10/12/2018	Open			EMERGENCY VEHICLE SPECIALISTS INC.	\$3,000.00
	Invoice		Date	Description		Amount
	9039		10/01/2018	Equipment installation 2018 Ford Explorer VIN 37502 2212 - ISF - Equipment Replacement		\$3,000.00

Attachment: 10/12/18 City Check Register (Approval of City Check Registers)

City Checks Issued October 12, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
90819	10/12/2018	Open			FERGUSON ENTERPRISES INC.	\$110.16
	Invoice		Date	Description		Amount
	6263780		09/25/2018	Bell traps and o-rings		\$110.16
90820	10/12/2018	Open			GARDAWORLD	\$203.42
	Invoice		Date	Description		Amount
	10432680		10/01/2018	October armored car service		\$203.42
90821	10/12/2018	Open			HOLLISTER HONDA	\$1,767.18
	Invoice		Date	Description		Amount
	223045		10/10/2018	2012 Honda NC700X batteries, tires, replace clutches		\$1,767.18
90822	10/12/2018	Open			HOME DEPOT CREDIT SERVICES	\$274.38
	Invoice		Date	Description		Amount
	9571491		09/26/2018	Grease, hex insert		\$12.95
	9020221		09/26/2018	Wood		\$28.54
	8044895		09/27/2018	Shelves		\$19.49
	1592393		10/04/2018	Impact driver		\$172.52
	6022368		10/09/2018	Toggles, wing-its, sharpie, pencils		\$40.88
90823	10/12/2018	Open			HOPE REHABILITATION SERVICES	\$900.00
	Invoice		Date	Description		Amount
	S167161		09/30/2018	September litter abatement		\$900.00
90824	10/12/2018	Open			HUMBOLDT PETROLEUM LLC	\$13.00
	Invoice		Date	Description		Amount
	087801		09/30/2018	September car wash services		\$13.00
90825	10/12/2018	Open			INTERNATIONAL BRONZE PLAQUE COMPANY	\$1,112.00
	Invoice		Date	Description		Amount
	18-50533		10/04/2018	Memorial plaques (7)		\$973.00
	18-50538		10/04/2018	Memorial plaque		\$139.00
90826	10/12/2018	Open			KBA Docusys Inc.	\$382.43
	Invoice		Date	Description		Amount
	INV713563		10/01/2018	City Hall copier usage charges		\$253.02
	INV713562		10/01/2018	City Hall and Community Center copier usage charges		\$129.41
				1000 - General Fund	\$25.41	
				2211 - ISF - Info Tech	\$357.02	
90827	10/12/2018	Open			KIMLEY HORN AND ASSOCIATES INC	\$2,950.00
	Invoice		Date	Description		Amount
	11938486		08/31/2018	Brommer Street project management services		\$2,950.00
				1309 - RTC Streets		

Attachment: 10/12/18 City Check Register (Approval of City Check Registers)

City Checks Issued October 12, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
90828	10/12/2018	Open			MASTER CLEANERS	\$805.81
	Invoice		Date	Description		Amount
	MC093018		09/30/2018	September uniform cleaning		\$805.81
90829	10/12/2018	Open			MISSION LINEN SUPPLY	\$95.44
	Invoice		Date	Description		Amount
	508354454		10/03/2018	Linen service		\$95.44
90830	10/12/2018	Open			MISSION PRINTERS	\$46.92
	Invoice		Date	Description		Amount
	57790		09/28/2018	Building inspector business cards		\$46.92
90831	10/12/2018	Open			MONTEREY BAY AREA SELF INSURANCE AUTHORITY	\$174.20
	Invoice		Date	Description		Amount
	MBASIA092718		09/27/2018	Liability insurance claim - Garner 2213 - ISF - Self-Insurance Liability		\$174.20
90832	10/12/2018	Open			NICHOLS CONSULTING ENGINEERS CHTD	\$7,975.00
	Invoice		Date	Description		Amount
	303085503		09/25/2018	Park Ave. geotechnical investigation, permitting review 1200 - Capital Improvement Fund		\$7,975.00
90833	10/12/2018	Open			ORCHARD SUPPLY HARDWARE	\$818.22
	Invoice		Date	Description		Amount
	027500		09/05/2018	Mops		\$27.93
	033874		09/06/2018	Paint, pea gravel, glue		\$34.69
	047343		09/06/2018	Brush		\$15.40
	047382		09/06/2018	Spray paint, sawzall blades, sockets - Chris		\$199.78
	027755		09/06/2018	Gloves - Cooper		\$14.04
	029464		09/11/2018	Diamond cup wheel		\$37.83
	029735		09/12/2018	Caution tape		\$26.38
	049279		09/13/2018	Paint		\$16.86
	027783		09/06/2018	Paint		\$68.32
	028066		09/07/2018	Springs, casters, u-bolts		\$44.54
	029476		09/11/2018	Hose handle, tees, faucets, bibbs		\$47.14
	033938		09/06/2018	Plumbing supplies, bucket, pad, bits, screw driver, links		\$145.96
	057999		09/10/2018	Spray paint		\$12.31
	040316		09/18/2018	Stencil sets, blades		\$23.49
	041771		09/26/2018	Potting soil		\$29.78
	050073		09/27/2018	Safety vest		\$19.40
	025055		10/02/2018	Gloves - Chris		\$3.87
	064879		10/04/2018	Scoop shovels		\$39.12
	026671		07/03/2018	Bungee cord for bandstand		\$11.38

Attachment: 10/12/18 City Check Register (Approval of City Check Registers)

City Checks Issued October 12, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
90834	10/12/2018	Open			PALACE OFFICE SUPPLIES	\$9.81
	Invoice		Date	Description		Amount
	501082-0		10/02/2018	Business card holder 2210 - ISF - Stores Fund		\$9.81
90835	10/12/2018	Open			PERFORMANCE PAINTING CO.	\$1,650.00
	Invoice		Date	Description		Amount
	978570		10/08/2018	City Hall painting services 1025 - Facilities Reserve Fund		\$1,650.00
90836	10/12/2018	Open			SAN LORENZO LUMBER	\$266.68
	Invoice		Date	Description		Amount
	55-0400179		10/01/2018	Shingles		\$136.69
	55-0402285		10/09/2018	Tools - Jessie		\$129.99
90837	10/12/2018	Open			SANTA CRUZ MUNICIPAL UTILITIES	\$126.93
	Invoice		Date	Description		Amount
	SCMU092718		09/27/2018	September water service for medians		\$126.93
90838	10/12/2018	Open			SARAH RYAN	\$165.56
	Invoice		Date	Description		Amount
	42581		10/07/2018	Monte Fireworks PD refreshments		\$165.56
90839	10/12/2018	Open			SOQUEL CREEK WATER DISTRICT	\$12,758.77
	Invoice		Date	Description		Amount
	SCWD092618		09/26/2018	September water and irrigation fees		\$12,758.77
				1000 - General Fund	\$11,872.13	
				1311 - Wharf	\$886.64	
90840	10/12/2018	Open			SPECTRUM BUSINESS	\$3,687.68
	Invoice		Date	Description		Amount
	0000178091918		09/19/2018	September internet service		\$3,687.68
				1000 - General Fund	\$1,378.50	
				2211 - ISF - Information	\$2,309.18	
90841	10/12/2018	Open			STAPLES ADVANTAGE	\$102.51
	Invoice		Date	Description		Amount
	8051498317		09/22/2018	PD office supplies		\$102.51
90842	10/12/2018	Open			VISIT SANTA CRUZ COUNTY	\$63,653.34
	Invoice		Date	Description		Amount
	VSCC093018		09/30/2018	July - Sept. TMD pass thru		\$63,653.34

Attachment: 10/12/18 City Check Register (Approval of City Check Registers)

City Checks Issued October 12, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
90843	10/12/2018	Open			WATCHGUARD VIDEO	\$6,254.52
	Invoice		Date	Description		Amount
	BCMINV0006096		09/26/2018	Wearable cameras (5) 1300 - SLESF - Supl Law Enfc		\$6,254.52
90844	10/12/2018	Open			WESTERN EXTERMINATOR COMPANY	\$121.00
	Invoice		Date	Description		Amount
	6413448		09/30/2018	City Hall - rodent control		\$60.50
	6413449		09/30/2018	Turnouts - rodent control		\$60.50
90845	10/12/2018	Open			ZEP SALES & SERVICE	\$158.04
	Invoice		Date	Description		Amount
	9003716884		09/28/2018	Cleaning supplies		\$158.04
Type Check Totals:						\$174,264.69
<u>EFT</u>						
676	09/07/2018	Open			SUPERIOR PRESS	\$436.23
	Invoice		Date	Description		Amount
	3843124EFT		09/07/2018	Accounts payable check stock (3,000)		\$436.23
677	10/11/2018	Open			WELLS FARGO BANK	\$290.14
	Invoice		Date	Description		Amount
	WF101118		10/11/2018	October client analysis charges		\$290.14
678	10/05/2018	Open			ADP LLC	\$274.13
	Invoice		Date	Description		Amount
	522085832		10/05/2018	ADP processing charges 2211 - ISF - Information Technology		\$274.13
Type EFT Totals:						\$1,000.50
Library - Library						
<u>Check</u>						
80	10/12/2018	Open			NOLL AND TAM ARCHITECTS	\$27,970.62
	Invoice		Date	Description		Amount
	0057930		08/31/2018	August library bidding and reimbursable expenses 1360 - Library Fund		\$27,970.62
Type Check Totals:						\$27,970.62

Attachment: 10/12/18 City Check Register (Approval of City Check Registers)

City Checks Issued October 12, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
				CITY - Main City Totals	Counts:	Totals:
				Checks	46	\$174,264.69
				EFTs	3	\$1,000.50
				All	47	\$175,265.19
				Library - Library Totals		
				Checks	1	\$27,970.62
				EFTs	0	\$0.00
				All	1	\$27,970.62
				WELLS - Payroll Totals		
				Checks	6	\$4,011.47
				EFTs	92	\$151,718.24
				All	98	\$155,729.71
				Grand Totals:		
				Checks	53	\$206,246.78
				EFTs	95	\$152,718.74
				All	146	\$358,965.52

Attachment: 10/12/18 City Check Register (Approval of City Check Registers)

City main account checks dated October 19, 2018, numbered 90846 through 90911 and 4 EFTs, totaling \$272,237.86, plus 3 library account checks, totaling \$6,870.00, for a grand total of \$279,107.86, have been reviewed and authorized for distribution by the City Manager.

As of October 19, 2018, the unaudited cash balance is \$2,997,459.61.

CASH POSITION - CITY OF CAPITOLA 10/19/18

	<u>Net Balance</u>
General Fund	(\$915,357.87)
Payroll Payables	\$48,941.48
Contingency Reserve Fund	\$2,036,345.66
Facilities Reserve Fund	\$413,797.47
Capital Improvement Fund	\$851,657.64
Stores Fund	\$34,774.58
Information Technology Fund	\$112,476.56
Equipment Replacement	\$145,991.91
Self-Insurance Liability Fund	\$113,700.72
Workers' Comp. Ins. Fund	\$207,845.04
Compensated Absences Fund	<u>(\$52,713.58)</u>
TOTAL UNASSIGNED GENERAL FUNDS	<u>\$2,997,459.61</u>

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

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

The Library Fund balance is \$2,287,983.97 (not included above).



 Jamie Goldstein, City Manager

10/19/18

 Date



 Peter Wilk, City Treasurer

10/25/18

 Date

Attachment: 10/19/18 City Check Register (Approval of City Check Registers)

City Checks Issued October 19, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
90846	10/15/2018	Open			WGR Southwest Inc.	\$100.00
	Invoice		Date	Description		Amount
	21141		10/12/2018	Construction best management practices presentation		\$100.00
90847	10/19/2018	Open			AIR FILTER/CONTROL	\$403.30
	Invoice		Date	Description		Amount
	489630		08/31/2018	Fan		\$403.30
90848	10/19/2018	Open			AVENU MUNISERVICES	\$1,538.58
	Invoice		Date	Description		Amount
	INV06-004170		10/12/2018	Quarterly sales tax auditing services		\$1,468.43
	INV06-004171		10/12/2018	Quarterly district sales tax auditing services		\$70.15
90849	10/19/2018	Open			BOBBY'S PIT STOP INC.	\$1,432.84
	Invoice		Date	Description		Amount
	0360288		09/13/2018	2000 Ford F150 repairs		\$1,432.84
90850	10/19/2018	Open			BROADCAST MUSIC INC.	\$349.00
	Invoice		Date	Description		Amount
	33055268		10/02/2018	Music licensing		\$349.00
90851	10/19/2018	Open			CALE AMERICA INC.	\$2,416.25
	Invoice		Date	Description		Amount
	151648		10/09/2018	Playstation bill validator & coin system w/ collector		\$2,416.25
90852	10/19/2018	Open			CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,579.50
	Invoice		Date	Description		Amount
	POA101218		10/12/2018	POA and Gym dues PPE 10/06/18		\$1,579.50
				1001 - Payroll Payables		
90853	10/19/2018	Open			CHARMAINE MONIZ	\$29.90
	Invoice		Date	Description		Amount
	CM101218		10/12/2018	Early Fall Instructor Payments 2018		\$29.90
90854	10/19/2018	Open			CHEVROLET OF WATSONVILLE	\$480.71
	Invoice		Date	Description		Amount
	208968		10/15/2018	2011 Chevy Tahoe headlamp harness & bulbs, bleed brakes		\$480.71
90855	10/19/2018	Open			EARTHWORKS PAVING CONTRACTORS INC	\$43,396.00
	Invoice		Date	Description		Amount
	17874		10/04/2018	38th Avenue sidewalk project progress payment 1		\$43,396.00
				1309 - RTC Streets		

Attachment: 10/19/18 City Check Register (Approval of City Check Registers)

City Checks Issued October 19, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
90856	10/19/2018	Open			EWING IRRIGATION	\$20.24
	Invoice		Date	Description		Amount
	6279206		10/02/2018	Check rubber		\$20.24
90857	10/19/2018	Open			EXTREME TOWING	\$225.00
	Invoice		Date	Description		Amount
	013236		10/06/2018	Evidence Tow from Bay Ave. accident		\$225.00
90858	10/19/2018	Open			FARWEST NURSERY	\$37.06
	Invoice		Date	Description		Amount
	025210		09/25/2018	Soil amendment		\$37.06
90859	10/19/2018	Open			FEDERAL EXPRESS	\$58.32
	Invoice		Date	Description		Amount
	6-314-13442		09/21/2018	Recreation & PD shipping charges		\$58.32
90860	10/19/2018	Open			FLYERS ENERGY LLC	\$6,590.25
	Invoice		Date	Description		Amount
	18-769388		09/20/2018	433 gallons ethanol		\$1,645.94
	18-769389		09/20/2018	175 gallons diesel		\$686.10
	18-773523		09/28/2018	334 gallons ethanol and 130 gallons diesel		\$1,828.67
	18-777497		10/04/2018	141 gallons diesel		\$570.51
	18-777490		10/04/2018	465 gallons ethanol		\$1,859.03
90861	10/19/2018	Open			FRANK PERRY	\$395.72
	Invoice		Date	Description		Amount
	FP101118		10/11/2018	Museum supplies, artifacts, coloring books		\$395.72
90862	10/19/2018	Open			GARDAWORLD	\$4.35
	Invoice		Date	Description		Amount
	20330184		09/30/2018	Armored car excess premise time		\$4.35
90863	10/19/2018	Open			GEORGE McMENAMIN	\$3,104.93
	Invoice		Date	Description		Amount
	2019-3		10/09/2018	Peery park restoration, Bay St. maintenance		\$3,104.93
90864	10/19/2018	Open			GRANITE ROCK COMPANY	\$408.54
	Invoice		Date	Description		Amount
	1133072		10/06/2018	Landscape supplies		\$408.54
90865	10/19/2018	Open			HCD	\$25.00
	Invoice		Date	Description		Amount
	HCD101518		10/15/2018	Duplicate title fee - Liddell		\$25.00
				1351 - CDBG Program Income		

Attachment: 10/19/18 City Check Register (Approval of City Check Registers)

City Checks Issued October 19, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
90866	10/19/2018	Open			HOME DEPOT CREDIT SERVICES	\$180.87
	Invoice		Date	Description		Amount
	5040625		10/10/2018	Hose, spray bottle, scour pads		\$75.28
	2567258		10/03/2018	Drill bit holder, conter sink, tap set		\$70.43
	4592093		10/01/2018	Scour pads		\$8.64
	2572654		10/03/2018	Drill bits		\$26.52
90867	10/19/2018	Open			HOSE SHOP	\$263.17
	Invoice		Date	Description		Amount
	410861		10/09/2018	Cap and plug kit		\$263.17
90868	10/19/2018	Open			ICMA RETIREMENT TRUST 457	\$6,611.71
	Invoice		Date	Description		Amount
	41690300		10/12/2018	457 contributions PPE 10/06/18 1001 - Payroll Payables		\$6,611.71
90869	10/19/2018	Open			JIM CLARK	\$366.00
	Invoice		Date	Description		Amount
	101318		10/13/2018	Backflow testing		\$366.00
90870	10/19/2018	Open			JOHNSON ROBERTS & ASSOCIATES INC.	\$75.00
	Invoice		Date	Description		Amount
	137181		10/01/2018	Personnel psychological evaluations		\$75.00
90871	10/19/2018	Open			LARRY LAURENT	\$296.47
	Invoice		Date	Description		Amount
	LL101118		10/11/2018	Annual CSLSA meeting expenses		\$296.47
90872	10/19/2018	Open			LLOYDS TIRE SERVICE	\$28.00
	Invoice		Date	Description		Amount
	313577		10/09/2018	2016 Ford Explorer flat repair		\$28.00
90873	10/19/2018	Open			MACKAY METERS INC	\$395.98
	Invoice		Date	Description		Amount
	1051633		09/30/2018	September parking meter & credit card fees		\$395.98

Attachment: 10/19/18 City Check Register (Approval of City Check Registers)

City Checks Issued October 19, 2018

Attachment: 10/19/18 City Check Register (Approval of City Check Registers)

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
90874	10/19/2018	Open			MID COUNTY AUTO SUPPLY	\$496.25
	Invoice		Date	Description		Amount
	92066		10/02/2018	Shop supplies		\$7.40
	91959		10/01/2018	Cleaning supplies		\$3.81
	91992		10/01/2018	Chevy Tahoe headlights		\$17.12
	92302		10/04/2018	Socket set		\$43.54
	92124		10/02/2018	Screw extension		\$2.66
	92172		10/03/2018	Comealong hooks		\$72.44
	93431		10/15/2018	Tape		\$14.82
	93349		10/15/2018	Ford F150 alternator, serpentine belt		\$189.45
	92462		10/05/2018	Wheel cleaner		\$17.34
	92839		10/09/2018	Cleaning supplies		\$30.20
	93475		10/16/2018	Auto battery		\$97.47
	90514		09/18/2018	Credit for vendor billing error - invoice 90480		(\$40.33)
	90480		09/17/2018	Vendor billing error - credit via invoice 90514		\$40.33
	89949		09/12/2018	Gas cap credit		(\$6.60)
	89920		09/12/2018	Gas cap		\$6.60
90875	10/19/2018	Open			MILLER'S TRANSFER & STORAGE CO.	\$290.05
	Invoice		Date	Description		Amount
	90473		10/10/2018	October record storage and September warehouse handling		\$290.05
90876	10/19/2018	Open			MISSION LINEN SUPPLY	\$369.21
	Invoice		Date	Description		Amount
	508335261		10/01/2018	PD mats		\$51.57
	508401073		10/10/2018	Linen service, mats, towels		\$121.42
	508354453		10/03/2018	Shop linen service, towels		\$41.17
	508307798		09/26/2018	Shop linen service, towels		\$41.17
	508401072		10/10/2018	Shop linen service, towels		\$41.17
	508382660		10/08/2018	Recreation Center mats and mops		\$72.71
90877	10/19/2018	Open			MOFFATT AND NICHOL	\$75,793.10
	Invoice		Date	Description		Amount
	736887		10/08/2018	Wharf, flume & groin design, permitting, CEQA review 1200 - Capital Improvement Fund		\$75,793.10
90878	10/19/2018	Open			NANCY HOWELLS	\$22.10
	Invoice		Date	Description		Amount
	NH101218		10/12/2018	Early Fall Instructor Payments 2018		\$22.10
90879	10/19/2018	Open			NORTH BAY FORD	\$20.45
	Invoice		Date	Description		Amount
	268966		10/11/2018	Pan head screws		\$20.45

City Checks Issued October 19, 2018

Attachment: 10/19/18 City Check Register (Approval of City Check Registers)

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
90880	10/19/2018	Open			O'REILLY AUTO PARTS	\$79.52
	Invoice		Date	Description		Amount
	2763-403855		10/05/2018	Diesel exhaust fluid		\$65.36
	2763-403429		10/03/2018	Clamp set		\$14.16
90881	10/19/2018	Open			PALACE OFFICE SUPPLIES	\$613.33
	Invoice		Date	Description		Amount
	502892-0		10/11/2018	Paper reams, post-it notes		\$111.07
	502033-0		10/08/2018	Telephone stand, cash box		\$61.57
	501300-0		10/03/2018	Flash drives		\$121.84
	502320-0		10/09/2018	Pencil holder		\$11.33
	503114-0		10/12/2018	Planner		\$16.85
	503025-0		10/12/2018	Paper		\$14.56
	502992-0		10/12/2018	Paper, toner, tissue		\$234.14
	502992-1		10/15/2018	Monitor stand		\$41.97
				1000 - General Fund	\$585.15	
				2210 - ISF - Stores Fund	\$28.18	
90882	10/19/2018	Open			Paula Yoshiko Suzuki	\$36.40
	Invoice		Date	Description		Amount
	PS101218		10/12/2018	Early Fall Instructor Payments 2018		\$36.40
90883	10/19/2018	Open			PET PALS DISCOUNT PET SUPPLIES	\$346.96
	Invoice		Date	Description		Amount
	1997938		09/27/2018	K-9 supplies		\$346.96
90884	10/19/2018	Open			PPD MULTIMEDIA INC.	\$2,095.56
	Invoice		Date	Description		Amount
	00027024		10/04/2018	BIA banner design		\$2,095.56
				1321 - BIA - Capitola Village-Wharf BIA		
90885	10/19/2018	Open			PRAXAIR DISTRIBUTION INC.	\$186.73
	Invoice		Date	Description		Amount
	85207027		09/21/2018	Acetylene rental		\$119.86
	85125774		09/20/2018	Cylinder holder rental		\$66.87
90886	10/19/2018	Open			QUENVOLD'S SAFETY SHOEMOBILES	\$170.04
	Invoice		Date	Description		Amount
	133887		10/12/2018	Safety shoes for shop		\$170.04

City Checks Issued October 19, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
90887	10/19/2018	Open			SALINAS VALLEY PRO SQUAD	\$766.66
	Invoice		Date	Description		Amount
	292530		09/10/2018	Uniform for Currier		\$228.28
	292529		09/10/2018	Uniform for Quolas		\$397.56
	292531		09/10/2018	Uniform for Newton		\$140.82
90888	10/19/2018	Open			SAN LORENZO LUMBER	\$234.55
	Invoice		Date	Description		Amount
	55-0403943		10/15/2018	Wood		\$59.92
	55-0390688		09/06/2018	Pad locks		\$174.63
90889	10/19/2018	Open			SANTA CRUZ COUNTY AUDITOR-CONTROLLER	\$8,324.50
	Invoice		Date	Description		Amount
	SCCAUD093018		09/30/2018	September citation processing		\$8,324.50
90890	10/19/2018	Open			SANTA CRUZ COUNTY DEPT OF PUBLIC WORKS	\$154.40
	Invoice		Date	Description		Amount
	34394		09/30/2018	September hazardous waste and tire disposal fees		\$154.40
90891	10/19/2018	Open			SANTA CRUZ COUNTY INFORMATION SERVICES	\$1,309.34
	Invoice		Date	Description		Amount
	RadioShop09-18		10/04/2018	Quarterly radio maintenance & volunteer vehicle radio install		\$1,309.34
90892	10/19/2018	Open			SANTA CRUZ COUNTY TAX COLLECTOR	\$218.60
	Invoice		Date	Description		Amount
	1122373-1		10/15/2018	Esplanade sanitation district charges 1st installment		\$218.60
90893	10/19/2018	Open			SANTA CRUZ COUNTY TAX COLLECTOR	\$1,014.02
	Invoice		Date	Description		Amount
	1121300-1		10/15/2018	City Hall sanitation district charges 1st installment		\$1,014.02
90894	10/19/2018	Open			SANTA CRUZ COUNTY TAX COLLECTOR	\$3,257.07
	Invoice		Date	Description		Amount
	1122896-1		10/15/2018	Wharf sanitation district charges 1st installment 1311 - Wharf		\$3,257.07
90895	10/19/2018	Open			SANTA CRUZ COUNTY TAX COLLECTOR	\$424.44
	Invoice		Date	Description		Amount
	1122664-1		10/15/2018	Library sanitation district charges 1st installment		\$424.44
90896	10/19/2018	Open			SANTA CRUZ SENTINEL	\$350.40
	Invoice		Date	Description		Amount
	0001150491		09/30/2018	Notice of public hearing for Park Ave. & 205 Magellan St.		\$350.40

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City Checks Issued October 19, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
90897	10/19/2018	Open			SENTINEL PRINTERS INC.	\$506.85
	Invoice		Date	Description		Amount
	301827		08/31/2018	Temporary No Parking signs 1310 - Gas Tax		\$506.85
90898	10/19/2018	Open			SPRINT	\$6,065.49
	Invoice		Date	Description		Amount
	788070596-014		10/03/2018	September cell phone charges		\$3,034.40
	788070596-013		09/02/2018	August cell phone charges		\$3,031.09
90899	10/19/2018	Open			STAPLES ADVANTAGE	\$113.34
	Invoice		Date	Description		Amount
	8051581324		09/29/2018	Office supplies		\$113.34
90900	10/19/2018	Open			T MOBILE	\$400.13
	Invoice		Date	Description		Amount
	20180920		10/15/2018	September cell phone usage		\$400.13
90901	10/19/2018	Open			TOYOTA OF SANTA CRUZ	\$3.59
	Invoice		Date	Description		Amount
	358691		10/15/2018	2017 Camry remote battery		\$3.59
90902	10/19/2018	Open			UNITED PARCEL SERVICE	\$49.22
	Invoice		Date	Description		Amount
	0000954791398		09/29/2018	Shipping charges		\$28.84
	0000954791318		08/04/2018	Shipping charges		\$13.48
	0000954791408		10/06/2018	Shipping charges		\$6.90
90903	10/19/2018	Open			US BANK EQUIPMENT FINANCE	\$481.80
	Invoice		Date	Description		Amount
	368014452		10/03/2018	City Hall & Recreation copier leases		\$481.80
				1000 - General Fund	\$25.00	
				2210 - ISF - Stores Fund	\$456.80	
90904	10/19/2018	Open			US BANK EQUIPMENT FINANCE	\$103.56
	Invoice		Date	Description		Amount
	368014395		10/03/2018	Recreation copier lease		\$103.56
90905	10/19/2018	Open			US BANK EQUIPMENT FINANCE	\$288.85
	Invoice		Date	Description		Amount
	368014650		10/03/2018	PD copier lease		\$288.85

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City Checks Issued October 19, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
90906	10/19/2018	Open			US BANK PARS Acct 6746022400	\$285.91
	Invoice		Date	Description		Amount
	PARS101218		10/12/2018	PARS contributions PPE 10/06/18 1001 - Payroll Payables		\$285.91
90907	10/19/2018	Open			WELLS FARGO BANK	\$8,793.54
	Invoice		Date	Description		Amount
	WF100318		10/03/2018	September credit card purchases Purchases over \$500 threshold: Parts for vacuuming storm \$1,394.90 Asus Monitors \$595.68 5 Dell computers \$4,159.44 1000 - General Fund \$2,210.67 1314 - Green Building \$395.00 2210 - ISF - Stores Fund \$117.70 2211 - ISF - Info Tech \$6,070.17		\$8,793.54
90908	10/19/2018	Open			WHEELCHAIRS OF SAN MATEO & TECH	\$1,750.01
	Invoice		Date	Description		Amount
	00010505		09/21/2018	Wheelchair tires replaced, control module evaluation		\$1,750.01
90909	10/19/2018	Open			YELLOW BUS LLC	\$3,500.00
	Invoice		Date	Description		Amount
	698		10/04/2018	BIA advertising services 1321 - BIA - Capitola Village-Wharf BIA		\$3,500.00
90910	10/19/2018	Open			Laurindo Veras	\$10.00
	Invoice		Date	Description		Amount
	244123723		10/09/2018	Citation refund		\$10.00
90911	10/19/2018	Open			Wrightway Enterprises LLC.	\$1,589.86
	Invoice		Date	Description		Amount
	Wrightway101718		10/12/2018	2205 Wharf Rd. final map deposit refund		\$1,589.86
Type Check Totals:						\$191,328.52

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City Checks Issued October 19, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
<u>EFT</u>						
679	10/16/2018	Open			CalPERS Member Services Division	\$48,318.86
	Invoice		Date	Description		Amount
	1001184477-80		10/16/2018	PERS contributions PPE 10-06-18		\$48,318.86
				1000 - General Fund	(\$0.24)	
				1001 - Payroll Payables	\$48,319.10	
680	10/16/2018	Open			EMPLOYMENT DEVELOPMENT DEPT	\$6,923.49
	Invoice		Date	Description		Amount
	0-149-450-048		10/16/2018	State taxes PPE 10/06/18		\$6,923.49
				1001 - Payroll Payables		
681	10/16/2018	Open			INTERNAL REVENUE SERVICE	\$24,434.23
	Invoice		Date	Description		Amount
	65695050		10/16/2018	Federal taxes & Medicare PPE 10/06/18		\$24,434.23
				1001 - Payroll Payables		
682	10/16/2018	Open			STATE DISBURSEMENT UNIT	\$1,232.76
	Invoice		Date	Description		Amount
	3UOUWIS6657		10/16/2018	Employee garnishments PPE 10/06/18		\$1,232.76
				1001 - Payroll Payables		
Type EFT Totals:						\$80,909.34
Library - Library						
<u>Check</u>						
81	10/19/2018	Open			BOGARD CONSTRUCTION INC.	\$1,380.00
	Invoice		Date	Description		Amount
	160707-25		09/30/2018	Library project management services		\$1,380.00
				1360 - Library Fund		
82	10/19/2018	Open			CENTRAL FIRE PROTECTION DISTRICT	\$4,680.00
	Invoice		Date	Description		Amount
	CFPD100818		10/08/2018	Fire protection review for library		\$4,680.00
				1360 - Library Fund		
83	10/19/2018	Open			JAMES P ALLEN	\$810.00
	Invoice		Date	Description		Amount
	092418		09/24/2018	Arborist consulting for library development		\$810.00
				1360 - Library Fund		
Type Check Totals:						\$6,870.00

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City Checks Issued October 19, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
CITY - Main City Totals					Counts:	Totals:
Checks					66	\$191,328.52
EFTs					4	\$80,909.34
All					70	\$272,237.86
Library - Library Totals						
Checks					3	\$6,870.00
EFTs					0	\$0.00
All					3	\$6,870.00
Grand Totals:						
Checks					69	\$198,198.52
EFTs					4	\$80,909.34
All					73	\$279,107.86

Attachment: 10/19/18 City Check Register (Approval of City Check Registers)

City main account checks dated October 26, 2018, numbered 90912 through 90953 and 1 EFT totaling \$46,268.20, plus 1 library check totaling \$450, plus 6 payroll checks and 85 payroll EFTs totaling \$151,753.79, for a grand total of \$198,471.99, have been reviewed and authorized for distribution by the City Manager.

As of October 26, 2018, the unaudited cash balance is \$3,630,779.19

CASH POSITION - CITY OF CAPITOLA 10/26/18

	Net Balance
General Fund	(\$390,931.73)
Payroll Payables	\$158,318.83
Contingency Reserve Fund	\$2,036,345.66
Facilities Reserve Fund	\$413,797.47
Capital Improvement Fund	\$851,657.64
Stores Fund	\$34,741.56
Information Technology Fund	\$112,471.92
Equipment Replacement	\$145,991.91
Self-Insurance Liability Fund	\$113,254.47
Workers' Comp. Ins. Fund	\$207,845.04
Compensated Absences Fund	(\$52,713.58)
TOTAL UNASSIGNED GENERAL FUNDS	\$3,630,779.19

The Emergency Reserve Fund balance is \$1,344,205.54 (not included above).
The PERS Contingency Fund balance is \$815,855.98 (not included above).
The Library Fund balance is \$2,287,533.97 (not included above).



Jamie Goldstein, City Manager



Date



Peter Wilk, City Treasurer



Date

Attachment: 10/26/18 City Check Register (Approval of City Check Registers)

City Checks Issued October 26, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
90912	10/20/2018	Open			CARIN HANNA	\$464.70
	Invoice		Date	Description		Amount
	CH090118		09/01/2018	BIA postage and advertising reimbursement 1321 - BIA		\$464.70
90913	10/26/2018	Open			AFLAC	\$1,705.46
	Invoice		Date	Description		Amount
	826995		10/23/2018	October supplemental insurance 1001 - Payroll		\$1,705.46
90914	10/26/2018	Open			AT&T	\$9.12
	Invoice		Date	Description		Amount
	ATT100118		10/01/2018	October long distance charges 1000 - General Fund \$4.48 2211 - ISF - Info Tech \$4.64		\$9.12
90915	10/26/2018	Open			BIG CREEK LUMBER	\$73.33
	Invoice		Date	Description		Amount
	1043259		10/18/2018	Wood		\$73.33
90916	10/26/2018	Open			CA DEPARTMENT OF TRANSPORTATION	\$2,083.64
	Invoice		Date	Description		Amount
	SL190159		10/16/2018	Quarterly signals & lighting billing 1310 - Gas tax		\$2,083.64
90917	10/26/2018	Open			CALIFORNIA COAST UNIFORM COMPANY	\$91.00
	Invoice		Date	Description		Amount
	6636		10/16/2018	Uniform for Vazquez		\$36.00
	6637		10/16/2018	Uniform for Ryan		\$55.00
90918	10/26/2018	Open			CALIFORNIA LAW ENFORCEMENT ASSOCIATION	\$465.50
	Invoice		Date	Description		Amount
	CLEA100118		10/22/2018	October POA long term disability 1001 - Payroll		\$465.50
90919	10/26/2018	Open			CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,540.50
	Invoice		Date	Description		Amount
	POA102618		10/20/2018	POA & gym dues PPE 10/20/18 1001 - Payroll		\$1,540.50
90920	10/26/2018	Open			COMMUNITY TELEVISION OF SANTA CRUZ COUNTY	\$616.00
	Invoice		Date	Description		Amount
	2574		10/09/2018	September televised meetings		\$616.00
90921	10/26/2018	Open			DONALD W ALLEY	\$6,296.09
	Invoice		Date	Description		Amount

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City Checks Issued October 26, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
	1018-03		10/24/2018	Soquel creek fish and wildlife monitoring		\$6,296.09
90922	10/26/2018	Open			FLYERS ENERGY LLC	\$3,630.57
	Invoice		Date	Description		Amount
	18-781709		10/11/2018	404 gallons gasoline		\$1,590.06
	18-781710		10/11/2018	90 gallons diesel		\$359.00
	18-786113		10/18/2018	100 gallons diesel		\$402.32
	18-786111		10/18/2018	332 gallons gasoline		\$1,279.19
90923	10/26/2018	Open			GEORGE H WILSON INC.	\$333.83
	Invoice		Date	Description		Amount
	020181201		09/07/2018	Repaired valve and installed new float 1311 - Wharf		\$333.83
90924	10/26/2018	Open			HUB INTERNATIONAL	\$607.92
	Invoice		Date	Description		Amount
	HUB101218		10/12/2018	Memorial paddle out insurance		\$607.92
90925	10/26/2018	Open			HUMBOLDT PETROLEUM LLC	\$19.50
	Invoice		Date	Description		Amount
	087837		10/15/2018	October car washes		\$19.50
90926	10/26/2018	Open			ICMA	\$1,400.00
	Invoice		Date	Description		Amount
	ICMA010119		10/15/2018	City Manager ICMA membership renewal		\$1,400.00
90927	10/26/2018	Open			JOHN'S ELECTRIC MOTOR SERVICE	\$96.00
	Invoice		Date	Description		Amount
	15895		10/24/2018	Motor repair		\$96.00
90928	10/26/2018	Open			LESLIE CHAVEZ	\$680.00
	Invoice		Date	Description		Amount
	14		10/19/2018	BIA website management and consulting services 1321 - BIA		\$680.00
90929	10/26/2018	Open			LEWIS TREE SERVICE INC.	\$875.00
	Invoice		Date	Description		Amount
	28476		10/12/2018	Palm tree pruning		\$875.00
90930	10/26/2018	Open			LIFE INSURANCE CO OF NORTH AMERICA-CIGNA	\$2,386.58
	Invoice		Date	Description		Amount
	CIGNA100118		10/01/2018	October life, LTD, STD, AD&D insurance 1000 - General Fund (\$0.12) 1001 - Payroll Payables \$2,386.70		\$2,386.58

Attachment: 10/26/18 City Check Register (Approval of City Check Registers)

City Checks Issued October 26, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
90931	10/26/2018	Open			LIUNA PENSION FUND	\$979.20
	Invoice		Date	Description		Amount
	DL1059		10/25/2018	October LIUNA dues 1001 - Payroll		\$979.20
90932	10/26/2018	Open			LLOYDS TIRE SERVICE	\$105.97
	Invoice		Date	Description		Amount
	313775		10/25/2018	Trailer tire, spin balance, disposal fee		\$105.97
90933	10/26/2018	Open			MANPOWER	\$517.14
	Invoice		Date	Description		Amount
	33255968		10/14/2018	Temporary receptionist services		\$517.14
90934	10/26/2018	Open			MAR-KEN K-9 TRAINING CENTER	\$240.00
	Invoice		Date	Description		Amount
	0326-18		10/14/2018	K-9 training		\$240.00
90935	10/26/2018	Open			MBS BUSINESS SYSTEMS	\$809.95
	Invoice		Date	Description		Amount
	343627		09/30/2018	Quarterly PD copier usage charges		\$809.95
90936	10/26/2018	Open			MID COUNTY AUTO SUPPLY	\$179.43
	Invoice		Date	Description		Amount
	MID-1046		10/17/2018	Gauges		\$25.56
	MID-1589		10/17/2018	Radar trailer ATV cover		\$47.95
	MID-4297		10/18/2018	Fluids		\$56.46
	MID-5663		10/19/2018	License plate light		\$5.21
	MID-10029		10/22/2018	Breakaway battery		\$44.25
90937	10/26/2018	Open			MISSION LINEN SUPPLY	\$243.99
	Invoice		Date	Description		Amount
	508457490		10/17/2018	Shop linen service, towels		\$41.17
	508438023		10/15/2018	PD mat cleaning		\$51.57
	508457491		10/17/2018	Linen service		\$99.31
	508495834		10/24/2018	Shop towels, linen service		\$51.94
90938	10/26/2018	Open			NORTH BAY FORD	\$1,085.53
	Invoice		Date	Description		Amount
	269006		10/15/2018	Moulding		\$51.58
	329058		10/16/2018	1997 Ford Aerostar transmission repairs		\$1,033.95
90939	10/26/2018	Open			PALACE OFFICE SUPPLIES	\$72.16
	Invoice		Date	Description		Amount
	503581-0		10/17/2018	Flashlights		\$33.02
	504806-0		10/24/2018	Sharpie, document covers		\$39.14

Attachment: 10/26/18 City Check Register (Approval of City Check Registers)

City Checks Issued October 26, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
				1000 - General Fund	\$39.14	
				2210 - ISF - Stores Fund	\$33.02	
90940	10/26/2018	Open			PHOENIX GROUP INFORMATION SYSTEMS	\$4,996.65
	Invoice		Date	Description		Amount
	092018070		10/16/2018	September citation processing		\$4,996.65
90941	10/26/2018	Open			PREFERRED BENEFIT INSURANCE ADMIN.	\$5,653.70
	Invoice		Date	Description		Amount
	EIA25858		10/01/2018	October dental & vision insurance		\$5,653.70
				1001 - Payroll		
90942	10/26/2018	Open			ROYAL WHOLESALE ELECTRIC	\$25.49
	Invoice		Date	Description		Amount
	7719-633969		08/28/2018	Photo cell		\$16.93
	7719-634124		08/31/2018	Lamp head returned		(\$149.33)
	7719-634234		09/13/2018	LED bypass post top lamp		\$70.85
	7719-634738		09/13/2018	Box and plug		\$2.89
	7719-634567		09/11/2018	Gloves		\$28.71
	7719-636298		10/16/2018	Electrical supplies		\$55.44
				1000 - General Fund	\$8.56	
				1311 - Wharf	\$16.93	
90943	10/26/2018	Open			SAN LORENZO LUMBER	\$654.21
	Invoice		Date	Description		Amount
	55-0405337		10/19/2018	Concrete spacers w/ ties		\$21.87
	55-0404121		10/16/2018	Wood		\$29.96
	55-0404683		10/17/2018	Wood		\$147.69
	55-0404694		10/17/2018	Drill bits, sanding disks, wood screws		\$54.38
	55-0404885		10/18/2018	Wood, rebar, stakes - Art project		\$291.33
	55-0405130		10/18/2018	Returned wood		(\$42.38)
	55-0405133		10/18/2018	Rebar		\$53.73
	55-0405341		10/19/2018	Two tires		\$97.63
90944	10/26/2018	Open			SANTA CRUZ MOSQUITO & VECTOR CONTROL	\$112.80
	Invoice		Date	Description		Amount
	SCCMVC102218		10/22/2018	Annual mosquito and vector control assessment		\$112.80
90945	10/26/2018	Open			SLOAN SAKAI YEUNG AND WONG LLP	\$2,148.32
	Invoice		Date	Description		Amount
	38856		09/30/2018	POA negotiations		\$2,148.32
90946	10/26/2018	Open			SUMMIT UNIFORMS	\$248.00
	Invoice		Date	Description		Amount
	53171		09/22/2018	Uniform items and alterations - Evans		\$119.08
	53243		09/25/2018	Two shirts - Yeung		\$128.92

Attachment: 10/26/18 City Check Register (Approval of City Check Registers)

City Checks Issued October 26, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
90947	10/26/2018	Open			TRANSPORTATION ALLIANCE BANK INC.	\$472.95
	Invoice		Date	Description		Amount
	646961		10/16/2018	Sweeper motor, temp. sender, temp. switch, gauge, parts 1310 - Gas tax		\$472.95
90948	10/26/2018	Open			UNITED WAY OF SANTA CRUZ COUNTY	\$30.00
	Invoice		Date	Description		Amount
	UW102618		10/22/2018	United Way employee contributions 1001 - Payroll		\$30.00
90949	10/26/2018	Open			UPEC LIUNA LOCAL 792	\$1,302.00
	Invoice		Date	Description		Amount
	UPEC100118		10/01/2018	October UPEC dues 1001 - Payroll		\$1,302.00
90950	10/26/2018	Open			WATSONVILLE POLICE DEPARTMENT	\$500.00
	Invoice		Date	Description		Amount
	R18-CPD-002		10/11/2018	August range usage		\$500.00
90951	10/26/2018	Open			Eric Olsen	\$43.00
	Invoice		Date	Description		Amount
	211125725		10/17/2018	Citation refund		\$43.00
90952	10/26/2018	Open			Ola Chica	\$1,500.00
	Invoice		Date	Description		Amount
	2019-00000680		10/22/2018	Bandstand deposit refund		\$1,500.00
90953	10/26/2018	Open			HOME DEPOT CREDIT SERVICES	\$837.97
	Invoice		Date	Description		Amount
	7124515		10/18/2018	Returned supplies		(\$40.66)
	7560980		10/18/2018	Strip light		\$41.74
	8593821		10/17/2018	Extension cord		\$58.56
	1031422		10/04/2018	Wrecking bar, tape measure, bits,		\$49.78
	6022365		10/09/2018	Anchors and screws		\$37.55
	8012792		10/17/2018	Gloves and headlight		\$36.80
	8580302		10/17/2018	Electrical supplies		\$23.10
	8012817		10/17/2018	Electrical supplies		\$22.10
	8560871		10/17/2018	Tools		\$130.40
	7012910		10/18/2018	Sharpies and pencils		\$13.74
	7053009		10/18/2018	Pliers, ferrules, cartridges		\$49.54
	7013001		10/18/2018	Rebar caps, PVC pipe		\$33.72
	3013349		10/22/2018	Truck rope - floating docks		\$19.49
	3013407		10/22/2018	Concrete, wipes, adhesive		\$30.51
	3024577		10/22/2018	Simple green, squeege, bucket, towel rolls, wash brush		\$39.13

Attachment: 10/26/18 City Check Register (Approval of City Check Registers)

City Checks Issued October 26, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
	2013544		10/23/2018	Painting supplies		\$86.54
	2581219		10/23/2018	Screws, batteries		\$50.76
	2171287		10/23/2018	Mulch		\$15.88
	3561641		10/22/2018	Grab hooks		\$31.86
	2594458		10/23/2018	Repair links, grab hooks		\$31.48
	7012916		10/18/2018	Strip light, flourescent tube guards, batteries		\$75.95
				1000 - General Fund	\$818.48	
				1311 - Wharf	\$19.49	

Type Check Totals: \$46,133.20

EFT

683	10/25/2018	Open			DISCOVERY BENEFITS	\$135.00
	Invoice		Date	Description		Amount
	0000927530-IN		09/30/2018	September COBRA and FSA		\$135.00

Type EFT Totals: \$135.00

Library - Library

84	10/26/2018	Open			BUTANO GEOTECHNICAL ENGINEERING	\$450.00
	Invoice		Date	Description		Amount
	3116		10/15/2018	Analysis of lightweight backfill for Library walls		\$450.00
				1360 - Library Fund		

Type Check Totals: \$450.00

CITY - Main City Totals

	Counts:	Totals:
Checks	42	\$46,133.20
EFTs	1	\$135.00
All	43	\$46,268.20

Library - Library Totals

Checks	1	\$450.00
EFTs	0	\$0.00
All	1	\$450.00

WELLS - Payroll Totals

Checks	6	\$4,036.86
EFTs	85	\$147,716.93
All	91	\$151,753.79

Grand Totals:

Checks	49	\$50,620.06
EFTs	86	\$147,851.93
All	135	\$198,471.99

Attachment: 10/26/18 City Check Register (Approval of City Check Registers)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF NOVEMBER 20, 2018

FROM: Public Works Department

SUBJECT: Traffic Calming Measures in the Jewel Box

RECOMMENDED ACTION: Approve the speed table plan, signs, and budget transfer for previously approved traffic calming measures in the Jewel Box and authorize staff to advertise for bids.

BACKGROUND: On October 11, 2018, the City Council directed the Public Works Department to develop plans for the installation of speed tables on Jade Street and 42nd Avenue and the installation of turn restriction signs at 47th Avenue/Portola Drive and Topaz Street/45th Avenue. Council also directed staff to develop a construction estimate and budget resources for project implementation. A map showing the location of the approved traffic calming measures is included as Attachment 1.

DISCUSSION: Public Works staff investigated both rubber pre-fabricated and asphalt speed tables. While the cost of the pre-fabricated are an estimated 10 percent less, they do not meet ADA standards for crosswalks. In contrast, the asphalt speed table can be designed to accommodate ADA pedestrian crossings and drainage. Based on this evaluation, a standard plan has been developed for asphalt speed tables that includes the option for a crosswalk where appropriate and that accommodates drainage through the improvement (Attachment 2). This design allows the City to choose whether a crosswalk is needed or not and addresses the required signage, striping, and legends.

The manufacturing and installation of the signs shall be in conformance with the Manual on Uniform Traffic Control Devices. The proposed restriction will be from 3 p.m. to 6 p.m. Monday through Friday.

Follow-up Jewel Box Traffic Calming Projects
November 20, 2018



Traffic monitoring is recommended to determine the effects of the no-turn signs. Traffic counts will be taken before and approximately four weeks after the sign installation on 47th Avenue, Topaz Street, Opal Street, and Jewel Street.

FISCAL IMPACT: A detailed estimate is included as Attachment 3. The total cost of the project is \$80,000. Staff recommends a fund transfer from the Lower Pacific Cove Fund be approved to fund this project. The Lower Pacific Cove Fund currently has a balance of \$132,000 remaining in it following the construction of the Lower Beach and Village Parking Lot. A budget transfer has been prepared to move the funds (Attachment 4)

ATTACHMENTS:

1. Jewel Box Traffic Calming Location Map
2. Speed Table Standard Plan
3. Jewel Box Traffic Calming Estimate
4. Jewel Box Budget Amendment

Report Prepared By: Steve Jesberg
Public Works Director

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

11/16/2018

Jewel Box Traffic Calming

Location Map of Approved Measures



Google Earth

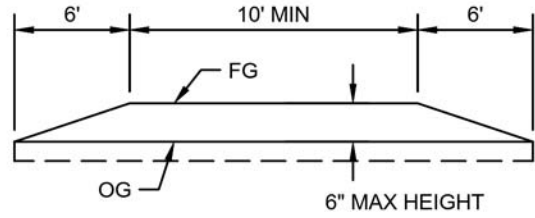
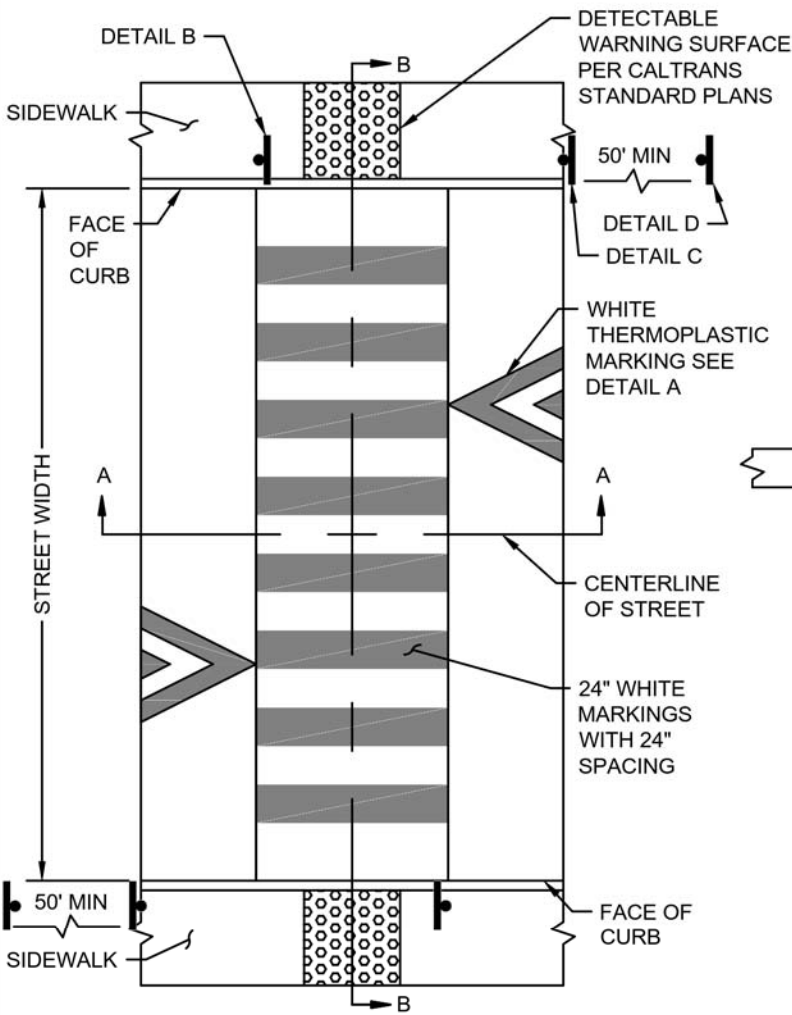
© 2018 Google



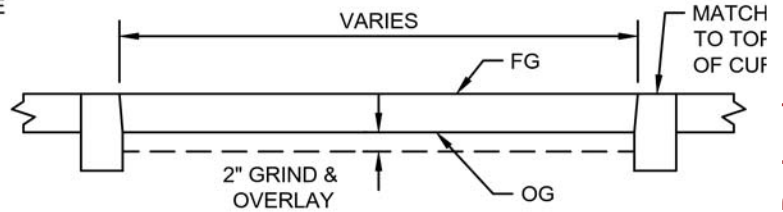
800 ft

Packet Pg. 61

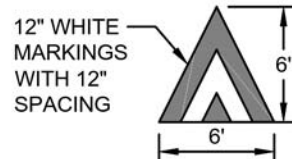
Attachment: Jewel Box Traffic Calming Location Map (Follow-up Jewel Box Traffic Calming Projects)



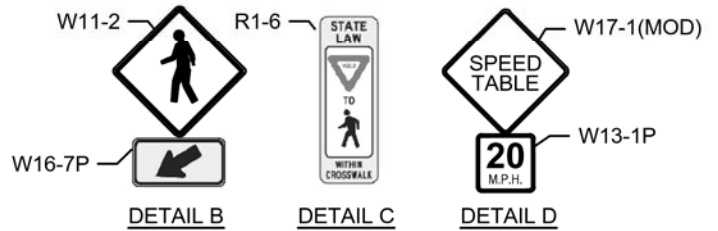
SECTION A-A



SECTION B-B



DETAIL A



NOTES:

1. SPEED TABLES SHALL NOT BE PLACED OVER MANHOLES, INLETS, JUNCTION CHAMBERS, ETC.
2. COMPACTION SHALL BE BY STANDARD METHODS TO 100%. ALL ROLLING SHALL BE IN A DIRECTION PARALLEL WITH ROADWAY. IT IS RECOMMENDED THAT A PLAT TAMPER BE USED FOR FINISH ROLLING. NO VIBRATING ROLLERS SHALL BE ALLOWED FOR ANY OF THE ROLLING.
3. STANDARD TACK COAT IS TO BE APPLIED TO THE ENTIRE SURFACE AREA ENCOMPASSED BY THE SPEED TABLE.
4. SPEED TABLE PROFILE MUST BE PARABOLIC SHAPE WITH THE COMPACTED HEIGHT OF THE HIGH POINT TO BE 6 INCHES MAXIMUM AND THE EDGES TAPERED OFF TO ZERO THICKNESS. LAYOUT OF THE SPEED TABLE SHALL BE RECTANGULAR SHAPE.
5. SLOPE OF THE FLAT SURFACE SHALL MATCH THE SLOPE OF THE EXISTING ROAD IN THE LONGITUDINAL DIRECTION.
6. OUTER 12 INCHES OF SPEED TABLE EDGE IN THE TRAVEL WAY SHALL BE RAKED FREE OF LARGE AGGREGATE PRIOR TO ANY COMPACTION.
7. REFER TO CALIFORNIA MUTCD FOR SPEED TABLE STRIPING AND SIGNING GUIDANCE .
8. SPEED TABLE SHALL BE DESIGNED TO ACCOMMODATE DRAINAGE AND PREVENT PONDING AT CURB FLOWLINE.

NOT TO SCALE		STANDARD DRAWINGS FOR SPEED TABLE WITH RAISED CROSSWALK	DRAWN: 11/18	REV:
DRAWN BY: XXX				
CHECKED BY: XXX			DRAWING No.	
		STEVEN JESBERG, PUBLIC WORKS DIRECTOR	Packet Pg. 62	

Engineer's Estimate

Project: Jewel Box Traffic Calming
Bid Opening Date: TBD

Item	Description	Unit	Quantity	Opinion of Probable Cost	
				Unit Price	Total
1	Mobilization	ls	1	7,200	7,200
2	Traffic Controls	ls	1	5,000	5,000
3	Speed Tables	ea	3	20,000	60,000
4	No Turn Signs	ea	3	1,000	3,000
5	Traffic monitoring	ea	8	500	4,000
				Total	79,200

Attachment: Jewel Box Traffic Calming Estimate (Follow-up Jewel Box Traffic Calming Projects)

City of Capitola Budget Adjustment Form



Date 11/14/2018

Requesting Department Public Works

Administrative Council

Item # TBD
 Council Date Nov. 20, 2018
 Council Approval _____

Revenues		
Account #	Account Description	Increase/Decrease
Total		-

Expenditures		
Account #	Account Description	Increase/Decrease
1460	Pacific Cove Lease Financing	(80,000)
1200`	Capital Improvement Program	80,000
Total		-

Net Impact -

Purpose: Funding for the Jewel Box Traffic Calming Project

Department Head Approval _____

Finance Department Approval _____

City Manager Approval _____

Attachment: Jewel Box Budget Amendment (Follow-up Jewel Box Traffic Calming Projects)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF NOVEMBER 20, 2018

FROM: City Manager Department

SUBJECT: Approve Contract with the City of Santa Cruz for Beach Lifeguard Services

RECOMMENDED ACTION: Authorize the City Manager to sign a one-year contract for \$83,152 between the City of Santa Cruz and the City of Capitola to perform lifeguard services commencing May 2019 through October 2019.

BACKGROUND: In 2012, the Capitola City Council authorized a contract with the City of Santa Cruz to provide lifeguard services on Capitola beaches for the summer of 2012. In 2013 the City Council authorized an extension of the contract through 2015. In 2016, the City Council authorized a three-year extension through September 2018.

The City of Santa Cruz Fire Department (SCFD) provides lifeguard services through its Marine Safety Division. The Lifeguard Program protects swimmers, surfers, and waders on Capitola Beach during the summer months and the surrounding weekends. Lifeguards respond to water rescues, major and minor first aid calls, basic law enforcement issues on the beach, and various animal calls, while also educating the public on various marine environmental issues.

Capitola selected SCFD as the ideal contracting partner given its close proximity to Capitola, SCFD's experience in managing similar beach geography and demographics, and expertise in lifeguard service provision.

Based upon an evaluation of community needs, priorities and available resources, and the experience of SCFD managing the Lifeguard Program at Capitola Beach, staff is recommending the City extending the lifeguard contract with Santa Cruz an additional year.

DISCUSSION: Under the proposed agreement, SCFD will continue to assume full responsibility for lifeguard operations of Capitola Beach, not including the Junior Lifeguard Program, for the summer of 2019. The City of Santa Cruz will provide these services during the period between Memorial Day and Labor Day. Additionally, should the lifeguard staffing needs at Capitola beach extend beyond the established schedule, the contract includes provisions for those services to be rendered on an actual cost basis.

The City of Santa Cruz will operate the Capitola Beach Lifeguard Program including recruiting, hiring, training, scheduling, organizing, administration, payroll and equipment.

SCFD will staff the two existing Capitola lifeguard towers and provide one roving Beach Lifeguard II for supervisor support on summer weekdays. During weekends, holidays and periods of high surf advisory, SCFD will staff additional roving lifeguards on the beach as

Lifeguard Contract
November 20, 2018

precautionary measures dictate. SCFD will maintain a personal water craft at the Capitola Wharf to respond to incidents in the immediate vicinity or mutual aid requests by an allied agency, depending on the availability of a certified operator.

City staff is currently engaged in discussions with Central Fire Protection District to establish a partnership regarding Junior Guard Instructor training, with the goal of contracting with Central Fire in 2020 to provide the full range of lifeguard services on Capitola Beach.

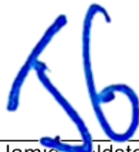
FISCAL IMPACT: The proposed contract from May to September 2019 is \$83,152. This is an increase of approximately \$9,000 from the previous contract, which was established in 2016 and has not been increased since. In addition, this contract adds an additional 400 hours of lifeguard time.

ATTACHMENTS:

1. Capitola Lifeguard Contract Summer 2019

Report Prepared By: Larry Laurent
Assistant to the City Manager

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

11/16/2018

AGREEMENT FOR LIFEGUARD SERVICES

This Agreement for Lifeguard Services (Agreement) shall be effective as of May 1, 2019 and is made and entered into by and between the City of Capitola, a general law city and municipal corporation (Capitola) and the City of Santa Cruz, a charter city and municipal corporation (Santa Cruz), (hereinafter collectively referred to as Parties), both of which are public entities organized and existing under and by virtue of the laws of the State of California.

RECITALS

WHEREAS, each Party to this Agreement provides lifeguard services at certain beaches within their respective jurisdictional limits (excluding beaches supervised and operated by the State of California);

WHEREAS, due to their proximity to one another and similar organization, the Parties wish to cooperate in the provision of lifeguard services;

WHEREAS, all employees of Parties performing services pursuant to this Agreement shall remain employees of their respective jurisdiction and no express or implied employment contract exists for the same as a result of this Agreement;

WHEREAS, this Agreement provides a cost-effective option for sharing said lifeguard service functions.

NOW THEREFORE, the Parties agree as follows:

1. SERVICES. Commencing May 1, 2019, Santa Cruz lifeguards and lifeguard supervisors, employed as temporary seasonal employees by the City of Santa Cruz Fire Department, will provide lifeguard and lifeguard management services to Capitola at the Capitola Main Beach pursuant to the terms and conditions hereinafter set forth.

2. TERM. The term of this Agreement will commence on May 1, 2019, and terminate on October 31, 2019. The term of this Agreement may be extended annually, no later than October 1, by mutual agreement of the Parties evidenced in writing as an amendment to this Agreement.

3. SCHEDULE. The lifeguard and lifeguard management services provided by Santa Cruz pursuant to this Agreement will be provided in accordance with the following schedule and at the following levels of service.

- A. Memorial Day Weekend through Labor Day Weekend, beginning in May 2019 and concluding in September 2019:

Weekday Schedule: Two lifeguards, one lifeguard per tower, eight hours per day (on average); and one lifeguard supervisor on a rover/break basis, six to eight hours per day (on average).

Weekend/Holiday Schedule: Two lifeguards, one per lifeguard tower, eight hours per day (on average); one lifeguard supervisor on a rover/break basis, six to eight

Attachment: Capitola Lifeguard Contract Summer 2019 (Lifeguard Contract)

hours per day (on average); and one additional lifeguard on a rover/break basis, four to six hours per day (on average).

Total Budgeted Hours: Santa Cruz will provide in total approximately 3,700 hours of service at Capitola main beach on an annual basis between Memorial Day and Labor Day.

- B. Hours worked outside of this time period will be billed at the applicable hourly rate for the employee plus a 19.5% administrative fee. These hours will be generally used for Lifeguard cover when warranted based on weather, surf, and crowds.

4. TRAINING/LEVEL OF SERVICE. Santa Cruz shall train all lifeguards and lifeguard supervisors. The Santa Cruz Fire Department, through its Marine Fire Captain, shall be responsible for all such training. At a minimum said training shall include twenty hours of recurrent training in lifeguarding, first aid and cardiopulmonary resuscitation (CPR). The Santa Cruz Fire Department Marine Safety Division is a United States Lifesaving Association (USLA) advanced agency member and all training; lifeguard and lifeguard management service provided pursuant to this Agreement shall adhere to and comply with USLA training, equipment and deployment standards. The operational level of lifeguard and lifeguard management service provided by Santa Cruz to Capitola pursuant to this Agreement shall correspond to the level of operational service that Santa Cruz provides at Main Beach and Cowell's Beach in the City of Santa Cruz and similarly all lifeguard and lifeguard management operational procedures and practices employed by Santa Cruz in Capitola shall correspond to those employed by Santa Cruz in the City of Santa Cruz.

5. EQUIPMENT. Capitola will provide, and maintain in safe working condition, two lifeguard towers to be placed on the Capitola Main Beach at locations designated by the Santa Cruz Marine Safety Captain. Santa Cruz shall provide all other necessary equipment-including one personal watercraft to be stored at either Santa Cruz Harbor or Santa Cruz Main Beach, which may be used by lifeguards, lifeguard supervisors and other Santa Cruz Fire Department personnel to respond to incidents in the immediate Capitola vicinity or outside of the vicinity. Necessary equipment will be delivered by the Santa Cruz Fire Department to the Capitola Main Beach on a Santa Cruz Fire Department lifeguard truck which may respond to the Capitola Main Beach, as necessary, on both a periodic and emergency basis.

6. COMPENSATION. For all lifeguard and lifeguard supervisor services provided by Santa Cruz pursuant to this Agreement, including all equipment used by Santa Cruz in connection therewith and all expenses incurred by Santa Cruz in connection therewith, Capitola shall pay Santa Cruz a total of ~~\$74,665~~ \$83,152 on an annual basis. Said ~~\$74,665~~ \$83,152 shall be remitted by Capitola to Santa Cruz in a single lump sum payment due and payable following the Labor Day Weekend. Upon the completion of services provided by Santa Cruz pursuant to this Agreement, Santa Cruz shall submit a ~~\$74,665~~ \$83,152 invoice to Capitola. Within thirty days of its receipt of said invoice, Capitola shall satisfy the invoice in full. Santa Cruz shall have the right to reopen this agreement to negotiate an adjustment to the compensation herein called for should, for any reason, Capitola beach staffing requirements set forth in Section 3 prove inadequate thereby necessitating an increase in the number of lifeguards/lifeguard supervisors assigned to Capitola or an increase in the number of hours, over 3,700 hours, during which

lifeguards and/or lifeguard supervisors are assigned to Capitola. Any such notice of reopener from Santa Cruz to Capitola will be accompanied by a written request for a specified amount of additional compensation and documentation which demonstrates the increase in assigned personnel or hours of service forming the basis for the request. To the extent feasible, Santa Cruz representatives shall meet and confer with Capitola representatives before said increase in staffing or hours of service goes into effect. In the case of such a reopener, Capitola reserves the right to negotiate for a reduction in service during the remainder of the current lifeguard service season in lieu of a compensation increase.

7. EMPLOYMENT STATUS. All lifeguard personnel hired and employed by Santa Cruz in connection with this Agreement, shall be and remain employees of Santa Cruz, and shall at all times be subject to the direct supervision and control of the Santa Cruz Fire Department. Santa Cruz shall therefore have full responsibility for payment of all compensation to said personnel, including provision of health plan and other benefits consistent with Santa Cruz policies and/or collective bargaining agreements. Santa Cruz shall further be responsible for all administrative employment matters concerning said personnel, including compliance with requirements for any and all applicable State and Federal income tax withholding, State and Federal unemployment and disability insurance withholding and contributions, social security tax withholding and contributions, worker's compensation coverage obligations, wage and hours obligations, Immigration Reform and Control Act obligations, and any other administrative employment requirements. Nothing in this Agreement shall be intended or construed to create an express or implied employer-employee relationship between Capitola and any of the Santa Cruz Fire Department personnel providing services pursuant to this Agreement. Santa Cruz acknowledges that as employer, it is and continues to be responsible for taking any necessary action, including disciplinary action, with respect to said personnel. As necessary, Capitola shall cooperate fully with Santa Cruz and provide the necessary assistance in reasonably investigating and supporting, through witnesses and documents, facts which may serve as the basis for Santa Cruz taking any disciplinary or corrective action.

8. APPLICABLE STATUTES, ORDINANCES AND REGULATIONS. In performing the lifeguard services required under this Agreement, Santa Cruz shall comply with and inform the public of applicable federal, state, and Capitola statutes, ordinances and regulations. Nothing in this Agreement shall be construed in any way to reduce or detract from the obligations of Santa Cruz employees to comply with the policies and procedures of Santa Cruz, including but not limited to all applicable personnel policies and procedures and/or collective bargaining agreements, and conflict of interest policies. Santa Cruz shall not be required to establish any policies, procedures, and rules and guidelines for lifeguard services that are in conflict with or which are otherwise inappropriate under Santa Cruz's applicable policies and procedures.

9. INSURANCE. Each of the Parties, at its sole cost and expense, shall insure its activities in connection with this Agreement and obtain, keep in force and maintain, or be permissibly and legally self-insured, as follows:

- i. Commercial General Liability Insurance (contractual liability included) with minimum limits of \$1,000,000 per occurrence.

- ii. Business Automobile Liability Insurance for owned, scheduled, non-owned, or hired automobiles with a combined single liability limit of not less than \$1,000,000 per occurrence.
- iii. Worker's Compensation as required by California State law.
- iv. Such other insurance in such amounts which from time to time may be reasonably required by the mutual consent of the Parties against other insurable risks relating to performance.

The coverages required shall not limit the liability of the Parties.

The coverages for each party referred to under subsections i and ii shall include the other party as an additional insured. Such a provision, however, shall apply only in proportion to and to the extent of the negligent acts or omissions of the other Party, its respective officers, employees, and agents. Each party upon the execution of this Agreement shall furnish the other Party with certificates of insurance evidencing compliance with all requirements. Certificates shall further provide for thirty (30) days (10 days for non-payment of premium) advance written notice to the other Party of any material modification, change, or cancellation of any of the above insurance coverages.

10. INDEMNIFICATION. Each Party agrees to defend, indemnify, and save the other Party, its respective officers, employees, agents and volunteers harmless from any and all claims, liability, losses, expenses, attorneys, fees or costs arising out of said Party's respective officers', employees', agents' or volunteers' negligent acts, errors, omissions or willful misconduct while performing their obligations pursuant to this Agreement, but only in proportion to and to the extent such liability, losses, expenses, attorneys' fees, costs or claims for injury or damages are caused by the negligent or intentional acts or omissions of said Party, its respective officers, employees, agents, or volunteers. For purposes of this provision none of the Santa Cruz personnel who provide services pursuant to this Agreement shall be construed to be, or considered, Capitola officers, employees or agents.

11. TERMINATION WITHOUT CAUSE. Each Party may terminate this Agreement, without cause, by giving written notice to the other Party. Such termination shall be effective sixty (60) days following receipt of written notice.

12. TERMINATION FOR CAUSE. Should any Party be in default of any covenant or condition hereof, the other Party may immediately terminate this Agreement for cause if the defaulting Party fails to cure the default within ten (10) calendar days of receiving a written notice of the default.

13. NON-ASSIGNABILITY. This Agreement shall not be assigned by either Party without first obtaining the express written consent of the other Party.

14. NOTICES. Any and all notices or other communications required or permitted by this Agreement or by law to be served on or given to the Parties shall be in writing and shall be deemed duly served and given when personally or electronically delivered to the Party to whom directed or in lieu of such personal or electronic service when deposited in the United States mail, postage paid to:

City of Capitola
420 Capitola Ave
Capitola CA 95010
Attn: City Manager
Telephone: (831) 475-7300

City of Santa Cruz
809 Center Street, Room 10
Santa Cruz CA 95060
Attn: City Manager
Telephone: (831) 420-5010

15. LEGAL REPRESENTATION AND ADVICE. Each party shall rely upon and consult with its respective jurisdiction's legal counsel regarding legal matters or issues related to its employees' performance pursuant to this Agreement. In the event that a legal matter or issue relates to two or more employees of differing jurisdictions, said jurisdictions shall meet and confer on appropriate legal representation and apportionment of costs, if applicable, consistent with the Parties' obligation under Section 10 above, Indemnification. Notwithstanding the foregoing, no employee, officer or agent of any Party to this Agreement shall be considered an employee of the other Party to this Agreement for purposes of legal representation and advice.

16. WAIVER OF CONFLICT OF INTEREST. Each Party has considered the conflict of interest and fully understands the possible adverse consequences of the simultaneous representation by the same legal counsel in the preparation of this Agreement. Each Party understands that it has the right to seek the advice of independent legal counsel on its own behalf on the conflict of interest issue and also relating to this Agreement. Each Party hereby agrees to waive the conflict of interest in the continued representation by the same legal counsel of both the City of Santa Cruz and City of Capitola relating to this Agreement, and further agrees that it does not affect the same legal counsel's representation of both cities in other matters.

17. ENTIRE AGREEMENT. The Parties agree that this Agreement constitutes the sole and only Agreement between them representing lifeguard and lifeguard management services and correctly sets forth their obligations and duties with respect to each other.

18. AMENDMENT. This Agreement may be amended only by written consent of the Parties.

19. SUBJECT HEADINGS. The subject headings of the paragraphs in this Agreement are included solely for the purposes of convenience and reference, and shall not be deemed to

explain, modify, limit, amplify or aid in the meaning, construction or interpretation of any provision of this Agreement.

20. NO INTERPRETATION AGAINST DRAFTING. This Agreement has been negotiated at arm's length between the Parties hereto. Accordingly, any rule or law (including California Civil Code §1635 et seq.) or legal decision that would require interpretation of any ambiguities in this Agreement against the Party that has drafted the applicable provision, is not applicable and is waived. The provisions of this Agreement shall be interpreted in a reasonable manner to effect the purpose and intent of the Parties.

21. EXECUTE IN COUNTERPARTS. The Parties agree that there shall be two originals of this Agreement, which shall be identical in all respects, including form and substance. The Parties may execute this Agreement in two or more counterparts, which shall, in the aggregate, be deemed an original but all of which, together, shall constitute one and the same instrument.

22. GOVERNING LAW. This Agreement shall be construed in accordance with and governed by the laws of the State of California.

The Parties acknowledge and accept the terms and conditions of this Agreement as evidenced by the following signatures of their duly authorized representatives.

Executed at Santa Cruz, California as follows:

City of Capitola, a Municipal Corporation

By: _____

Name: Jamie Goldstein

Its: City Manager

Date: _____

City of Santa Cruz, a Municipal Corporation

By: _____

Name: Martin Bernal

Its: City Manager

Date: _____

Attachment: Capitola Lifeguard Contract Summer 2019 (Lifeguard Contract)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF NOVEMBER 20, 2018

FROM: City Manager Department

SUBJECT: Review Recreation and Junior Guard Fees

RECOMMENDED ACTION: Adopt the recommended fees and include them in the amended Fiscal Year 2018-19 Fee Schedule in Item 9.E.

BACKGROUND: Camp Capitola and Capitola Junior Guards are the two most popular programs the Recreation Division offers. More than 1,500 children are enrolled in the programs every summer.

The current Camp Capitola fee schedule was last updated in 2012. Since 2012, the minimum wage has increased from \$8 per hour to \$12 per hour (effective Jan 1, 2019), which has resulted in a 40 percent increase to the overall staffing expense for the program. The Consumer Price Index has increased by almost 20 percent over this period. Our current camp fees are 15 percent lower compared to an average of other similar programs in the area.

The Capitola Junior Guard current fee schedule was last updated in 2016. Since that time, the minimum wage has increased \$2 per hour. Our current Junior Guard fees are on average 18 percent lower compared to other similar program in the area.

At the November 22, 2016, City Council meeting, the Council approved reducing the number of weeks of the Junior Guard program from nine weeks to eight weeks and to reduce the total enrollment of the program to 1,000. These two changes have reduced revenues from the program by more than \$90,000 from 2016 to 2018, while staffing costs have increased by \$80,000.

DISCUSSION: Staff is recommending adjustments to the fees for Camp Capitola and Junior Lifeguard programs. The increase in fees will help the programs continue to improve and reduce impacts to the General Fund.

Camp Capitola

Two-Week Sessions

Following is the proposed fee increase for residents and non-residents and the percentage of change.

Recreation and Junior Guard Fees
November 20, 2018

Camp Capitola	Current Fee R/NR	Proposed Fee R/NR	Percentage Change
All Day	\$238/\$262	\$278/\$325	16%/24%
Half Day	\$135/\$152	\$140/\$187	3%/23%
Extended Care	\$35*	\$50	6%

*In 2016, Recreation began charging \$47 for extended care but this was inadvertently not updated in the fee schedule.

One-Week Session (new this year)

Camp Capitola	Proposed Fee R/NR
All Day	\$139/\$163
Teen Program	\$250/\$339
Half Day	No option

The fee increases will allow Camp Capitola to expand the Camp Capitola experience by increasing the number of planned activities and adding field trips with safe transportation. Activities could include jewelry making or mandala backpacks. Field trips could include roller skating or a ropes course. Currently, field trips are offered based on seasonal staff initiative, available budget, and extra cost due the day of the trip from parent/guardian. The change will also enable staff to pilot a new teen program in Camp Capitola. This fee increase would also offset increased City costs.

In past summers, Camp Capitola has had three two-week sessions and one three-week session. The new structure would provide four two-week sessions and one one-week session that would fall in the middle of the summer

Junior Guards

Junior Guard	Current Fee R/NR	Proposed Fee R/NR	Percentage Change
Half Day-4 weeks	\$220/\$284	\$250/\$314	13%/10%
Jr Guard Transport	\$54	\$55	2%

The proposed changes would increase the cost of Junior Guards for both resident and non-resident fees by \$30. Because many participants that register for Junior Guard require transportation to or from the Recreation Center, the cost of half day Camp Capitola was intentionally kept lower. Staff views the cost increase to the Junior Guard rate, the half day Camp Capitola, and transport fees collectively. A resident participating in both would experience a \$36 increase and non-residents would see a \$66 increase.

In 2018, the Junior Guard program offered two four-week sessions that ran back-to-back, with no break. The new structure will provide the same number of four-week sessions but separated by a weeklong break.

Staff is recommending reducing enrollment in the Junior Guard program by 4 percent, from 1,000 to 960 to provide better staff-to-participant ratio.

FISCAL IMPACT: Increasing the fees for Camp Capitola would generate approximately an

Recreation and Junior Guard Fees
November 20, 2018

additional \$45,000 per year in revenue. This would help offset the increases to wages and other costs and provide improvements to the Camp Capitola experience.

Increasing the fees for the Junior Guard program would allow the total participant enrollment to be reduced to 960 from 1,000 providing for a better staff-to-participant ratio. The projected income would be increased approximately \$5,000 per year.

ATTACHMENTS:

1. Recreation 2018-19 Revised Fee Schedule

Report Prepared By: Nikki Bryant LeBlond
Recreation Supervisor

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

11/16/2018

Description	2018/19 Fee Schedule
PARKS AND RECREATION FEES	
<u>All fees are evaluated annually to determine if they are competitive with other recreation programs in Santa Cruz County</u>	
<u>Classes</u>	
Negotiated Instructor Activity Fee (Instructor receives 65% of this fee, Department retains 35%)	Negotiated
Registration Fee - Resident (Capitola Residents Only)	\$16 per class
-Department retains this fee	
Non-Resident (Anyone residing outside of the City) in addition to Residential Registration Fee	\$14 per class
-Department retains this fee	
Senior Discount	10%
<u>Sports</u>	
<u>League Fees</u>	
League fees will change depending upon number and type of leagues offered, number of games per league, number of officials, amount of equipment needed, field/site prep and maintenance, and whether or not playoffs & awards are offered. Fees are calculated based on direct costs + 30% admin fee.	Costs + 30% admin fee
<u>Junior Guards</u>	
4 weeks resident/non resident	\$220/\$284 \$250/\$314
<u>Camp Capitola</u>	
All day 2 week session, resident/non resident	\$238 / \$262 \$278 / \$325
1/2 day resident/non resident	\$135 / \$152 \$140 / \$187
All day 1 week session, resident/non resident	\$139 / \$163
All day 1 week teen session, resident/non resident	\$250 / \$339
All day 3 week session, resident/non resident	\$353 / \$389
1/2 day resident/non resident	\$184 / \$201
Extended Care--daily resident/non resident	8 \$10
Extended Care--weekly resident/non resident	35 \$50
Transportation fee to Jr. Guards (1st Session / 2nd Session)	\$54 / \$42 \$55
<u>Private Tennis Lessons</u>	
75% of Activity Fee	
<u>Facility Rentals</u>	
Softball & Soccer fields hourly rental; non profit youth groups/other non profit & Cap residents/all others	\$13 / \$25 / \$33
<u>Jade Street Community Center</u>	
Rooms A&B hourly rent	\$42
Room C hourly rent	\$58
Kitchen hourly rent	\$21
Entire Center hourly rent	\$150
Non profit discount of Jade Street Facility rents	25%
Field Prep and/or additional staffing required to prepare for or supervise the Sports rentals only	\$13 / hr
Notes: Resident include Soquel Union School District	
Costs mean staff costs adjusted for benefits, department overhead, and City overhead as calculated by the City Manager. Costs can also mean direct cost of a consultant. When consultant costs are included <u>21%</u> of such costs will be charged to cover staff time for contract management. <i>Staff costs do not accrue during an appeal unless appeal is made by applicant.</i>	
Deposits are stated as minimums. Actual deposits depend on the evaluation by staff of an individual project or application. The City Manager may lower minimum deposits if the application or project justifies a lower deposit. When an application involves multiple minimum fees the highest minimum fee applies.	

Attachment: Recreation 2018-19 Revised Fee Schedule (Recreation and Junior Guard Fees)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF NOVEMBER 20, 2018

FROM: City Manager Department

SUBJECT: Consider a Capitola Beach Public Art Project

RECOMMENDED ACTION: Approve the recommended "sea life relief sculpture" public art project at a Capitola Beach entrance.

BACKGROUND: The City of Capitola Public Art Ordinance requires that all commercial projects valued at over \$250,000 either incorporate art into their project or contribute to the City's Public Art fund. One of the duties of the City of Capitola Art and Cultural Commission is to administer the Public Art Fund and recommend public art projects for the City of Capitola.

In 2017, the City of Capitola Arts and Cultural Commission issued a call to artists for the sculpture at Esplanade Park. That project was awarded to Kim Chavez and has been completed. The Commission also received a proposal from Ed Kroupa for the Esplanade Park sculpture design. Although Mr. Kroupa's proposal was not selected, the Commission expressed a strong interest in his sea life relief sculptures as a potential public art project at the entrance to Capitola Beach. (Attachment 1)

DISCUSSION: Ed Kroupa is a mixed-media artist based in Washington (resume, Attachment 2). He has created several public art projects including similar sea life sculptures at the Tacoma (Washington) Harbor. Mr. Kroupa gave the Commission five design options, and the Commission selected the crab and starfish designs.

At the May 8, 2018, Art and Cultural Commission meeting, the Commission voted 7-1 to recommend two of Mr. Kroupa's designs, a starfish and a crab, be installed on top of the seawall on both sides of the main stairway entrance to Capitola Beach. One Commissioner voted no, expressing concern that the proposed sculptures do not fit in with the location and that the public use that portion of the wall.

Mr. Kroupa will transport the sculptures and supervise installation.

FISCAL IMPACT: The proposed project cost is \$30,000. The Public Art Fund has \$80,000 remaining allocated in its Fiscal Year 2018/2019 budget for public art projects. The Public Art Fund current has a balance of approximately \$200,000. The Public Art Fund is restricted and may only be used for public art projects.

ATTACHMENTS:

1. Sea Life Sculpture Images

Beach Entrance Public Art
November 20, 2018

2. Kroupa Resume

Report Prepared By: Larry Laurent
Assistant to the City Manager

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

11/16/2018

Sea Life Sculpture Images



Crab Ball



Fish Ball

Attachment: Sea Life Sculpture Images (Beach Entrance Public Art)



Shell Ball



Star Fish Ball

Attachment: Sea Life Sculpture Images (Beach Entrance Public Art)



Tentacle Ball



Crab Ball



Starfish Ball

Attachment: Sea Life Sculpture Images (Beach Entrance Public Art)

Ed Kroupa • Tacoma, WA • 360.789.7436 • edkroupa@gmail.com

I have been a professional artist for the past twenty years. My public art experiences range from solo projects to collaborative works, as well as permanent and temporary art installations. I am a sculptor, master mold-maker and experienced foundry artisan. I also possess a professional background in the creation of props, commercial displays and special effects for the entertainment industry. My commercial artwork is displayed in a number of locations, including various Disney theme parks. In addition to showing locally, my sculptures are featured in collections throughout the US and in Europe. Recently I was selected for the public artist roster for WA State Art in Public Places Program and received a commission for an elementary school in Spokane, WA.

Summary of Skills

- Conceptualizes and designs artwork for commissions, gallery works and architectural elements
- Provides and conducts solutions for resolving design/fabrication issues from inception to finished product
- Regularly creates bids and budgets as part of production management for public and private art projects
- Liaison for developing art projects with art planners, architects, engineers, organizations and public agencies
- Experienced in creating proposals, presentations, research, and development
- Implements feedback into designs from community outreach
- Trained as a CAD operator and board draftsman

Select Solo Works

- 2018 "Endless Exploration" public art project: local woodland animal reliefs on bronze rock formations, Mullan Road Elementary, Spokane, WA
- 2015 "Floating Life Forms" public art project: six bronze sea life sculptures on stylized marine buoy balls, Thea Foss Waterway Esplanade, Tacoma, WA
- 2014 "Surgical Portraits" public art project: five concrete reliefs of notable local surgeons for Multi Care Hospital, Tacoma, WA
- 2011 "Life" temporary art installation based on molecular building blocks of life, Garfield Gulch Trailhead area, Tacoma, WA

Select Collaborative Works

- 2016 Doug Granum, artistic creative director • "The Beloved Ivan" Monument • Point Defiance Zoo & Aquarium Tacoma, WA • Public art project. Responsible for the fabrication and designed the internal support structure for a 3D printed, direct cast life size gorilla sculpture in conjunction with the creative director.
- 2012 Etsuko Ichikawa, lead artist • ArtsWA project for Fredrickson Elementary School • Puyallup, WA "Spectrum of Light," public art sculpture. Fulfilled artist's production requirements, addressed material issues, supervised engineering of hanging structures, oversaw resin ball fabrication and coordinated onsite installation with the lead artist.
- 1997 EB Effects Company • Signage Sculptures • Disney's Animal Kingdom • Orlando, FL Served as the lead artist for fabrication based on designs created with Disney. As stipulated by structural engineers, the Giraffe and Toucan signs warranted special requirements to accommodate hurricane-force winds.

Professional Experience

Artist and Owner of Two Ravens Studio & Art Foundry • Tacoma, WA

November 2008 to Present

- Designs commissions for solo and collaborative works
- Supervises art studio staff and subcontractors on all aspects of art fabrication and foundry production
- Works with artists from a wide range of backgrounds and in a variety of media

Ed Kroupa • Tacoma, WA • 360.789.7436 • edkroupa@gmail.com

- Creates production molds for casting in ceramic, resins, concrete and various metals
- Assists with welding and fabrication work as well as the installation of finished artworks
- Familiar with many technical production disciplines, including knowledge of fiberglass, vacuum-forming, casting plaster and a diverse assortment of resins

Department Head of Mold-Making/ Wax Room of the Bronze Works • Tacoma, WA
November 2001 to January 2010

- Fabricated artwork from various organic and inorganic materials
- Created enlargements for public and private art projects
- Managed bids on all mold and wax-chasing projects
- Responsible for artisan team and training under the wax department
- Oversaw and carried out all stages of the mold-making process
- Proficient at all steps of the lost wax bronze-casting method

Lead Artisan at EB Effects Inc. • Shelton, WA

1995 to 2001

- Constructed models, props, displays and signage for the commercial/entertainment industry
- Effected technical and practical problem-solving with art directors and designers
- Aided in the design, production and installation of amusement ride sets and props

Exhibitions

- 2017 *A Night of Art & Wine*, Hotel Murano, Tacoma, WA
- 2017 *Meet the Makers Popup*, Matter/Mika Gallery, Tacoma WA
- 2016 *EVOLUTION: Art, Science & Adaptation*, Public Art Exhibition, Seymour Botanical Conservatory at Wright Park, Tacoma WA
- 2014 *Rotating Works*, Creative Forces Gift Gallery at Hotel Murano, Tacoma, WA
- 2011 *MAE Group Show*, Madera Art Gallery, Tacoma, WA
- 2010 *Sculpture Show*, Art At Work Tour, Two Ravens Studio, Tacoma, WA
- 2009 *Juried Show*, three-dimensional works, Proctor Arts Festival, Tacoma, WA
- 2007 *Group Sculpture Show*, The Works Gallery, Bronze Works, Tacoma, WA

Collections

- 2015 "Peeping Tom" (edition #7/20) *Creative Forces Gallery, Tacoma WA, gallery sale*
- 2014 Bill Ayer, Seattle, WA, "Sea Jelly" (one of a kind) *private commission by PSE*
- 2013 Amanda Kroening, Hartford, WI, "Peeping Tom" (edition #6/20) *private sale*
- 2010 Amanda Amend, Whidbey Island, WA, "Peeping Tom" (edition #5/20) *private sale*
- 2009 Katrina Toft, Tacoma, WA, "El Pulpo" (one-of-a-kind) *private sale*
- 2008 John Kessing, Olympia, WA, "Peeping Tom" (edition #4/20) *private sale*
- 2008 Frank Brekenridge, Olympia, WA, "Peeping Tom" (edition #3/20) *private sale*
- 2007 Liza Clinton, Kent, England, "Peeping Tom" (edition #2/20) *Bronze Works Gallery*
- 2005 Arlene Wright, Seattle, WA, "Gnome Doors" *private commission*

Training

PA:ID Program – Selected by the City of Tacoma in 2011 to participate in the public arts training program. Awarded the commission to create a public art piece for the Thea Foss Waterway and Esplanade Building

Video

To see a video excerpt of the creation process for the public art piece "Floating Life Forms" Please go to <https://vimeo.com/143560547> to view. Total run time is 2.52 minutes.

Ed Kroupa • Tacoma, WA • 360.789.7436 • edkroupa@gmail.com

References

Amy McBride • Tacoma, WA • 253.591.5192 • amy.mcbride@cityoftacoma.org
Tacoma Arts Administrator, City of Tacoma

Dan Webb • Seattle, WA • 206.349.5207 • dan.webb@comcast.net
Gallery and Public Artist

Elizabeth Conner • Vashon Island, WA • 206.310.0251 • connerstudio@comcast.net
Public Artist, Professor at the University of WA, PA: ID program instructor/mentor



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF NOVEMBER 20, 2018

FROM: City Manager Department

SUBJECT: Consider a Resolution Dissolving the Library Advisory Committee

RECOMMENDED ACTION: Adopt resolution.

BACKGROUND: Following work by an ad hoc committee tasked with recommending a location for a permanent library site, the Capitola Library Advisory Committee was formed on December 10, 2015, with the adoption of Resolution No. 4042. Its stated purpose is “to provide advice and recommendations to the City Council, and City’s representatives on the Santa Cruz Public Library System Board and Commission regarding library: services, facilities and budgetary issues, and to provide a local forum to receive community input regarding libraries.” The committee membership was amended earlier this year to allow youth members through Resolution No. 4097.

Capitola’s library is part of the Santa Cruz Public Libraries system, which is overseen by a Joint Powers Authority. The City is represented at this level by City Manager on the Libraries Joint Powers Authority Board (LJPA).

The City also appoints a council member to the Santa Cruz County Library Financing Authority (LFA), and a City resident to the Library Advisory Commission. The City has established a Library Design Ad-Hoc Committee which will continue to meet during library construction to resolve potential design issues that arise during construction and help with final furniture selection. In addition, a Friends of the Library chapter was formed to support the Capitola branch.

DISCUSSION: The City closed its branch in May 2018 and on November 9, 2018, broke ground for construction of a permanent building at the Wharf Road location. The Capitola Library Advisory Committee was scheduled to hold a meeting on November 13, but did not have a quorum.

Those in attendance informally discussed the committee’s future and agreed the City has numerous opportunities for residents to become involved in the library and that the LAC could be discontinued at this time.

The City will continue to have representation on the LJPA, LFA, and the Library Advisory Commission. Additionally, the Capitola Branch Friends of the Library remains active supporting replacement programming and overseeing private fundraising efforts.


Resolution Dissolving the Library Advisory Committee
November 20, 2018

The attached resolution would repeal Resolutions No. 4042 and 4097, dissolving the City's Library Advisory Committee until such time as a future City Council determines a need to establish one.

FISCAL IMPACT: None.

Report Prepared By: Linda Fridy
City Clerk

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

11/16/2018

Resolution Dissolving the Library Advisory Committee
November 20, 2018

DRAFT RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
REPEALING RESOLUTIONS NO. 4042 AND NO. 4097 TO DISSOLVE THE
CAPITOLA LIBRARY ADVISORY COMMITTEE**

WHEREAS, the City of Capitola established the Library Advisory Committee in 2015 through Resolution No. 4042; and

WHEREAS, membership of the committee was amended in February 2018 through Resolution No. 4097; and

WHEREAS, the Capitola Branch Library has been closed since May 2018 for reconstruction;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Capitola to repeal Resolutions No. 4042 and 4097 and dissolve the Library Advisory Committee until such time as its guidance is needed.

I HEREBY CERTIFY that the foregoing Resolution was passed and adopted by the City Council of the City of Capitola on the 20th day of November, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Michael Termini, Mayor

ATTEST:

Linda Fridy, City Clerk



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF NOVEMBER 20, 2018

FROM: Finance Department

SUBJECT: Consider a Cannabis Retail Application Fee

RECOMMENDED ACTION:

1. Conduct the noticed public hearing regarding the addition of the proposed Retail Cannabis Application Fee to the Fiscal Year 2018-19 Fee Schedule; and
2. Adopt the proposed Resolution repealing Resolution No. 4119 and establishing an amended Fiscal Year 2018-19 Fee Schedule including the new Retail Cannabis Application Fee and revised recreation fees.

BACKGROUND: On July 26, 2018, the City Council adopted Ordinance No. 1021 amending the Capitola Municipal Code by adding chapter 5.36 "Retail Cannabis Licenses" and amending chapter 17.24 "Commercial and Industrial Zoning Districts" at section 17.24.020 to authorize retail cannabis sales in the C-R – Regional Commercial Zoning District. Ordinance No. 1021 will only go into effect with voter approval of a cannabis business tax. The tax measure is currently comfortably passing in unofficial vote totals.

Additionally on July 26, 2018, the City Council adopted Resolution No. 4122 establishing November 6, 2018, as the date for a municipal election on a proposed ballot measure seeking voter approval of a Cannabis Business Tax to maintain fiscal stability and protect essential city facilities and services. Passage of Measure I establishes a Cannabis Business Tax of no more than 7 percent on cannabis businesses in Capitola.

Capitola Municipal Code Chapter 5.36.030 "Cannabis Retail Business – License Required" defines the application process required to obtain a cannabis retail license and calls for a cannabis application fee as part of the review process. The ordinance also calls for the establishment of an annual cannabis license fee, which staff anticipates establishing in early 2019.

Staff anticipates opening the application period the first week in January 2019 and accepting applications from prospective cannabis retailers for between 90 to 120 days. Once the application period closes, staff from the Police Department, Community Development Department, City Manager's Office, and the City Manager-selected review panel will complete a competitive, merit-based review of all applications.

Each application will first be reviewed by staff prior to going before the review panel. Staff estimates that review will take approximately eight hours for each application at an estimated

Cannabis Retail Application Fee
November 20, 2018

cost of \$1,600. This application fee is consistent with the fee charged by the City of Santa Cruz. The following tables provide a breakdown of review time and cost.

Breakdown of Review Hours			
	Fully Burden Cost / HR	Review Hours	Total Cost
Chief of Police	220.01	3	660.03
Police Captian	211.74	2.5	529.35
Senior Planner	137.45	0.5	68.73
Admin Records Analyst	129.63	1	129.63
City Manager	209.98	1	209.98
		<u>8</u>	<u>1,597.72</u>
Cost per Review Phase			
Zoning Review (CDD)	0.5	68.73	Senior Planner
Live Scan (PD)	1	170.69	Admin. Records Analyst & Police Capt.
Safety & Security Plan (PD)	2.5	533.49	Police Capt. & Chief of Police
Application Review (CM)	1	209.98	City Manager
Application Tentative Approval Letter (PD)	1	174.82	Admin. Records Analyst & Chief of Police
Final Application Review (PD)	2	440.02	Chief of Police
		<u>8</u>	<u>1,597.72</u>

FISCAL IMPACT: There is no fiscal impact associated with this item. The Cannabis Retail Application fee is designed to recover costs of staff time and it therefore is intended to be cost and revenue neutral.

ATTACHMENTS:

1. Exhibit A 2018-19 Revised Fee Schedule (PDF)

Report Prepared By: Jim Malberg
Finance Director

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

11/16/2018

RESOLUTION NO. __

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
REPEALING RESOLUTION NO. 4119 AND AMENDING THE CITY'S
FEE SCHEDULE FOR FISCAL YEAR 2018/2019**

WHEREAS, the Government Code of the State of California, Section 66018 requires local agencies to notice and hold at least one open and public meeting prior to levying a new development fee or increasing an existing fee; and

WHEREAS, the City Council of the City of Capitola has held a duly noticed public hearing on November 20, 2018, to consider creating a cannabis retail permit application fee and adding it to the Fiscal Year 2018/2019 Fee Schedule; and

WHEREAS, the City of Capitola has made available to the public the required data pursuant to Government Code Section 66018 for at least ten days prior to adoption of the new fee; and

WHEREAS, this proposed fee is based on the City's cost recovery fee programs; and

WHEREAS, the City Council has also reviewed revised fees for recreation programs based on cost recovery; and

WHEREAS, the fee schedule has been updated as described in Exhibit A; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Capitola does hereby:

- Repeal Resolution 4119; and
- Adopt the City of Capitola Fee Schedule pursuant to the changes in Exhibit A attached hereto to become effective on January 1, 2019; and

I HEREBY CERTIFY that the above and foregoing Resolution was passed and adopted by the City Council of the City of Capitola at its regular meeting held on the 20^h day of November, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Michael Termini, Mayor

ATTEST:

Linda Fridy, City Clerk

Description	2018/19 Fee Schedule
MISCELLANEOUS FEES	
Administrative Decision Appeal Fee	\$516
Bingo Permit	\$62
Capitola Municipal Code	\$652
Capitola Municipal Code Supplement Service (Per year)	\$196
Copies:	
1 – 5 copies	\$0
6 or more copies (Per copy)	\$0.25 / page
Gov't Code § 81008 (Political Reform Act) statements/reports (Per copy)	\$0.10 / page
Video Tapes, Flash Drive, CD/DVD Production	Cost + \$51.60 1st Hour (Minimum) + \$25.80 / hour
Entertainment Permit Application Fee	\$38
Single Event Permit	\$38
Minor Entertainment Permit	\$160
Regular Entertainment Permit	\$598
Pet Shops and Kennel License Fee (Municipal Code § 5.20.020) set only by ordinance	\$23
Returned Check Fee	\$38
Business License Overpayment Refund Fee (resolution 3532, ord 871)	0 (Set to -0- by Council in 2011)
Business License Late Payment Penalty Admin. Fee	\$35 + 10% each month late
Business License Application Fee (Reso. 3532)	\$38
Business License - Disability Access and Education Fee (State)	\$4
Temporary, Publicly Attended Activities, Application Fee (Municipal Code § 9.36.040)	\$34
Public Art (Total Building Valuation \$250,000 or more) (Municipal Code Chapter 2.58)	2% of TBV or 1% in lieu to City
Notice of Intent to Circulate Initiative Petition (Elections Code § 9103(b))	\$200
Bandstand Rental Fee	\$222 / 4 hrs or \$666 all day / deposit \$1,500
Notary Service Fees (State Code)	\$0
Acknowledgment or proof of a deed, or other instrument, to include the seal and writing of the certificate	\$15 / signature
Administering an oath or affirmation to one person and executing the jurat, including the seal	\$15 / signature
Credit Card Transaction Fee	3%
Electric Vehicle Charging Fee	\$0.50 / hour
Retail Cannabis Application Fee	\$1,600

Description	2018/19 Fee Schedule
PARKS AND RECREATION FEES	
<u>All fees are evaluated annually to determine if they are competitive with other recreation programs in Santa Cruz County</u>	
<u>Classes</u>	
Negotiated Instructor Activity Fee (Instructor receives 65% of this fee, Department retains 35%)	Negotiated
Registration Fee - Resident (Capitola Residents Only)	\$16 per class
-Department retains this fee	
Non-Resident (Anyone residing outside of the City) in addition to Residential Registration Fee	\$14 per class
-Department retains this fee	
Senior Discount	10%
<u>Sports</u>	
<u>League Fees</u>	
League fees will change depending upon number and type of leagues offered, number of games per league, number of officials, amount of equipment needed, field/site prep and maintenance, and whether or not playoffs & awards are offered. Fees are calculated based on direct costs + 30% admin fee.	Costs + 30% admin fee
<u>Junior Guards</u>	
4 weeks resident/non resident	\$220/\$284 \$250/\$314
<u>Camp Capitola</u>	
All day 2 week session, resident/non resident	\$238 / \$262 \$278 / \$325
1/2 day resident/non resident	\$135 / \$152 \$140 / \$187
All day 1 week session, resident/non resident	\$139 / \$163
All day 1 week teen session, resident/non resident	\$250 / \$339
All day 3 week session, resident/non resident	\$353 / \$389
1/2 day resident/non resident	\$184 / \$201
Extended Care--daily resident/non resident	8 \$10
Extended Care--weekly resident/non resident	35 \$50
Transportation fee to Jr. Guards (1st Session / 2nd Session)	\$54 / \$42 \$55
<u>Private Tennis Lessons</u>	
75% of Activity Fee	
<u>Facility Rentals</u>	
Softball & Soccer fields hourly rental; non profit youth groups/other non profit & Cap residents/all others	\$13 / \$25 / \$33
<u>Jade Street Community Center</u>	
Rooms A&B hourly rent	\$42
Room C hourly rent	\$58
Kitchen hourly rent	\$21
Entire Center hourly rent	\$150
Non profit discount of Jade Street Facility rents	25%
Field Prep and/or additional staffing required to prepare for or supervise the Sports rentals only	\$13 / hr
Notes: Resident include Soquel Union School District	
Costs mean staff costs adjusted for benefits, department overhead, and City overhead as calculated by the City Manager. Costs can also mean direct cost of a consultant. When consultant costs are included <u>21%</u> of such costs will be charged to cover staff time for contract management. <i>Staff costs do not accrue during an appeal unless appeal is made by applicant.</i>	
Deposits are stated as minimums. Actual deposits depend on the evaluation by staff of an individual project or application. The City Manager may lower minimum deposits if the application or project justifies a lower deposit. When an application involves multiple minimum fees the highest minimum fee applies.	

Attachment: Exhibit A 2018-19 Revised Fee Schedule (Cannabis Retail Application Fee)

Description	2018/19 Fee Schedule
POLICE DEPARTMENT FEES	
<u>Special Event Permit</u>	\$59
Amplified Sound Permit (Municipal Code 9.12.040)	\$30
DUI Cost Recovery Fee (Res. 3533)	Not to exceed \$12,000
Copies of reports: Crime Reports, Special Reports, etc. (Regardless of number of pages)	\$0.25 / page
Copies of: Citations, Code sections, Ordinances, etc.	\$0.25 / page
Bicycle Licenses (New)	\$10
Bicycle Licenses (Renewal)	\$7
Citation Sign-Offs	\$0
Photographs	\$19 + administration fees
VIN verifications	\$15
Video Tapes, Flash Drive, CD/DVD Production	Cost + \$51.60 1st Hour (Minimum) + \$25.80 / hour
<i>Local Fire Arm dealers (set by state)</i>	
New application	set by state
Renewal	set by state
<i>Second Dealers License (set by state)</i>	
Application	set by state
Renewal	set by state
Taxi Fee per application	set by state
Civil Subpoena (per case) (set by state)	set by state
<i>Parking Permits (separate action by the Council)</i>	
Neighborhoods per year (Resolution No. 3733)	\$25
Village Preferential Permit (Resolution No. 3733)	\$50 per year
Village Employer/Employee Permit (Resolution No. 3733)	\$50 per year
Morning Village Parking Permit (Resolution No. 3715)	\$50 per year
<i>Concealed Weapon Permits (set by state)</i>	
<i>Application</i>	
Standard	set by state
Judicial	set by state
Employment	set by state
<i>Renewal</i>	
Standard	set by state
Judicial	set by state
Employment	set by state
<i>Firearm Surrender Fees (set by state law)</i>	
1-5 guns	set by state
6+guns	set by state
Vehicle Storage per day	\$26
Administrative fee to release Impounded / Stored Vehicle	\$126
Surf School Permit Fee	\$516
<u>Animal Services Fees</u>	
See Exhibit B "Animal Services Fees"	

Attachment: Exhibit A 2018-19 Revised Fee Schedule (Cannabis Retail Application Fee)

Description	2018/19 Fee Schedule
BUILDING FEES	
<p>The cost of a “combination building permit” shall be 1.5 times the amounts shown in Table 1-A. A “combination building permit” is defined as a permit for a scope of construction work regulated by two or more of the model codes. The model codes are the building code, the plumbing code, the mechanical code and the electrical code.</p>	
<p>The cost of a “building permit” shall be the amounts shown in Table 1-A. A “building permit” is defined as a permit for a scope of construction work regulated solely by a single model code. The model codes are the building code, the plumbing code, the mechanical code and the electrical code.</p>	
TABLE 1-A	
Total Valuation	FEES
\$1.00 to \$500.00	\$25.66
\$501.00 to \$2,000.00	\$25.66 for the first \$500.00 plus \$3.33 for each additional \$100.00 or fraction thereof.
\$2,001.00 to \$25,000.00	\$75.61 for the first \$2,000.00 plus \$15.28 for each additional \$1000.00 or fraction thereof.
\$25,001.00 to \$50,000.00	\$427.05 for the first \$25,000.00 plus \$11.02 for each additional \$1,000.00 or fraction thereof.
\$50,001.00 to \$100,000.00	\$702.55 for the first \$50,000.00 plus \$7.64 for each additional \$1,000.00 or fraction thereof.
\$100,001.00 to \$500,000.00	\$1,084.55 for the first \$100,000.00 plus \$6.12 for each additional \$1,000.00 or fraction thereof.
\$500,001.00 to \$1,000,000.00	\$3,532.55 for the first \$500,000.00 plus \$5.18 for each additional \$1,000.00 or fraction thereof.
\$1,000,001.00 and up	\$6,122.55 for the first \$1,000,000.00 plus \$2.83 for each additional \$1,000.00 or fraction thereof.
Building Plan Check Fee	65% of Building Permit Fee
Building Permit Reinstatement Fee	50% of the original, singular building permit fee or combo building permit fee, whichever is applicable to the permit being reinstated
Stop Work Order Fee	2x the singular building permit fee

Attachment: Exhibit A 2018-19 Revised Fee Schedule (Cannabis Retail Application Fee)

Description	2018/19 Fee Schedule
Greywater System Permit	\$0
Electric Vehicle Charging Permits (* Note: These fees were added to the fee schedule for FY2011-12, but will be waived per the Green Energy Incentive Program)	
a. Level I (120 volts)	\$0
b. Level II (208-240 volts)	\$0
c. Level III (480 volts)	\$0
Solar P.V. System	\$0
Solar P.V. System (Commercial Sale/Distribution)	Cost
Solar Hot Water Heater	\$0
Research Fee - 1/2 hour minimum charge	Cost
Information Technology Fee (Resolution No. 3786 adopted 11/12/09)	5% of Permit Fee
Temporary Trailer/Mobile Home Occupancy Permit	\$52
Structural Review of Engineered Plans	cost + 21%
Outside Consultant Plan Review	cost + 21%
Grading Plan Review Fees	
50 cubic yard or less	\$ -
51 to 100 cubic yard	\$ 25.66
101 to 1,000 cubic yards	\$ 40.39
1,001 to 10,000 cubic yards	\$ 52.41
10,001 to 100,000 cubic yards	\$52.41 for first 10,000 plus \$26.75 for each additional 10,000 cubic yards
100,001 to 200,000 cubic yards	\$293.15 for first 100,000 plus \$14.46 for each additional 10,000 cubic yards
200,001 cubic yards or more	\$423.28 for first 200,000 plus \$7.92 for each additional 10,000 cubic yards
Grading Permit Fees	
50 cubic yard or less	\$ 25.66
51 to 100 cubic yard	\$ 40.39
101 to 1,000 cubic yards	\$40.39 for first 100 plus \$19.11 for each additional 100 cubic yards
1,001 to 10,000 cubic yards	\$212.38 for first 1,000 plus \$15.83 for each additional 1,000 cubic yards
10,001 to 100,000 cubic yards	\$354.85 for first 10,000 plus \$72.05 for each additional 10,000 cubic yards
100,001 to 200,000 cubic yards	\$1,003.30 for first 100,000 plus \$39.85 for each additional 10,000 cubic yards

Attachment: Exhibit A 2018-19 Revised Fee Schedule (Cannabis Retail Application Fee)

Description	2018/19 Fee Schedule
PLANNING FEES	
Administration/Documents	
Continuance Request - Applicant (2+)	\$161
Staff Billing Rate	Cost
Appeals-by Applicant	Cost
Appeals- by City Officials	\$0
Appeals- by Other	\$516
Coastal Development Permit Appeal	\$0
Appeals -Building/Zoning Code Violations	\$516
Records Search/Research/Special Report	Cost
Administrative Permits	
Tree Removal I- Staff -Review	\$131
Tree Removal -- 3 or more trees on a property	\$280
Tree Installation Deposit (Refundable)	\$500 Deposit
Commercial Sidewalk/Parking Lot Sale Permit	\$78
Tenant Use Permit (MCUP)--Staff approval	\$79
Transient Rental Occupancy Use Permit	\$546
Home Occupation Use Permit	\$164
Fence Permit- Staff approval	\$44
Fence Permit- PC approval	\$819
Temporary Sidewalk Dining	\$79
Temporary Use Administrative Permit	\$79
Sign Permits	
Temporary Signs and Banner Permits	\$39
Signs-permit - Staff Review	\$132
Signs- permit - PC Review	\$546
Master Sign Program	Cost; \$3,000 min deposit
Village Sidewalk Sign Permit	\$67
Design Permits	
Residential-Single Family/Minor Design Permit - Staff Review	\$798
Residential-Single Family - PC Review	\$2,730
Residential Multi-Family - PC Review	\$3,819
Commercial - PC Review	\$4,000 Deposit
Secondary Dwelling Unit- Staff Review	\$546
Secondary Dwelling Unit- PC Review	\$1,638
Residential Multi-Family/Minor Design Permit - Staff Review	\$2,000 deposit
Commercial Minor Design Permit	\$2,000 deposit
Use Permits	
Master Conditional Use Permit	Cost; \$3,500 min. deposit
Conditional Use Permit/Minor Use Permit - Staff Review	\$1,638
Conditional Use Permit - PC approval	Cost; \$3,000 min. deposit
Temporary Use Permit	\$83
Subdivisions	
Certificate of Compliance & Lot Merger	\$546
Boundary Line Adjustment	\$872
Tentative Parcel Map	Cost; \$2,000 min. deposit
Tentative Map	Cost; \$5,000 min. deposit
Revised Map	\$2,000 Deposit
Time Extension	\$2,000 Deposit
Subdivision Modification	\$2,000 Deposit
Plan Amendments	
General Plan Amendment	Cost; \$5,000 min. deposit
Local Coastal Plan Amendment	Cost; \$5,000 min. deposit
Rezone	Cost; \$5,000 min. deposit
Planned Development Rezone	Cost; \$3,500 min. deposit

Attachment: Exhibit A 2018-19 Revised Fee Schedule (Cannabis Retail Application Fee)

Description	2018/19 Fee Schedule
Other Discretionary Permits	
Variance	\$1,638
Coastal Development Permit	\$819
Coastal Permit Exclusion	\$92
Mobile home Park Change of Use or Closure	\$5,000 Deposit
Development Agreement	Cost; \$5,000 min. deposit
Specific Plan	Cost; \$5,000 min. deposit
Permit Time Extension -Staff Review	\$546
Permit Time Extension - PC Review	\$1,638
Permit Amendment (any permit)	50% of original cost
Annexation	Costs+ overhead / \$3,000 min. deposit
Minor Modification	\$1,638
Environmental Review	
Negative Declaration (and Mitigated ND)	Cost; \$2,000 min deposit
EIR Processing	Cost; + 17% of consultant; \$10,000 min deposit
Mitigation/Condition Monitoring Program	Cost + 21%
NEPA Compliance	Cost + 21%
Other Permits/Fees	
Conceptual Review Fee- PC	\$1,638
Conceptual Review Fee- PC and CC	\$2,456
Technical Study Preparation and Review	Cost + 21%
NOTE: Third party review costs to be required as necessary	Cost + 21%
Code Compliance	Double Application Fees
Code Compliance confiscated property recovery fee	\$258
Research Fee - 1/2 hour minimum charge	Cost
Pre-Application Review	\$229
Building Plan Check & Final Inspection	20% of Building Permit Fee
Major Development Project Fee	Cost; \$5,000 min. deposit
Inclusionary Housing	
Inclusionary Housing -Unit Sale	\$546
Inclusionary Housing -Unit Refinance	\$219
Single Family Residence	\$2.50 per square foot
Other Fees and Assessments	
General Plan Maintenance Fee	Total Building Valuation X 0.5%
Information Technology Fee (Resolution No. 3786 adopted 11/12/09)	5% of Permit Fee
Green Building Educational Resource Fund Fee (Municipal Code 17.10.080)	Fee equals .0025 times the overall building permit valuation of the project.
Affordable Housing In-Lieu Fees	
For Sale Housing Developments of two to six units (Municipal Code Chapter 18.02/Reso. 3473) :	
All Units	\$10 per sq. ft.
For Sale Housing Developments of Seven or more units	
#Units	#Units Built
7	1
8-13	1
14	2
15-20	2
21	3
22-27	3
28	4
Rental Multi-Family	\$6 per sq. ft.

NOTES:

- All Fees are non-refundable.
- Deposit accounts are billed on a time and material basis. Additional deposits may be necessary depending on the complexity of the project. Any unused monies in a deposit account will be refunded following case closure.
- The Community Development Director may reduce the total fee/deposit requirements for applications which are unlikely to require the full deposit amounts established herein.
- Applications which include a fee and a deposit payment will be processed with a single deposit account.
- Outside agency fees, including but not limited to County recordation fees, State Fish and Wildlife fees, etc. are charged at cost.
- The Community Development Director may establish a reasonable fee or deposit amount for permit types required by the Capitola Municipal Code or State law which are not included in the fee schedule.
- Flat fee applications are entitled up to two public hearings. Additional public hearings shall be charged to the applicant at cost
- The Community Development Director may designate a project as a Major Development Project if it has a valuation of \$2M+ or is considered technically

Description	2018/19 Fee Schedule
PUBLIC WORKS DEPARTMENT FEES	
Encroachment Permits	
Non-Construction Items (includes materials storage within right-of-way road and sidewalk closures)	\$65
Village Sidewalk Encroachment Permit	\$38
Construction Items	
Level A	\$197
Level B	\$437
Level C	\$872
Level D	\$1,418
Level E	\$1,965
Residential Blue Curb Application Fee	\$206
Residential Blue Curb Annual Fee	\$52
Blanket Permits (repair and maintenance of existing facilities)	\$2,182
Private Improvement Permits/Encroachment Agreement	
Applications for Minor Permits	\$218
Applications for Major Permits	\$546
Memorial Bench	\$1,092
Memorial Plaque (wharf)	\$819
Memorial Plaque (Grand Ave)	\$819
Memorial Plaque (tree)	\$500 + Cost of Tree
Memorial Picnic Table	\$1,582
Seasonal Boat Storage Permits	
Seasonal Permit	\$400 per month
Short Term Permit	\$15 per day
Stormwater Development Review Fee	
Stormwater Plan Review Fee	\$108
Large Project Plan Review Deposit	
Tier 2	\$3,275
Tier 3 & 4	\$4,366
Research Fee - 1/2 hour minimum charge	Cost
Information Technology Fee (Resolution No. 3796 adopted 11/12/09)	5% of Permit Fee
Final Map	Cost; \$3,000 min. deposit

Attachment: Exhibit A 2018-19 Revised Fee Schedule (Cannabis Retail Application Fee)

Description	2018/19 Fee Schedule
HISTORICAL MUSEUM FEES	
Research Fee - 1/2 hour minimum charge	Cost
Print of an electronically available Photograph in Collection	\$7
Digital Copies of Collection Items	\$19
Scan High Resolution Tiff File of any collection item for a customer	\$23