

City of Capitola Agenda



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

CAPITOLA CITY COUNCIL REGULAR MEETING

TUESDAY, NOVEMBER 24, 2020

7 PM

**PLEASE REVIEW THE NOTICE OF REMOTE ACCESS AT THE END OF
THE AGENDA FOR HOW TO PARTICIPATE IN THIS MEETING &
SUBMIT PUBLIC COMMENT**

CLOSED SESSION – 5 PM

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 LABOR NEGOTIATORS (Gov't Code § 54957.6)

- A. Negotiators: Jamie Goldstein, Larry Laurent
Employee Organizations: (1) Association of Capitola Employees; (2) Police Captains;
3) Mid-Management Group; (4) Department Heads; (5) Capitola Police Officers
Association
- B. Negotiator: Jamie Goldstein
Employee Organization: Confidential Employees
- C. Negotiator: Samantha Zutler
Employee: City Manager

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

2. REPORT ON CLOSED SESSION

3. ADDITIONAL MATERIALS

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

4. ADDITIONS AND DELETIONS TO AGENDA

5. PUBLIC COMMENTS

Please review the Notice of Remote Access for instructions.

6. CITY COUNCIL / STAFF COMMENTS

City Council Members/Staff may comment on matters of a general nature or identify issues for staff response or future council consideration. No individual shall speak for more than two minutes.

7. 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 City Council request specific items to be discussed for separate review. Items pulled for separate discussion will be considered following General Government.

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

- A. Consider the November 11, 2020, City Council Regular Meeting Minutes
RECOMMENDED ACTION: Approve minutes.
- B. Approval of City Check Registers Dated October 16, October 23, October 30, November 6, and November 13
RECOMMENDED ACTION: Approve check registers.
- C. Annual Special Event Update
RECOMMENDED ACTION: Receive report and direct staff to treat all planned 2020 General Special Event Permits as recurring events for 2021.

CAPITOLA CITY COUNCIL REGULAR MEETING AGENDA
November 24, 2020

- D. Receive Update on the City's Pandemic Response
RECOMMENDED ACTION: Make the determination that all hazards related to the worldwide spread of the coronavirus (COVID-19) as detailed in Resolution No. 4168 adopted by the City Council on March 12, 2020, still exist and that there is a need to continue action.

8. 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. Recreation Division Strategic Plan
RECOMMENDED ACTION: Adopt proposed five-year Recreation Strategic Plan.
- B. Village Bollard Project
RECOMMENDED ACTION: Adopt the proposed resolution accepting California Governor's Office of Emergency Services Grant funds for the City's FY19 State Homeland Security Grant Project 005 - Portable Bollard/Security Barriers, and amending the FY19-20 budget.
- C. Approve the Plans, Specifications, and Engineer's Estimate for the Capitola Avenue Sidewalk Improvement Project and Authorize Advertising for Bids
RECOMMENDED ACTION: Approve the plans, specifications, and construction estimate for the Capitola Avenue Sidewalk Improvement Project and authorize advertising for bids.

9. ADJOURNMENT

NOTICE OF REMOTE ACCESS

In accordance with the current Santa Cruz County Health Order outlining social distancing requirements and Executive Order N-29-20 from the Executive Department of the State of California, the City Council meeting is not physically open to the public and in person attendance cannot be accommodated.

To watch:

1. Online <http://capitolaca.ig2.com/Citizens/Default.aspx>
2. Spectrum Cable Television channel 8
3. Join the Zoom Meeting (below)

To Join Zoom:

1. <https://us02web.zoom.us/j/82085862340?pwd=a0hhNIRMUVdrWTREv2dyMzlvT0NoQT09>
2. If prompted for a passcode, enter **432002**
3. With a landline or mobile phone, call one of the following numbers:
 - a. **1 669 900 6833**
1 408 638 0968
1 346 248 7799
 - b. Enter the meeting ID number: **820 8586 2340**
 - c. When prompted for a Participant ID, press #

CAPITOLA CITY COUNCIL REGULAR MEETING AGENDA
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To submit public comment:

When submitting public comment, one comment (via phone **or** email, not both), per person, per item is allowed. If you send more than one email about the same item, the last received will be read.

1. Zoom Meeting (Via Computer or Phone) Link:
 - A. IF USING COMPUTER:
 - § Use participant option to “raise hand” during the public comment period for the item you wish to speak on. Once unmuted, you will have up to 3 minutes to speak
 - A. IF CALLED IN OVER THE PHONE:
 - § Press *9 on your phone to “raise your hand” when the mayor calls for public comment. Once unmuted, you will have up to 3 minutes to speak
1. Send Email:
 - A. During the meeting, send comments via email to publiccomment@ci.capitola.ca.us
 - § Emailed comments on items will be accepted after the start of the meeting until the Mayor announces that public comment for that item is closed.
 - § Emailed comments should be a maximum of 450 words, which corresponds to approximately 3 minutes of speaking time.
 - § Each emailed comment will be read aloud for up to three minutes and/or displayed on a screen.
 - § Emails received by publiccomment@ci.capitola.ca.us outside of the comment period outlined above will not be included in the record.

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

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

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

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

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

CAPITOLA CITY COUNCIL REGULAR MEETING AGENDA
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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 Agendas/Videos.**” Archived meetings can be viewed from the website at any time.



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF NOVEMBER 24, 2020

FROM: City Manager Department

SUBJECT: Consider the November 11, 2020, City Council Regular Meeting Minutes

RECOMMENDED ACTION: Approve minutes.

DISCUSSION: Attached for Council review and approval are the minutes of the regular meeting on November 11, 2020.

ATTACHMENTS:

1. 11-12 draft

Report Prepared By: Chloe Woodmansee
Interim City Clerk

Reviewed and Forwarded by:

A handwritten signature in black ink, appearing to read "J. Goldstein".

Jamie Goldstein, City Manager 11/19/2020

**DRAFT CAPITOLA CITY COUNCIL
REGULAR MEETING MINUTES
THURSDAY, NOVEMBER 12, 2020 - 7 PM**

CALL TO ORDER AND ROLL CALL

Mayor Petersen called the meeting to order at 5 p.m.

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

No members of the public were present, and the Council adjourned with the following items to be discussed in Closed Session:

CONFERENCE WITH LEGAL COUNSEL - SIGNIFICANT EXPOSURE TO LITIGATION

(Gov't Code § 54956.9(d)(2).)

one potential case

LIABILITY CLAIM

(Govt Code § 54956.95)

Claimant: Anthony Oster

Agency claimed against: City of Capitola

REGULAR MEETING OF THE CAPITOLA CITY COUNCIL – 7 PM

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

2. REPORT ON CLOSED SESSION

There was no reportable action.

3. PRESENTATIONS

A. Retirement Proclamation for Ben Irao

4. ADDITIONAL MATERIALS

5. ADDITIONS AND DELETIONS TO AGENDA

6. PUBLIC COMMENTS – none

7. CITY COUNCIL / STAFF COMMENTS

Director Jesberg announced a virtual Rispin Park Project community forum to be held on Monday, November 16 at 6 p.m. He also said there is a slight delay to the Jetty project which will begin on November 30.

Councilmember Bertrand said that the new Capitola Branch Library project progress looks promising.

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
November 12, 2020

Vice-Mayor Brooks announced that Second Harvest Food Bank Santa Cruz County is accepting donations and looking for food-delivery volunteers.

Mayor Petersen reminded the public that the County has seen a recent spike in COVID-19 cases and asked that everyone continue to social distance and wear masks.

8. CONSENT CALENDAR

MOTION:	APPROVE, ADOPT, AUTHORIZE, AND RECEIVE ALL ITEMS, EXCLUDING 8.G, AS RECOMMENDED
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ed Bottorff, Council Member
SECONDER:	Jacques Bertrand, Council Member
AYES:	Bottorff, Bertrand, Storey, Petersen, Brooks

- A. Consider the October 22, 2020, City Council Regular Meeting Minutes
RECOMMENDED ACTION: Approve minutes.
- B. Liability Claim of Anthony Oster [Claims Binder]
RECOMMENDED ACTION: Reject liability claim.
- C. Consider the 2021 Meeting Schedule for the City Council/Successor Agency520-40
RECOMMENDED ACTION: Adopt the recommended regular meeting schedule for 2021.
- D. Loma Vista Regulatory Agreement Amendment
RECOMMENDED ACTION: Acting as the City Council and the Successor Agency, authorize the City Manager/Executive Director to sign the Second Amendment to the Regulatory Agreement for Loma Vista Estates.
- E. Second Reading Chapter 17 Zoning Code/Local Coastal Plan Adoption
RECOMMENDED ACTION: Adopt the proposed Ordinance, and waive reading of the text, amending Title 17 of Capitola Municipal Code.
- F. Consider Update on the Community Development Block Grant - Coronavirus Response Grant Application
RECOMMENDED ACTION: Adopt the proposed resolution repealing Resolution Nos. 4175 and 4191 and approving an application for funding and commitment of program income funds and any amendments thereto from the 2020 funding year of the state Community Development Block Grant Coronavirus Response (CDBG-CV).
- G. Holiday Suspension of Village Parking Fees
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 26 through December 25, 2020.
- H. Donations Report 2020
RECOMMENDED ACTION: Receive the donations and contributions report.

Councilmember Bottorff requested that Item 8.G be pulled from consent for further discussion and a separate vote. The item was heard prior to General Government:

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
November 12, 2020

Captain Dally presented a brief staff report.

Rodney Wartzok, BIA Representative, spoke during public comment in favor of the holiday free parking program. Margaux Keiser, long term Village employee, noted that people are deterred away from Capitola because of parking, and that an incentive would help during the Holidays.

Councilmember Bottorff said that he's appreciates this program in the past, however, cannot see its viability during this year when the City has suffered significant income losses. He explained that the City cannot afford the discretionary program, and that in the future when the economic situation is improved, he would welcome this program back.

MOTION:	DENY RECOMMENDATION AND MAINTAIN PARKING METER AND PAY STATION OPERATION AS NORMAL – NO ACTION REQUIRED OF STAFF
MOVER:	Ed Bottorff
SECONDER:	Yvette Brooks

Councilmember Bertrand asked staff if this program makes a difference in visits to Capitola, and if the program impacts the permit programs already in place.

Mayor Petersen said that while she agrees with Councilmember Bottorff, she also sees that Capitola businesses have suffered due to the pandemic. She asked if a compromise could be made.

Vice-Mayor Brooks said that if the City can't remain vital, supporting businesses will cease to be possible. She said that the City's infrastructure must be the priority.

Councilmember Bertrand again asked about permit programs and suggested that one be developed in the future between the City and the BIA to more directly address this issue.

Mayor Petersen commented that if the parking fees were to remain, she was uncertain what would then happen with those saved funds.

Staff confirmed that the next budget update would be on December 10. Councilmember Storey suggested that Council revisit this issue at the December 10 meeting, after receiving more information on the budget at that time. Councilmember Bertrand agreed and pointed out that a study has not shown that this program truly helps businesses.

Councilmember Bottorff said that during budget adoption, Council approved an immediate cut to all discretionary spending; this program is discretionary and should also be cut.

ALTERNATE	
MOTION:	APPROVE STAFF RECOMMENDATION AND SUSPEND PARKING METER AND PAY STATION OPERATION, FOR TWO WEEKS RATHER THAN THE TRADITIONAL FOUR
RESULT	FAILS [2 TO 3]
MOVER:	Kristen Petersen
SECONDER:	Jacques Bertrand
AYES:	Bertrand, Petersen
NOES	Bottorff, Brooks, Storey

Councilmember Storey asked if this item could be reconsidered at the December 10 meeting, Staff responded that if given direction later, the change could be implemented swiftly.

Attachment: 11-12 draft (Approve Council Minutes)

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
November 12, 2020

MOTION:	DENY RECOMMENDATION AND MAINTAIN PARKING METER AND PAY STATION OPERATION AS NORMAL – NO ACTION REQUIRED OF STAFF
RESULT:	PASSES [3 TO 2]
MOVER:	Ed Bottorff
SECONDER:	Yvette Brooks
AYES:	Bottorff, Brooks, Storey
NOES:	Bertrand, Petersen

9. GENERAL GOVERNMENT / PUBLIC HEARINGS

- A. Santa Cruz County Presentation of Draft Action Plan Addressing Homelessness
RECOMMENDED ACTION: Receive presentation from County of Santa Cruz staff on their draft action plan, *Housing for a Healthy Santa Cruz: A Strategic Framework for Addressing Homelessness in Santa Cruz County*, and consider providing feedback.

Elissa Benson, Assistant County Administrative Officer with the County of Santa Cruz, presented *Housing for a Healthy Santa Cruz*, a three-year framework to address homelessness.

Randy Morris, Director of Human Services Department for Santa Cruz County, said that the framework will be ready for official City Council adoption in January 2021.

Councilmember Bertrand asked a question about goal metrics and how they were set, Ms. Benson responded that predictive modeling and quantitative analysis was used to do so.

Councilmember Storey asked about the strategy to increase housing stock appreciated the presentation and was told that government subsidizing of projects, , lobbying for State money, and waivers are all approaches.

Vice-Mayor Brooks asked if there was a specific plan the *Housing for a Health Santa Cruz* was modeled after; Ms. Benson responded that several best practices were consulted.

Councilmember Bottorff thanked the presenters for their enthusiasm and commented that he would no longer being a member of Council in January when adoption is anticipated.

Councilmember Bertrand added that the individual face of homelessness should not be forgotten when devising big-picture plans.

RESULT:	RECEIVED REPORT
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- B. Receive Update on the City's Pandemic Response
RECOMMENDED ACTION: Make the determination that all hazards related to the worldwide spread of the coronavirus (COVID-19) as detailed in Resolution No. 4168 adopted by the City Council on March 12, 2020, still exist and that there is a need to continue action.

City Manager Goldstein presented a brief staff report.

Councilmember Storey asked about the Historical Museum's status; staff confirmed that there are no plans to reopen at this time, though the Museum Curator continues to prepare to do so when safe.

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
November 12, 2020

Vice-Mayor Brooks asked if the Out-of-School program will be affected by the County’s tier change. Recreation Supervisor explained that the program was designed to fully operate in the Purple Tier. The Vice-Mayor asked if the program could be opened to serve students from other school districts and was told that due to a lack of staffing this is likely not possible.

There was no public comment.

MOTION:	MAKE DETERMINATION THAT HAZARDS STILL EXIST
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sam Storey
SECONDER:	Ed Bottorff
AYES:	Bottorff, Bertrand, Storey, Petersen, Brooks

C. Consider a Resolution Establishing Holidays and City Hall Closures for 2021
RECOMMENDED ACTION: Adopt the proposed resolution designating the holidays and closures for 2021.

Clerk Woodmansee presented the holiday schedule.

Councilmember Storey asked that Columbus Day be changed in name to Indigenous People's Day.

Councilmember Bottorff said in past years this had been discussed and explained his view that City Council’s should avoid voting on National issues.

Councilmember Bertrand said that it is important to honor Indigenous People, especially as their culture is being turned to for guidance on current issues such as forest management.

There was no public comment.

MOTION:	ADOPT PROPOSED RESOLUTION WITH NOVEMBER 11 HOLIDAY NAME CHANGED TO INDIGENOUS PEOPLE’S DAY
RESULT:	ADOPTED [4 TO 1]
MOVER:	Sam Storey
SECONDER:	Yvette Brooks
AYES:	Jacques Bertrand, Sam Storey, Kristen Petersen, Yvette Brooks
NAYS:	Ed Bottorff

Attachment: 11-12 draft (Approve Council Minutes)

10. ADJOURNMENT

The meeting was closed at 9:15 PM.

Kristen Petersen, Mayor

ATTEST:

Chloé Woodmansee, City Clerk



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF NOVEMBER 24, 2020

FROM: Finance Department

SUBJECT: Approval of City Check Registers Dated October 16, October 23, October 30, November 6, and November 13

RECOMMENDED ACTION: Approve check registers.

Account: City Main				
Date	Starting Check #	Ending Check #	Payment Count	Amount
10/16/2020	96655	96690	42	\$ 122,725.60
10/23/2020	96691	96756	66	\$ 166,096.72
10/30/2020	96757	96797	49	\$ 144,451.20
11/6/2020	96798	96861	67	\$ 219,693.40
11/13/2020	96862	96898	43	\$ 132,948.67

The main account check register dated October 9, 2020, ended with check #96654.

Account: Library				
Date	Starting Check/EFT #	Ending Check/EFT #	Payment Count	Amount
11/13/2020	227	227	1	\$ 2,940.00

The library account check register dated October 9, 2020, ended with check #226.

Account: Payroll				
Date	Starting Check/EFT #	Ending Check/EFT #	Payment Count	Amount
10/23/2020	15605	15698	96	\$ 154,716.82
10/30/2020	5687	5687	1	\$ 11,381.27
11/6/2020	15699	15796	99	\$ 156,839.04

The payroll account check register dated October 9, 2020, ended with EFT #15604.

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

Check/EFT	Issued to	Dept	Description	Amount
EFT 1021	CalPERS Member Services	FN	PERS contributions PPE 10/3/20	\$ 49,763.98

Approval of City Check Registers
November 24, 2020

EFT 1023	Internal Revenue Service	FN	Federal taxes & Medicare PPE 10/3/20	\$ 23,881.38
96707	Earthworks Paving Contractors	PW	Park Ave. bike path reconstruction retention release	\$ 26,516.00
96716	Kimley Horn & Associates	PW	1360 41 st Ave. parking study, Capitola Ave. sidewalk final plans	\$ 15,203.42
96724	Pacific Gas & Electric	PW	October gas & electricity	\$ 14,738.81
96730	Santa Cruz County Auditor-Controller	PD	September citation processing	\$ 11,381.50
96746	Visit Santa Cruz County	FN	July – Sept. tourism marketing district	\$ 47,769.47
96760	Albion Environmental Inc.	CD	322 Capitola Ave. archaeological report	\$ 13,300.29
EFT 1026	CalPERS Member Services	FN	PERS contributions PPE 10/17/20	\$ 49,484.20
EFT 1028	Internal Revenue Service	FN	Federal taxes & Medicare PPE 10/17/20	\$ 24,267.40
96804	Burke Williams and Sorensen	CM	September legal services	\$ 14,356.00
96809	Dell Marketing LP	CM	Office 365 software licenses	\$ 15,636.00
96810	Eide Bailly LLP	FN	FY19/20 audit services	\$ 15,000.00
96811	Employment Development Dept.	CM	July – Sept. unemployment insurance	\$ 14,171.00
96819	Motorola Solutions Inc.	PD	Radios, chargers, remote speaker microphones	\$ 65,671.75
EFT 1034	CalPERS Health	CM	November health insurance	\$ 54,318.58
EFT 1035	CalPERS Member Services	FN	PERS contributions PPE 10/31/20	\$ 49,620.81
EFT 1037	Internal Revenue Service	FN	Federal taxes & Medicare PPE 10/31/20	\$ 24,128.88

ATTACHMENTS:

1. 10-16-20 Check Register
2. 10-23-20 Check Register
3. 10-30-20 Check Register
4. 11-6-20 Check Register
5. 11-13-20 Check Register

Report Prepared By: Mark Sullivan
Senior Accountant

Approval of City Check Registers
November 24, 2020

Reviewed and Forwarded by:



Jamie Goldstein, City Manager 11/19/2020

City main account checks dated October 16, 2020, numbered 96655 to 96690, and 6 EFTs totaling \$122,725.60, have been reviewed and authorized for distribution by the City Manager.

As of October 16, 2020, the unaudited cash balance is \$2,551,250.70.

CASH POSITION - CITY OF CAPITOLA
October 16, 2020

	10/16/2020
General Fund	\$ (3,322,979.05)
Payroll Payables	\$ 33,585.33
Contingency Reserve Fund	\$ 2,061,345.66
Facilities Reserve Fund	\$ 522,829.72
Capital Improvement Fund	\$ 2,042,987.65
Stores Fund	\$ 55,466.74
Information Technology Fund	\$ 249,764.73
Equipment Replacement	\$ 478,832.92
Self-Insurance Liability Fund	\$ (30,727.73)
Workers' Comp. Ins. Fund	\$ 315,845.54
Compensated Absences Fund	\$ 144,299.19
TOTAL UNASSIGNED GENERAL FUNDS	\$ 2,551,250.70

The Emergency Reserve Fund balance is \$1,374,205.54 (not included above).
The PERS Contingency Fund balance is \$948,096.16 (not included above).
The Library Fund balance is \$4,236,016.35 (not included above).

10/19/20

 Jamie Goldstein, City Manager Date

10/16/20

 Jim Malberg, City Treasurer Date

Attachment: 10-16-20 Check Register (Approval of City Check Registers)

City Checks Issued October 16, 2020

Check Number	Invoice Date	Invoice Date	Description	Payee Name	Transaction Amount
96655	10/16/2020			AMAZON CAPITAL SERVICES	\$23.95
	Invoice	Date	Description		Amount
	1RD4-6RM7-PQL1	10/13/2020	Computer speakers 2211 - IT Fund		\$23.95
96656	10/16/2020			APTOS LANDSCAPE SUPPLY INC.	\$242.22
	Invoice	Date	Description		Amount
	530300	10/01/2020	Mixing tub, rubber float, mortar, beach pebbles		\$242.22
96657	10/16/2020			AT&T	\$9.11
	Invoice	Date	Description		Amount
	ATT100120	10/01/2020	October long distance charges 1000 - General Fund \$4.49 2211 - IT Fund \$4.62		\$9.11
96658	10/16/2020			B & B SMALL ENGINE REPAIR	\$34.88
	Invoice	Date	Description		Amount
	456541	10/01/2020	Chain		\$26.11
	457179	10/09/2020	Motomix quart		\$8.71
96659	10/16/2020			CAL ENGINEERING & GEOLOGY INC.	\$860.00
	Invoice	Date	Description		Amount
	20727	10/09/2020	Park Ave. storm damage project management services 1200 - CIP		\$860.00
96660	10/16/2020			CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,236.50
	Invoice	Date	Description		Amount
	POA100920	10/09/2020	POA dues PPE 10/3/20 1001 - Payroll		\$1,236.50
96661	10/16/2020			CAROLYN FLYNN	\$2,972.50
	Invoice	Date	Description		Amount
	CBF-09-2020	10/13/2020	Sept. affordable housing services		\$1,812.50
	CBF-09-2020LEAP	10/13/2020	Sept. LEAP grant assistance 5552 - Housing Successor		\$1,160.00
96662	10/16/2020			COOPER SANDEN	\$185.67
	Invoice	Date	Description		Amount
	CS100220	10/02/2020	Boots reimbursement		\$185.67
96663	10/16/2020			CRYSTAL SPRINGS WATER CO.	\$215.00
	Invoice	Date	Description		Amount
	CSW093020	09/30/2020	Sept. drinking water		\$215.00
96664	10/16/2020			CSG Consultants Inc.	\$750.00
	Invoice	Date	Description		Amount
	B201246	10/01/2020	Sept. building plan review services		\$750.00

Attachment: 10-16-20 Check Register (Approval of City Check Registers)

City Checks Issued October 16, 2020

Check Number	Invoice Date	Invoice Date	Description	Payee Name	Transactio Amou
96665	10/16/2020			D & G SANITATION	\$1,555.
	Invoice	Date	Description		Amount
	274793	09/30/2020	Esplanade hand wash station		\$119.90
	274795	09/30/2020	Wharf portable toilets, hand wash station, cleaning		\$914.25
	274796	09/30/2020	Lower parking lot portable toilet rental and cleaning		\$281.65
	274797	09/30/2020	Jade St. park hand wash station		\$119.90
	274798	09/30/2020	Cortez park hand wash station		\$119.90
			1000 - General Fund	\$641.35	
			1311 - Wharf Fund	\$914.25	
96666	10/16/2020			D & M TRAFFIC SERVICES	\$218.
	Invoice	Date	Description		Amount
	74058	10/06/2020	Esplanade waterwall rental		\$218.00
96667	10/16/2020			EQUITABLE	\$1,743.
	Invoice	Date	Description		Amount
	1172729	09/11/2020	October LTD, STD, Life, AD&D insurance		\$1,743.96
			1000 - General Fund	\$(660.15)	
			1001 - Payroll	\$2,404.11	
96668	10/16/2020			FLYERS ENERGY LLC	\$3,756.
	Invoice	Date	Description		Amount
	20-194209	10/02/2020	407 gallons gasoline		\$1,357.36
	20-194208	10/02/2020	230 gallons diesel		\$694.80
	20-197161	10/09/2020	397 gallons gasoline		\$1,309.81
	20-197216	10/09/2020	130 gallons diesel		\$394.40
96669	10/16/2020			GEORGE SCOTT & ASSOCIATES	\$771.
	Invoice	Date	Description		Amount
	93974	09/23/2020	Esplanade bathroom supplies		\$771.66
96670	10/16/2020			HOME DEPOT CREDIT SERVICES	\$421.
	Invoice	Date	Description		Amount
	0631254	10/14/2020	Wharf rd. path handrail galvanized pipe		\$132.97
	1645670	10/13/2020	Water cannon, loctite, scoop		\$75.09
	4610133	09/30/2020	Sakrete, pointing trowel		\$27.18
	0620503	09/24/2020	Diamond tread aluminum sheet, tin snips		\$61.96
	2523494	10/02/2020	Farm hose		\$65.38
	4523258	09/30/2020	Nailset, punch kit, level, hammer		\$58.62
96671	10/16/2020			HYDROSCIENCE ENGINEERS INC.	\$1,875
	Invoice	Date	Description		Amount
	331010013	10/05/2020	#2019-0169 4199 Clares St. stormwater review services		\$1,875.00
96672	10/16/2020			KBA Document Solutions LLC	\$18
	Invoice	Date	Description		Amount
	55Y1126470	10/13/2020	City Hall copier usage charges		\$18.12
			2211 - IT Fund		

Attachment: 10-16-20 Check Register (Approval of City Check Registers)

City Checks Issued October 16, 2020

Check Number	Invoice Date	Invoice Date	Description	Payee Name	Transactio Amou
96673	10/16/2020			KING'S PAINT AND PAPER INC.	\$504.
	Invoice	Date	Description		Amount
	A0303504	10/14/2020	Street paint		\$252.39
	A0303476	10/14/2020	Rispin paint		\$252.39
96674	10/16/2020			MID COUNTY AUTO SUPPLY	\$47.
	Invoice	Date	Description		Amount
	MID-998717	10/07/2020	Stop and tail lights		\$18.34
	MID-1002076	10/08/2020	Auto supplies		\$29.08
96675	10/16/2020			MISSION LINEN SUPPLY	\$225.
	Invoice	Date	Description		Amount
	513387635	10/07/2020	Fleet uniform cleaning, shop towels		\$35.99
	513342957	09/30/2020	Corp. yard linen service, mats, towels		\$92.77
	513387636	10/07/2020	Corp. yard linen service, mats, towels		\$96.40
96676	10/16/2020			O'REILLY AUTO PARTS	\$17.
	Invoice	Date	Description		Amount
	2763-164966	10/08/2020	Spray paint		\$17.42
96677	10/16/2020			OUTDOOR SUPPLY HARDWARE	\$113.
	Invoice	Date	Description		Amount
	B79572	10/06/2020	Nut driver set, torx set		\$30.50
	B81338	10/09/2020	Stihl chainsaw bars (2)		\$82.82
96678	10/16/2020			PAPA	\$100.
	Invoice	Date	Description		Amount
	PAPA101420	10/14/2020	PAPA memberships (2)		\$100.00
96679	10/16/2020			PK SAFETY SUPPLY	\$217.
	Invoice	Date	Description		Amount
	420420	10/12/2020	N95 masks		\$217.13
96680	10/16/2020			ROB BUNTER	\$168.
	Invoice	Date	Description		Amount
	RB101020	10/10/2020	Boots reimbursement		\$168.94
96681	10/16/2020			SANTA CRUZ COUNTY INFORMATION SERVICES	\$1,067.
	Invoice	Date	Description		Amount
	RadioShop9/20	10/01/2020	July - Sept. fleet contract charges, time & materials		\$1,067.77
96682	10/16/2020			THE HOME DEPOT PRO	\$172.
	Invoice	Date	Description		Amount
	575950183	10/01/2020	Hand sanitizer		\$141.31
	576146930	10/01/2020	Trash bags		\$30.76
96683	10/16/2020			TIRE CHOICE AUTO SERVICE CENTERS	\$29.
	Invoice	Date	Description		Amount
	203795	10/07/2020	2016 Ford Explorer tire repair		\$29.50

Attachment: 10-16-20 Check Register (Approval of City Check Registers)

City Checks Issued October 16, 2020

Check Number	Invoice Date	Invoice Date	Description	Payee Name	Transactic Amou
96684	10/16/2020			US BANK PARS Acct 6746022400	\$1,090.
	Invoice	Date	Description		Amount
	PARS100320	10/03/2020	PARS contributions PPE 10/3/20 1001 - Payroll		\$1,090.10
96685	10/16/2020			David Aaron	\$685.
	Invoice	Date	Description		Amount
	19-0510	10/15/2020	#19-0510 116 Central Ave. historic review deposit refund		\$685.00
96686	10/16/2020			Lewis Tree Service	\$500.
	Invoice	Date	Description		Amount
	20-0235	10/08/2020	Tree deposit refund 4455 Diamond St. #20-0235		\$500.00
96687	10/16/2020			Lewis Tree Service	\$500.
	Invoice	Date	Description		Amount
	20-0236	10/08/2020	Tree deposit refund 4480 Diamond St. #20-0236		\$500.00
96688	10/16/2020			Pamela & Stewart Greeninger	\$500.
	Invoice	Date	Description		Amount
	20-0292	10/08/2020	Tree deposit refund 217 Hollister Ave. #20-0292		\$500.00
96689	10/16/2020			Thomas & Jean Sidle	\$500.
	Invoice	Date	Description		Amount
	15-144	10/08/2020	Tree deposit refund 133 Cabrillo St. #15-144		\$500.00
96690	10/16/2020			WELLS FARGO BANK	\$8,767.
	Invoice	Date	Description		Amount
	WF100220	10/02/2020	Sept. credit card charges		\$8,767.70
			1000 - General Fund \$3,827.47		
			1310 - Gas Tax \$2,453.84		
			1311 - Wharf Fund \$834.39		
			2211 - IT Fund \$1,652.00		
			Amounts over \$500:		
			Humanity \$1,392.00	Online scheduling for PD (annual fee)	
			Davis Moto Works \$1,049.53	Motorcycle clutch repairs	
			ACME Rigging & Supply \$834.39	Wharf repairs	
			Coast Counties Peterbilt \$2,453.84	Sweeper repairs	
			American Planning Assoc. \$579.00	CDD membership	

Check Totals: \$32,095.

Attachment: 10-16-20 Check Register (Approval of City Check Registers)

City Checks Issued October 16, 2020

Check Number	Invoice Date	Invoice Date	Description	Payee Name	Transactic Amou
<u>EFT</u>					
1020	10/13/2020			WELLS FARGO BANK	\$931.
	Invoice	Date	Description		Amount
	WF101320	10/13/2020	October client analysis services		\$931.42
1021	10/14/2020			CalPERS Member Services Division	\$49,763.
	Invoice	Date	Description		Amount
	1001686752-5	10/09/2020	PERS contributions PPE 10/3/20 1001 - Payroll		\$49,763.98
1022	10/13/2020			EMPLOYMENT DEVELOPMENT DEPARTMENT	\$6,634.
	Invoice	Date	Description		Amount
	1-296-171-808	10/13/2020	State taxes PPE 10/3/20 1001 - Payroll		\$6,634.06
1023	10/13/2020			INTERNAL REVENUE SERVICE	\$23,881.
	Invoice	Date	Description		Amount
	60588874	10/13/2020	Federal taxes & Medicare PPE 10/3/20 1001 - Payroll		\$23,881.38
1024	10/13/2020			STATE DISBURSEMENT UNIT	\$1,232.
	Invoice	Date	Description		Amount
	33584750	10/13/2020	Employee garnishments PPE 10/3/20 1001 - Payroll		\$1,232.76
1025	10/13/2020			VOYA FINANCIAL	\$8,186.
	Invoice	Date	Description		Amount
	VOYA100920	10/13/2020	Employee 457 contributions PPE 10/3/20 1001 - Payroll		\$8,186.01

EFT Totals: \$90,629.

CITY - Main City Totals	Count	To
Checks	36	\$32,095.
EFTs	6	\$90,629.
All	42	\$122,725.

Attachment: 10-16-20 Check Register (Approval of City Check Registers)

City main account checks dated October 23, 2020, numbered 96691 to 96756, totaling \$166,096.72, 2 payroll checks and 94 EFTs totaling \$154,716.82, for a grand total of \$320,813.54, have been reviewed and authorized for distribution by the City Manager.

As of October 23, 2020, the unaudited cash balance is \$2,414,430.01.

CASH POSITION - CITY OF CAPITOLA
October 23, 2020

	10/23/2020
General Fund	\$ (3,541,048.12)
Payroll Payables	\$ 156,432.93
Contingency Reserve Fund	\$ 2,061,345.66
Facilities Reserve Fund	\$ 522,829.72
Capital Improvement Fund	\$ 2,002,068.23
Stores Fund	\$ 55,007.45
Information Technology Fund	\$ 249,544.22
Equipment Replacement	\$ 478,832.92
Self-Insurance Liability Fund	\$ (30,727.73)
Workers' Comp. Ins. Fund	\$ 315,845.54
Compensated Absences Fund	\$ 144,299.19
TOTAL UNASSIGNED GENERAL FUNDS	\$ 2,414,430.01

The Emergency Reserve Fund balance is \$1,374,205.54 (not included above).

The PERS Contingency Fund balance is \$938,328.43 (not included above).

The Library Fund balance is \$4,245,333.15 (not included above).

10/27/20

 Jamie Goldstein, City Manager Date

10/22/20

 Jim Malberg, City Treasurer Date

Attachment: 10-23-20 Check Register (Approval of City Check Registers)

City Checks Issued October 23, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
96691	10/19/2020	10/19/2020	Description Business license refund	SANTA CRUZ WESTSIDE ELECTRIC, DBA SANDBAR	\$75.00
96692	10/23/2020			A TOOL SHED	\$55.00
	Invoice	Date	Description		Amount
	1453207-5	10/15/2020	PD sewer snake rental		\$55.00
96693	10/23/2020			AMAZON CAPITAL SERVICES	\$1,531.50
	Invoice	Date	Description		Amount
	1D64-WFJR-FLDT	10/18/2020	Rain bib overalls (3)		\$189.99
	1D64-WFJR-FKYJ	10/18/2020	Hi-vis jackets (3)		\$231.45
	16FN-JVPJ-VY47	10/18/2020	Halloween stickers, party games, temporary tattoos		\$113.14
	1R1F-NJ4T-7N37	10/17/2020	Steel safety cans (4)		\$297.60
	1R1F-NJ4T-464R	10/17/2020	Deionized water for Caterpillar 926M		\$18.31
	16CF-VPYJ-6QK9	10/20/2020	Hi-vis jacket, boots, neck gaiters		\$539.45
	1QNN-D4VG-FRCQ	10/20/2020	Boots		\$141.65
96694	10/23/2020			AUTOMATION TEST ASSOCIATES	\$40.00
	Invoice	Date	Description		Amount
	48908	10/22/2020	October wharf meter reading 1311 - Wharf Fund		\$40.00
96695	10/23/2020			AXCIENT	\$125.00
	Invoice	Date	Description		Amount
	FY20INEFI057916	09/30/2020	September AppAssure storage 2211 - IT Fund		\$125.00
96696	10/23/2020			B & B SMALL ENGINE REPAIR	\$236.64
	Invoice	Date	Description		Amount
	457558	10/14/2020	Steel screw		\$26.11
	457557	10/14/2020	DL chain, backplate, leaf rake, gearbox grease		\$210.53
96697	10/23/2020			BEAR ELECTRICAL SOLUTIONS INC.	\$1,305.40
	Invoice	Date	Description		Amount
	11389	09/28/2020	Sept. traffic signal maintenance services - response		\$658.65
	11410	09/30/2020	Sept. traffic signal maintenance services - routine 1310 - Gas tax Fund		\$646.80
96698	10/23/2020			BEN NOBLE URBAN AND REGIONAL PLANNING	\$187.50
	Invoice	Date	Description		Amount
	1304	10/19/2020	Planning commission draft edits 1313 - Gen Plan Update		\$187.50
96699	10/23/2020			BSN SPORTS LLC	\$758.80
	Invoice	Date	Description		Amount
	910184891	10/02/2020	Tennis nets, net cables		\$758.80
96700	10/23/2020			CA DEPARTMENT OF JUSTICE	\$228.00
	Invoice	Date	Description		Amount
	472659	10/05/2020	Sept. employee fingerprinting		\$228.00
96701	10/23/2020			CADILLAC DESIGNS INC.	\$243.00
	Invoice	Date	Description		Amount
	8840	10/15/2020	Signs		\$243.00

Attachment: 10-23-20 Check Register (Approval of City Check Registers)

City Checks Issued October 23, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
96702	10/23/2020			CALE AMERICA INC.	\$2,302.00
	Invoice	Date	Description		Amount
	161331	10/11/2020	Paystation modem upgrade		\$473.07
	160963	09/30/2020	Sept. CALE meters		\$1,829.00
96703	10/23/2020			CSG Consultants Inc.	\$440.00
	Invoice	Date	Description		Amount
	32946	10/09/2020	September building inspections		\$440.00
96704	10/23/2020			DEPARTMENT OF MOTOR VEHICLES	\$27.00
	Invoice	Date	Description		Amount
	SN3821-2020	10/20/2020	DMV registration license SE422074		\$27.00
96705	10/23/2020			DEPARTMENT OF PESTICIDE REGULATION	\$60.00
	Invoice	Date	Description		Amount
	TDQAC102120	10/21/2020	QAC license renewal for Thomas Dixon		\$60.00
96706	10/23/2020			Division of the State Architect	\$28.00
	Invoice	Date	Description		Amount
	DSA093020	09/30/2020	July - Sept. disability access & education fees		\$28.00
96707	10/23/2020			EARTHWORKS PAVING CONTRACTORS INC	\$26,516.00
	Invoice	Date	Description		Amount
	EW101520	10/15/2020	Park Ave. bike path reconstruction retention release 1200 - CIP		\$26,516.00
96708	10/23/2020			FLYERS ENERGY LLC	\$1,446.83
	Invoice	Date	Description		Amount
	20-200814	10/15/2020	357 gallons gasoline		\$1,177.83
	20-200813	10/15/2020	89 gallons diesel		\$269.00
96709	10/23/2020			GALLS LLC	\$188.27
	Invoice	Date	Description		Amount
	016610789	10/01/2020	Patrol uniform, jacket		\$188.27
96710	10/23/2020			GARDAWORLD	\$209.67
	Invoice	Date	Description		Amount
	10594424	10/01/2020	October armored car service		\$209.67
96711	10/23/2020			GINA ENRIQUEZ	\$3,729.54
	Invoice	Date	Description		Amount
	GE101320	10/13/2020	Instructor payment		\$3,729.54
96712	10/23/2020			HOME DEPOT CREDIT SERVICES	\$25.05
	Invoice	Date	Description		Amount
	9623755	10/15/2020	Utility blades, 150 grit sheet, gloves, dowels		\$25.05
96713	10/23/2020			HUB INTERNATIONAL	\$261.28
	Invoice	Date	Description		Amount
	HUB103120	10/31/2020	Car parade event insurance		\$261.28
96714	10/23/2020			HUMBOLDT PETROLEUM LLC	\$6.50
	Invoice	Date	Description		Amount
	089531	10/10/2020	Car wash		\$6.50

Attachment: 10-23-20 Check Register (Approval of City Check Registers)

City Checks Issued October 23, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
96715	10/23/2020			KBA Document Solutions LLC	\$95.51
	Invoice	Date	Description		Amount
	55Y1126984	10/14/2020	City Hall copier usage charges 9/22 - 10/21 2211 - IT Fund		\$95.51
96716	10/23/2020			KIMLEY HORN AND ASSOCIATES INC	\$15,203.42
	Invoice	Date	Description		Amount
	17215916	09/30/2020	#20-0359 1360 41st Ave. parking study		\$800.00
	17469134	09/30/2020	Capitola Ave. sidewalk final plans. response to city comments 1000 - Gen Fund \$800.00 1200 - CIP \$14,403.42		\$14,403.42
96717	10/23/2020			LANGUAGE LINE SERVICES INC	\$30.00
	Invoice	Date	Description		Amount
	4898886	09/30/2020	Over the phone interpretation services		\$30.00
96718	10/23/2020			MID COUNTY AUTO SUPPLY	\$46.91
	Invoice	Date	Description		Amount
	MID-1011492	10/15/2020	Belts		\$32.52
	MID-1017085	10/20/2020	Capsules		\$14.39
96719	10/23/2020			MILLER'S TRANSFER & STORAGE CO.	\$319.65
	Invoice	Date	Description		Amount
	92443	10/09/2020	October record storage and warehouse handling		\$319.65
96720	10/23/2020			MISSION LINEN SUPPLY	\$203.71
	Invoice	Date	Description		Amount
	513439941	10/14/2020	Fleet uniform cleaning, shop towels		\$35.99
	513466965	10/19/2020	Community center mops, mats		\$75.00
	513439942	10/14/2020	Corp. yard uniform cleaning, towels		\$92.77
96721	10/23/2020			MISSION PRINTERS	\$170.15
	Invoice	Date	Description		Amount
	61003	09/22/2020	Envelopes (1,000) 2210 - Stores Fund		\$170.15
96722	10/23/2020			MONTEREY BAY ANALYTICAL SERVICES INC	\$440.00
	Invoice	Date	Description		Amount
	20100721	10/16/2020	Storm drain debris testing		\$440.00
96723	10/23/2020			OUTDOOR SUPPLY HARDWARE	\$9.80
	Invoice	Date	Description		Amount
	B88686	10/20/2020	Brush		\$9.80
96724	10/23/2020			PACIFIC GAS & ELECTRIC	\$14,738.82
	Invoice	Date	Description		Amount
	PGE101420-acct5	10/14/2020	Pacific Cove parking lot utilities		\$940.29
	PGE101420-acct9	10/14/2020	October gas & electricity 1000 - General Fund \$5,298.37 1300 - SLESF \$126.00 1310 - Gas Tax \$6,696.33 1311 - Wharf Fund \$2,618.11		\$13,798.52

Attachment: 10-23-20 Check Register (Approval of City Check Registers)

City Checks Issued October 23, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
96725	10/23/2020			PALACE BUSINESS SOLUTIONS	\$231.9
	Invoice	Date	Description		Amount
	589720-0	09/22/2020	Paper, markers, staplers, post-it notes		\$89.02
	C4821925-0	07/01/2020	Statement credit for PD frames		(\$98.71)
	4010026-0	09/03/2020	Note pads		\$6.54
	591813-0	10/16/2020	Labels, paper, letters		\$127.82
	591696-0	10/15/2020	Paper		\$49.04
	590913-0	10/07/2020	Staplers, letter sorter		\$50.46
	590920-0	10/07/2020	Envelope clasps		\$7.79
			1000 - General Fund	\$104.14	
			2210 - Stores Fund	\$127.82	
96726	10/23/2020			PETERSON CATERPILLAR	\$331.7
	Invoice	Date	Description		Amount
	PC001714940	10/16/2020	Caterpillar 926M injector, gasket		\$331.74
96727	10/23/2020			PHOENIX GROUP INFORMATION SYSTEMS	\$5,301.3
	Invoice	Date	Description		Amount
	092020070	10/16/2020	Sept. citation processing		\$5,301.30
96728	10/23/2020			ROBERT M PATTERSON	\$450.0
	Invoice	Date	Description		Amount
	RMP100120	10/01/2020	Citation administrative hearings (9)		\$450.00
96729	10/23/2020			ROYAL WHOLESALE ELECTRIC	\$408.7
	Invoice	Date	Description		Amount
	7719-664333	10/14/2020	Tennis courts lights		\$408.75
96730	10/23/2020			SANTA CRUZ COUNTY AUDITOR-CONTROLLER	\$11,381.5
	Invoice	Date	Description		Amount
	SCC093020	09/30/2020	September citation processing		\$11,381.50
96731	10/23/2020			SANTA CRUZ MOSQUITO & VECTOR CONTROL	\$119.1
	Invoice	Date	Description		Amount
	03514135-20-21	10/15/2020	FY20/21 mosquito & disease control assessment		\$119.10
96732	10/23/2020			SANTA CRUZ MUNICIPAL UTILITIES	\$326.2
	Invoice	Date	Description		Amount
	SCMU093020	09/30/2020	September water service for medians		\$326.24
96733	10/23/2020			SCOTTS VALLEY FIRE PROTECTION DISTRICT	\$6,763.0
	Invoice	Date	Description		Amount
	2021-1	10/01/2020	Hazmat interagency contribution		\$6,763.00
96734	10/23/2020			SHORELIFE COMMUNITY CHURCH	\$150.0
	Invoice	Date	Description		Amount
	101	10/01/2020	OST room rental		\$150.00
96735	10/23/2020			SOQUEL CREEK WATER DISTRICT	\$210.7
	Invoice	Date	Description		Amount
	06-14476-0010620	10/06/2020	430 Kennedy Drive water service		\$210.71
96736	10/23/2020			SPARTAN ATHLETIC CO.	\$479.4
	Invoice	Date	Description		Amount
	901899	10/12/2020	Tennis court benches		\$479.49

Attachment: 10-23-20 Check Register (Approval of City Check Registers)

City Checks Issued October 23, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
96737	10/23/2020			TERRENCE MCMANUS	\$490.14
	Invoice	Date	Description		Amount
	TM101520	10/15/2020	POST executive school lodging reimbursement		\$490.14
96738	10/23/2020			THE CLEANING MACHINE INC	\$2,760.00
	Invoice	Date	Description		Amount
	6439	09/25/2020	Village sidewalk pressure washing (paid by BIA) 1321 - BIA		\$2,760.00
96739	10/23/2020			THE HOME DEPOT PRO	\$2,555.11
	Invoice	Date	Description		Amount
	576997704	10/06/2020	Note book, markers		\$15.89
	576676357	10/05/2020	Janitorial supplies		\$558.81
	577726177	10/08/2020	Toilet seat covers		\$123.77
	577789324	10/09/2020	Janitorial supplies		\$724.45
	579132655	10/16/2020	Janitorial supplies		\$802.94
	579321886	10/16/2020	Hand soap		\$329.27
96740	10/23/2020			TODD HANSON	\$2,400.00
	Invoice	Date	Description		Amount
	0001	10/07/2020	BIA communication & marketing, social media boost 1321 - BIA		\$2,400.00
96741	10/23/2020			UNITED PARCEL SERVICE	\$6.90
	Invoice	Date	Description		Amount
	0000954791410	10/10/2020	PD shipping		\$6.90
96742	10/23/2020			US BANK EQUIPMENT FINANCE	\$187.37
	Invoice	Date	Description		Amount
	425481280	10/02/2020	City Hall & Recreation copier leases 1000 - General Fund \$26.05 2210 - Stores Fund \$161.32		\$187.37
96743	10/23/2020			US BANK EQUIPMENT FINANCE	\$103.55
	Invoice	Date	Description		Amount
	425481025	10/02/2020	Recreation copier lease		\$103.55
96744	10/23/2020			US BANK EQUIPMENT FINANCE	\$288.85
	Invoice	Date	Description		Amount
	425481728	10/02/2020	PD copier lease		\$288.85
96745	10/23/2020			VERITONE INC.	\$1,200.00
	Invoice	Date	Description		Amount
	24936	10/12/2020	Annual license fee		\$1,200.00
96746	10/23/2020			VISIT SANTA CRUZ COUNTY	\$47,769.47
	Invoice	Date	Description		Amount
	VSCC093020	09/30/2020	July - Sept. tourism marketing district pass thru		\$47,769.47
96747	10/23/2020			WESTERN EXTERMINATOR COMPANY	\$128.00
	Invoice	Date	Description		Amount
	8455606	09/30/2020	Sept. City Hall rodent control		\$64.00
	8455607	09/30/2020	Sept. turnouts rodent control		\$64.00

Attachment: 10-23-20 Check Register (Approval of City Check Registers)

City Checks Issued October 23, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
96748	10/23/2020			WITMER-TYSON IMPORTS INC.	\$9,810.00
	Invoice	Date	Description		Amount
	T13746	10/13/2020	K-9 Dante training		\$9,810.00
96749	10/23/2020			ZEE MEDICAL SERVICE CO.	\$65.14
	Invoice	Date	Description		Amount
	66585076	10/14/2020	First aid kit supplies		\$65.14
96750	10/23/2020			Alex Chernyak	\$31.00
	Invoice	Date	Description		Amount
	702125502	10/06/2020	Citation dismissed		\$31.00
96751	10/23/2020			Carol Meilicke	\$10.00
	Invoice	Date	Description		Amount
	200130648	10/19/2020	Penalty reduction fee refund		\$10.00
96752	10/23/2020			Debbie Boles	\$36.00
	Invoice	Date	Description		Amount
	702125761	10/06/2020	Citation dismissed		\$36.00
96753	10/23/2020			Holly Bias	\$380.00
	Invoice	Date	Description		Amount
	200129441	10/06/2020	Citation refund		\$380.00
96754	10/23/2020			Marti Formico	\$364.00
	Invoice	Date	Description		Amount
	19-0737	10/19/2020	#19-0737 212 Cherry Ave. deposit refund		\$364.00
96755	10/23/2020			Nadene Lafrance	\$35.10
	Invoice	Date	Description		Amount
	2005041.002	10/14/2020	Yoga class refund		\$35.10
96756	10/23/2020			Samiullah Sahak	\$38.00
	Invoice	Date	Description		Amount
	200129579	10/06/2020	Citation refund		\$38.00

Check Totals: \$166,096.7

CITY - Main City Totals	Count	Total
Checks	66	\$166,096.7
EFTs	0	\$0.0
All	66	\$166,096.7
WELLS - Payroll Totals		
Checks	2	\$593.9
EFTs	94	\$154,122.8
All	96	\$154,716.7
Grand Totals:		
Checks	68	\$166,690.7
EFTs	94	\$154,122.8
All	162	\$320,813.5

Attachment: 10-23-20 Check Register (Approval of City Check Registers)

City main account checks dated October 30, 2020, numbered 96757 to 96797, totaling \$48,849.99, 8 EFTS totaling \$95,601.21 and 1 payroll check totaling \$11,381.27, for a grand total of \$155,832.47, have been reviewed and authorized for distribution by the City Manager.

As of October 30, 2020, the unaudited cash balance is \$2,944,979.39.

CASH POSITION - CITY OF CAPITOLA
October 30, 2020

	<u>10/30/2020</u>
General Fund	(\$2,910,509.03)
Payroll Payables	\$57,188.45
Contingency Reserve Fund	\$2,061,345.66
Facilities Reserve Fund	\$522,829.72
Capital Improvement Fund	\$2,002,068.23
Stores Fund	\$55,007.45
Information Technology Fund	\$248,798.99
Equipment Replacement	\$478,832.92
Self-Insurance Liability Fund	(\$30,727.73)
Workers' Comp. Ins. Fund	\$315,845.54
Compensated Absences Fund	\$144,299.19
TOTAL UNASSIGNED GENERAL FUNDS	<u><u>\$2,944,979.39</u></u>

The Emergency Reserve Fund balance is \$1,374,205.54 (not included above).
The PERS Contingency Fund balance is \$938,328.43 (not included above).
The Library Fund balance is \$4,245,333.15 (not included above).



Jamie Goldstein, City Manager 10/30/20
Date



Jim Malberg, City Treasurer 10/30/20
Date

Attachment: 10-30-20 Check Register (Approval of City Check Registers)

City Checks Issued October 30, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transactio Amou
96757	10/30/2020			ACCO ENGINEERED SYSTEMS	\$1,160.00
	Invoice	Date	Description		Amount
	20023832	09/01/2020	Lawn Way lift station maintenance		\$750.00
	20023833	09/01/2020	Police station maintenance		\$410.00
96758	10/30/2020			AFLAC	\$1,309.04
	Invoice	Date	Description		Amount
	948148	10/26/2020	October supplemental insurance 1001 - Payroll		\$1,309.04
96759	10/30/2020			AKERS & ASSOCIATES INC.	\$585.00
	Invoice	Date	Description		Amount
	4158	10/23/2020	4199 Clares St. condos parcel map plan check		\$585.00
96760	10/30/2020			ALBION ENVIRONMENTAL INC.	\$13,300.29
	Invoice	Date	Description		Amount
	20200350102	10/08/2020	#19-0221 322 Capitola Ave. archaeological report & monitoring		\$13,300.29
96761	10/30/2020			ALLIED UNIVERSAL	\$1,083.50
	Invoice	Date	Description		Amount
	10559080	11/05/2020	Nov. Esplanade park foot patrol		\$382.50
	10559079	11/05/2020	Nov. McGregor skate park foot patrol		\$356.42
	10559060	11/05/2020	November Jade St. park foot patrol		\$344.93
96762	10/30/2020			ALLSAFE LOCK COMPANY	\$153.69
	Invoice	Date	Description		Amount
	52619	10/21/2020	Padlocks (12)		\$153.69
96763	10/30/2020			AT&T/CALNET 3	\$626.80
	Invoice	Date	Description		Amount
	0015467805	10/13/2020	October telephone service 1000 - General Fund \$578.22 2211 - IT Fund \$48.58		\$626.80
96764	10/30/2020			AT&T/CALNET 3	\$831.18
	Invoice	Date	Description		Amount
	0015468473	10/13/2020	October T-1 access		\$831.18
96765	10/30/2020			AVENU MUNISERVICES	\$145.81
	Invoice	Date	Description		Amount
	INV06-010191	10/26/2020	Quarterly sales tax auditing services		\$145.81
96766	10/30/2020			CA DEPARTMENT OF CONSERVATION	\$633.02
	Invoice	Date	Description		Amount
	CDC093020	09/30/2020	July - Sept. strong motion & seismic hazard mapping fee		\$633.02
96767	10/30/2020			CALIFORNIA BUILDING STANDARDS COMMISSION	\$118.80
	Invoice	Date	Description		Amount
	CBSC093020	09/30/2020	July - Sept. building standards admin. fee		\$118.80
96768	10/30/2020			CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,616.50
	Invoice	Date	Description		Amount
	POA102320	10/23/2020	POA and gym dues PPE 10/17/20 1001 - Payroll		\$1,616.50

Attachment: 10-30-20 Check Register (Approval of City Check Registers)

City Checks Issued October 30, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transacti Amou
96769	10/30/2020			DONALD W ALLEY	\$6,653.43
	Invoice	Date	Description		Amount
	1020-02	10/26/2020	October lagoon monitoring		\$6,653.43
96770	10/30/2020			GAYLORD ARCHIVAL	\$42.51
	Invoice	Date	Description		Amount
	2677293	10/23/2020	Museum archival print boxes		\$42.51
96771	10/30/2020			GRANICUS LLC	\$1,190.70
	Invoice	Date	Description		Amount
	132883	11/01/2020	November legislative management software 1320 - PEG		\$1,190.70
96772	10/30/2020			HOME DEPOT CREDIT SERVICES	\$491.00
	Invoice	Date	Description		Amount
	6523037	09/28/2020	UL door viewer for PD		\$12.80
	634207	09/24/2020	3M earmuffs		\$29.40
	3615130	09/21/2020	Flat screen mount, 6in1 screwdriver		\$83.86
	8143548	10/16/2020	Batteries		\$173.31
	1231051	09/23/2020	Returned lightning cable		(\$23.97)
	631244	10/14/2020	Extension cords		\$32.54
	6132301	10/08/2020	Gloves (4 pairs)		\$86.68
	7051914	10/07/2020	Gorilla construction adhesive		\$58.66
	8051775	10/06/2020	Electrical tester kit, hinges		\$38.01
96773	10/30/2020			JESSE FRANCHI	\$124.62
	Invoice	Date	Description		Amount
	JF101820	10/18/2020	Boots reimbursement		\$124.62
96774	10/30/2020			JIM CLARK	\$366.00
	Invoice	Date	Description		Amount
	101520	10/15/2020	Annual backflow prevention device tests (6)		\$366.00
96775	10/30/2020			JOHNSON ROBERTS & ASSOCIATES INC.	\$17.50
	Invoice	Date	Description		Amount
	143935	10/11/2020	PHQ Report		\$17.50
96776	10/30/2020			KBA Document Solutions LLC	\$3.25
	Invoice	Date	Description		Amount
	55Y1128704	10/21/2020	Recreation copier usage charges		\$3.25
96777	10/30/2020			KING'S PAINT AND PAPER INC.	\$76.68
	Invoice	Date	Description		Amount
	A0303906	10/23/2020	Paint, mightypro cover, 9" frame		\$76.68
96778	10/30/2020			MID COUNTY AUTO SUPPLY	\$40.10
	Invoice	Date	Description		Amount
	MID-1022732	10/23/2020	Tools		\$40.10
96779	10/30/2020			MISSION LINEN SUPPLY	\$35.99
	Invoice	Date	Description		Amount
	513483218	10/21/2020	Fleet towels, uniform cleaning		\$35.99
	513483219	10/21/2020	Corp. yard linen service, mats, towels		\$96.40
	513530317	10/28/2020	Fleet towels, uniform cleaning		\$35.99

Attachment: 10-30-20 Check Register (Approval of City Check Registers)

City Checks Issued October 30, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transacti Amou
96780	10/30/2020			NORTH BAY FORD	\$655.4
	Invoice	Date	Description		Amount
	346361	10/22/2020	2016 Ford Explorer check engine light troubleshoot		\$655.48
96781	10/30/2020			O'REILLY AUTO PARTS	\$13.2
	Invoice	Date	Description		Amount
	2763-168188	10/23/2020	Air filter		\$13.22
96782	10/30/2020			OUTDOOR SUPPLY HARDWARE	\$350.1
	Invoice	Date	Description		Amount
	B88826	10/20/2020	Bucket, trowels, gloves, scissors, sponge		\$49.82
	B75716	09/30/2020	Screws, sponges		\$19.93
	B78997	10/05/2020	5 gallon paint lid, metal tie down, pail		\$14.57
	B79173	10/05/2020	Impact drill bit, step drill bit		\$93.72
	B80223	10/07/2020	Paint lid, paint container		\$5.84
	B89758	10/22/2020	Clamp, sharpie, leather driving gloves		\$32.34
	B92772	10/26/2020	6 inch hanging succulent basket, planter box		\$104.61
	B93187	10/27/2020	Machine screws, hex nuts, fasteners		\$29.41
96783	10/30/2020			PREFERRED BENEFIT INSURANCE ADMIN.	\$5,159.1
	Invoice	Date	Description		Amount
	EIA34535	10/01/2020	October dental, vision, COBRA insurance		\$5,159.10
			1000 - General Fund \$309.10		
			1001 - Payroll \$4,850.00		
96784	10/30/2020			SAN LORENZO LUMBER	\$77.1
	Invoice	Date	Description		Amount
	55-0588662	10/22/2020	Jade St. park aerosol duster, composite shims		\$16.26
	55-0589052	10/23/2020	Form tube roll		\$17.24
	55-0589061	10/23/2020	Jade St. park push broom, hex nuts		\$44.09
96785	10/30/2020			SANTA CRUZ FIRE EQUIPMENT CO.	\$441.8
	Invoice	Date	Description		Amount
	32435	10/23/2020	Fire extinguisher annual maintenance		\$441.80
96786	10/30/2020			SANTA CRUZ OCCUPATIONAL MEDICAL CENTER	\$140.0
	Invoice	Date	Description		Amount
	613114	09/30/2020	Employee medical exams		\$140.00
96787	10/30/2020			SOQUEL CREEK WATER DISTRICT	\$2,599.1
	Invoice	Date	Description		Amount
	08-15299-0010152	10/15/2020	Monterey Ave. water		\$622.07
	08-15562-0101520	10/15/2020	Cliff and Fairview water service		\$40.40
	09-15964-0101520	10/15/2020	Monterey Ave. Esplanade water		\$1,592.51
	10-16317-0101520	10/15/2020	420 Capitola Ave. water		\$194.35
	10-16315-0101520	10/15/2020	504 Beulah irrigation		\$58.88
	10-16316-0101520	10/15/2020	426 Capitola Ave. water		\$91.13
96788	10/30/2020			TPX COMMUNICATIONS	\$1,529.4
	Invoice	Date	Description		Amount
	135836294-0	10/23/2020	October phone service		\$1,529.45
			1000 - General Fund \$832.80		
			2211 - IT Fund \$696.65		

Attachment: 10-30-20 Check Register (Approval of City Check Registers)

City Checks Issued October 30, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
96789	10/30/2020			UNITED WAY OF SANTA CRUZ COUNTY	\$20.00
	Invoice	Date	Description		Amount
	UW103120	10/23/2020	October United Way contributions 1001 - Payroll		\$20.00
96790	10/30/2020			UPEC LIUNA LOCAL 792	\$902.50
	Invoice	Date	Description		Amount
	UPEC103120	10/23/2020	October UPEC dues 1001 - Payroll		\$902.50
96791	10/30/2020			US BANK PARS Acct 6746022400	\$1,094.72
	Invoice	Date	Description		Amount
	PARS102320	10/23/2020	PARS contributions PPE 10/17/20 1001 - Payroll		\$1,094.72
96792	10/30/2020			VERIZON WIRELESS	\$2,876.99
	Invoice	Date	Description		Amount
	9864653819	10/10/2020	October telephone charges		\$2,876.99
96793	10/30/2020			WATSONVILLE BLUEPRINT	\$22.94
	Invoice	Date	Description		Amount
	95948	10/23/2020	#19-0169 4199 Clares St. final map copies		\$22.94
96794	10/30/2020			Frank Turner	\$500.00
	Invoice	Date	Description		Amount
	20-0264	10/27/2020	Tree deposit refund #20-0264		\$500.00
96795	10/30/2020			Linda Banks	\$500.00
	Invoice	Date	Description		Amount
	20-0167	10/27/2020	Tree deposit refund #20-0167		\$500.00
96796	10/30/2020			Nels Westman	\$500.00
	Invoice	Date	Description		Amount
	20-0339	10/27/2020	Tree deposit refund #20-0339		\$500.00
96797	10/30/2020			Rick & Natalie Andrews	\$728.18
	Invoice	Date	Description		Amount
	Andrews1022	10/22/2020	Housing loan interest refund 5552 - Cap Housing Successor		\$728.18
Check Totals:					\$48,849.
<u>EFT</u>					
1026	10/27/2020			CalPERS Member Services Division	\$49,484.20
	Invoice	Date	Description		Amount
	1001695125-8	10/23/2020	PERS contributions PPE 10/17/20 1001 - Payroll		\$49,484.20
1027	10/26/2020			EMPLOYMENT DEVELOPMENT DEPARTMENT	\$6,748.59
	Invoice	Date	Description		Amount
	0-927-183-648	10/23/2020	State taxes PPE 10/17/20 1001 - Payroll		\$6,748.59
1028	10/26/2020			INTERNAL REVENUE SERVICE	\$24,267.40
	Invoice	Date	Description		Amount
	20143130	10/23/2020	Federal taxes & Medicare PPE 10/17/20 1001 - Payroll		\$24,267.40

Attachment: 10-30-20 Check Register (Approval of City Check Registers)

City Checks Issued October 30, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
1029	10/26/2020			STATE DISBURSEMENT UNIT	\$1,232.
	Invoice	Date	Description		Amount
	33710850	10/23/2020	Employee garnishments PPE 10/17/20 1001 - Payroll		\$1,232.76
1030	10/26/2020			VOYA FINANCIAL	\$8,200.
	Invoice	Date	Description		Amount
	VOYA102320	10/23/2020	457 contributions PPE 10/17/20 1001 - Payroll		\$8,200.86
1031	10/26/2020			DISCOVERY BENEFITS	\$135.
	Invoice	Date	Description		Amount
	0001229311-IN	09/30/2020	Sept. COBRA and FSA admin.		\$135.00
1032	10/30/2020			EMPLOYMENT DEVELOPMENT DEPARTMENT	\$1,419.
	Invoice	Date	Description		Amount
	1-400-253-216	10/28/2020	State taxes for employee final paycheck 1001 - Payroll		\$1,419.48
1033	10/29/2020			INTERNAL REVENUE SERVICE	\$4,112.
	Invoice	Date	Description		Amount
	25008728	10/28/2020	Federal taxes & Medicare employee final paycheck 1001 - Payroll		\$4,112.92

Type EFT Totals:

\$95,601.

CITY - Main City Totals

	Count	To
Checks	41	\$48,849.
EFTs	8	\$95,601.
All	49	\$144,451.

WELLS - Payroll Totals

	Count	To
Checks	1	\$11,381.
EFTs	0	\$0
All	1	\$11,381.

Grand Totals:

	Count	To
Checks	42	\$60,231
EFTs	8	\$95,601
All	50	\$155,832

Attachment: 10-30-20 Check Register (Approval of City Check Registers)

City main account checks dated November 6, 2020, numbered 96798 to 96861, totaling \$165,374.82, 1 EFT totaling \$54,318.58 and 98 payroll EFTs totaling \$156,839.04, for a grand total of \$376,532.44, have been reviewed and authorized for distribution by the City Manager.

As of November 6, 2020, the unaudited cash balance is \$2,739,978.81.

**CASH POSITION - CITY OF CAPITOLA
November 6, 2020**

	11/6/2020
General Fund	(\$3,159,959.66)
Payroll Payables	\$127,994.45
Contingency Reserve Fund	\$2,061,345.66
Facilities Reserve Fund	\$522,829.72
Capital Improvement Fund	\$2,002,068.23
Stores Fund	\$54,692.44
Information Technology Fund	\$230,540.05
Equipment Replacement	\$478,832.92
Self-Insurance Liability Fund	(\$38,509.73)
Workers' Comp. Ins. Fund	\$315,845.54
Compensated Absences Fund	\$144,299.19
TOTAL UNASSIGNED GENERAL FUNDS	\$2,739,978.81

The Emergency Reserve Fund balance is \$1,374,205.54 (not included above).
The PERS Contingency Fund balance is \$938,328.43 (not included above).
The Library Fund balance is \$4,245,333.15 (not included above).

 Jamie Goldstein, City Manager	11/9/20 Date
 Jim Malberg, City Treasurer	11/9/20 Date

Attachment: 11-6-20 Check Register (Approval of City Check Registers)

City Checks Issued November 6, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
96798	11/06/2020			ADRIENNE HARRELL	\$607.75
	Invoice	Date	Description		Amount
	AH110320	11/03/2020	Instructor payment		\$607.75
96799	11/06/2020			ADT SECURITY SERVICES INC.	\$213.46
	Invoice	Date	Description		Amount
	ADT102920	10/29/2020	Corp. yard & museum ADT monitoring		\$213.46
96800	11/06/2020			ALPHA GRAPHICS	\$934.10
	Invoice	Date	Description		Amount
	49329	11/02/2020	FY20/21 budget copies (15)		\$934.10
96801	11/06/2020			ALVAREZ TECHNOLOGY GROUP INC	\$235.00
	Invoice	Date	Description		Amount
	57160	10/29/2020	November antivirus 2211 - IT Fund		\$235.00
96802	11/06/2020			AMAZON CAPITAL SERVICES	\$1,201.39
	Invoice	Date	Description		Amount
	1MPT-HRTW-9DXM	11/01/2020	Air purifiers (3)		\$688.14
	1H9W-XQQP-7WVP	11/01/2020	Air purifiers (2)		\$458.76
	1LD7-QJJW-KMJJ	10/31/2020	Webcam		\$54.49
			1000 - General Fund \$1,146.90		
			2211 - IT Fund \$54.49		
96803	11/06/2020			AXCIENT	\$125.00
	Invoice	Date	Description		Amount
	FY20INEFI060496	10/31/2020	October AppAssure storage 2211 - IT Fund		\$125.00
96804	11/06/2020			BURKE WILLIAMS AND SORENSEN LLP	\$14,356.00
	Invoice	Date	Description		Amount
	260649	10/29/2020	Sept. legal services		\$5,850.00
	260648	10/29/2020	Sept. labor and employment legal services		\$1,998.00
	260650	10/29/2020	Sept. legal services		\$1,140.00
	260651	10/29/2020	Sept. planning legal services		\$624.00
	260654	10/29/2020	Sept. recreation legal services		\$754.00
	260652	10/29/2020	2020 housing updates		\$3,078.00
	260653	10/29/2020	Loma Vista legal services		\$912.00
96805	11/06/2020			CLEAN BUILDING MAINTENANCE CO.	\$5,744.42
	Invoice	Date	Description		Amount
	26166	10/31/2020	October janitorial services 1000 - General Fund \$4,938.98 1311 - Wharf Fund \$805.44		\$5,744.42
96806	11/06/2020			COMMUNITY PRINTERS	\$353.20
	Invoice	Date	Description		Amount
	28266011	10/27/2020	Gun restraining forms		\$156.81
	28265011	10/27/2020	STOPP forms		\$196.42

Attachment: 11-6-20 Check Register (Approval of City Check Registers)

City Checks Issued November 6, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
96807	11/06/2020			COMMUNITY TELEVISION OF SC COUNTY	\$580.50
	Invoice	Date	Description		Amount
	2861	10/27/2020	September televised meetings		\$580.50
96808	11/06/2020			D & M TRAFFIC SERVICES	\$1,270.00
	Invoice	Date	Description		Amount
	73589	09/15/2020	CMS boards for beach closure		\$1,270.00
96809	11/06/2020			DELL MARKETING LP	\$15,636.00
	Invoice	Date	Description		Amount
	10435027943	11/01/2020	Office 365 software licenses 2211 - IT Fund		\$15,636.00
96810	11/06/2020			EIDE BAILLY LLP	\$15,000.00
	Invoice	Date	Description		Amount
	EI01054741	10/31/2020	FY19/20 audit services		\$15,000.00
96811	11/06/2020			EMPLOYMENT DEVELOPMENT DEPT	\$14,171.00
	Invoice	Date	Description		Amount
	L2085404128	10/28/2020	July - Sept. unemployment insurance 2213 - Self Insurance		\$14,171.00
96812	11/06/2020			ESMERALDA GONZALEZ	\$114.74
	Invoice	Date	Description		Amount
	EG102820	10/28/2020	Office supplies reimbursement		\$114.74
96813	11/06/2020			GALLS LLC	\$69.75
	Invoice	Date	Description		Amount
	016663946	10/08/2020	Equipment belt		\$69.75
96814	11/06/2020			GINA ENRIQUEZ	\$3,455.81
	Invoice	Date	Description		Amount
	GE110320	11/03/2020	Instructor payment		\$3,455.81
96815	11/06/2020			KBA Document Solutions LLC	\$72.00
	Invoice	Date	Description		Amount
	55Y1132399	11/03/2020	City Hall & Recreation copier usage charges 1000 - General Fund \$34.07 2211 - IT Fund \$38.00		\$72.00
96816	11/06/2020			LIUNA PENSION FUND	\$985.60
	Invoice	Date	Description		Amount
	DY5384	10/30/2020	October LIUNA dues 1001 - Payroll		\$985.60
96817	11/06/2020			LP POLICE	\$500.00
	Invoice	Date	Description		Amount
	1020LP31150	10/31/2020	Plan fee October 31 - April 29, 2021		\$500.00
96818	11/06/2020			MISSION LINEN SUPPLY	\$75.00
	Invoice	Date	Description		Amount
	513558048	11/02/2020	Recreation towels, mats, mops		\$75.00

Attachment: 11-6-20 Check Register (Approval of City Check Registers)

City Checks Issued November 6, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
96819	11/06/2020			MOTOROLA SOLUTIONS INC.	\$65,671.71
	Invoice	Date	Description		Amount
	16125267	10/21/2020	PD radios, chargers, remote speaker microphones 1300 - SLESF		\$65,671.75
96820	11/06/2020			PALACE BUSINESS SOLUTIONS	\$123.71
	Invoice	Date	Description		Amount
	592771-0	10/28/2020	Pens, paper		\$76.21
	4020741-0	10/27/2020	Pencils, clay		\$47.54
96821	11/06/2020			SC COUNTY INFORMATION SERVICES	\$640.81
	Invoice	Date	Description		Amount
	SCC102820	10/28/2020	November open query SCAN charges		\$640.81
96822	11/06/2020			SANTA CRUZ LIVE SCAN INC	\$390.00
	Invoice	Date	Description		Amount
	1568	11/01/2020	New hire live scans		\$390.00
96823	11/06/2020			SPECTRUM BUSINESS	\$4,219.16
	Invoice	Date	Description		Amount
	0000178110120	11/01/2020	November internet service		\$4,219.16
			1000 - General Fund \$2,048.71		
			2211 - IT Fund \$2,170.45		
96824	11/06/2020			SPORT ABOUT GRAPHICS	\$219.94
	Invoice	Date	Description		Amount
	SA73020	07/30/2020	Jr. guard shirts		\$219.94
96825	11/06/2020			STAPLES ADVANTAGE	\$251.73
	Invoice	Date	Description		Amount
	8059944063	10/10/2020	Office supplies		\$251.73
96826	11/06/2020			T MOBILE	\$193.68
	Invoice	Date	Description		Amount
	TM102120	10/21/2020	October cell phone usage		\$193.68
96827	11/06/2020			TODD HANSON	\$2,877.55
	Invoice	Date	Description		Amount
	0002	11/03/2020	BIA website, social media, communication management 1321 - BIA		\$2,877.55
96828	11/06/2020			UNITED PARCEL SERVICE	\$54.00
	Invoice	Date	Description		Amount
	0000954791440	10/31/2020	PD shipping		\$54.00
96829	11/06/2020			US BANK EQUIPMENT FINANCE	\$315.01
	Invoice	Date	Description		Amount
	427494802	10/28/2020	City Hall copier lease 2210 - Stores Fund		\$315.01
96830	11/06/2020			VERIZON WIRELESS	\$2,884.82

Attachment: 11-6-20 Check Register (Approval of City Check Registers)

City Checks Issued November 6, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
	Invoice	Date	Description		Amount
	9862565961	09/10/2020	September telephone charges		\$2,884.82
96831	11/06/2020			VICTORIA M JOHNSON	\$182.00
	Invoice	Date	Description		Amount
	VJ102720	10/27/2020	Instructor payment		\$182.00
96832	11/06/2020			WATSONVILLE POLICE DEPARTMENT	\$700.00
	Invoice	Date	Description		Amount
	R20-CPD-002	10/22/2020	September range dates		\$700.00
96833	11/06/2020			Andrew Breeden	\$86.00
	Invoice	Date	Description		Amount
	249381	10/28/2020	Citation refund		\$86.00
96834	11/06/2020			Cathy Watson	\$108.00
	Invoice	Date	Description		Amount
	2005042.002	10/21/2020	Class refund		\$108.00
96835	11/06/2020			Jason & Tiffany Nielsen	\$1,000.00
	Invoice	Date	Description		Amount
	19-0739	10/29/2020	#19-0739 applicant appeal refund		\$1,000.00
96836	11/06/2020			Nancy Davis	\$50.00
	Invoice	Date	Description		Amount
	ND110320	11/03/2020	Museum donation refund for check cashed twice		\$50.00
96837	11/06/2020			ALLSAFE LOCK COMPANY	\$58.00
	Invoice	Date	Description		Amount
	53228	10/26/2020	City Hall file cabinet		\$58.00
96838	11/06/2020			AMAZON CAPITAL SERVICES	\$59.02
	Invoice	Date	Description		Amount
	16Y4-494P-M9NX	10/28/2020	Jade St. door hardware, neck gaiters		\$59.02
96839	11/06/2020			APTOS LANDSCAPE SUPPLY INC.	\$136.37
	Invoice	Date	Description		Amount
	532621	10/27/2020	Mortar, beach pebbles		\$136.37
96840	11/06/2020			B & B SMALL ENGINE REPAIR	\$240.40
	Invoice	Date	Description		Amount
	456636	10/02/2020	Starter grip elastost		\$20.53
	458517	10/26/2020	Stihl HT101 repairs		\$219.87
96841	11/06/2020			BEN'S MOTORCYCLE WORKS	\$514.45
	Invoice	Date	Description		Amount
	7004	10/27/2020	2019 BMW motorcycle 18k service, brake fluid flush		\$514.45

Attachment: 11-6-20 Check Register (Approval of City Check Registers)

City Checks Issued November 6, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
96842	11/06/2020			BOBBY'S PIT STOP INC.	\$671.87
	Invoice	Date	Description		Amount
	0371649	10/27/2020	2011 Chevy Tahoe cylinders misfiring, fuel injection service		\$671.87
96843	11/06/2020			C AND N TRACTORS	\$92.62
	Invoice	Date	Description		Amount
	47047W	10/30/2020	Cartridges (2)		\$92.62
96844	11/06/2020			CA DEPT OF TRANSPORTATION	\$1,728.33
	Invoice	Date	Description		Amount
	SL210148	10/20/2020	July - Sept. signals & lighting 1310 - Gas Tax		\$1,728.33
96845	11/06/2020			EWING IRRIGATION	\$95.42
	Invoice	Date	Description		Amount
	12928930	10/29/2020	Wharf PVC union, couplings, PVC cement, purple primer 1311 - Wharf Fund		\$95.42
96846	11/06/2020			FASTENAL COMPANY	\$62.06
	Invoice	Date	Description		Amount
	CASAT57946	10/23/2020	T Rods		\$62.06
96847	11/06/2020			FLYERS ENERGY LLC	\$1,160.44
	Invoice	Date	Description		Amount
	20-205402	10/23/2020	362 gallons gasoline		\$1,160.44
96848	11/06/2020			HOME DEPOT CREDIT SERVICES	\$152.78
	Invoice	Date	Description		Amount
	5633798	10/29/2020	Tape, zip ties, GFCI outlet, cable ties		\$107.10
	5633749	10/29/2020	Paper towels, office basket		\$45.68
96849	11/06/2020			INTERSTATE TRAFFIC CONTROL PROD	\$1,093.34
	Invoice	Date	Description		Amount
	241207	10/29/2020	Anchormate, reflective tape, post drive rivet		\$1,093.34
96850	11/06/2020			KING'S PAINT AND PAPER INC.	\$104.28
	Invoice	Date	Description		Amount
	A0304101	10/28/2020	Street Paint		\$104.28
96851	11/06/2020			MISSION LINEN SUPPLY	\$92.77
	Invoice	Date	Description		Amount
	513530318	10/28/2020	Corp. yard linen service, mats, towels		\$92.77
96852	11/06/2020			NORTH BAY FORD	\$151.77
	Invoice	Date	Description		Amount
	278691	10/28/2020	Wire assembly		\$151.77
96853	11/06/2020			OUTDOOR SUPPLY HARDWARE	\$26.04
	Invoice	Date	Description		Amount
	B95041	10/30/2020	No-slip roller frame, plastic tray liner		\$26.04

Attachment: 11-6-20 Check Register (Approval of City Check Registers)

City Checks Issued November 6, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
96854	11/06/2020			PRAXAIR DISTRIBUTION INC.	\$126.4
	Invoice	Date	Description		Amount
	99655837	10/22/2020	Acetylene rental		\$126.41
96855	11/06/2020			ROYAL WHOLESALE ELECTRIC	\$408.75
	Invoice	Date	Description		Amount
	7719-665113	11/02/2020	Esplanade LED fixture		\$408.75
96856	11/06/2020			SAN LORENZO LUMBER	\$31.57
	Invoice	Date	Description		Amount
	55-0586734	10/15/2020	Scratch pad, powerlock tape		\$31.57
96857	11/06/2020			SANTA CRUZ APTOS AUTO TOWING	\$100.00
	Invoice	Date	Description		Amount
	13101	10/08/2020	Lift wharf ramp 1311 - Wharf Fund		\$100.00
96858	11/06/2020			SANTA CRUZ FIRE EQUIPMENT CO	\$355.50
	Invoice	Date	Description		Amount
	32390	10/22/2020	City Hall fire extinguisher maintenance		\$118.27
	32436	10/23/2020	Corp. yard fire extinguisher maintenance		\$171.27
	32432	10/22/2020	PD fire extinguisher maintenance		\$20.00
	32434	10/23/2020	Museum fire extinguisher maintenance		\$46.00
96859	11/06/2020			SOQUEL CREEK WATER DISTRICT	\$40.40
	Invoice	Date	Description		Amount
	13-10919-0102220	10/22/2020	2000 Wharf Road water service		\$40.40
96860	11/06/2020			THE HOME DEPOT PRO	\$1,953.10
	Invoice	Date	Description		Amount
	541630125	03/18/2020	Cleaning supplies		\$61.21
	541896320	03/19/2020	Cleaning supplies		\$869.22
	546201690	04/13/2020	Returned batteries		(\$82.76)
	551845514	05/19/2020	Soap		\$228.79
	572547776-2	09/14/2020	Janitorial supplies		\$30.00
	581577624	10/29/2020	Cleaning Supplies		\$846.68
96861	11/06/2020			SANTA CRUZ APPAREL	\$250.00
			Licensing Refund		Amount
			Business license refund		\$250.00

Check Totals: \$165,374.8

<u>EFT</u>					
1034	11/03/2020			CalPERS Health Insurance	\$54,318.5
	Invoice	Date	Description		Amount
	1001699655	11/03/2020	November health insurance		\$54,318.58
			1000 - General Fund	\$2,942.60	
			1001 - Payroll	\$51,375.98	

EFT Totals: \$54,318.5

Attachment: 11-6-20 Check Register (Approval of City Check Registers)

City Checks Issued November 6, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
CITY - Main City Totals				Count	Total
Checks				66	\$165,374.80
EFTs				1	\$54,318.50
All				67	\$219,693.40
WELLS - Payroll Totals					
Checks				1	\$0.00
EFTs				98	\$156,839.00
All				99	\$156,839.00
Grand Totals:					
Checks				67	\$165,374.80
EFTs				99	\$211,157.60
All				166	\$376,532.40

Attachment: 11-6-20 Check Register (Approval of City Check Registers)

City main account checks dated November 13, 2020, numbered 96862 to 96898, totaling \$41,817.77, 6 EFTs totaling \$91,130.90 and 1 library check totaling \$2,940.00, for a grand total of \$135,888.67, have been reviewed and authorized for distribution by the City Manager.

As of November 13, 2020, the unaudited cash balance is \$2,772,005.96.


CASH POSITION - CITY OF CAPITOLA
November 13, 2020

	11/13/2020
General Fund	(\$3,032,927.53)
Payroll Payables	\$32,866.41
Contingency Reserve Fund	\$2,061,345.66
Facilities Reserve Fund	\$522,829.72
Capital Improvement Fund	\$2,002,068.23
Stores Fund	\$54,531.12
Information Technology Fund	\$230,824.43
Equipment Replacement	\$478,832.92
Self-Insurance Liability Fund	(\$38,509.73)
Workers' Comp. Ins. Fund	\$315,845.54
Compensated Absences Fund	\$144,299.19
TOTAL UNASSIGNED GENERAL FUNDS	\$2,772,005.96

The Emergency Reserve Fund balance is \$1,374,205.54 (not included above).
The PERS Contingency Fund balance is \$938,328.43 (not included above).
The Library Fund balance is \$4,242,393.15 (not included above).



Jamie Goldstein, City Manager 11/16/20
Date



Jim Malberg, City Treasurer 11/13/20
Date

Attachment: 11-13-20 Check Register (Approval of City Check Registers)

City Checks Issued November 13, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
96862	11/13/2020			AMAZON CAPITAL SERVICES	\$137.33
	Invoice	Date	Description		Amount
	1K93-3RHT-CMC1	11/08/2020	Air purifier		\$104.64
	143N-7PJT-WPY4	11/08/2020	One way floor decals		\$32.69
96863	11/13/2020			AT&T	\$9.11
	Invoice	Date	Description		Amount
	ATT110120	11/01/2020	November long distance charges		\$9.11
			1000 - General Fund \$4.49		
			2211 - IT Fund \$4.62		
96864	11/13/2020			C AND N TRACTORS	\$195.18
	Invoice	Date	Description		Amount
	47281W	11/05/2020	Filter, O-ring, 5 gallon UDT		\$195.18
96865	11/13/2020			CA DEPARTMENT OF JUSTICE	\$1,160.00
	Invoice	Date	Description		Amount
	467307	09/03/2020	August employee fingerprinting		\$343.00
	478015	11/03/2020	Employee fingerprinting		\$817.00
96866	11/13/2020			CAPITOLA PEACE OFFICERS ASSOC.	\$1,376.50
	Invoice	Date	Description		Amount
	POA110620	11/06/2020	POA and gym dues PPE 10/31/20		\$1,376.50
			1001 - Payroll		
96867	11/13/2020			CAROLYN FLYNN	\$2,320.00
	Invoice	Date	Description		Amount
	CBF-10-2020	11/05/2020	October affordable housing program management		\$2,320.00
			5552 - Capitola Housing Successor		
96868	11/13/2020			CHEVROLET OF WATSONVILLE	\$1,192.97
	Invoice	Date	Description		Amount
	238703	10/29/2020	Lamp, headlamp, core deposits		\$1,384.16
	CM238703	11/09/2020	Core deposit refunds		(\$191.19)
96869	11/13/2020			CRYSTAL SPRINGS WATER CO.	\$163.50
	Invoice	Date	Description		Amount
	CSW103120	10/31/2020	October drinking water		\$163.50
96870	11/13/2020			D & G SANITATION	\$1,298.72
	Invoice	Date	Description		Amount
	275567	10/31/2020	Esplanade hand wash station		\$119.90
	275568	10/31/2020	McGregor skate park hand wash station, portable toilets		\$623.25
	275569	10/31/2020	Wharf portable toilets		\$412.89
	275570	10/31/2020	Lower parking lot portable toilet rental		\$127.20
	275572	10/31/2020	Cortez park hand wash station		\$7.74
	275571	10/31/2020	Jade St. park hand wash station		\$7.74
			1000 - General Fund \$885.83		
			1311 - Wharf Fund \$412.89		
96871	11/13/2020			EQUITABLE	\$2,378.14
	Invoice	Date	Description		Amount
	1177621	10/12/2020	November LTD, STD, AD&D, life insurance		\$2,378.14
			1000 - General Fund \$3.90		
			1001 - Payroll Fund \$2,374.24		

Attachment: 11-13-20 Check Register (Approval of City Check Registers)

City Checks Issued November 13, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
96872	11/13/2020			HOME DEPOT CREDIT SERVICES	\$236.57
	Invoice	Date	Description		Amount
	7615238	11/06/2020	Batteries, bucket, floor flanges, hardware, paint		\$225.93
	6510228	10/28/2020	Hand soap, antibacterial wipes		\$10.64
96873	11/13/2020			INTERSTATE BATTERY SYSTEM OF SAN JOSE INC	\$129.57
	Invoice	Date	Description		Amount
	120110263	11/09/2020	Battery		\$129.57
96874	11/13/2020			INTERSTATE TRAFFIC CONTROL PRODUCTS	\$237.76
	Invoice	Date	Description		Amount
	241415	11/09/2020	Parking signs		\$237.76
96875	11/13/2020			KING'S PAINT AND PAPER INC.	\$14.55
	Invoice	Date	Description		Amount
	A0304491	11/06/2020	HD frame, mightypro cover		\$14.55
96876	11/13/2020			MID COUNTY AUTO SUPPLY	\$72.57
	Invoice	Date	Description		Amount
	MID-1038077	11/04/2020	Vinyl tape		\$58.16
	MID-1040632	11/05/2020	Auto supplies		\$14.41
96877	11/13/2020			MISSION LINEN SUPPLY	\$132.39
	Invoice	Date	Description		Amount
	513575350	11/04/2020	Fleet towels, uniform cleaning		\$35.99
	513575351	11/04/2020	Corp. yard linen service, mats, towels		\$96.40
96878	11/13/2020			NORTH BAY FORD	\$68.68
	Invoice	Date	Description		Amount
	278773	11/03/2020	2011 Crown Vic resistor assembly, switch assembly		\$68.68
96879	11/13/2020			OLIVE SPRINGS QUARRY INC.	\$45.14
	Invoice	Date	Description		Amount
	129220	10/26/2020	Track fines		\$45.14
96880	11/13/2020			OUTDOOR SUPPLY HARDWARE	\$138.37
	Invoice	Date	Description		Amount
	B97553	11/03/2020	Sockets		\$41.39
	B96983	11/02/2020	Garden hose		\$57.76
	B99336	11/06/2020	Cable ties		\$39.22
96881	11/13/2020			PALACE BUSINESS SOLUTIONS	\$40.07
	Invoice	Date	Description		Amount
	4022452-0	11/04/2020	Museum alcohol wipes, hand sanitizer		\$40.07
96882	11/13/2020			ROYAL WHOLESALE ELECTRIC	\$1.98
	Invoice	Date	Description		Amount
	7719-6656C2	11/10/2020	HiD recycling fee		\$1.98
96883	11/13/2020			SALINAS VALLEY SOLID WASTE AUTHORITY	\$5,000.00
	Invoice	Date	Description		Amount
	2020-21-1	08/21/2020	CalRecycle program funds		\$5,000.00
96884	11/13/2020			SANTA CRUZ COUNTY AUDITOR-CONTROLLER	\$9,213.50
	Invoice	Date	Description		Amount
	SCC103120	10/31/2020	October citation processing		\$9,213.50
96885	11/13/2020			SANTA CRUZ FIRE EQUIPMENT CO.	\$125.90
	Invoice	Date	Description		Amount
	32437	10/28/2020	Fleet fire extinguisher maintenance		\$125.90

Attachment: 11-13-20 Check Register (Approval of City Check Registers)

City Checks Issued November 13, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
96886	11/13/2020			SANTA CRUZ SENTINEL	\$294.40
	Invoice	Date	Description		Amount
	0001269881	10/31/2020	October public notice		\$294.40
96887	11/13/2020			SOQUEL CREEK WATER DISTRICT	\$9,543.29
	Invoice	Date	Description		Amount
	42-14952-0102920	10/29/2020	Cortez Park irrigation		\$180.60
	42-15297-0102920	10/29/2020	426 Capitola Ave. irrigation		\$125.63
	42-15751-0102920	10/29/2020	2005 Wharf Road irrigation		\$54.20
	42-15969-0102920	10/29/2020	Lawn Way irrigation		\$316.08
	42-16122-0102920	10/29/2020	Esplanade fountain irrigation		\$54.44
	42-10504-0102920	10/29/2020	Cliff Drive irrigation		\$54.20
	42-11090-0102920	10/29/2020	Capitola Road irrigation		\$125.63
	42-11467-0102920	10/29/2020	Jade Street park irrigation		\$6,402.64
	42-11517-0102920	10/29/2020	41st Avenue irrigation		\$125.63
	42-14404-0102920	10/29/2020	Monterey Ave Nobel Gulch Park irrigation		\$514.29
	42-16130-0102920	10/29/2020	Wharf Road irrigation		\$54.91
	42-16136-0102920	10/29/2020	1400 Wharf Road irrigation		\$671.18
	42-16407-0102920	10/29/2020	Bay Ave. irrigation		\$54.20
	34-18508-0102920	10/28/2020	1510 McGregor Drive water service		\$51.61
	42-14431-0102920	10/29/2020	Monterey Ave. irrigation		\$624.58
	42-17688-0102920	10/29/2020	Lawn Way irrigation		\$79.27
	42-18238-0102920	10/29/2020	Capitola Road irrigation		\$54.20
			1000 - General Fund	\$8,872.11	
			1311 - Wharf Fund	\$671.18	
96888	11/13/2020			SUPERIOR PRESS	\$439.25
	Invoice	Date	Description		Amount
	4255085	11/05/2020	Accounts payable check stock		\$439.25
96889	11/13/2020			THE HOME DEPOT PRO	\$1,164.19
	Invoice	Date	Description		Amount
	582053963	10/30/2020	Janitorial supplies		\$39.11
	582411757	11/03/2020	Credit for Purell order error		(\$141.31)
	582946810	11/05/2020	Janitorial supplies		\$1,266.39
96890	11/13/2020			US BANK EQUIPMENT FINANCE	\$187.37
	Invoice	Date	Description		Amount
	427952130	11/03/2020	City Hall & Recreation copier leases		\$187.37
			1000 - General Fund	\$26.05	
			2210 - Stores Fund	\$161.32	
96891	11/13/2020			US BANK EQUIPMENT FINANCE	\$288.85
	Invoice	Date	Description		Amount
	427952320	11/03/2020	PD copier lease		\$288.85
96892	11/13/2020			US BANK EQUIPMENT FINANCE	\$103.55
	Invoice	Date	Description		Amount
	427952049	11/03/2020	Recreation copier lease		\$103.55
96893	11/13/2020			US BANK PARS Acct 6746022400	\$1,238.02
	Invoice	Date	Description		Amount
	PARS110620	11/06/2020	PARS contributions PPE 10/31/20		\$1,238.02
			1001 - Payroll		
96894	11/13/2020			WESTERN EXTERMINATOR CO	\$128.00
	Invoice	Date	Description		Amount
	8547191	10/31/2020	October turnouts rodent control		\$64.00
	8547192	10/31/2020	City Hall rodent control		\$64.00
96895	11/13/2020			Gabriela Castro	\$1,774.65
	Invoice	Date	Description		Amount
	19-0371	10/30/2020	201 Esplanade deposit refund #19-0371		\$1,774.65

Attachment: 11-13-20 Check Register (Approval of City Check Registers)

City Checks Issued November 13, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
96896	11/13/2020			Jan Gregg	\$217.70
	Invoice	Date	Description		Amount
	2005043 002	11/03/2020	Class refund		\$217.70
96897	11/13/2020			Susan Marfise & Phil Collyer	\$500.00
	Invoice	Date	Description		Amount
	20-0124	11/06/2020	Tree deposit refund #20-0124		\$500.00
96898	11/13/2020			Svea Scholten & Richard Scholten	\$250.00
	Invoice	Date	Description		Amount
	20-0082	11/06/2020	Tree deposit refund #20-0082		\$250.00
Check Totals:					\$41,817.77
EFT					
1035	11/09/2020			CalPERS Member Services Division	\$49,620.81
	Invoice	Date	Description		Amount
	1001703807-10	11/06/2020	PERS contributions PPE 10/31/20 1001 - Payroll		\$49,620.81
1036	11/09/2020			EMPLOYMENT DEVELOPMENT DEPARTMENT	\$6,705.65
	Invoice	Date	Description		Amount
	1-830-148-896	11/06/2020	State taxes PPE 10/31/20 1001 - Payroll		\$6,705.65
1037	11/09/2020			INTERNAL REVENUE SERVICE	\$24,128.88
	Invoice	Date	Description		Amount
	23572888	11/06/2020	Federal tax & Medicare PPE 10/31/20 1001 - Payroll		\$24,128.88
1038	11/09/2020			STATE DISBURSEMENT UNIT	\$1,232.76
	Invoice	Date	Description		Amount
	33844885	11/06/2020	Employee garnishments PPE 10/31/20 1001 - Payroll		\$1,232.76
1039	11/09/2020			VOYA FINANCIAL	\$8,450.87
	Invoice	Date	Description		Amount
	VOYA110620	11/06/2020	457 contributions PPE 10/31/20 1001 - Payroll		\$8,450.87
1040	11/12/2020			WELLS FARGO BANK	\$991.93
	Invoice	Date	Description		Amount
	WF111220	11/12/2020	November client analysis charges		\$991.93
EFT Totals:					\$91,130.90
Library - Library					
227	11/13/2020			BOGARD CONSTRUCTION INC.	\$2,940.00
	Invoice	Date	Description		Amount
	160707-50	10/31/2020	Library project management services 1360 - Library		\$2,940.00
Library Totals:					\$2,940.00

Attachment: 11-13-20 Check Register (Approval of City Check Registers)

City Checks Issued November 13, 2020

7.B.5

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
CITY - Main City Totals				Count	Total
Checks				37	\$41,817.77
EFTs				6	\$91,130.90
All				43	\$132,948.67
Library - Library Total					
Checks				1	\$2,940.00
EFTs				0	\$0.00
All				1	\$2,940.00
Grand Totals:					
Checks				38	\$44,757.77
EFTs				6	\$91,130.90
All				44	\$135,888.67

Attachment: 11-13-20 Check Register (Approval of City Check Registers)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF NOVEMBER 24, 2020

FROM: Capitola Police Department
SUBJECT: Annual Special Event Update

RECOMMENDED ACTION: Receive report and direct staff to treat all planned 2020 General Special Event Permits as recurring events for 2021.

BACKGROUND: In February 2002, the City Council approved Resolution No. 3202, adopting a special event permit program and fee schedule. The purpose of the program was to provide regulations and guidelines for special events occurring within City limits and to recover costs associated with those events.

Special events are divided into two categories: general and minor special events. General special events are those with more than 200 attendees or notable impacts to City services or a neighborhood. Minor special events are activities with less than 200 attendees and limited impacts. Minor special events can be approved by the City Manager, while applications for any new general special event must be presented to Council for consideration.

Special events that were held the prior year (recurring special events), may be approved by the City Manager for the upcoming calendar year if no significant modifications are proposed, and no major event problems occurred in recent prior years. Council has the discretion to request a review of a recurring special event if there is an identifiable concern related to past events.

In typical years, Staff prepares a review of the year's special events to identify any issues and determine if additional review should be required for any recurring events; if no issues are identified and the event organizer proposes no significant changes, staff will issue permits for those recurring special events in the coming year.

DISCUSSION: This year's special events were significantly impacted due to the COVID-19 pandemic. In 2020, staff issued one general event permit for the Surfer's Path 10k/5k race on February 23, 2020, and two minor special event permits. Both minor events fell on February 2, 2020: Veteran Surf Alliance BBQ and the Capitola/Soquel Chamber Village Sip and Stroll.

With the exemption of the two special events that occurred in February, all events for the entire year were cancelled by event organizers without staff involvement, due to the pandemic. The Woman on Waves (WOW) event would have been a new (returning) event in 2020; however, it was also canceled by the event organizer due to the pandemic.

Since nearly all events were cancelled in 2020, in 2021 technically all events would be "new"

Annual Special Event Update
November 24, 2020

and not recurring. Staff is requesting authorization to treat all the originally planned 2020 events as recurring events for 2021. Specifically, the following events would be eligible to receive Special Event permits issued by the City Manager.

Planned 2021 General Special Events:

- February Surfer's Path 10K/5K
- May Surfer's Path Marathon
- AIDS Lifecycle
- Capitola Custom Classic Car Show
- Wharf to Wharf Race
- Art and Wine Festival
- Capitola Beach Festival
- Mermaid Triathlon/Duathlon
- Women On Waves Contest
- October Surfer's Path Hang 10/Hang 5
- Monte Fireworks Extravaganza

Planned 2021 Minor Events:

- Village Sip and Stroll #1
- Operation Surf
- Village Easter Egg Hunt
- Skate-Tola
- Village Sip and Stroll #2
- Walk for Angelman's Syndrome
- Food Truck Event at Monterey Park
- Opera at the Beach
- Coast Classic Ride
- Ohana Bicycle Ride
- Halloween Parade
- Surfing Santa
- Village Sip and Stroll #3
- Art/Music at the Beach (Qty 6)
- Twilight Concerts (Qty 13)
- Movies at the Beach (Qty 4)

FISCAL IMPACT: City costs associated with special events are reimbursed by event organizers. Special events generally have a positive impact on the local economy.

Report Prepared By: Terry McManus
Police Chief

Reviewed and Forwarded by:



Jamie Goldstein, City Manager 11/19/2020



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF NOVEMBER 24, 2020

FROM: City Manager Department

SUBJECT: Receive Update on the City's Pandemic Response

RECOMMENDED ACTION: Make the determination that all hazards related to the worldwide spread of the coronavirus (COVID-19) as detailed in Resolution No. 4168 adopted by the City Council on March 12, 2020, still exist and that there is a need to continue action.

BACKGROUND: In December 2019, an outbreak of a respiratory illness linked to the novel coronavirus (COVID-19) was first identified. In March 2020, the state of California, the County of Santa Cruz, and the City of Capitola each declared a state of emergency due to the virus.

Since March, State and local health officers have issued health orders to stop the spread of COVID-19; in Santa Cruz County this included March, April, and May Shelter-In-Place orders that were more restrictive than statewide guidance. Since then, the County Health Officer has incorporated all Orders of the State Public Health Officer, which set baseline statewide restrictions on travel and non-residential business activities.

On August 28, 2020, the State Monitoring List was replaced by the Blueprint for a Safer Economy. In this new system, every county in California is assigned to a tier based on its rate of new cases and positivity. The tiers are: Purple: Widespread; Red: Substantial; Orange: Moderate; Yellow: Minimal.

At the start of this new system on August 31, Santa Cruz County was placed in the Purple: Widespread tier. The County moved into the Red: Substantial tier on September 8. The County remained in the Red tier for seven weeks. On October 27, Santa Cruz County moved to the Orange: Moderate tier. On November 10, Santa Cruz County returned to the Red: Substantial tier.

On November 16, Santa Cruz County returned to the Purple: Widespread tier; when Governor Newsom announced that due to a significant rise in cases statewide, 41 of California's 58 counties would be placed in that most restrictive tier.

On November 17, the COVID-19 case number within Santa Cruz County was 3,530; on November 18 the case number had risen to 3,628. As of November 20, data shows there are 3,819 cases of COVID-19 in Santa Cruz County; 89 of which are in the City of Capitola. There have been 27 deaths due to COVID-19.

In Santa Cruz County, the rate of new cases per day per 100k is at 12.8, with an adjusted case rate for tier assignment of 11%. There is an overall positivity rate of 3.9%; however, the County's health equity quartile positivity rate is 4.7%. This metric is based on the California

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November 24, 2020

Healthy Places Index (HPI), a composite measure of socioeconomic opportunity applied to census tracts that includes indicators across economic, social, education, transportation, housing, environmental, and neighborhood sectors. Each County's census tracts are divided into quartiles based on HPI; for example, the State's health equity quartile HPI census tracts are home to 24% of Californians, they account for 40% of all COVID-19 cases.

DISCUSSION: Due to the City, County, and State's emergency declarations, City departments continue to implement strategies to protect the community and employees while maintaining essential levels of service to the public.

As the County's Health Services Agency warned, it seems the local rise in cases and subsequent backwards tier movement was due in some part to Halloween gatherings. With the upcoming Thanksgiving holiday, the Health Officer asks community members to stay home and not to gather with non-household members.

On Monday, November 16, the State of California announced that effective Tuesday, November 17, nearly the entire state would be moved back to the Purple: Widespread tier. Santa Cruz County is now in that Purple tier along with 40 others, including the bordering Monterey and Santa Clara counties. San Mateo County remains in the Red: Substantial tier.

The Purple: Widespread tier is the most restrictive and closes all indoor activity for places of worship, restaurants, gyms, movie theaters, and wineries. Bars must close all operations, and retail establishments may only open at 25% of their indoor capacity. Schools that have not already opened for in-person classes are not permitted to in this tier assignment.

California, Oregon, and Washington State governors issued travel advisories on November 13, urging visitors entering their states to self-quarantine to slow the spread of COVID-19. The advisories ask Californians to avoid all non-essential statewide travel and to instead stay local.

On November 16, California Department of Public Health (CDPH) released expanded mask guidance, superseding the guidance released on June 18. The updated guidance mandates that a face covering is always required when outside of the home, with some limited exceptions. Individuals exempt from wearing a face mask include the following: persons outdoors more than 6-feet away from others, and persons who are actively eating or drinking while still maintaining a 6-foot distance from non-household members. This guidance directs residents of the entire state of California; Santa Cruz County remains under the additional Order to Wear Face Coverings issued by the Health Officer on June 25.

On November 20, the Center for Disease Control (CDC) issued guidance against travelling for the Thanksgiving holiday. The CDC has emphasized that gathering with those not within your direct household is the most common way to both get and spread the virus.

Also, on November 20, Governor Newsom and the California Department of Public Health announced a limited Stay at Home Order requiring that all non-essential work, travel, and gatherings stop between 10 PM and 5 AM in all counties within the Purple Tier. The order takes effect 10 PM on November 21 and remains until 5 AM December 21. The Order is designed to reduce opportunities for disease transmission, as activities conducted from 10 PM to 5 AM are generally non-essential by nature and reducing the movement a mixing of individuals is key in decreasing the spread of COVID-19. As Santa Cruz County is within the Purple Tier, this modified curfew will be in effect locally beginning Saturday, November 21.

If significant changes occur within Santa Cruz County between the date of agenda publication

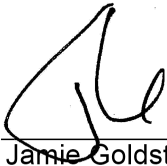
COVID-19 Emergency- Update 15
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and the City Council meeting, further updates on the regional and local coronavirus response can be provided in a verbal report at the meeting.

FISCAL IMPACT: As previously stated, reductions in Sales Tax and Transient Occupancy Tax as a result of this health crisis is substantial. In our current fiscal year, staff projects an approximate \$1.5 million shortfall and has cut nearly \$4.5 million from the annual budget.

Report Prepared By: Chloe Woodmansee
Interim City Clerk

Reviewed and Forwarded by:



Jamie Goldstein, City Manager 11/19/2020



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF NOVEMBER 24, 2020

FROM: Capitola Recreation

SUBJECT: Recreation Division Strategic Plan

RECOMMENDED ACTION: Adopt proposed five-year Recreation Strategic Plan.

BACKGROUND: The Recreation Division has used a consistent service model for many years. With the introduction of new management in the Division, the City sought to engage the community and develop a strategic plan to ensure the City's recreation offerings best serve the community's needs.

In February 2019, City Council approved \$13,700 to support a Recreation Strategic Plan project. A Request for Qualification was issued, and BluePoint Planning chosen as the project's consultant. Staff assembled a core team of both community stakeholders and City staff. This team provided a review of existing conditions, identified recreation needs and gaps, and developed a vision and plan goals, facilitated by BluePoint Planning. Staff and the core team also engaged with the public by holding a community meeting and using an online survey to solicit feedback.

Staff presented the in-progress Plan to Council in February of 2020 and was directed to present the collect feedback from the Arts & Cultural Commission. Staff was scheduled to present to Arts & Cultural Commission in April 2020; however, due to the COVID-19 pandemic, the presentation was delayed until November 2020.

DISCUSSION: Using the information gathered through community outreach and the presentation to the Art & Cultural Commission, BluePoint Planning and the Core Team developed a Strategic Plan Framework (Attachment 1) and full Plan (Attachment 2). The proposed framework provides a new Mission, Vision, and Values for the Recreation Division and outlines four goals, each with guiding strategies, that the Division would use for workplan and budget development starting in fiscal year 2020/21.

The proposed strategic Plan goals are:

1. **Efficient & Effective Division:** By 2022, transform the Division into an umbrella organization for programming parks, events, and recreation that is resourced, efficient, and effective.
2. **Affordable & Accessible:** Annually update and refine recreation programs and event offerings to ensure they are balanced, relevant, affordable, and accessible to all community members, regardless of age, socio-economic status, or ability.

Recreation Strategic Plan
November 24, 2020

3. Maximize Facilities: By 2022, complete an assessment of all City facilities and prioritize renovations, additions, and ongoing maintenance to maximize their function and flexibility to support the Division's mission.
4. Partnerships: In 2020, establish partnership agreements with the school district, library, and other city organizations to secure use of facilities and shared use to expand ability to provide a range of services.

The proposed Plan calls for increased collaboration; both with outside partners such as Soquel Union Elementary School District and Capitola Library, and within City staff and departments to leverage expertise and improve efficiency. As part of a five-year plan, the Recreation Division will conduct regular achievement analysis and goal evaluation through its lifetime.

FISCAL IMPACT: No immediate fiscal impact.

ATTACHMENTS:

1. Capitola Strategic Plan_FinalF
2. Strategic Framework_FINAL DRAFT

Report Prepared By: Nikki Bryant Bryant LeBlond
Recreation Supervisor

Reviewed and Forwarded by:



Jamie Goldstein, City Manager 11/19/2020



Capitola Recreation Strategic Plan

February 13, 2020



Attachment: Capitola Strategic Plan_FinalF (Recreation Strategic Plan)



Prepared by:
BluePoint Planning
1950 Mountain Blvd, #3
Oakland, CA 94611



Attachment: Capitola Strategic Plan_FinalF (Recreation Strategic Plan)

The Strategic Plan

In 2019, the City of Capitola identified the need and opportunity to develop a strategic plan for the Capitola Recreation Division to direct future growth and to explore ways to expand recreation services to the community. This Strategic Plan was developed in collaboration with Division staff, a representative advisory group - "Core Team", a community survey, and consultant assistance. The Strategic Plan was designed to do the following:

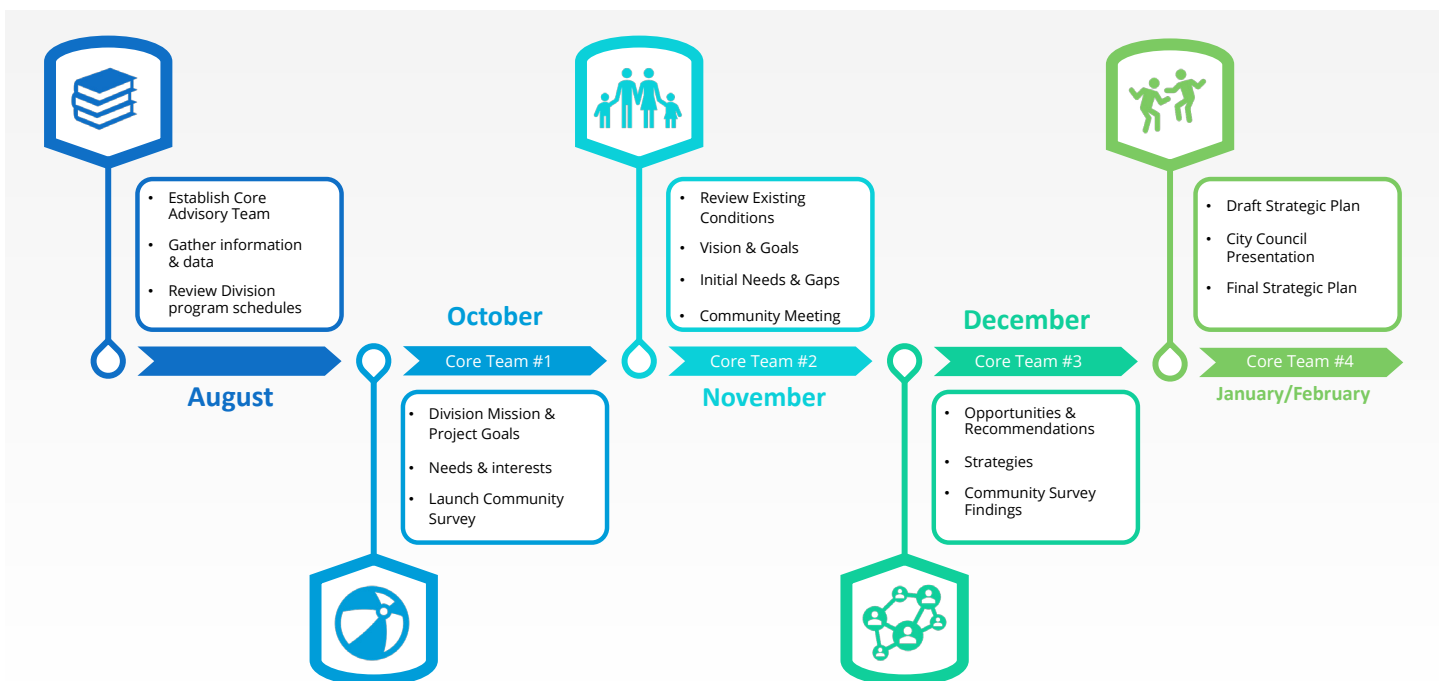
- Create a 5-year roadmap for the Recreation Division to meet community needs
- Establish strategies to maximize the use and function of the parks and facilities
- Identify which programs the Division should grow or add
- Create connections and efficiencies with other City community services
- Communicate the Division's priorities to the community

About Capitola Recreation District

The Recreation District serves the residents within the City of Capitola and the Soquel Unified Elementary School District, a population of approximately 25,000 people. The Recreation Division currently offers a robust Class program operating out of the Jade St Community Center and other sites around Capitola and the County. We provide Junior Guard and Camp Capitola summer programs for youth, field rentals, and coed softball. These programs have been the foundation of Capitola's recreation division.

Process

The Strategic Plan was developed over a six-month period and included four meetings with the Core Team, a diverse group of community representatives, a community survey, and a workshop. Below is a graphic of the process. The next step is to develop the specifics of how and when to enact the Strategic Plan.



S.W.O.T. Analysis

An important part of the Strategic Planning process was to assess Strengths, Weaknesses, Threats and Opportunities (SWOT) of the Division. The staff as well as the Core Team helped to identify and uncover the most critical issues that needed to be considered in the Strategic Plan. The follow is a summary of those findings.

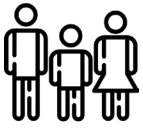
Internal Division Strengths & Weaknesses

External Opportunities & Threats

<p>Strengths</p> <ul style="list-style-type: none"> • Junior guards program! • Instructor model that enables lots of new adult classes and programs • Affordable and fun summer camp • New afterschool program! • Willingness to explore new ideas and options • Community center is used as efficiently as possible • Good relationship with the School District 	<p>Opportunities</p> <ul style="list-style-type: none"> • Potential to add more youth opportunities, holiday camps, and cooking classes • Expand Food Truck and similar events • Build awareness of the programs and Recreation Division • Expand access with an updated fee structure and subsidy program • Partnerships with School and Library • Putting parks, events and recreation programming in one Division • Potential new development
<p>Weaknesses</p> <ul style="list-style-type: none"> • The community center needs to be upgraded and its dividing walls aren't soundproof • There are limited programs for youth, particularly non-competitive ones • The website is not as accessibility or usable as needed • Fee structure and lack of scholarship program • Parks and large events are separate from recreation • Division organization is not optimized for best results and operation 	<p>Threats</p> <ul style="list-style-type: none"> • The community has a lack of awareness of the Recreation Division and its programs • Kids are "aging" out of the programs and there are not enough programs for teens and millennials • The Division is not recession proof and long-term economic sustainability • Ensuring affordability and access for all families and District residents.

Trends

The Strategic Planning process included considering major local, regional, and national trends that the Plan should address in establishing a vision and goals. The following are the highlights of those trends



Intergenerational

Programs and activities that encourage multi-generational activities are growing in popularity and supporting deeper learning by sharing experiences across age groups.

>> For Capitola this may mean programs at the library pairing high schoolers with older residents to help with computers, or community events welcoming to all ages.



Nature & Environment

Access to and appreciation of the natural world and the importance of the environment are strong trends that can be amplified by programs and parks.

>> By bringing parks into the Recreation Division, it offers the potential for classes related to wildlife viewing, environmental education classes, and creation of amenities such as community gardens.



Technology

Technology and digital access is everywhere. Parks and recreation can use technology and create places of respite from being always on.

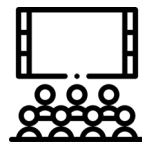
>> Creating a more intuitive website to provide greater access to programs and activities is a big opportunity as is a future digital tools to find parks, activities, rent facilities, or share information about events.



Health & Wellness

Access to parks and recreation directly help improve a community's health and wellness, combating obesity, heart disease, mental illness, and much more.

>> For Capitola this means integrating opportunities for exercise in classes, in the parks, for all ages and abilities. It also could mean health related classes, or wellness camps.



Art & Culture

Parks and recreation department are integrating arts and culture into their programming and parks, expanding participation for all ages.

>> By consolidating Events into the Recreation Division, there is the opportunity to connect the Arts and Culture Commission to the community recreation community, enhancing both.



Build community

Recreation sponsored events and programs help to build a sense of community and lasting connections to fellow residents.

>> Optimizing the park space, and increasing the number of events, will all serve to bringing greater awareness to the Division activities and enhancing the sense of community.

District Recreation Programs

Currently, the Capitola Recreation District primarily develops and operates programs at the Capitola Recreation Center at Jade Park. In addition, the District manages the rental of fields for sports, summer camps and the Junior Lifeguard program. Recently, they have started an afterschool program in partnership with the Soquel Elementary School District at the New Brighton Middle School.

Their programs include activities for adults and youth, as well as community events. Programs include youth and adult dance classes, a wide range of arts and crafts, music classes, adult wellness classes such as meditation, pilates and yoga, youth sports including skateboarding, and tennis. Community events include movies in the community center, clothing exchanges, and food truck nights.

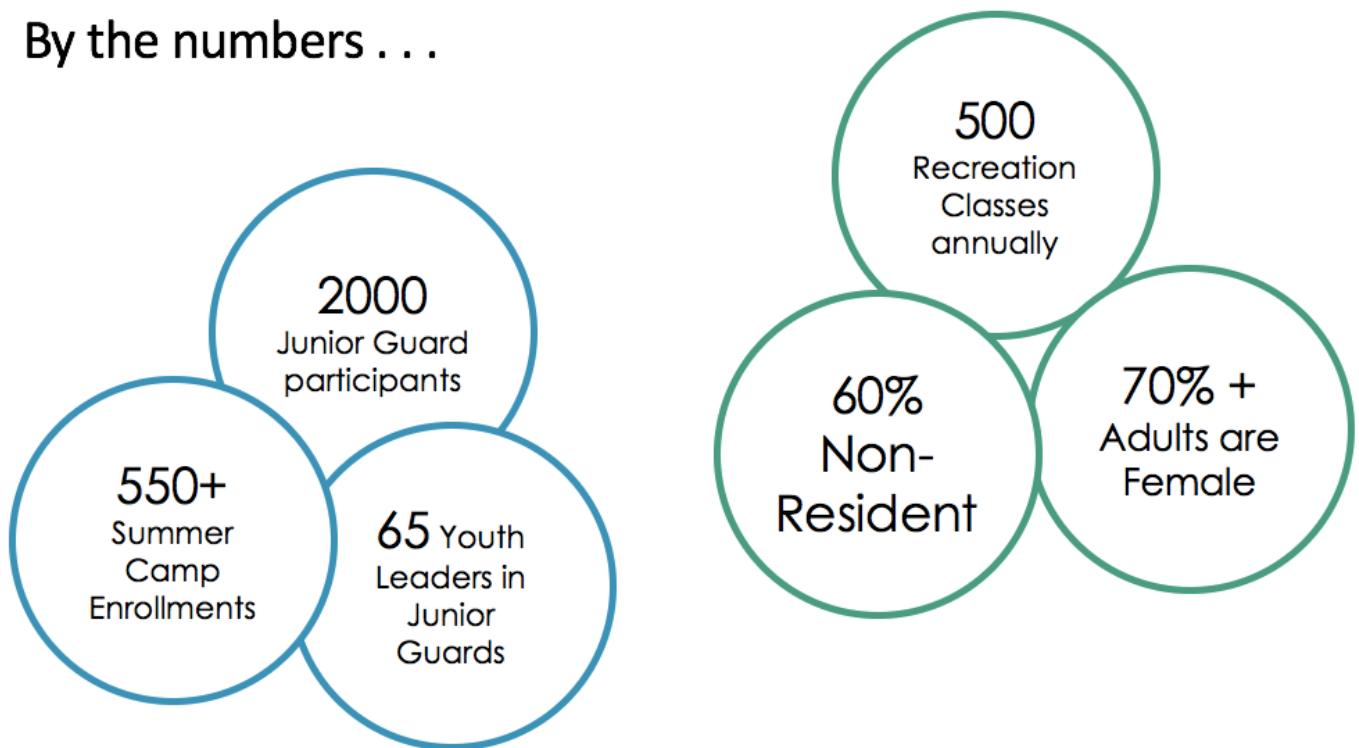
District Population Characteristics

The District includes the City of Capitola and extends to the Soquel Elementary School District. Over 60% of the District's population is within the ages of 25 to 64, with about 22% under the age of 19. The average annual median income of the District is \$68,000, with the City of Capitola's being substantially lower. The median age is 42, with an average household size of 2.43. As with many communities, the District is getting older, with fewer younger people. There are plans in the city for new housing, which will add population and likely attract some younger families.

Who uses the Programs now?

The District offers approximately 500 classes annually. The majority of participants are female over the age of 55. During the summer, the Division serves a larger number of youth, particularly with the Junior Guards and summer camp program. There is an opportunity for the District to broaden its appeal and increase the diversity of people who participate.

By the numbers . . .



District Parks and Other Providers



Attachment: Capitola Strategic Plan_FinalIF (Recreation Strategic Plan)



Attachment: Capitola Strategic Plan_FinalIF (Recreation Strategic Plan)

Capitola Recreation & Park Division Strategic Plan Framework

Our Mission

The Capitola Recreation & Parks Division is committed to providing safe, affordable, intergenerational, and fun recreational activities and facilities to support the health and well-being of people of all backgrounds and ability levels.

Our Vision

We provide recreation programs and facilities that are progressive, evolve, and are responsive to the needs of the entire community.

Our Values

Community-Oriented	Collaborative	Innovative	Efficient	Affordable
Respond and anticipate community needs, informing and shaping programs for all.	Work hand and hand with city and regional partners to provide the best services possible.	Strive to incorporate innovative thinking in all aspects of the operation of the division.	Use resources, facilities, and staff efficiently to get the greatest benefit possible.	Provide a range of opportunities for all residents that are affordable and fully accessible.

Goal 1: Efficient & Effective Division

By 2022, transform the division into an umbrella organization for programming parks, events, and recreation that is resourced, efficient, and effective.

Goal 2: Affordable & Accessible

Annually update and refine recreation programs and event offerings to ensure they are balanced, relevant, affordable, and accessible to all community members, regardless of age, socio-economic status, or ability.

Goal 3. Maximize Facilities

By 2022, complete an assessment of all city recreation and park facilities and prioritize renovations, additions, and ongoing maintenance to maximize function and flexibility to support the Division's mission.

Goal 4. Partnerships

In 2020, establish partnership agreements with the school district, library and other city organizations to secure use of facilities and shared use to expand ability to provide a range of services.



Attachment: Capitola Strategic Plan_FinalF (Recreation Strategic Plan)

Key Initiatives



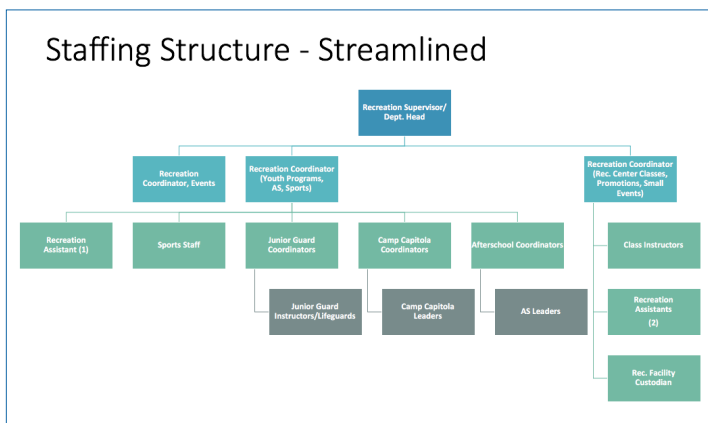
Add Park to the Recreation Division

Currently Capitola Parks are housed under Public Works. The Strategic Plan has identified moving Parks in to the Recreation Division as a key initiative to help better serve District residents. The proposal would ensure that parks are continued to be maintained by Public Works, with the Recreation Division overseeing their management in support of programs, programming, and in collaboration with Public Works identifying future enhancements to improve function and use. This change would increase the activation, use, and function of the parks.



Integrate Events Staff into the Recreation Division

Major events in Capitola are primarily managed by a single staff person within the Arts and Culture Commission that is separate from the Recreation Division. This move would help to improve coordination and align with other City events operated out of Recreation. Further, uniting these efforts in one Division will allow for better communications to the community and awareness of the events.



Streamline Recreation Division Organization

The Recreation Division has not had a comprehensive update of staffing titles, positions, and structure for a long time. The result has been a reduction in efficiencies and lack of ability to operate effectively. The addition of Events and Parks, and the plan for future growth offers the right time to reassess the structure and to develop one more in line with a modern recreation department.

Goal 1: Efficient & Effective Division

By 2022, transform the division into an umbrella organization for programming parks, events, and recreation that is resourced, efficient, and effective.

Goal 1. Strategies

S.1.1 Plan for the operational needs of City organized events and assure they are appropriately resourced by incorporating into the Division in coordination with the Art & Cultural Commission as appropriate.

S.1.2 Develop a process for Recreation to incorporate programming and enhance community participation in Parks in coordination with the Public Works Department.

S.1.3 Evaluate Division's role in the issuance of Special Event Permits in coordination with the Police Department.

S.1.4 Build a new Division organization, including incorporating the addition of Events and Parks, clearer job titles, and resources to support activities.

S.1.5 Establish budgetary parameters for a new department structure and needs for fundraising, grants, and general fund allocations.

Goal 2: Affordable & Accessible

Annually update and refine recreation programs and event offerings to ensure they are balanced, relevant, affordable, and accessible to all community members, regardless of age, socio-economic status, or ability.

Goal 2. Strategies

S.2.1 Establish a cost recovery policy that enables more affordable access to programs for all residents of all ages with reasonable fees, scholarships, and revenue generation targets.

S.2.2 Explore need and roles of a Committee Advisory Group to provide input and feedback on new programs and activities and to support relevant and valuable services.

S.2.3 Expand and develop relationships with educational organizations outside of the City to promote internships and increase availability of teen programs.

S.2.4 Optimize the use of parks, facilities, and partner locations to pilot and offer programs throughout the City.

S.2.5 Systematically evaluate and update programs and program offerings to ensure that they serve the community as a whole.

Goal 3. Maximize Facilities

By 2022, complete an assessment of all city recreation and park facilities and prioritize renovations, additions, and ongoing maintenance to maximize function and flexibility to support the Division's mission.

Goal 3. Strategies

S.3.1. Inventory existing City Recreation and Parks and Facilities, survey the community and conduct a Needs Assessment.

S.3.2 Prioritize facility upgrades to support program offerings, improve efficiencies, and broaden services to the community.

S.3. Identify and help develop additional park facilities and recreation programs associated with new developments or other available resources.

Goal 4. Partnerships

In 2020, establish partnership agreements with the school district, library and other public organizations to secure use of facilities and shared use to expand ability to provide a range of services.

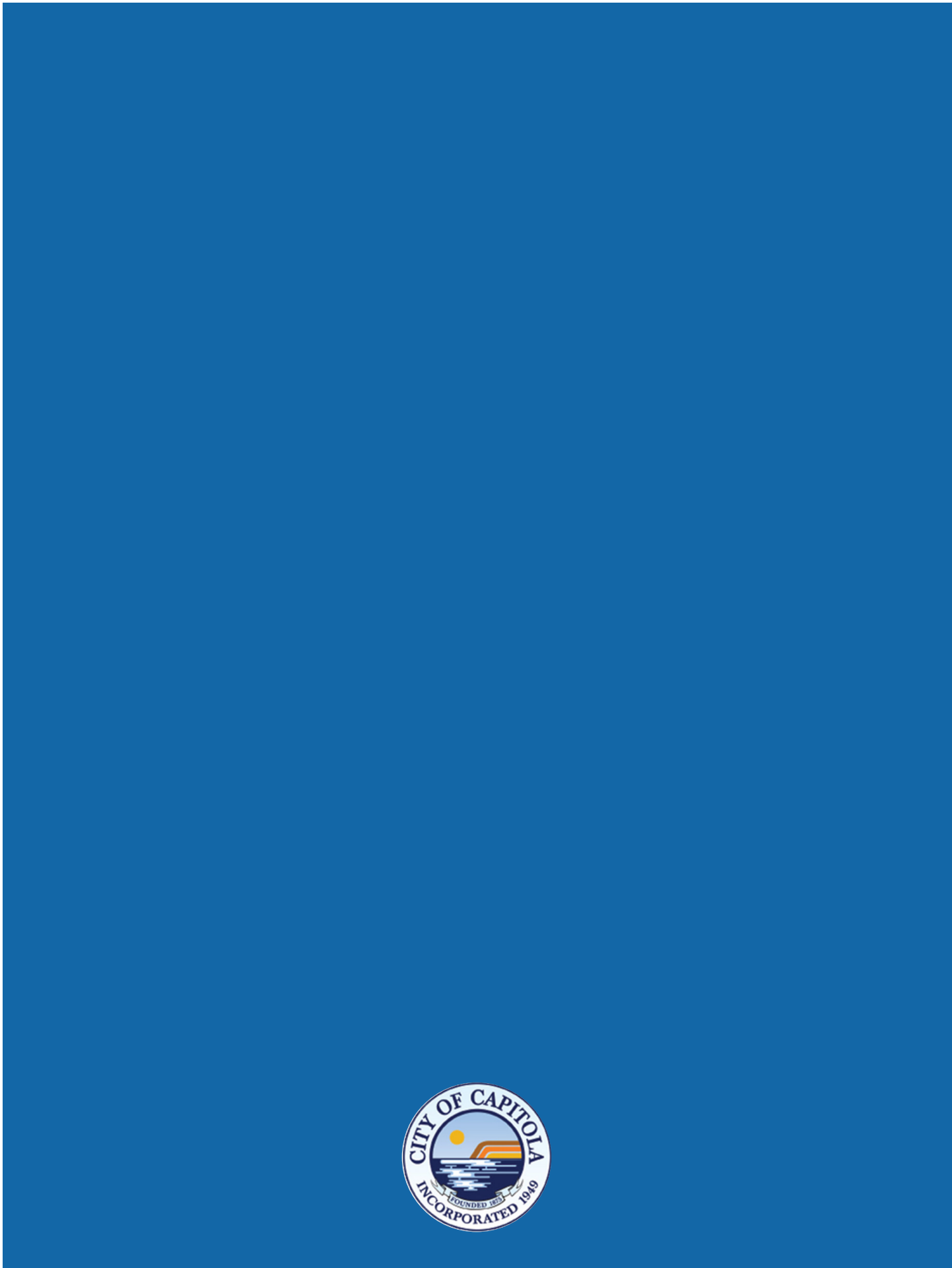
Goal 4. Strategies

S.4.1 Cooperate with School District to establish a long-term memorandum of understanding (MOU) regarding the shared use and programming of City and District facilities.

S.4.2 Establish a MOU with the library for programming and use of facilities at the new Capitola Library.

S.4.3 Foster relationships with other public and private recreation, event, and park providers to coordinate and amplify opportunities to serve residents.

S.4.4 Pursue grants and other funding with partners, building on the benefits of shared resources and cooperative services.





Capitola Recreation & Parks Division

Strategic Plan Framework

Mission

The Capitola Recreation & Parks Division is committed to providing safe, affordable, intergenerational, and fun recreational activities and facilities to support the health and well-being of people of all backgrounds and ability levels.

Vision

We provide recreation programs and facilities that are progressive, evolve, and are responsive to the needs of the entire community.

Values

- Community-Oriented – Respond and anticipate community needs, informing, and shaping programs for all.
- Collaborative – Work hand and hand with city and regional partners to provide the best services possible.
- Innovative – Strive to incorporate innovative thinking in all aspects of the operation of the division.
- Efficient – Use resources, facilities, and staff efficiently to get the greatest benefit possible.
- Affordable – Provide a range of opportunities for all residents that are affordable and fully accessible.



Goals

1. Efficient & Effective Division: By 2022, transform the division into an umbrella organization for programming parks, events, and recreation that is resourced, efficient, and effective.

S.1.1 Plan for the operational needs of City organized events and assure they are appropriately resourced by incorporating into the Division in coordination with the Art & Cultural Commission as appropriate.

S.1.2 Develop a process for Recreation to incorporate programming and enhance community participation in Parks in coordination with the Public Works Department.

S.1.3 Evaluate Division's role in the issuance of Special Event Permits in coordination with the Police Department.

S.1.4 Build a new Division organization, including incorporating the addition of Events and Parks, clearer job titles, and resources to support activities.

S.1.5 Establish budgetary parameters for a new division structure and needs for fundraising, grants, and general fund allocations.

2. Affordable & Accessible: Annually update and refine recreation programs and event offerings to ensure they are balanced, relevant, affordable, and accessible to all community members, regardless of age, socio-economic status, or ability.

S.2.1 Establish a cost recovery policy that enables more affordable access to programs for all residents of all ages with reasonable fees, scholarships, and revenue generation targets.

S.2.2 Explore need and roles of a Committee Advisory Group to provide input and feedback on new programs and activities and to support relevant and valuable services.

S.2.3 Expand and develop relationships with educational organizations outside of the City to promote internships and increase availability of teen programs.

S.2.4 Optimize the use of parks, facilities, and partner locations to pilot and offer programs throughout the City.

S.2.5 Systematically evaluate and update programs and program offerings to ensure that they serve the community as a whole.

3. Maximize Facilities: By 2022, complete an assessment of all city facilities and prioritize renovations, additions, and ongoing maintenance to maximize the function and flexibility to support the Division's mission.



S.3.1. Inventory existing City Recreation and Parks and Facilities, survey the community and conduct a Needs Assessment.

S.3.2 Prioritize facility upgrades to support program offerings, improve efficiencies, and broaden services to the community.

S.3. Identify and help develop additional park facilities and recreation programs associated with new developments or other available resources.

4. Partnerships: In 2020, establish partnership agreements with the school district, library and other city organizations to secure use of facilities and shared use to expand ability to provide a range of services.

S.4.1 Cooperate with School District to establish a long-term memorandum of understanding (MOU) regarding the shared use and programming of City and District facilities.

S.4.2 Establish a MOU with the library for programming and use of facilities at the new Capitola Library.

S.4.3 Foster relationships with other public and private recreation, event, and park providers to coordinate and amplify opportunities to serve residents.

S.4.4 Pursue grants and other funding with partners, building on the benefits of shared resources and cooperative services.



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF NOVEMBER 24, 2020

FROM: Capitola Police Department

SUBJECT: Village Bollard Project

RECOMMENDED ACTION: Adopt the proposed resolution accepting California Governor's Office of Emergency Services Grant funds for the City's FY19 State Homeland Security Grant Project 005 - Portable Bollard/Security Barriers, and amending the FY19-20 budget.

BACKGROUND: The City of Capitola hosts several large-scale special events each year. Events such as the Capitola Public Safety & Community Service Foundation Car Show, the Annual Wharf to Wharf Race and the Capitola Art and Wine Festival provide a venue for large crowds (averaging 15-20k participants) that gather together on City streets in the highly congested three-block Capitola Village area. Police and Public Works staff are tasked with providing a secure venue with safe ingress and egress for participants and visitors.

To prevent vehicular access to the Village area during events, staff currently places signage and wooden/plastic barricades which are then supported by designated personnel to enforce the closure. The proposed project is for the installation of removable pipe and concrete bollards, designed to provide enhanced protection while allowing access to pedestrians.

DISCUSSION: City staff is proposing the installation of removable bollards to improve safety for pedestrians and more effectively manage large scale special events in the Capitola Village area. Research conducted by staff concluded that many jurisdictions utilize removable pipe and/or concrete bollards to provide enhanced protection and deter potential criminal activity while also improving pedestrian access to the venue. Bollards provide both a visual deterrence and physical means of preventing vehicular traffic from entering the special event area. The proposed project creates a safer means for public access to the coast and recreational opportunities in Capitola Village during special events.

The proposed bollard security system meets the State's Homeland Security Goals to "Protect Critical Infrastructure and Key Resources from All Threats and Hazards; Enhance Community Preparedness; and Prevent Violent Extremism through Multi-Jurisdictional/Inter-Jurisdictional Collaboration and Coordination." Grant funding for the project is available through the California Governor's Office of Emergency Services (Cal OES) and under the State Homeland Security Grant Program (HSGP). In collaboration with Santa Cruz County, staff applied for such a grant in November 2019 (Attachment 2). In April 2020 CalOES approved Santa Cruz County's grant application, which included \$40,526 funding for the City of Capitola for Project. The performance period for this grant is September 1, 2019 - May 31, 2022.

Village Bollard Project
November 24, 2020

The bollards would be installed at three strategic locations; 1) Esplanade and Stockton Avenue, 2) Capitola Avenue and Stockton Avenue and 3) Monterey Avenue and Park Place. These intersections are always “closed” to vehicles when the Village is closed for special events. In addition to enhanced physical protection, these closures will no longer need to be guarded; allowing for personnel to be more effectively deployed in the Village area and to better minimize security concerns.

The proposed resolution (Attachment 1) accepts the \$40,526 grant funding for staff to implement the project and build and install removable bollards at the identified sites.

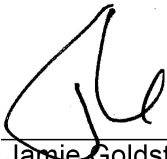
FISCAL IMPACT: Funding for this project comes in the form of a grant from the Cal OES. The total estimated project cost for materials and installation is anticipated to be less than or equal to the grant funding amount of \$40,526. At this time no need for General Fund money or other budget transfers are anticipated to complete the project.

ATTACHMENTS:

1. Reso Accepting Homeland Security Grant for Bollards
2. Grant Application Capitola Bollard project 2019-035
3. Vacaville bollards
4. Map of Bollard Placement
5. Budget Amendment - Bollard Grant Project

Report Prepared By: Terry McManus
Police Chief

Reviewed and Forwarded by:



Jamie Goldstein, City Manager 11/19/2020

RESOLUTION NO. ____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
ACCEPTING THE CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
GRANT IN THE AMOUNT OF \$40,526
AND AMENDING THE FISCAL YEAR 2020-21 BUDGET**

WHEREAS, the Capitola Police Department is a recipient of a California Governor's Office of Emergency Services (Cal OES) grant under the Department of Homeland Security Grant Program; and

WHEREAS, a budget amendment must be enacted before funds can be accepted and expended for their intended and legally mandated purposes.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Capitola hereby accepts a Cal OES State of California Department of Homeland Security Grant Project 005 – Portable Bollard/Security Barriers for \$40,526, and authorizes an amendment to the FY 2020-21 Capital Improvement Program budget by increasing both revenues and expenditures by \$40,526 as follows:

Category	FY 2020-21 Budget Amendment
Revenue	
State Government Grants	\$40,526
Expenditures	
Construction Services - Projects	\$ 40,526

BE IT FURTHER RESOLVED that the Finance Department shall record these changes into the City's accounting records in accordance with appropriate accounting practices.

BE IT FURTHER RESOLVED that these grants will be expended pursuant to the conditions of the grant program.

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 24th day of November, 2020, by the following vote:

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

Kristen Petersen, Mayor

ATTEST:

Chloé Woodmansee, City Clerk

Attachment: Reso Accepting Homeland Security Grant for Bollards (Village Bollard Project)

ENVIRONMENTAL AND HISTORIC PRESERVATION SCREENING FORM

OMB Control Number: 1660-0115
Expiration: 4/30/2011

Paperwork Burden Disclosure Notice

Public reporting burden for this data collection is estimated to average 8 hours per response. The burden estimate includes the time reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, Washington, DC, 20472, Paperwork Reduction Project (1660-0115).

PRIVACY NOTICE

The collection of this information is authorized by the National Environmental Policy Act of 1969, as amended, Pub. L. No. 91-190, § 102 U.S.C. §§ 4321-4347; and National Historic Preservation Act of 1966, as amended, Pub. L. No. 89-665, § 102, 16 U.S.C. § 470.

This information is being collected for the primary purpose of determining eligibility and administration of FEMA Preparedness Grant Programs and to ensure compliance with existing laws and regulations regarding the environment and historic preservation.

The disclosure of information on this form is required by law and failure to provide the information requested may delay or prevent your organization from receiving grant funding.

Directions for completing this form: This form is designed to initiate and facilitate the environmental and historic preservation (EHP) compliance review for your FEMA preparedness grant-funded project(s). FEMA conducts its EHP compliance reviews in accordance with the National Environmental Policy Act (NEPA) and other EHP-related laws and executive orders. In order to initiate EHP review of your project, you must complete all relevant sections of this form and submit it to the Grant Programs Directorate (GPD) along with all other pertinent project information. Failure to provide requisite information could result in delays in the release of grant funds. **Be advised that completion of this form does not complete the EHP review process.** You will be notified by FEMA when your review is complete and/or if FEMA needs additional information.

This form should be completed electronically. The document is available in both Word and Adobe Acrobat (pdf) formats at this website (<https://www.fema.gov/media-library/assets/documents/90195>). The following website has additional guidance and instructions on the EHP review process and the information required for the EHP review: <https://www.fema.gov/environmental-planning-and-historic-preservation-compliance>

Submit completed form through your grant administrator who will forward it to GPDEHPInfo@dhs.gov. Please use the subject line: **EHP Submission: Project Title, location, Grant Award Number (Example, EHP Submission: Courthouse Camera Installation, Any Town, State 12345; 2011-SS-0xxxx).**

Attachment: Grant Application Capitola Bollard project 2019-035 (Village Bollard Project)

SECTION A. PROJECT INFORMATION

DHS Grant Award Number: 2019-0035

Grant Program: Homeland Security Grant Program (SHSGP)

Grantee: California Office of Emergency Services

Grantee POC: Christopher Camacho

Mailing Address: 3650 Schriever Ave, Mather, CA 95655

E-Mail: christopher.camacho@caloes.ca.gov

Sub-Grantee: County of Santa Cruz

Sub-Grantee POC: Rosemary Anderson

Mailing Address: 701 Ocean Street Rm. 330, Santa Cruz, CA 95062

E-Mail: rosemary.anderson@santacruzcounty.us

Estimated cost of project: \$40,525.95

Project title: Portable Bollards/Security barriers for Capitola

Project location (physical address or latitude-longitude): Esplanade/Stockton; Capitola/Stockton; Monterey/Park Place

Project Description. Provide a complete project description. The project description should contain a summary of what specific action proposed, where it is proposed, how it will be implemented. Include a brief description of the objectives the project is designed to accomplish (the purpose), and the reason the project is needed. Use additional pages if necessary. If multiple sites are involved, provide the summary for each site:

Description: 14SW-01-Wall – Barriers: Fences; Jersey Walls. Description: Obstacles designed to channel or halt pedestrian or vehicle-borne traffic in order to protect a physical asset or facility. Important features: May be portable or fixed. May utilize interlocking design. Request: Removable Pipe Bollards/security barriers at three priority intersections within Capitola Village, five bollards per intersection. Cost for 15 bollards: \$10,525.95 (15 @ \$701.73) and installation \$30,000 (15 @ \$2000), total cost \$40,525.95.

Justification: The City of Capitola is host to approximately 25 special events each year. Events such as, Capitola Public Safety Car Show, the Annual Wharf to Wharf Race, and Capitola Art and Wine festivals provide the perfect venue to attract large crowds totaling 25-30k from throughout the region, gathering together on city streets in a highly congested 3 block area. In today’s world of terror attacks, law enforcement agencies are applying creative measures to provide “target hardening” features to areas of potential threat. Traditional measures of temporary wooden or plastic barriers are no longer effective in today’s security plans, offering insignificant deterrent against known terrorist acts or other acts of violence.

Research conducted by the city of Capitola has concluded that security systems utilizing removeable pipe and concrete bollards are effective in providing enhanced protection while at the same time allowing access to pedestrians. Bollards provide both a visual deterrence and an effective means of stopping vehicular traffic, accidental or criminally motivated. These bollards meet the following Homeland Security Goals: “Protect Critical Infrastructure and Key Resources From All Threats and Hazards; Enhance Community Preparedness; and Prevent Violent Extremism Through Multi-Jurisdictional/Inter-Jurisdictional Collaboration and Coordination.”

Placement: Our staff has identified three strategic locations in Capitola Village to install these bollards. 1) Esplanade/Stockton Avenue 2) Capitola Avenue/Stockton Avenue 3) Monterey Avenue/Park Place. Each location is approximately 25 feet wide and will require five removable bollards. See attached diagrams.

Attachment: Grant Application Capitola Bollard project 2019-035 (Village Bollard Project)

SECTION B. PROJECT TYPE

Based on the proposed project activities, determine which project type applies below and complete the corresponding sections that follow. For multi-component projects or those that may fit into multiple project types, complete the sections that best apply and fully describe the major components in the project description. If the project involves multiple sites, information for each site (such as age of structure, location, ground disturbance, etc.) must be provided. Attach additional pages to this submission, if needed.

1. **Purchase of equipment.** Projects in this category involve the purchase of equipment that will require installation on or in a building or structure. Complete other portions of Section B as needed. Complete Section C.1.
2. **Training and exercises.** Projects in this category involve training exercises with any field-based components, such as drills or full-scale exercises. Complete Section C.2.
3. **Renovations/upgrades/modifications or physical security enhancements to existing structures.** Projects in this category involve renovations, upgrades, retrofits, and installation of equipment or systems in or on a building or structure. Examples include, but are not limited to: interior building renovations; electrical system upgrades; sprinkler systems; vehicle exhaust systems; closed circuit television (CCTV) cameras; security fencing; access control for an area, building, or room; bollard motion detection systems; alarm systems; security door installation or upgrades; lighting; and audio-visual equipment (projectors, smart boards, whiteboards, monitors, displays, and projector screens). Complete Section C.3.
4. **Generator installation.** Projects in this category involve installation of new or replacement generators, to include the concrete pads, underground fuel and electric lines, and if necessary, a fuel storage tank. Complete Section C.4.
5. **New construction/addition.** Projects in this category involve new construction, addition to, or expansion of a facility. These projects involve construction of a new building, or expansion of the footprint or profile of a current structure. Complete Section C.5.
6. **Communication towers, antennas, and related equipment.** Projects in this category involve construction of new or replacement communications towers, or installation of communications-related equipment on a tower or building or in a communications shelter or building. Complete Section C.6.
7. **Other.** Projects that do not fit in any of the categories listed above. Complete Section C.7.

SECTION C. PROJECT TYPE DETAILS

Check the box that applies to the proposed project and complete the corresponding details.

- 1. **Purchase of equipment.** *If the entire project is limited to purchase of mobile/portable equipment and there is no installation needed, this form does not need to be completed and submitted.*

- a. Specify the equipment, and the quantity of each: 15 removeable bollards

- b. Provide the Authorized Equipment List (AEL) number(s) (if known): 2019-0035

- c. Complete Section D.

- 2. **Training and exercises.** *If the training is classroom and discussion-based only, and is not field-based, this form does not need to be completed and submitted.*

- a. Describe the scope of the proposed training or exercise (purpose, materials, and type of activities required): _____

- b. Provide the location of the training (physical address or latitude-longitude): _____

- c. Would the training or exercise take place at an existing facility which has established procedures for that particular proposed training or exercise, and that conforms with existing land use designations? Yes No

- If yes, provide the name of the facility and the facility point of contact (name, telephone number, and e-mail address): _____

- If no, provide a narrative description of the area where the training or exercise would occur (e.g., exercise area within four points defined by latitude/longitude coordinates): _____

- Does the field-based training/exercise differ from previously permitted training or exercises in any way, including, but not limited to frequency, amount of facilities/land used, materials or equipment used, number of participants, or type of activities? _____

- If yes, explain any differences between the proposed activity and those that were approved in the past, and the reason(s) for the change in scope: _____

- If no, provide reference to previous exercise (e.g., FEMA grant name, number, and date): _____

- d. Would any equipment or structures need to be installed to facilitate training? _____

- If yes, complete Section D

- 3. **Renovations/upgrades/modifications, or physical security enhancements to existing structures.** **If so, Complete Section D.**

Attachment: Grant Application Capitola Bollard project 2019-035 (Village Bollard Project)

4. **Generator installation.**

- a. Provide capacity of the generator (kW): _____
- b. Identify the fuel to be used for the generator (diesel/propane/natural gas): _____
- c. Identify where the fuel for the generator would be stored (e.g. stand-alone tank, above or below ground, or incorporated in generator): _____
- d. Complete Section D.

5. **New construction/addition.**

- a. Provide detailed project description (site acreage, new facility square footage/number of stories, utilities, parking, stormwater features, etc): _____
- b. Provide technical drawings or site plans of the proposed project: Attached
- c. Complete Section D.

6. **Communication towers, antennas, and related equipment.**

- a. Provide the current net height (in feet above ground level) of the existing tower or building (with current attached equipment): _____
- b. Provide the height (in feet above ground level) of the existing tower or building after adding/replacing equipment: _____

Complete items 6.c through 6.q below ONLY if this project involves construction of a new or replacement communications tower. Otherwise continue to Section D.

- c. Provide the ground-level elevation (feet above mean sea level) of the site of the proposed communications tower: N/A _____
- d. Provide the total height (in feet above ground level) of the proposed communications tower or structure, including any antennas to be mounted: _____
- If greater than 199 feet above ground level, state why this is needed to meet the requirements of the project: _____
- e. Would the tower be free-standing or require guy wires? Free standing Guy wires
- If guy wires are required, state number of bands and the number of wires per band: _____
- Explain why a guyed tower is needed to meet the requirements of this project: _____
- f. What kind of lighting would be installed, if any (e.g., white strobe, red strobe, or steady burning)? _____
- g. Provide a general description of terrain (e.g., mountainous, rolling hills, flat to undulating): _____
- h. Describe the frequency and seasonality of fog/low cloud cover: _____

Attachment: Grant Application Capitola Bollard project 2019-035 (Village Bollard Project)

i. Provide a list of habitat types and land use at and adjacent to the tower site (within 1/2 mile), by acreage and percentage of total (e.g., woodland conifer forest, grassland, agriculture) water body, marsh:

j. Is there evidence of bird roosts or rookeries present within 1/2 mile of the proposed site? Yes No

• Describe how presence/absence of bird roosts or rookeries was determined:

k. Identify the distance to nearest wetland area (e.g., forested swamp, marsh, riparian, marine) and coastline if applicable:

l. Distance to nearest existing telecommunication tower:

m. Have measures been incorporated for minimizing impacts to migratory birds? Yes No

• If yes, Describe:

n. Has a Federal Communications Commission (FCC) registration been obtained for this tower? Yes No

• If yes, provide Registration #:

• If no, why?

o. Has the FCCE106 process been completed? Yes No

p. Has the FCC Tower Construction Notification System (TCNS) process been completed? Yes No

• If yes, Describe:

q. Would any related equipment or structures need to be installed (e.g., backup generator and fuel source, communications shelter, fencing, or security measures)? Yes No

• If yes, explain where and how each installation would be done. Provide details about generator capacity (kW), fuel source, fuel location and tank volume, amount of fencing, and size of communication shelter:

r. Complete Section D.

7. **Other:** Complete this section if the proposed project does not fit any of the categories above.

a. Provide a complete project description:

b. Complete Section D.

SECTION D. PROJECT DETAILS

Complete all of the information requested below.

1. **Project Installation**

- a. Explain how and where renovations/upgrades/modifications would take place, or where equipment/systems will be installed:

Equipment will be installed in the ground where described in the project description and as shown on the plan.

- b. Would ground disturbance be required to complete the project or training? Yes No

- If Yes, provide total extent (depth, length, and width) of each ground-disturbing activity. Include both digging and trenching. For example, light poles and fencing have unique ground-disturbing activities (e.g., six light poles, 24" dia. x 4' deep; trenching 12" x 500' x 18" deep; 22 fence posts, 12" diameter x 3' deep, and 2 gate posts, 18" diameter x 3' deep):

15 removable poles/bollards installed 36" below the surface. Poles/bollards extend 3"6" above ground (total length 4') and are poles/bollards are 4" in diameter.

- If yes, describe the current disturbed condition of the area (e.g., parking lot, road right-of-way, commercial development):

Road right-of-way

- c. Would the equipment use the existing infrastructure for electrical distribution systems? Yes No

- If no, describe power source and detail its installation at the site:

No need for power source

2. **Age of structure/building at project site**

- a. Provide the year existing building(s) or structure(s) on/in/nearest to the location involved in the proposed project was built:

N/A no building/structure at sites

- If the building or structure involved is over 45 years old and significant renovation, rehabilitation, or modification has occurred, provide the year(s) modified and briefly describe the nature of the modification(s):

- b. Are there any structures or buildings that are 50 years old or older in or adjacent to the project area? Yes No

- If yes, provide the location of the structure(s), ground-level color photographs of the structure(s), and identify their location(s) on an aerial map:

- c. Is the project site listed in the National Register of Historic Places (National Register), or in/near a designated local or National Register Historic District? The internet address for the National Register is: <http://nrhp.focus.nps.gov/>

Yes No

- If yes, identify the name of the historic property, site and/or district and the National Register document number:

3. **Site photographs, maps and drawings**

a. Attach site photographs. Site photographs are required for all projects. Use the following as a checklist for photographs of your project. Attach photographs to this document or as accompanying documents in your submission.

- Labeled, color, ground-level photographs of the project site: Required
 - Labeled, color photograph of each location where equipment would be attached to a building or structure: Required
 - Labeled, color aerial photographs of the project site: Required
 - Labeled, color aerial photographs that show the extent of ground disturbance (if applicable): Attached
 - Labeled, color ground-level color photographs of the structure from each exterior side of the building/structure (applicable only if building/structure is more than 45 years old): Attached
- b. Are there technical drawings or site plans available? Yes No
- If yes, attach: Attached

Appendix A has guidance on preparing photographs for EHP review
4. **Environmental documentation**

a. Is there any previously completed environmental documentation for this project at this proposed project site (e.g., Environmental Assessment, or wetland delineation, or cultural/archaeological study)?

Yes No

• If yes, attach documentation with this form:

Attached

b. Is there any previously completed agency coordination for this project (e.g., correspondence with the U.S. Fish and Wildlife Service, State Historic Preservation Office, Tribal Historic Preservation Office)?

Yes No

• If yes, attach documentation with this form:

Attached

c. Was a NEPA document prepared for this project?

Yes No

• If yes, what was the decision? (Check one, and please attach):

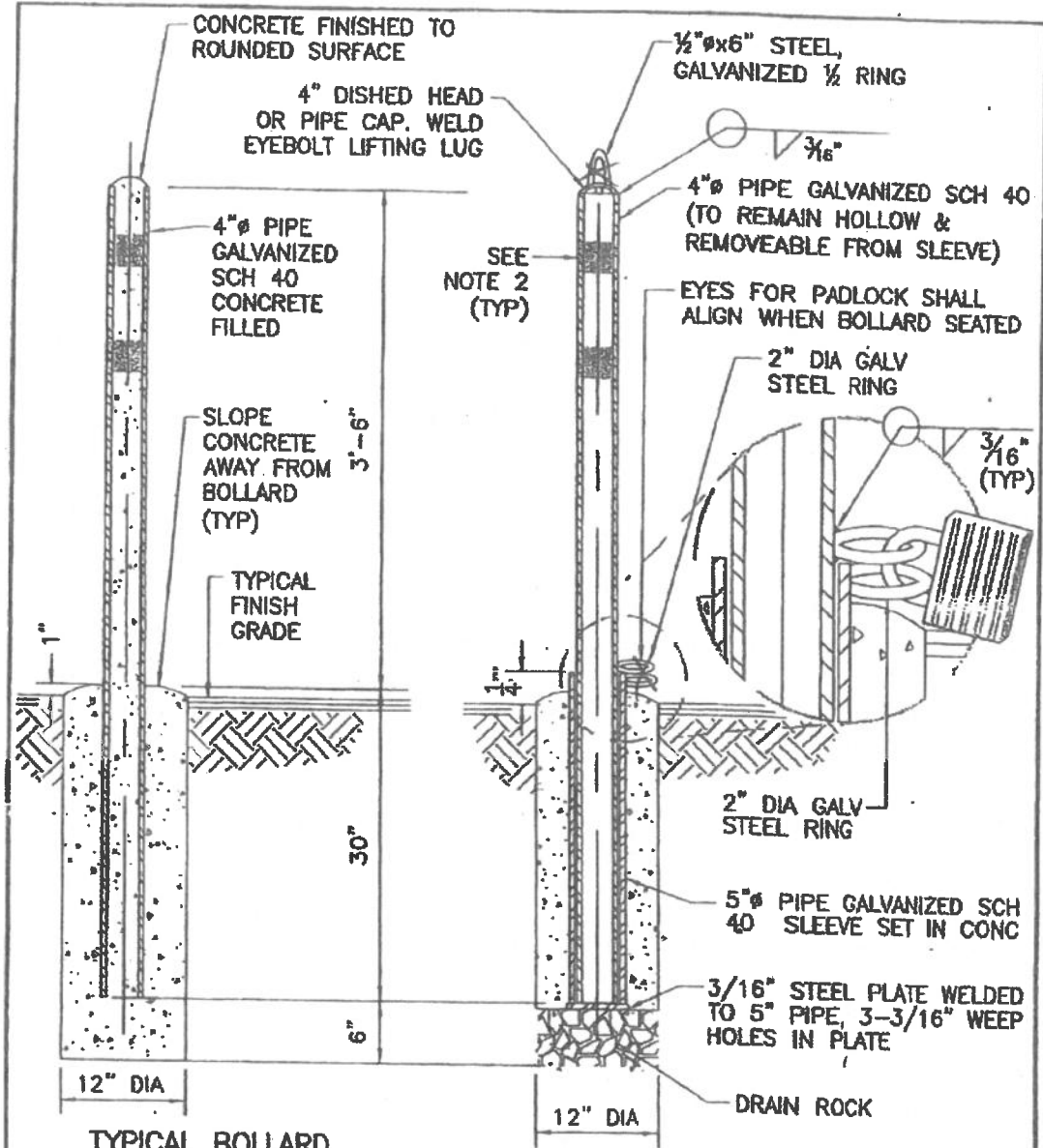
Finding of No Significant Impact (FONSI) from an Environmental Assessment (EA) or

Record of Decision (ROD) from an Environmental Impact Statement (EIS).


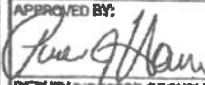
Name of preparing agency: _____

Date Attached: _____

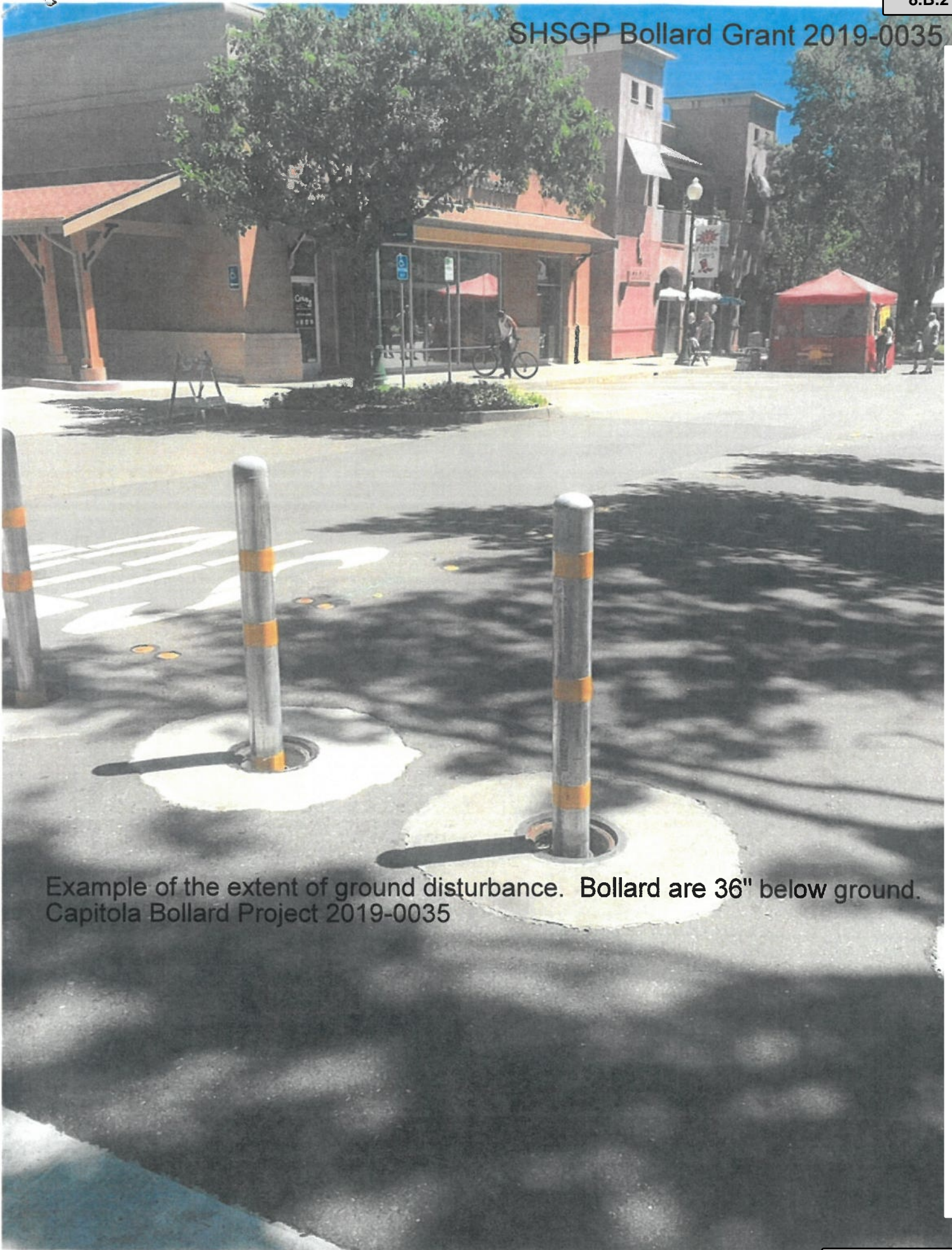
Capitola Bollard Project SHSGP 2019-0035



- NOTES:**
1. APPLY ZINC PRIMER AFTER WELDING AS NEEDED.
 2. APPLY 3" WIDE BAND OF YELLOW "SCOTCHLITE" ADHESIVE.

	DRAWING NO.: 3-23	CITY OF VACAVILLE STANDARD DRAWING
	DATE: 8/14/05	
	SCALE: NONE	
	APPROVED BY:  R.C.E. CS8003 DEPUTY DIRECTOR OF PUBLIC WORKS ENGINEERING SERVICES	
BOLLARD		

Attachment: Grant Application Capitola Bollard project 2019-035 (Village Bollard Project)



Example of the extent of ground disturbance. Bollard are 36" below ground. Capitola Bollard Project 2019-0035

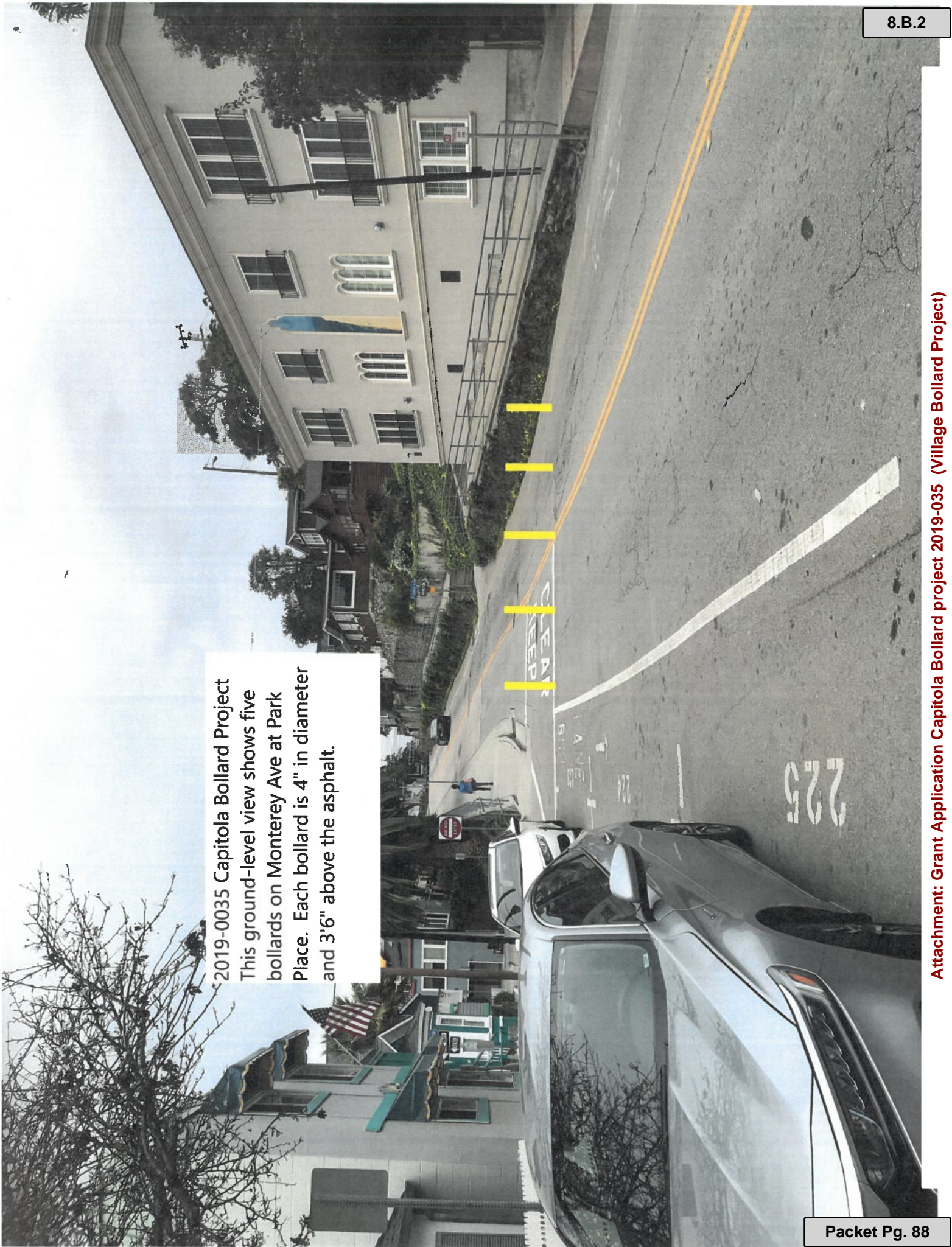
Attachment: Grant Application Capitola Bollard project 2019-035 (Village Bollard Project)

Aerial Photograph of the Project site and extent of ground disturbance 2019-0035



Attachment: Grant Application Capitola Bollard project 2019-035 (Village Bollard Project)

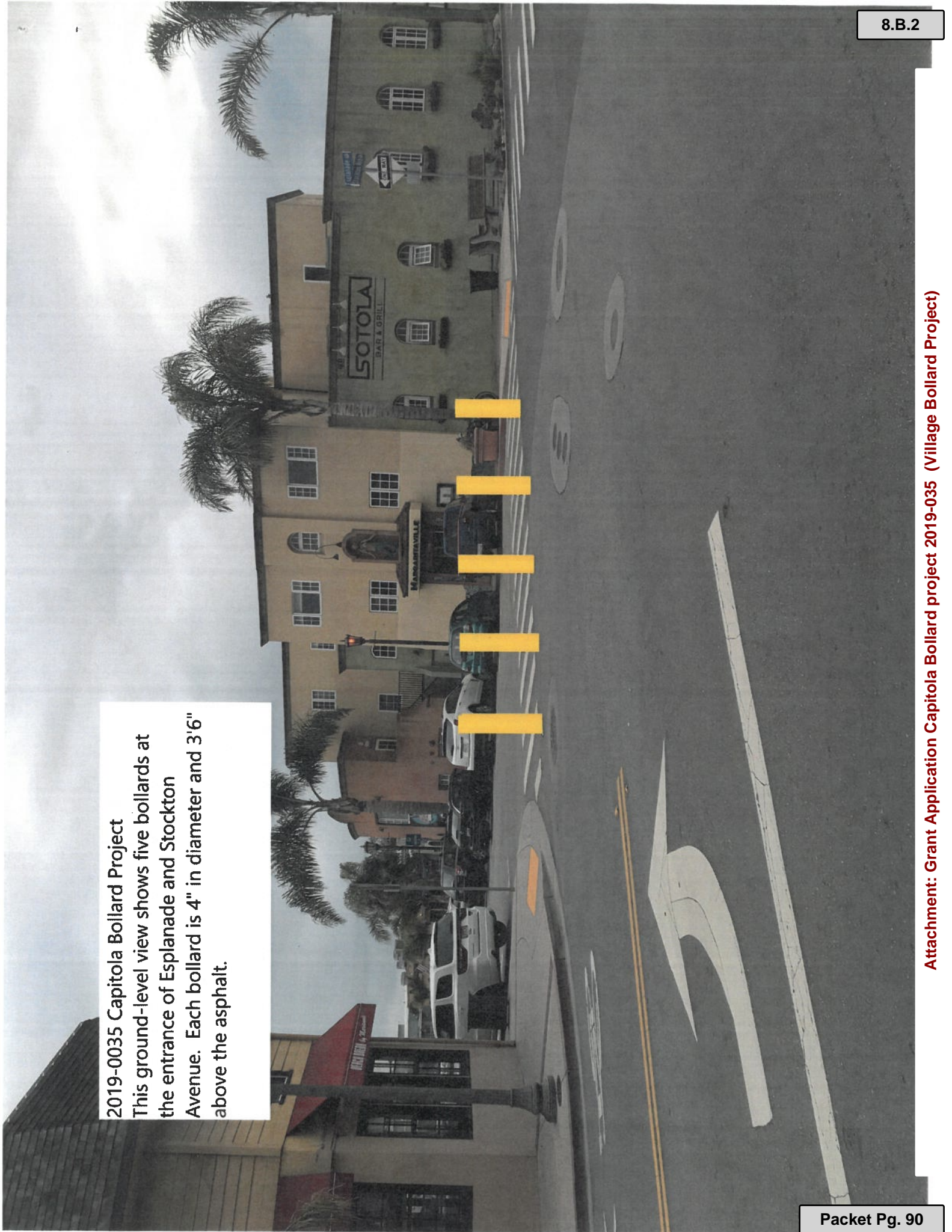
2019-0035 Capitola Bollard Project
This ground-level view shows five bollards on Monterey Ave at Park Place. Each bollard is 4" in diameter and 3'6" above the asphalt.





2019-0035 Capitola Bollard Project
This ground-level view shows five bollards at the intersection of Stockton Avenue and Capitola Avenue. Each bollard is 4" in diameter and 3'6" above the asphalt.

2019-0035 Capitola Bollard Project
This ground-level view shows five bollards at the entrance of Esplanade and Stockton Avenue. Each bollard is 4" in diameter and 3'6" above the asphalt.



Appendix A. Guidance for Supporting Photographs for EHP Grant Submissions

Photographs are a vital component of the EHP review process and add an additional level of understanding about the nature and scope of project. They also provide pre-project documentation of site conditions. Please follow the guidance provided below when preparing photographs for your EHP submission. The following pages provide examples of best practices used in earlier EHP submissions.

Minimum requirements for photographs

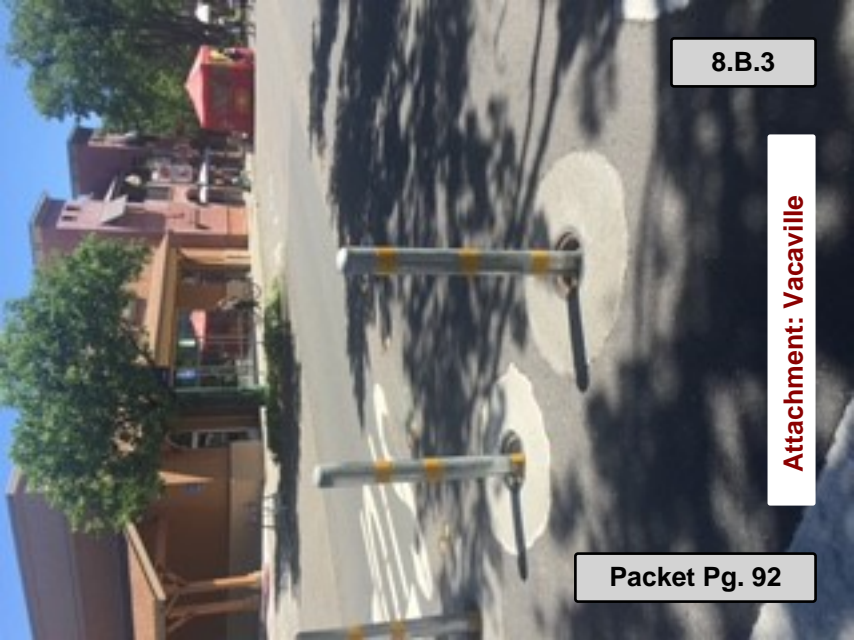
1. Photographs should be in color.
2. Label all photographs with the name of facility, location (city/county, state) and physical location (physical address or latitude-longitude).
3. Label the photographs to clearly illustrate relevant features of the project, such as location of installed features (e.g., cameras, fences, sirens, antennas, generators) and ground disturbance. See examples below.
4. Identify ground disturbance. Adding graphics to a digital photograph is a means to illustrate the size, scope and location of ground disturbing activities.

Best Practices

1. Provide photographs in a separate file.
2. Place no more than 2 pictures per page.
3. Compressing pictures files (such as with Microsoft Picture Manager)¹ or saving the file in PDF format will reduce the size of the file and facilitate e-mail submissions.
4. Identify the photograph file with the project name so that it can be matched to the corresponding FEMA EHP screening form.
5. Maximum file size for enclosures should not exceed 12 MB. If the total size of files for an EHP submission exceeds 12 MB, send the submission in multiple e-mails.
6. If necessary, send additional photographs or data in supplemental e-mails. Please use the same e-mail subject line with the additional label: 1 of x, 2 of x, . . . x of x.

Options for Creating Photographs

1. Obtain an aerial photo. There are multiple online sources for aerial photographs.
2. For the aerial photo, use the screen capture feature (Ctrl + Print Screen keys) and copy the image to photo editing software, such as Paint, or PhotoShop.¹ Use that software to crop the image so the photo has the content necessary.
3. Open PowerPoint, or other graphics-oriented software, and paste the aerial or ground-level photograph on the canvas.
4. Use drawing tools, such as line drawing and shapes, to indicate the location of project features (for example: fencing, lighting, sirens, antennas, cameras, generators).
5. Insert text to label the features and to label the photograph.
6. Use drawing tools to identify ground-disturbing activities (if applicable).
7. Save the file with the project name or grant number so that it can be appropriately matched to the corresponding FEMA EHP screening form. Include this file with the EHP screening when submitting the project.


















8.B.3

Attachment: Vacaville

Packet Pg. 92



- Legend**
-  Armida Winery Tasting Room
 -  Capitola Beach Cottage
 -  Feature 1
 -  Feature 2
 -  Feature 3
 -  Feature 4
 -  Feature 5
 -  Feature 6
 -  Feature 7
 -  Hihn Park
 -  Mr Toots Coffeehouse
 -  Pacific Gallery & Custom Fram
 -  Real Estate
 -  Stockton & Capitola Ave
 -  Surf N Shack

Cap Ave/Stockton

Park/Park Place

Stockton/Esplanade

City of Capitola Budget Adjustment Form



Date 11/16/2020

Requesting Department Police

Administrative Council

Item # TBD
Council Date 11/24/2020
Council Approval _____

Revenues		
Account #	Account Description	Increase/Decrease
1200-00-00-000-3320.200	State Government Grants	40,526
Total		40,526

Expenditures		
Account #	Account Description	Increase/Decrease
1200-00-00-000-4390.100	Construction Services - Projects	40,526
Total		40,526

Net Impact -

Purpose: Cal OES State Homeland Security Grant for installation of removable bollards in Captiola Village

Department Head Approval _____

Finance Department Approval _____

City Manager Approval _____

Attachment: Budget Amendment - Bollard Grant Project (Village Bollard Project)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF NOVEMBER 24, 2020

FROM: Public Works Department

SUBJECT: Approve the Plans, Specifications, and Engineer's Estimate for the Capitola Avenue Sidewalk Improvement Project and Authorize Advertising for Bids

RECOMMENDED ACTION: Approve the plans, specifications, and construction estimate for the Capitola Avenue Sidewalk Improvement Project and authorize advertising for bids.

BACKGROUND: The Capitola Avenue Sidewalk Improvement project is included in the City's adopted Capital Improvement Program. The project involves the reconstruction of the elevated sidewalk fronting 318, 324, and 328 Capitola Avenue and improves the adjacent street parking by leveling out this area and constructing a short retaining wall. The plans and specifications have been completed and the project is ready to bid.

DISCUSSION: Public Works staff has met with and discussed the project with the property owners and some tenants at 318, 324, and 328 Capitola Avenue. These properties will be impacted during construction due the removal of the sidewalk, which will require closure of their usual primary access. Access to all buildings will be maintained with temporary means. The owners/tenants are supportive of the project and staff has committed to work with them during construction to minimize impacts. The project specifications require the City to maintain pedestrian access to the buildings throughout the project.

A reduced set of plans is included as Attachment 1. The engineer's estimate (Attachment 2) is \$116,000.

The proposed project schedule is as follows:

Plan approval	November 24, 2020
Bid Opening	January 6, 2021
Contract Award	January 14, 2021
Construction	Winter/Spring 2021

FISCAL IMPACT:

Budget: \$200,000

Capitola Avenue Sidewalk Project to bid
November 24, 2020

Expenditures:

Engineering design	\$ 66,000
<u>Construction (estimated)</u>	<u>\$116,000</u>
Total	\$182,000

Contingency: \$ 18,000

ATTACHMENTS:

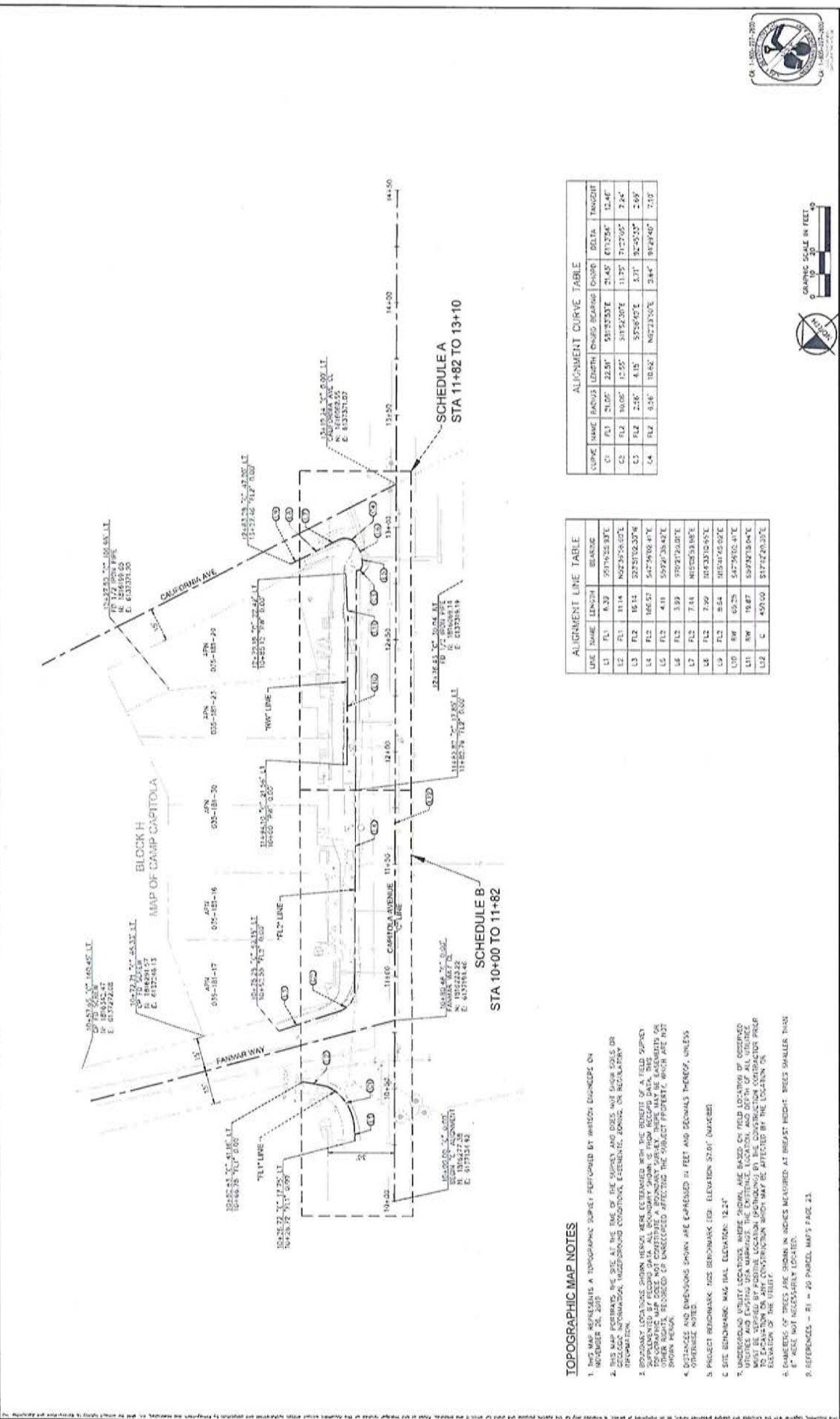
1. Capitola Ave Sidewalk_Plans_A_20201030
2. Capitola Ave Sidewalk_Estimate_A_20201030

Report Prepared By: Steve Jesberg
Public Works Director

Reviewed and Forwarded by:



Jamie Goldstein, City Manager 11/19/2020



TOPOGRAPHIC MAP NOTES

1. THIS MAP PRESENTS A TOPOGRAPHIC SURVEY PERFORMED BY WRITERS ENGINEERS ON BEHALF OF THE CITY OF SANTA CRUZ.
2. THIS MAP PRESENTS THE SITE AS THE DATE OF THE SURVEY AND DOES NOT SHOW CHANGES OR COLLUSION INFORMATION, NEIGHBORHOOD CONDITIONS, EASEMENTS, ZONING, OR REGULATORY INFORMATION.
3. BOUNDARY LOCATIONS SHOWN HEREAFTER WERE DETERMINED WITH THE BENEFIT OF A FIELD SURVEY. BOUNDARY MAP COORDINATES DO NOT CONSTITUTE A BOUNDARY SURVEY. THERE MAY BE EASEMENTS OR OTHER RIGHTS, RECORDS OR UNRECORDED AFFECTING THE SUBJECT PROPERTY, WHICH ARE NOT SHOWN HEREON.
4. DIMENSIONS AND DIMENSIONS SHOWN ARE EXPRESSED IN FEET AND DECIMALS THEREOF, UNLESS OTHERWISE NOTED.
5. PROJECT BENCHMARK (BENCH) ELEVATION 52.01' (UNADJUSTED).
6. SITE BENCHMARK (BENCH) ELEVATION 12.21'.
7. UNDERGROUND UTILITY LOCATIONS, WHERE SHOWN, ARE BASED ON FIELD LOCATIONS OF OCCUPIED UTILITIES AND EXISTING USA WARNINGS. THE EXISTENCE, LOCATION, AND DEPTH OF ALL UTILITIES NOT SHOWN ON THIS MAP ARE THE RESPONSIBILITY OF THE USER. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INFORMATION FROM THE APPROPRIATE AGENCIES FOR THE PROPOSED CONSTRUCTION WHICH MAY BE AFFECTED BY THE LOCATION OF UTILITIES.
8. DIMENSIONS OF TREES ARE SHOWN IN INCHES MEASURED AT BREAST HEIGHT. TREES SHALLER THAN 6" WERE NOT NECESSARILY LOCATED.
9. REFERENCES - E1 = 20' PARCEL MAP# PAGE 23.

ALIGNMENT LINE TABLE

LINE NAME	LENGTH	BEARING
L1	FL1	591°42'53.07E
L2	FL1	862°52'58.07E
L3	FL2	16.14
L4	FL2	166.57
L5	FL2	4.11
L6	FL2	3.59
L7	FL2	7.84
L8	FL2	7.96
L9	FL2	3.54
L10	FW	62.73
L11	FW	16.87
L12	C	450.10

ALIGNMENT CURVE TABLE

CURVE NAME	RADIUS	LENGTH	CHORD BEARING	CHORD	DELTA	PIVOT POINT
C1	FL1	21.05'	55°52'53.07E	21.45'	171°25'4"	12.44'
C2	FL2	16.06'	12°55'	318°25'00"E	11.23'	71.2700'
C3	FL2	2.56'	4.15'	375°56'07"E	3.71'	32.4533'
C4	FL2	0.56'	10.52'	162°23'00"E	3.84'	19.4240'

PROJECT NO. 20201030
SHEET NO. 3 OF 3 SHEETS
DATE: 02/28/2020

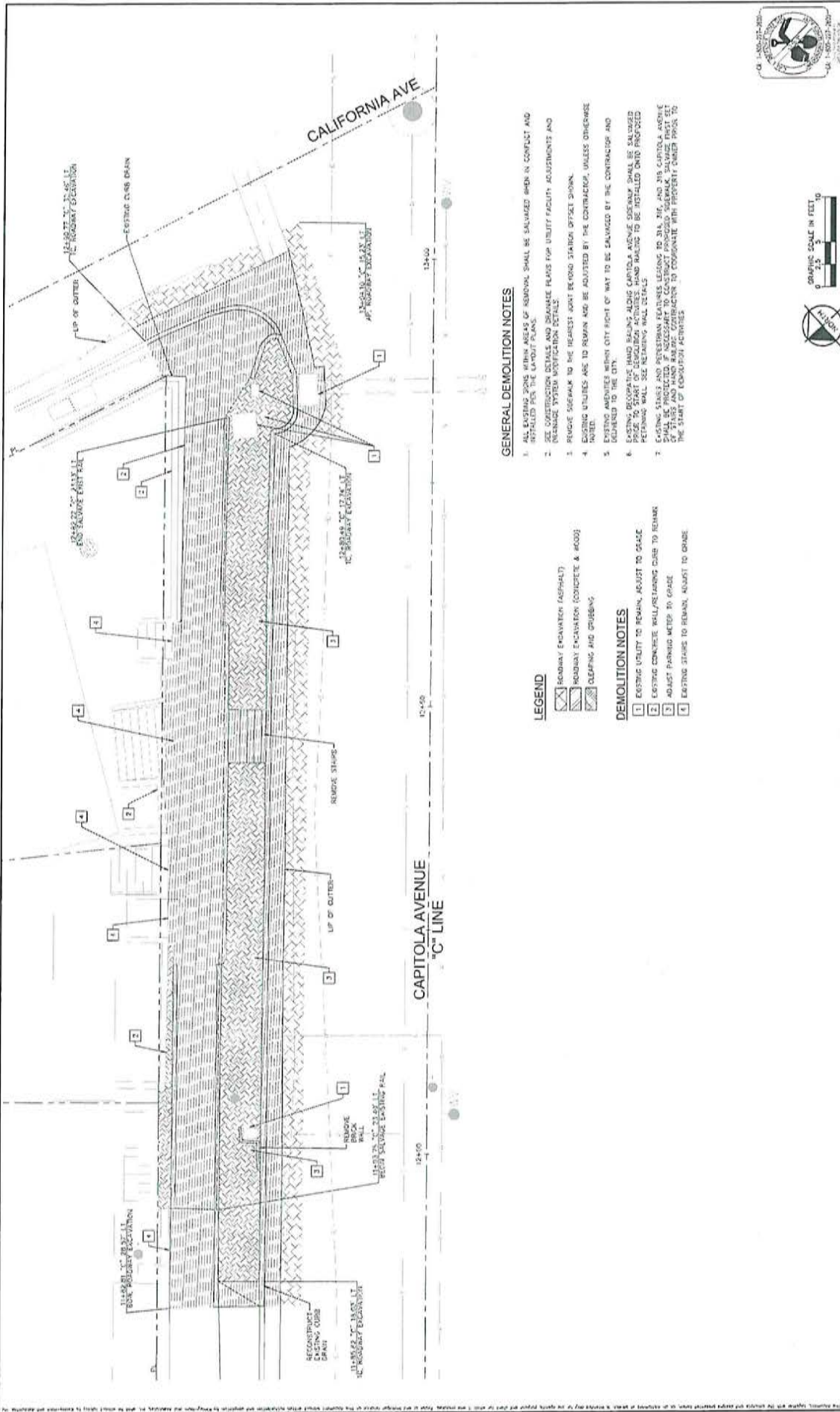
Kimley»Horn
© 2020 KIMLEY-HORN AND ASSOCIATES, INC.
105 WEST SAN JUAN AVENUE, SUITE 200, SANTA CRUZ, CA 95060
PHONE: 831-298-1132
WWW.KIMLEY-HORN.COM

PREPARED FOR
CITY OF CAPITOLA
SANTA CRUZ COUNTY, CA

DATE: 02/28/2020

HORIZONTAL CONTROL

CAPITOLA AVENUE SIDEWALK IMPROVEMENTS



GENERAL DEMOLITION NOTES

1. ALL EXISTING ZONES WITHIN AREAS OF REMOVAL SHALL BE SALVAGED WHEN IN CONTACT AND INSTALLED PER THE LAYOUT PLANS.
2. SEE CONSTRUCTION DETAILS AND SHOWN AS FOLLOWS FOR UTILITY FACILITY ADJUSTMENTS AND (RENAME) SYSTEM MODIFICATION DETAILS.
3. REMOVE SIDEWALK TO THE NEAREST ADJUT STATION OFFSET SHOWN.
4. EXISTING UTILITIES ARE TO REMAIN AND BE ADJUSTED BY THE CONTRACTOR, UNLESS OTHERWISE NOTED.
5. EXISTING AMENITIES WITHIN CITY RIGHT OF WAY TO BE SALVAGED BY THE CONTRACTOR AND DELIVERED TO THE CITY.
6. EXISTING RECONSTRUCTED HARD BEANS ALONG CAPITOLA AVENUE SIDEWALK SHALL BE SALVAGED AND REINSTALLED PER THE LAYOUT PLANS AND SHALL BE INSTALLED ONTO PROPOSED RETAINING WALL SEE RETAINING WALL DETAILS.
7. EXISTING STAGES AND RETAINING WALLS LEADING TO DIA, THE, AND HIS CUSTODIA ABOVE SHALL BE PROTECTED AS NECESSARY TO MAINTAIN PROPOSED SIDEWALK, SALVAGE FIRST SET SHALL BE PROTECTED AS NECESSARY TO MAINTAIN PROPOSED SIDEWALK, SALVAGE FIRST SET SHALL BE PROTECTED AS NECESSARY TO MAINTAIN PROPOSED SIDEWALK, SALVAGE FIRST SET TO THE START OF DEMOLITION ACTIVITIES.

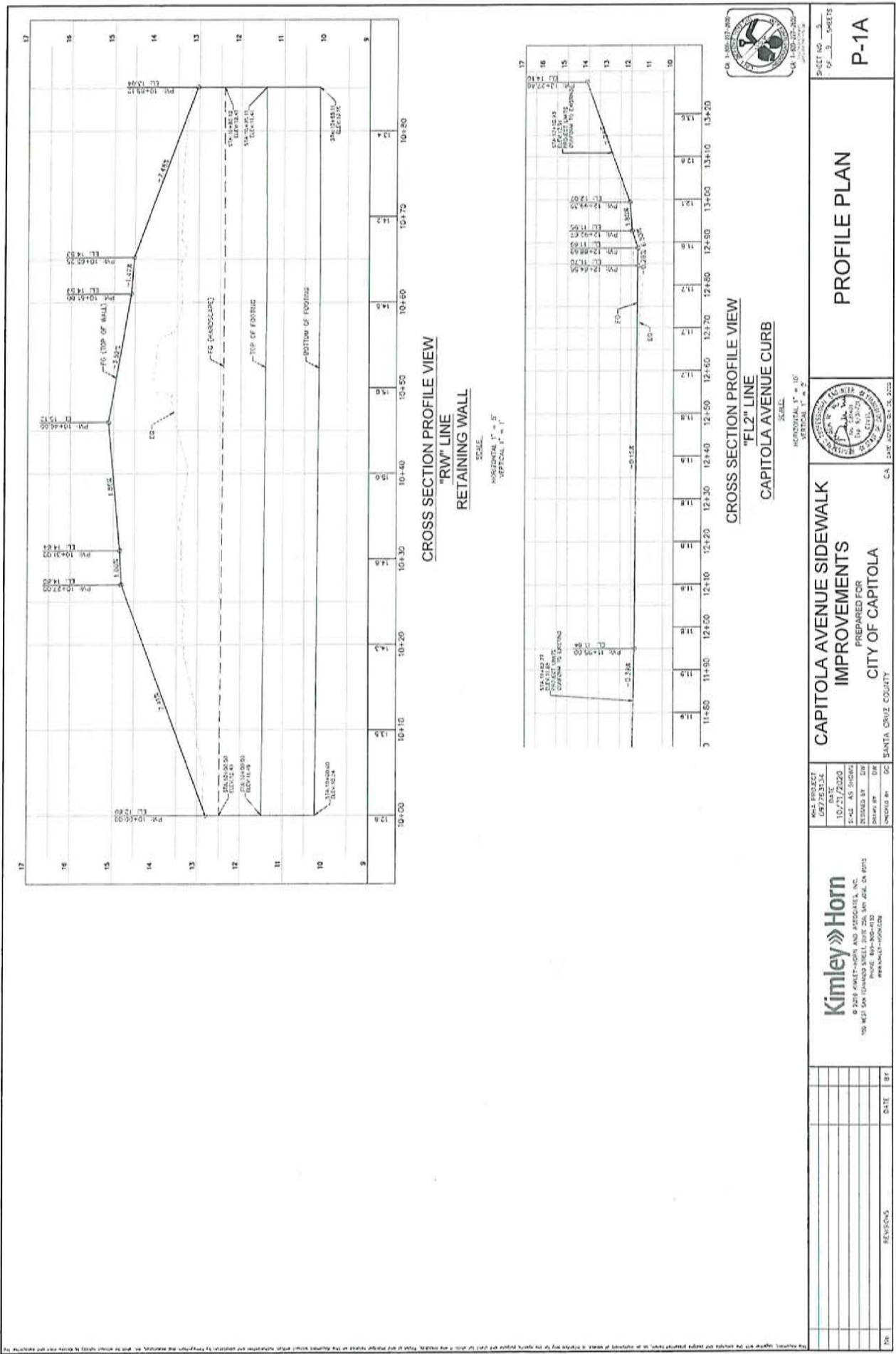
LEGEND

- [Hatched Box] ROADWAY EXCAVATION (ASPHALT)
- [Hatched Box] ROADWAY EXCAVATION (CONCRETE & WOOD)
- [Hatched Box] CLEANING AND GRUBBING

DEMOLITION NOTES

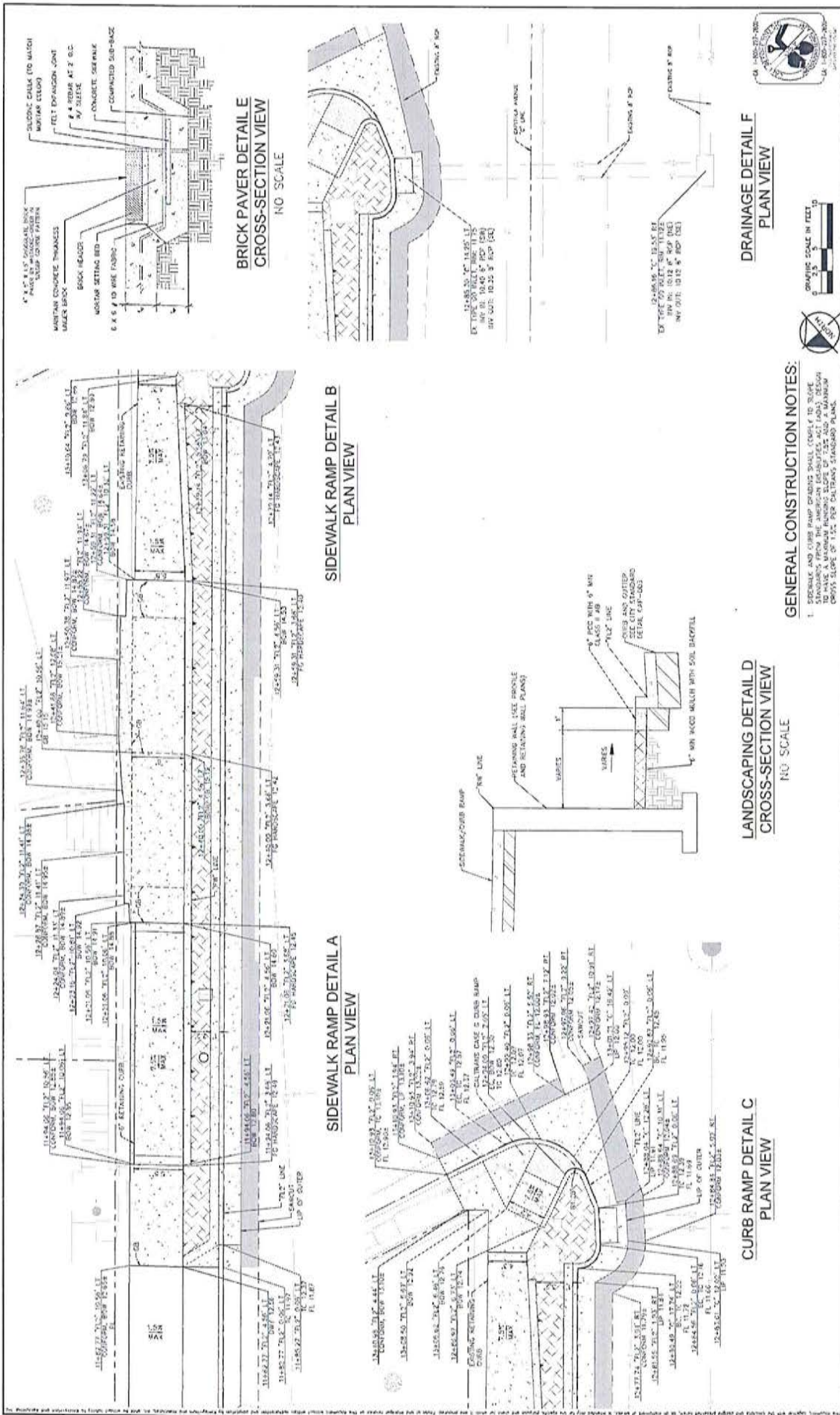
- 1 EXISTING UTILITY TO REMAIN, ADJUST TO GRADE
- 2 EXISTING CONCRETE WALL/RETAINING CURB TO REMAIN
- 3 ADJUST PARKING METER TO GRADE
- 4 EXISTING STAGES TO REMAIN, ADJUST TO GRADE

	SHEET NO. 1 OF 5 - SHEETS 10/21/2020	DM-1A
<h2 style="margin: 0;">DEMOLITION PLAN</h2>		
		
CAPITOLA AVENUE SIDEWALK IMPROVEMENTS PREPARED FOR CITY OF CAPITOLA SANTA CRUZ COUNTY, CA		
AREA PROJECT 057782134	DATE 10/21/2020	SCALE AS SHOWN
DRAWN BY DM	CHECKED BY DM	DATE 10/21/2020
		
© 2017 KIMLEY-HORN AND ASSOCIATES, INC. 100 WEST SAN CARLOS STREET, SUITE 200, SAN JOSE, CA 95128 WWW.KIMLEY-HORN.COM		



		SHEET NO. 3 OF 3 SHEETS P-1A	
CAPITOLA AVENUE SIDEWALK IMPROVEMENTS PREPARED FOR CITY OF CAPITOLA		PROFILE PLAN	
DATE: 10/27/2020 DRAWN BY: DJR CHECKED BY: DJR DESIGN BY: DJR DRAWING NO: 19-000-00		SCALE: HORIZONTAL 1" = 10' VERTICAL 1" = 2'	
Kimley-Horn © 2018 KIMLEY-HORN AND ASSOCIATES, INC. 150 WEST SAN FRANCISCO STREET, SUITE 200, SAN JOSE, CA 95128 PHONE: 408-950-3000 WWW.KIMLEY-HORN.COM		CA STATE LICENSE NO. 26, 2022	
NO.	REVISIONS	DATE	BY

Attachment: Capitola Ave Sidewalk_Plans_A_20201030 (Capitola Avenue Sidewalk Project to bid)



TRENCH BACKFILL SECTION
 SHEET NO. 3 OF 3 SHEETS
 CD-2A

CONCRETE METER REPLACEMENT
 SHEET NO. 4 OF 4 SHEETS
 CD-2A

CURB, GUTTER, AND SIDEWALK
 SHEET NO. 5 OF 5 SHEETS
 CD-2A

STANDARD DRIVEWAY APPROACH
 SHEET NO. 6 OF 6 SHEETS
 CD-2A

BURIED VALVE ASSEMBLY
 SHEET NO. 7 OF 7 SHEETS
 CD-2A

METER BOX LOCATIONS
 SHEET NO. 8 OF 8 SHEETS
 CD-2A

SOQUEL CREEK WATER DISTRICT
 1500 W. 10TH ST. SUITE 100
 SAN JOSE, CA 95128
 (408) 298-1000
 WWW.SOQUELWATERDISTRICT.COM

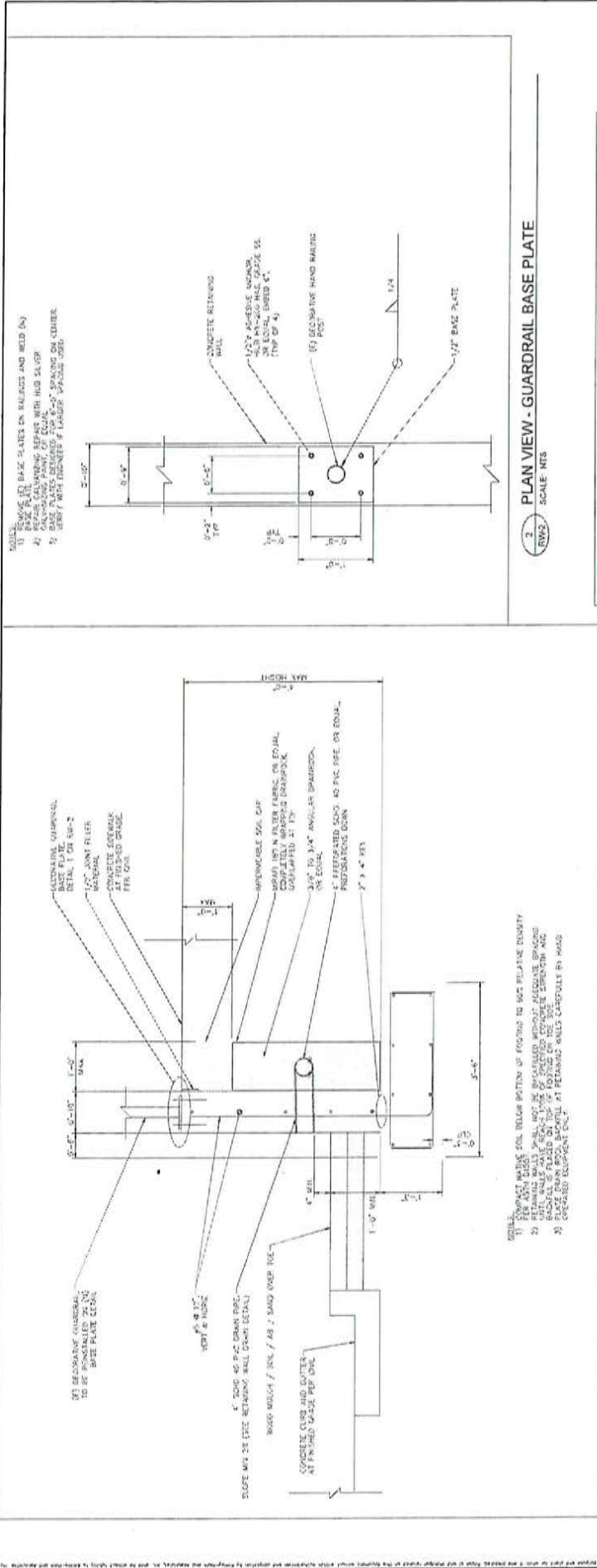
CAPITOLA AVENUE SIDEWALK IMPROVEMENTS
 PREPARED FOR
 CITY OF CAPITOLA
 SANTA CRUZ COUNTY, CA

Kimley Horn
 CIVIL ENGINEERS AND ARCHITECTS, INC.
 100 WEST SAN FERNANDO STREET, SUITE 200, SAN JOSE, CA 95133
 PHONE: 408-955-1110
 WWW.KIMLEY-HORN.COM

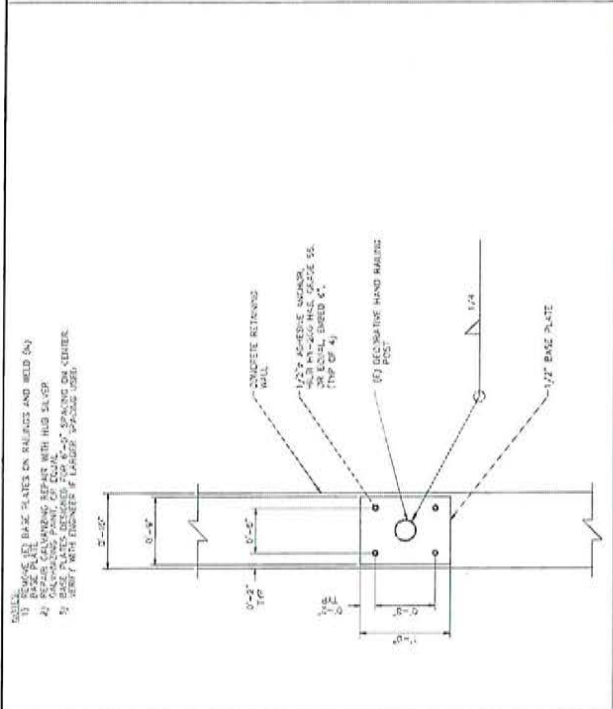
PROJECT INFORMATION
 KHS PROJECT: 09779-2134
 DATE: 10/23/2020
 SCALE: AS SHOWN
 DESIGNED BY: DM
 DRAWN BY: DM
 INCHES BY: 1/8"

REVISIONS

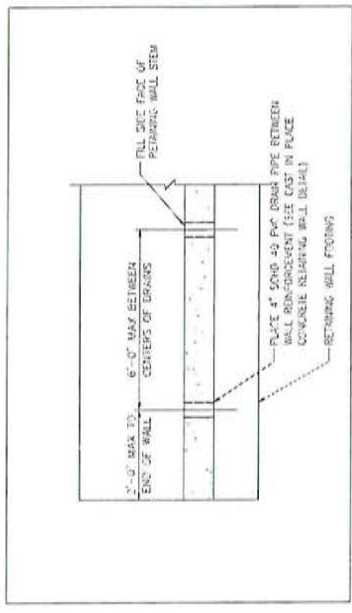
NO.	REVISIONS	DATE	BY



1 CROSS-SECTION VIEW - CAST IN PLACE CONCRETE RETAINING WALL
SCALE: NTS



2 PLAN VIEW - GUARDRAIL BASE PLATE
SCALE: NTS



3 PLAN VIEW - RETAINING WALL DRAIN DETAIL
SCALE: NTS

 <p>CAPITOLA AVENUE SIDEWALK IMPROVEMENTS PREPARED FOR CITY OF CAPITOLA</p>	<p>AREA PROJECT: 087763134 DATE: 10/21/2020 SCALE: AS SHOWN DESIGNED BY: DM DRAWN BY: DM PROJECT NO: 88-180-010 SHEET NO: 3 OF 3 SHEETS</p>	<p>RETAINING WALL SECTION VIEW DETAILS</p>
	<p>PROJECT NO: 88-180-010 SHEET NO: 3 OF 3 SHEETS</p>	<p>RW-2A</p>

Client: City of Capitola
 Project: Capitola Avenue Sidewalk
 KHA No.: 097763134
 Title: Engineering Opinion of Probable Construction Cost
 Submittal: Final PS&E Design - Schedule A

SCHEDULE A ESTIMATE					
Item	Description	Estimated Quantity	Unit	Unit Price	Total
1	Mobilization	1	LS	\$10,600.00	\$10,600.00
2	Construction Area Signs	1	LS	\$1,000.00	\$1,000
3	Traffic Control System	1	LS	\$5,000.00	\$5,000
4	Survey and Construction Staking	1	LS	\$5,000.00	\$5,000
5	Temporary Water Pollution Control and Erosion Control	1	LS	\$4,000.00	\$4,000
6	Relocate Water Utility Box	1	EA	\$2,000.00	\$2,000
7	Relocate Sanitary Sewer Clean Out Box	1	EA	\$2,000.00	\$2,000
8	Adjust Water Utility Box to Grade	1	EA	\$800.00	\$800
9	Adjust Communication Utility Box to Grade	1	EA	\$800.00	\$800
10	Adjust Cable Utility Box to Grade	1	EA	\$800.00	\$800
11	Adjust Storm Drain Inlet to Grade	1	EA	\$2,000.00	\$2,000
12	Adjust Parking Meter to Grade	2	EA	\$400.00	\$800
13	Salvage Pedestrian Railing	107	LF	\$20.00	\$2,140
14	Roadway Excavation	43	CY	\$250.00	\$10,851
15	Aggregate Base (Class 2)	12	CY	\$90.00	\$1,070
16	Hot Mix Asphalt (Type A)	5	TON	\$450.00	\$2,297
17	Minor Concrete (Curb and Gutter)	107	LF	\$40.00	\$4,295
18	Minor Concrete (Sidewalk)	718	SQFT	\$25.00	\$17,956
19	Minor Concrete (Curb Ramp)	187	SQFT	\$25.00	\$4,667
20	Detectable Warning Surface	15	SQFT	\$45.00	\$681
21	Curb Drain (City)	1	EA	\$800.00	\$800
22	Retaining Wall Type 1 (Cast In Place)	85	LF	\$400.00	\$34,000
23	Relocate Roadside Sign	1	EA	\$300.00	\$300
24	Wood Mulch	5	CY	\$100.00	\$525
25	Brick Paver	21	SF	\$60.00	\$1,260
Bid Total				Total	\$115,641
				Rounded	\$ 116,000

Attachment: Capitola Ave Sidewalk_Estimate_A_20201030 (Capitola Avenue Sidewalk Project to bid)