

City of Capitola Agenda

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



CAPITOLA CITY COUNCIL REGULAR MEETING

TUESDAY, NOVEMBER 26, 2019

7:00 PM

CITY COUNCIL CHAMBERS
420 CAPITOLA AVENUE, CAPITOLA, CA 95010

CLOSED SESSION – 6:15 PM CITY MANAGER’S OFFICE

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

CONFERENCE WITH LABOR NEGOTIATOR [Govt. Code § 54957.6]

Negotiator: Larry Laurent

Employee Organizations: (1) Association of Capitola Employees; (2) Capitola Police Captains, (3) Confidential Employees; (4) Mid-Management Group; and (5) Department Heads

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of litigation pursuant to Gov' t Code § 54956.9(d)(4).

(One potential case)

REGULAR MEETING OF THE CAPITOLA CITY COUNCIL – 7 PM

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

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

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

2. PRESENTATIONS

Presentations are limited to eight minutes.

A. Santa Cruz County Youth Violence Prevention Task Force Update

3. REPORT ON CLOSED SESSION

4. ADDITIONAL MATERIALS

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

5. ADDITIONS AND DELETIONS TO AGENDA

6. PUBLIC COMMENTS

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

7. CITY COUNCIL / 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.

8. CONSENT CALENDAR

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

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

CAPITOLA CITY COUNCIL REGULAR MEETING AGENDA
November 26, 2019

- A. Consider the City Council November 6, 2019, Special Meeting Minutes and the November 14, 2019, Regular Meeting Minutes
RECOMMENDED ACTION: Approve minutes.
- B. Receive the Planning Commission Action Minutes for the Special Meeting of October 17, 2019, and the Regular Meeting of November 7, 2019
RECOMMENDED ACTION: Receive minutes.
- C. Approval of City Check Registers Dated October 4, October 11, October 18 and October 25, 2019.
RECOMMENDED ACTION: Approve check registers.
- D. Declare 2008 Street Sweeper as Surplus
RECOMMENDED ACTION: Declare a 2008 Alianz Street Sweeper in the Public Works Department as surplus property and authorize its sale.
- E. Consider a Resolution Approving a New Hourly and Seasonal Pay Schedule
RECOMMENDED ACTION: Adopt a Resolution repealing Resolution No. 4155, approving the January 1, 2020, Hourly/Seasonal Pay Schedule and creating a Junior Lifeguard Assistant Coordinator position.

9. GENERAL GOVERNMENT / PUBLIC HEARINGS

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

- A. Special Event Highlights
RECOMMENDED ACTION: Receive report, provide direction regarding changes to specific recurring special event permit conditions, and determine if any additional review should be required for any 2020 special events.
- B. Consider a Senate Bill 2 Housing Grant Resolution
RECOMMENDED ACTION: Consider a Resolution approving a Senate Bill 2 Planning Grant application for the current grant cycle to develop 1) public outreach and pre-approved site and architectural plans of accessory dwelling units and 2) objective design standards consistent with Senate Bill 35.
- C. Introduce an Ordinance Amending Capitola Municipal Code Chapter 12.64 Sidewalk Vending Prohibitions
RECOMMENDED ACTION: Approve the first reading of an ordinance to amend Chapter 12.64 to allow sidewalk vending consistent with Senate Bill 946.
- D. Consider an Amended Fee Schedule for Fiscal Year 2019-20
RECOMMENDED ACTION: Adopt the proposed Resolution repealing Resolution No. 4148 and adopting an amended fee schedule for fiscal year 2019/2020.

10. ADJOURNMENT

Note: Any person seeking to challenge a City Council decision made as a result of a proceeding in which, by law, a hearing is required to be given, evidence is required to be taken, and the discretion in

CAPITOLA CITY COUNCIL REGULAR MEETING AGENDA
November 26, 2019

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

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

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

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

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

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



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF NOVEMBER 26, 2019

FROM: Capitola Police Department

SUBJECT: Santa Cruz County Youth Violence Prevention Task Force Update

BACKGROUND/DISCUSSION: The City Council received a report on the Youth Violence Prevention Task Force at its March 28, 2019, regular City Council meeting. Capitola Police Sergeant Sarah Ryan will provide an update on the program's progress and future activities.

The Capitola Police Department is committed to this program and has dedicated a sergeant to represent the City as a member of the Countywide Steering Committee for advancing equity and cultural responsiveness in Capitola and Santa Cruz County. Two officers participated in Community-Law Enforcement Dialogues throughout 2019. These dialogue "circles" bring together youth, community members, and law enforcement to discuss issues of safety, equity, and policing that work for all.

This item was originally scheduled for the October 10, 2019, meeting, which was canceled due to a PG&E Public Safety Power Shutoff.

Report Prepared By: Andrew Dally
Police Captain

Reviewed and Forwarded by:

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

Jamie Goldstein, City Manager 11/22/2019



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF NOVEMBER 26, 2019

FROM: City Manager Department

SUBJECT: Consider the City Council November 6, 2019, Special Meeting Minutes and the November 14, 2019, Regular Meeting Minutes

RECOMMENDED ACTION: Approve minutes.

DISCUSSION: Attached for City Council review and approval are the minutes of the special meeting held November 6, 2019, and the regular meeting of November 14, 2019.

ATTACHMENTS:

1. 11-6 draft special mtg minutes
2. 11-14 draft minutes

Report Prepared By: Linda Fridy
City Clerk

Reviewed and Forwarded by:

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

Jamie Goldstein, City Manager 11/22/2019

**DRAFT
CAPITOLA CITY COUNCIL
SPECIAL MEETING MINUTES
WEDNESDAY, NOVEMBER 6, 2019**

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

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

2. ADDITIONAL MATERIALS

A. Item 7.A – Two public comment emails

B. Item 7.B – One communication

3. ADDITIONS AND DELETIONS TO THE AGENDA- None

4. PUBLIC COMMENTS - None

5. CITY COUNCIL / STAFF COMMENTS

The City Clerk noted that the Conceptual Review of the plan to redevelop the Capitola Mall will be heard by the Planning Commission on November 7 and the City Council on November 14.

6. CONSENT CALENDAR

For Item B, Council Member Storey confirmed that CalTrans oversees the Gross Road and 41st Avenue intersection and it is part of the broader grant.

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

A. Consider Moving the Date of the December Council Reorganization Meeting
RECOMMENDED ACTION: Amend the 2019 City Council and Successor Agency regular meeting schedule to move the December 12 meeting to December 19.

B. Approval of an Air Board Grant and an Agreement with the Monterey Unified Air Pollution Control District for Traffic Signal Adaptive Control Systems
RECOMMENDED ACTION: Approve an agreement with the Monterey Unified Air Pollution Control District to receive a grant in the amount of \$360,798 for Traffic Signal Adaptive Control Systems along 41st Avenue.

Attachment: 11-6 draft special mtg minutes (Approval of City Council Minutes)

7. GENERAL GOVERNMENT / PUBLIC HEARINGS

- A. Consider Adopting an Urgency Ordinance Temporarily Prohibiting No-Fault Evictions
RECOMMENDED ACTION: Approve an urgency ordinance to temporarily prohibit no-fault evictions through December 31, 2019, for residential real property.

City Attorney Samantha Zutler presented the staff report, providing background on the state's Assembly Bill (AB) 1482 that will take effect in January 2020 and existing state law. This urgency ordinance is intended to bridge the gap between when the state's action takes effect. She noted eviction is not effective until a unit is vacated and that passage of an urgency ordinance requires a four-fifth votes.

In reviewing the ordinance text, she recommended amendments and read them into the record. She added an expiration date of June 15, 2020, to Section 2 and used language from AB 1482 in C.8 of the attachment.

Council Member Petersen asked how an evicted tenant would use this ordinance and Attorney Zutler replied the best approach is to have an attorney draft a letter to the landlord referencing the new ordinance.

Council Member Storey clarified that substantial repairs to bring a unit into compliance with the health and safety code excludes standard remodeling efforts.

In public comment, Rachel Ellison supported the urgency ordinance to prevent homelessness.

Gretchen Regenhardt, California Rural Legal Assistance, said the nonprofit stands ready to assist tenants.

Council members supported this effort to protect residents from losing their homes.

MOTION:	ADOPT THE URGENCY ORDINANCE WITH THE RECOMMENDED CHANGES.
RESULT:	ADOPTED AS AMENDED [UNANIMOUS]
MOVER:	Kristen Petersen, Vice Mayor
SECONDER:	Sam Storey, Council Member
AYES:	Yvette Brooks, Sam Storey, Kristen Petersen, Jacques Bertrand
ABSENT:	Ed Bottorff

- B. Capitola Village Palm Tree Lights Update
RECOMMENDED ACTION: Council discretion to either authorize an extension for the existing palm tree lights, or direct staff to remove them.

Public Works Director Steve Jesberg presented the staff report. A committee formed by the Capitola Wharf and Village Business Improvement Association (BIA) has been working with a professional service to develop a plan to install low voltage LED lights on the Village palm trees. At this stage there is still a variation in the price due to differences between Public Works installation costs versus a private company of about \$200 a tree.

In public comment, Carin Hanna of the BIA noted that the BIA has not voted on this proposal and expected to have time to review it before it came to the City Council.

Attachment: 11-6 draft special mtg minutes (Approval of City Council Minutes)

CAPITOLA CITY COUNCIL SPECIAL MEETING MINUTES
November 6, 2019

Anthony Guajardo, a member of both the BIA and committee, said more time is needed for discussion and trials, but he hopes to keep the lights up through the holiday season and supports an extension.

Jamie McVicar, Village resident, said safety should be the primary concern.

Another resident and business owner said he supports an extension, and also supports bright lights for safety.

Council Member Storey said he is not prepared to remove the lights without a replacement plan and Council discussed timeline options. It also encouraged the BIA to take control of the ad hoc committee and lead the effort.

MOTION:	ALLOW THE LIGHTS TO REMAIN UP UNTIL THE SECOND MARCH 2020 CITY COUNCIL MEETING, BY WHICH TIME THE BIA SHOULD PRESENT A FULL PLAN AND BUDGET
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sam Storey, Council Member
SECONDER:	Kristen Petersen, Vice Mayor
AYES:	Yvette Brooks, Sam Storey, Kristen Petersen, Jacques Bertrand
ABSENT:	Ed Bottorff

8. ADJOURNMENT

The meeting adjourned at 7 p.m.

ATTEST:

Linda Fridy, City Clerk

Jacques Bertrand, Mayor

Attachment: 11-6 draft special mtg minutes (Approval of City Council Minutes)

**DRAFT
CAPITOLA CITY COUNCIL
REGULAR MEETING MINUTES
THURSDAY, NOVEMBER 14, 2019**

Mayor Bertrand called the meeting to order at 6:30 p.m. with the following in attendance:

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

There were no members of the public present and the Council adjourned to the City Manager's Office to discuss the following items in closed session:

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

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

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Initiation of litigation pursuant to Govt. Code § 54956.9(d)(4).
(One potential case)

REGULAR MEETING OF THE CAPITOLA CITY COUNCIL – 7 PM

1. PLEDGE OF ALLEGIANCE

2. REPORT ON CLOSED SESSION

City Attorney Samantha Zutler reported the two items were discussed and no reportable action was taken.

3. ADDITIONAL MATERIALS

A. Item 8.A – 22 public comment communications.

4. ADDITIONS AND DELETIONS TO AGENDA - None

5. PUBLIC COMMENTS

Laurie Hill and Roy Johnson of the Art and Cultural Commission thanked the Council for support of the recent Plein Air event and noted the three winning works are on display in the Chambers. Council and Commission Member Sam Storey announced the winners: quick draw Anne Haines, second place Durre Waseem, and first place winner Cleo Vilette.

Glenn Hanna discussed the condition of parking space marking in private lots. He said the Nob Hill center's spaces are very difficult to see and asked if the city has any jurisdiction for maintenance.

Charlie Thomas, Park Avenue resident, thanked the City for installing sidewalks and praised the crews working on the project.

Gary Richard Arnold reflected on Veterans Day.

Joe Downey, resident, requested that Council consider a ban on gas-powered leaf blowers

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES

November 14, 2019

based on the environmental impacts of what is being blown around and the engines' greenhouse gas emissions.

6. CITY COUNCIL / STAFF COMMENTS

Council Member Petersen noted that deadlines are approaching to register for the Local Government Academy and to order library personalized pavers. She also congratulated Recreation staff for the recent accreditation by the American Camp Association. She was just selected Vice President of the Board of AMBAG (Association of Monterey Bay Area Governments) and will serve on its housing task force.

Council Member Storey asked that the Commission on the Environment review the leaf blower issues raised and make a recommendation to Council.

Mayor Bertrand honored former Capitola City Council Member and Mayor Ron Graves, who recently passed away. The audience observed a moment of silence in his memory.

Recreation Supervisor Nikki LeBlond invited the community to a feedback meeting on November 21 at the Community Center. It is part of the Strategic Plan development.

7. CONSENT CALENDAR

Council Member Storey requested a separate vote for item 7.H.

MOTION:	APPROVE ITEMS 7.A-G AS RECOMMENDED
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ed Bottorff, Council Member
SECONDER:	Yvette Brooks, Council Member
AYES:	Brooks, Bottorff, Storey, Petersen, Bertrand

- A. Consider the October 24, 2019, City Council Regular Meeting Minutes
RECOMMENDED ACTION: Approve minutes.
- B. Consider the 2020 Meeting Schedule for the City Council/Successor Agency [520-40]
RECOMMENDED ACTION: Adopt the recommended regular meeting schedule for 2020.
- C. Consider a Resolution Establishing Holidays and City Hall Closures for 2020 [630-10]
RECOMMENDED ACTION: Adopt the resolution.
- D. Consider the 2020 Planning Commission and Architectural and Site Committee Schedule
RECOMMENDED ACTION: Approve the schedule.
- E. Suspend Village Parking Meter and Pay Station Operation for the 2019 Holiday Season [470-30]
RECOMMENDED ACTION: Authorize suspending parking meter and pay station operation to allow free three-hour parking in the Village Parking Meter Zone A(1) from November 28, 2019, through December 25, 2019.
- F. Set Appeal of Planning Commission Denial of Tree Removal Permit
RECOMMENDED ACTION: Schedule the appeal hearing for a tree removal permit at 1600 49th Ave. for the regular City Council meeting of December 19, 2019.

Attachment: 11-14 draft minutes (Approval of City Council Minutes)

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
November 14, 2019

- G. Second Reading of an Ordinance Amending Chapter 15.04 of the Capitola Municipal Code Pertaining to Building and Fire Model Codes [570-10]
RECOMMENDED ACTION: Adopt an Ordinance amending Municipal Code Chapter 15.04 to update building and fire codes reflecting 2020 state standards, by title only, waiving further reading.

- H. Second Reading of an Ordinance Amending Capitola Municipal Code Chapter 2.12, Planning Commission
RECOMMENDED ACTION: Adopt an ordinance amending section 2.12.010 regarding Planning Commission membership to require that commissioners reside within the City limits or sphere of influence, by title only, waiving further reading.

MOTION:	APPROVE ITEM 7.H AS RECOMMENDED
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ed Bottorff, Council Member
SECONDER:	Kristen Petersen, Council Member
AYES:	Brooks, Bottorff, Petersen, Bertrand
NOES:	Storey

8. GENERAL GOVERNMENT / PUBLIC HEARINGS

- A. Capitola Town Square Conceptual Review
RECOMMENDED ACTION: Receive the presentation by mall owners Merlone Geier Partners of its conceptual plan for redevelopment of the Capitola Mall, receive public comment, and provide input and feedback on the project prior to submission of a formal application.

Community Development Director Katie Herlihy introduced the contract team helping staff to evaluate the project.

Contract Planner John Schwarz provided an overview of the process and initial feedback from stakeholders. He noted that a Planned Development must provide superior public benefits to be approved.

Merlone Geier’s Stephen Logan introduced the project, currently named Capitola Town Square. He noted there are seven different property owners of the full site currently known as the Capitola Mall, including Target and Macy’s. Merlone Geier incorporated feedback from a survey and two community meetings into this proposal. It hopes to submit the final project application in January 2020 and begin the formal California Environmental Quality Act (CEQA) process. He said the company shares the City’s concern about a positive economic impact for both parties. Once a plan is approved, he estimates a 30-month build-out with a phased development.

Merlone Geier’s Dave Geiser walked through the plan. Much of the commercial space it owns will be demolished except for the portion between Kohls and Chili’s. It will include street grids with an east-west through street at the 41st Avenue entrance and extending 38th Avenue through to Clares. It features pockets of open space and outdoor gathering space at the intersection. The plan calls for a movie theater on the second level along with residential above consisting of studios and one- and two-bedroom rental units. There is potential for independent living and senior housing.

The retail frontage design varies to appear as individual buildings. Water treatment will be handled onsite through landscaping features. The plan allows a portion of the street

Attachment: 11-14 draft minutes (Approval of City Council Minutes)

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
November 14, 2019

to be closed off to create a temporary pedestrian zone.

In response to Council questions, Mr. Logan and Mr. Geiser responded that the types of housing and ratios have not been determined but the number of housing units is the maximum allowed. Existing trees will be preserved if possible depending on an arborist's report. They also confirmed that housing can have a local resident preference. It will be a "green" project with energy efficient design, solar, car charging, and sustainability focus. They will study a hotel possibility.

Contract Designers Matt Odeson and Scott Martin of RRM provided an overview of the initial peer review. Overall the concept is strong, but they expressed concerns about the "tunnel connection" to Target and suggested shortened block lengths to echo residential areas. Capitola has an eclectic mix of architectural forms and the residential portion of this project needs to be broken up visually. Highly visible parking at Capitola and Clares invites better masking.

Public comment was generally supportive of redevelopment and mixed use, with concerns about the number of units, size, and height of residential portions, impacts on the water supply and traffic, and uncertain economic benefits. Several speakers supported a hotel or perhaps making some of the residential units short-term rentals, and there were requests to design for multi-modal transportation. Representatives of the Children's Museum of Discovery asked that a space be designed for it.

The following community members spoke:

Stacey Kyle
Charlie Thomas
Erin Bernal
Alyssa Burkhardt
Andrew Goldenkranz
Ken Thomas
Rhianna Crain
Jeanette Bent
Rose Martin
Steve Shank
Elisabeth Bertrand
Cherrie McCoy
Marilyn Warter
Katie Smith
Paula Bradley
Ron Burke
Roy Johnson
Jane Barr
Terre Thomas
Tom Evans
George Ow
Bob Edgren
Kathi Howard

Council members expressed overall support for the direction of the project. There was unanimous support for a hotel component and a desire for housing to be spread among more of the development area. Members also asked for connectivity with neighboring commercial sites and an emphasis on affordable workforce and senior housing. They supported RRM's suggestion to break up the long residential blocks and for design to

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES

November 14, 2019

reflect Capitola’s character. Some shared the public concern about the height and massing.

Public benefit suggestions included a trolley linking the Village and 41st Avenue commercial areas, a family-friendly live performance venue, expanded affordable housing, and additional traffic mitigation.

RESULT: PROJECT DIRECTION PROVIDED

9. ADJOURNMENT

The meeting adjourned at 10:14 p.m.

Jacques Bertrand, Mayor

ATTEST:

Linda Fridy, City Clerk

DRAFT

Attachment: 11-14 draft minutes (Approval of City Council Minutes)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF NOVEMBER 26, 2019

FROM: City Manager Department

SUBJECT: Receive the Planning Commission Action Minutes for the Special Meeting of October 17, 2019, and the Regular Meeting of November 7, 2019

RECOMMENDED ACTION: Receive minutes.

DISCUSSION: Attached for Council review are the action minutes of the October 17, 2019, Planning Commission special meeting and the action minutes of the November 7, 2019, Planning Commission regular meeting.

ATTACHMENTS:

1. 10-17-19 special Action
2. 11-7-19 Action

Report Prepared By: Chloe Woodmansee
Records Coordinator

Reviewed and Forwarded by:

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

Jamie Goldstein, City Manager 11/22/2019



**ACTION MINUTES
CAPITOLA PLANNING COMMISSION SPECIAL MEETING
THURSDAY, OCTOBER 17, 2019
7 P.M. – CAPITOLA CITY COUNCIL CHAMBERS**

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Commissioners Christiansen, Newman, Routh, Wilk and Chair Welch were all present.

2. ORAL COMMUNICATIONS – NONE

A. Additions and Deletions to Agenda

B. Public Comments

C. Commission Comments

D. Staff Comments

3. CONSENT CALENDAR

A. 605 Capitola Avenue #19-0360 APN: 035-301-16

Sign Permit for a monument sign for a real estate office located within the CN (Neighborhood Commercial) zoning district. This project is in the Coastal Zone but does not require a Coastal Development Permit.

Environmental Determination: Categorical Exemption

Property Owner: Jim Black

Representative: Maaret Forst, Filed: 07.31.19

MOTION: Approve the Sign Permit.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ed Newman
SECONDER:	Peter Wilk
AYES:	Newman, Welch, Wilk, Routh, Christiansen

B. 216 Elinor Street #19-0128 APN: 036-192-32

Design Permit for first-story (stairway) and second-story additions including a second-story deck to an existing single-family home located within the R-1 (Single-Family Residential) zoning district. This project is in the Coastal Zone but does not require a Coastal Development Permit.

Environmental Determination: Categorical Exemption

Property Owner: Zachery & Birgit Calhoun

Representative: Dennis Norton, Filed: 03.18.19

This item was pulled from the Consent Calendar and heard prior to Item 4.A due to a member of the public's desire to comment on the project.

MOTION: Approve the Design Permit.

Attachment: 10-17-19 special Action (PC Action Minutes)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Courtney Christiansen
SECONDER:	Mick Routh
AYES:	Newman, Welch, Wilk, Routh, Christiansen

C. 4595 Emerald Street #19-0216 APN: 034-032-15

Design Permit to remodel an existing single-family residence with first- and second-story additions and the removal of a second-story deck within the R-1 (Single-Family Residential) zoning district.

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

Environmental Determination: Categorical Exemption

Property Owner: Chrisman Clum

Representative: Maximilian Brandt, Filed: 05.06.19

MOTION: Approve the Design Permit.

RESULT:	APPROVED [3 TO 0]
MOVER:	Peter Wilk
SECONDER:	Courtney Christiansen
AYES:	Welch, Wilk, Christiansen
RECUSED:	Newman, Routh

4. PUBLIC HEARINGS

A. 4199 Clares Street #19-0169 APN: 034-222-05

Tentative Parcel Map for a two-lot subdivision, Minor Land Division creating two condominium units, and Design Permit for a new single-family residence located within the RM-L (Residential Multifamily – Low Density) zoning district.

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

Environmental Determination: Categorical Exemption

Property Owner: Larry Andrews

Representative: Larry Andrews, Filed: 04.12.2019

MOTION: Approve Tentative Parcel Map, Minor Land Division, and Design Permit with amendments to two conditions.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Peter Wilk
SECONDER:	Courtney Christiansen
AYES:	Newman, Welch, Wilk, Routh, Christiansen

B. 115 San Jose Avenue #19-0484 APN: 035-221-17

Conditional Use Permit for a take-out restaurant (coffee shop) with alcohol sales (onsite beer and wine) located within the CV (Central Village) zoning district.

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

Environmental Determination: Categorical Exemption

Property Owner: Capitola Associates LLC

Representative: Dennis Norton, Filed: 09.19.2019

MOTION: Approve Conditional Use Permit for takeout restaurant with alcohol sales.

RESULT:	APPROVED [3 TO 0]
MOVER:	Mick Routh
SECONDER:	Courtney Christiansen
AYES:	Welch, Routh, Christiansen
RECUSED:	Newman, Wilk

C. 211 Monterey Avenue #19-0313 APN: 035-185-19

Design Permit for a second-story addition to an existing duplex with a variance for the off-site parking and open space requirements located within the C-V (Central Village) zoning district.

This project is in the Coastal Zone and requires a Coastal Development Permit, which is not appealable to the California Coastal Commission.

Environmental Determination: Categorical Exemption

Property Owner: Maor Katz

Representative: Joshua Bauman, Filed: 07.02.2019

MOTION: Approve the Design Permit, Off-site Parking Variance, Open Space Requirement Variance, and Coastal Development Permit.

RESULT:	APPROVED [3 TO 1]
MOVER:	Peter Wilk
SECONDER:	TJ Welch
AYES:	Newman, Welch, Wilk
NAYS:	Routh
RECUSED:	Christiansen

5. DIRECTOR'S REPORT

6. COMMISSION COMMUNICATIONS – NONE

7. ADJOURNMENT

The meeting was adjourned at 9:07pm to the next regular meeting of the Planning Commission on November 7, 2019.

Chloé Woodmansee, Clerk to the Commission

Attachment: 10-17-19 special Action (PC Action Minutes)



ACTION MINUTES CAPITOLA PLANNING COMMISSION MEETING THURSDAY, NOVEMBER 7, 2019 7 P.M. – CAPITOLA CITY COUNCIL CHAMBERS

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

2. ORAL COMMUNICATIONS

- A. Additions and Deletions to Agenda**
- B. Public Comments – none**
- C. Commission Comments – none**
- D. Staff Comments**

3. APPROVAL OF MINUTES

A. Planning Commission - Regular Meeting - Oct 3, 2019 7:00 PM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ed Newman
SECONDER:	Peter Wilk
AYES:	Newman, Welch, Wilk, Routh, Christiansen

B. Planning Commission - Special Meeting - Oct 17, 2019 7:00 PM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Mick Routh
SECONDER:	Courtney Christiansen
AYES:	Newman, Welch, Wilk, Routh, Christiansen

4. PUBLIC HEARINGS

- A. 1855 41st Avenue 19-0240 APN: multiple below**
 APNs: 034-261-07,-37,-38,-40, and -52 (034-261-39 Leased)
 Conceptual review for a future redevelopment of the Capitola Mall, in the Regional Commercial zoning district. The concept includes a new open-air design with a main commercial street, 339,131 square feet of new commercial space including a theater, and 637 residential units. The total square footage of the proposed development is 1,123,205 square feet and ranges in height from a single story up to 85 feet. This project is not in the Coastal Zone.
 Environmental Determination: CEQA not applicable for conceptual review.
 Property Owner: Merlone Geier Management, LLC
 Representative: David Geiser, Filed: 08.30.2019

Attachment: 11-7-19 Action (PC Action Minutes)

RESULT: REVIEWED PROJECT CONCEPT, PROVIDED DIRECTION

- 5. DIRECTOR'S REPORT – NONE**
- 6. COMMISSION COMMUNICATIONS**
- 7. ADJOURNMENT**

The meeting was adjourned at 9:30 PM to the next regular meeting of the Planning Commission on December 5, 2019.

Chloé Woodmansee, Clerk to the Commission



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF NOVEMBER 26, 2019

FROM: Finance Department

SUBJECT: Approval of City Check Registers Dated October 4, October 11, October 18 and October 25, 2019.

RECOMMENDED ACTION: Approve check registers.

Account: City Main				
Date	Starting Check #	Ending Check #	Payment Count	Amount
10/4/2019	93857	93881	29	\$130,923.81
10/11/2019	93882	93969	89	\$195,209.82
10/18/2019	93970	94040	75	\$274,199.67
10/25/2019	94041	94101	62	\$231,860.93

The main account check register dated September 27, 2019, ended with check #93855. Check #93856 is included on the 10/11/19 register.

Account: Library				
Date	Starting Check #	Ending Check #	Payment Count	Amount
10/18/2019	153	155	3	\$9,270
10/25/2019	156	158	3	\$2,658.93

The library account check register dated September 27, 2019, ended with check #152.

Account: Payroll				
Date	Starting Check #	Ending Check #	Payment Count	Amount
10/11/2019	5624	5627	101	\$172,351.29
10/25/2019	5628	5630	100	\$172,767.23

The payroll account check register dated September 27, 2019, ended with check #5623.

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

Check	Issued to	Dept	Description	Amount
EFT 838	IRS	FN	Federal taxes and Medicare PPE 9/21/19	\$28,631.58
EFT	CalPERS Health Insurance	CM	October health insurance	\$62,367.05

Approval of City Check Registers
November 26, 2019

839				
93901	Community Action Board	CD	July and August emergency housing admin. and rent assistance	\$11,480.47
93905	CSG Consultants Inc.	CD	August building inspector and plan review services	\$18,530.40
93907	Emergency Vehicle Specialists Inc.	PD	Equipment for Chevy Tahoe	\$15,650.71
93947	SCC Animal Shelter	CM	Quarterly animal services contribution	\$20,801.10
EFT 841	CalPERS Member Services	CM	PERS contributions PPE 9/21/19	\$53,489.75
94011	MV Transportation Inc.	PW	July and August beach shuttle services	\$13,904
94016	PG&E	PW	September gas and electricity	\$15,882.59
94037	Visit Santa Cruz County	FN	July – September Tourism Marketing District	\$62,737.10
EFT 843	IRS	FN	Federal taxes & Medicare PPE 10/5/19	\$29,218.01
EFT 845	CalPERS Member Services	CM	PERS contributions PPE 10/5/19	\$53,115.01
94044	Anderson Pacific Engineering Construction	PW	Park Avenue sidewalk construction	\$43,042.41
94055	Ditch Witch West	PW	Ditch witch HX30-500 with trailer	\$60,125.19
94077	SCC Auditor Controller	PD	September citation processing	\$15,231
94078	SCC Department of Public Works	CM	FY18/19 household hazardous waste cost share	\$15,542
94084	Soquel Creek Water District	PW	August and September water usage and irrigation fees	\$18,463.94

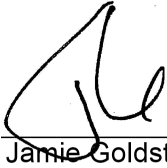
ATTACHMENTS:

1. 10/4/19 City Check Register
2. 10/11/19 City Check Register
3. 10/18/19 City Check Register
4. 10/25/19 City Check Register

Report Prepared By: Maura Herlihy
Accountant I

Approval of City Check Registers
November 26, 2019

Reviewed and Forwarded by:



Jamie Goldstein, City Manager 11/22/2019

City main account checks dated October 4, 2019, numbered 93857 to 93881 plus 4 EFTs, totaling \$130,923.81, have been reviewed and authorized for distribution by the City Manager.

As of October 4, 2019, the unaudited cash balance is \$3,035,364.57.

CASH POSITION - CITY OF CAPITOLA 10/4/19

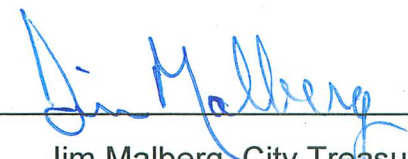
	<u>Net Balance</u>
General Fund	(\$1,993,363.17)
Payroll Payables	\$64,755.93
Contingency Reserve Fund	\$2,036,345.66
Facilities Reserve Fund	\$449,433.06
Capital Improvement Fund	\$1,680,854.00
Stores Fund	\$51,276.57
Information Technology Fund	\$207,850.10
Equipment Replacement	\$398,556.06
Self-Insurance Liability Fund	(\$13,794.87)
Workers' Comp. Ins. Fund	\$209,152.04
Compensated Absences Fund	(\$55,700.81)
TOTAL UNASSIGNED GENERAL FUNDS	<u><u>\$3,035,364.57</u></u>

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

The PERS Contingency Fund balance is \$867,087.95 (not included above).

The Library Fund balance is \$2,713,728.62 (not included above).


 _____ 10/8/19
 Jamie Goldstein, City Manager Date


 _____ 10/7/19
 Jim Malberg, City Treasurer Date

Attachment: 10/4/19 City Check Register (Approval of City Check Registers)

City of Capitola

City Checks Issued October 4, 2019

Number	Invoice Number	Date	Description	Payee Name	Amount
93857	10/04/2019			AFLAC	\$1,705.46
	Invoice	Date	Description		Amount
	498931	09/25/2019	September supplemental insurance 1001 - Payroll Payables		\$1,705.46
93858	10/04/2019			AT&T/CALNET 3	\$575.33
	Invoice	Date	Description		Amount
	0013624119	09/13/2019	September telephone service 1000 - General Fund \$554.11 2211 - ISF - Info Tech \$21.22		\$575.33
93859	10/04/2019			AT&T/CALNET 3	\$889.28
	Invoice	Date	Description		Amount
	0013624787	09/13/2019	September T-1 access		\$889.28
93860	10/04/2019			BIG CREEK LUMBER	\$310.25
	Invoice	Date	Description		Amount
	1215699	09/23/2019	Cedar split rail, line post		\$310.25
93861	10/04/2019			CA DEPT OF TAX AND FEE ADMINISTRATION	\$389.00
	Invoice	Date	Description		Amount
	0-008-485-306	10/03/2019	Quarterly use tax on out of state purchases 1000 - General Fund \$361.90 2211 - ISF - Info Tech \$27.10		\$389.00
93862	10/04/2019			CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,701.50
	Invoice	Date	Description		Amount
	POA092719	09/27/2019	POA and gym dues PPE 9/21/19 1001 - Payroll Payables		\$1,701.50
93863	10/04/2019			EMPLOYMENT DEVELOPMENT DEPT	\$150.00
	Invoice	Date	Description		Amount
	L1858684256-5	09/27/2019	Employee earnings withholding order PPE 9/21/19		\$150.00
93864	10/04/2019			FERESHTEH FATEMI	\$156.00
	Invoice	Date	Description		Amount
	FF093019	09/30/2019	Instructor payment		\$156.00
93865	10/04/2019			ICMA RETIREMENT TRUST 457	\$8,100.63
	Invoice	Date	Description		Amount
	206790	09/27/2019	457 contributions PPE 9/21/19 1001 - Payroll Payables		\$8,100.63

Attachment: 10/4/19 City Check Register (Approval of City Check Registers)

City Checks Issued October 4, 2019

Number	Invoice Number	Date	Description	Payee Name	Amount
93866	10/04/2019			JEANI MITCHELL	\$280.80
	Invoice	Date	Description		Amount
	JM093019	09/30/2019	Instructor payment		\$280.80
93867	10/04/2019			JIM MALBERG - PETTY CASH CUSTODIAN	\$475.63
	Invoice	Date	Description		Amount
	PC093019	09/30/2019	Replenish petty cash		\$475.63
			1000 - General Fund	\$434.16	
			2210 - ISF - Stores Fund	\$41.47	
93868	10/04/2019			LIUNA PENSION FUND	\$985.60
	Invoice	Date	Description		Amount
	DR0484	09/27/2019	LIUNA pension dues PPE 9/21/19		\$985.60
			1001 - Payroll Payables		
93869	10/04/2019			LORRAINE KINNAMON	\$263.25
	Invoice	Date	Description		Amount
	LK093019	09/30/2019	Instructor payment		\$263.25
93870	10/04/2019			MICHELE FAIA	\$156.00
	Invoice	Date	Description		Amount
	MF093019	09/30/2019	Instructor payment		\$156.00
93871	10/04/2019			MISSION LINEN SUPPLY	\$127.11
	Invoice	Date	Description		Amount
	510818512	09/25/2019	Fleet uniform service, shop towels		\$36.16
	510818513	09/25/2019	Corp. yard uniform service		\$90.95
93872	10/04/2019			NANCY HOWELLS	\$136.50
	Invoice	Date	Description		Amount
	NH090919	09/09/2019	Instructor payment		\$136.50
93873	10/04/2019			SPECTRUM BUSINESS	\$6,513.20
	Invoice	Date	Description		Amount
	0000178081919	08/19/2019	September internet service		\$3,256.60
	0000178091919	09/19/2019	October internet service		\$3,256.60
			1000 - General Fund	\$2,608.62	
			2211 - ISF - Info Tech	\$3,904.58	
93874	10/04/2019			SPRINT	\$1,722.78
	Invoice	Date	Description		Amount
	788070596-025	09/02/2019	August cell phone charges		\$1,722.78

Attachment: 10/4/19 City Check Register (Approval of City Check Registers)

City Checks Issued October 4, 2019

Number	Invoice Number	Date	Description	Payee Name	Amount
93875	10/04/2019			T MOBILE	\$411.99
	Invoice	Date	Description		Amount
	20190820	08/21/2019	August cell phone usage		\$256.42
	20190920	09/21/2019	September cell phone usage		\$155.57
93876	10/04/2019			TPX COMMUNICATIONS	\$3,046.19
	Invoice	Date	Description		Amount
	120114687-0	08/23/2019	August phone service		\$1,517.06
	121225518-0	09/23/2019	September phone service		\$1,529.13
			1000 - General Fund	\$1,655.28	
			2211 - ISF - Info Tech	\$1,390.91	
93877	10/04/2019			UPEC LIUNA LOCAL 792	\$1,140.00
	Invoice	Date	Description		Amount
	UPEC090119	09/30/2019	UPEC dues PPE 9/21/19		\$1,140.00
			1001 - Payroll Payables		
93878	10/04/2019			US BANK PARS Acct 6746022400	\$525.16
	Invoice	Date	Description		Amount
	PARS092719	09/27/2019	PARS contributions PPE 9/21/19		\$525.16
			1001 - Payroll Payables		
93879	10/04/2019			WENDY NOLAN	\$209.30
	Invoice	Date	Description		Amount
	WN093019	09/30/2019	Instructor payment		\$209.30
93880	10/04/2019			YOSHIE MORRISSEY	\$162.50
	Invoice	Date	Description		Amount
	YM093019	09/30/2019	Instructor payment		\$162.50
93881	10/04/2019			Andrea Lewis	\$500.00
	Invoice	Date	Description		Amount
	19-0363	09/30/2019	Refund tree permit #19-0363		\$500.00

Type Check Totals:

\$30,633.46

Attachment: 10/4/19 City Check Register (Approval of City Check Registers)

City Checks Issued October 4, 2019

Number	Invoice Number	Date	Description	Payee Name	Amount
<u>EFT</u>					
837	10/01/2019			EMPLOYMENT DEVELOPMENT DEPT	\$8,058.96
	Invoice	Date	Description		Amount
	0-637-790-656	09/27/2019	State taxes PPE 9/21/19 1001 - Payroll Payables		\$8,058.96
838	10/01/2019			INTERNAL REVENUE SERVICE	\$28,631.58
	Invoice	Date	Description		Amount
	81535128	09/27/2019	Federal taxes PPE 9/21/19 1001 - Payroll Payables		\$28,631.58
839	10/02/2019			CalPERS Health Insurance	\$62,367.05
	Invoice	Date	Description		Amount
	1001716896	10/02/2019	October health insurance 1000 - General Fund 1001 - Payroll Payables	\$2,785.56 \$59,581.49	\$62,367.05
840	09/30/2019			STATE DISBURSEMENT UNIT	\$1,232.76
	Invoice	Date	Description		Amount
	8CR5AQW6659	09/27/2019	Garnishments PPE 9/21/19 1001 - Payroll Payables		\$1,232.76
Type EFT Totals:					\$100,290.35

Attachment: 10/4/19 City Check Register (Approval of City Check Registers)

CITY - Main City Totals	Count	Transaction Amount
Checks	25	\$30,633.46
EFTs	4	\$100,290.35
All	29	\$130,923.81

City main account checks dated October 11, 2019, numbered 93856, 93882 to 93969 plus 1 EFT, totaling \$195,209.82, have been reviewed and authorized for distribution by the City Manager.

As of October 11, 2019, the unaudited cash balance is \$2,695,917.12.

CASH POSITION - CITY OF CAPITOLA 10/11/19

	<u>Net Balance</u>
General Fund	(\$2,392,624.78)
Payroll Payables	\$140,791.66
Contingency Reserve Fund	\$2,036,345.66
Facilities Reserve Fund	\$449,433.06
Capital Improvement Fund	\$1,680,771.63
Stores Fund	\$50,913.08
Information Technology Fund	\$207,725.10
Equipment Replacement	\$382,905.35
Self-Insurance Liability Fund	(\$13,794.87)
Workers' Comp. Ins. Fund	\$209,152.04
Compensated Absences Fund	(\$55,700.81)
TOTAL UNASSIGNED GENERAL FUNDS	<u><u>\$2,695,917.12</u></u>

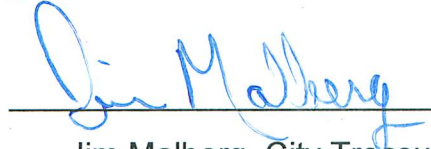
The Emergency Reserve Fund balance is \$1,344,205.54 (not included above).
The PERS Contingency Fund balance is \$867,087.95 (not included above).
The Library Fund balance is \$2,706,557.19 (not included above).



 Jamie Goldstein, City Manager

10/15/19

 Date



 Jim Malberg, City Treasurer

10/15/19

 Date

Attachment: 10/11/19 City Check Register (Approval of City Check Registers)

City Checks Issued October 11, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93856	10/07/2019		Reissued	MONY Life Insurance Company of America	\$2,727.52
	Invoice	Date	Description		Amount
	77078	08/12/2019	September life, disability, AD&D insurance		\$2,727.52
			1000 - General Fund	\$18.13	
			1001 - Payroll Payables	\$2,709.39	
93882	10/08/2019			Silvana Patricia Vivenzi	\$50.00
	Invoice	Date	Description		Amount
	244579b	09/13/2019	Citation refund		\$50.00
93883	10/11/2019			A TOOL SHED	\$210.00
	Invoice	Date	Description		Amount
	1375410-5	09/19/2019	Gas post hole auger rental		\$210.00
93884	10/11/2019			ADRIENNE HARRELL	\$374.40
	Invoice	Date	Description		Amount
	AH100719	10/07/2019	Instructor payment		\$374.40
93885	10/11/2019			ADT SECURITY SERVICES INC.	\$205.46
	Invoice	Date	Description		Amount
	ADT092919	09/29/2019	Corporation yard and museum security monitoring		\$205.46
93886	10/11/2019			AMAZON CAPITAL SERVICES	\$163.45
	Invoice	Date	Description		Amount
	1R31-6DGC-44GI	09/18/2019	Return iPad screen protectors		(\$11.39)
	1Q6K-WFH7-NK\	10/01/2019	iPad screen protectors		\$13.31
	1D43-31LJ-4W1T	09/25/2019	Basketballs, paper plates, ziplocks, games, sanitizer		\$147.54
	1D43-31LJ-1RTJ	09/25/2019	Carabiner clips (20)		\$13.99
93887	10/11/2019			AMERICAN RED CROSS TRAINING SERVICES	\$624.66
	Invoice	Date	Description		Amount
	25017953	09/30/2019	CPR training manikins		\$624.66
93888	10/11/2019			ARCHIVES & ARCHITECTURE LLC	\$1,560.00
	Invoice	Date	Description		Amount
	1865	09/23/2019	#19-0210 historical evaluation 111 Capitola Ave		\$1,560.00
93889	10/11/2019			AUTHENTIC APPROACH	\$2,525.00
	Invoice	Date	Description		Amount
	11009	10/01/2019	BIA communication and marketing management services		\$2,525.00
			1321 - Cap Village-Wharf BIA		

Attachment: 10/11/19 City Check Register (Approval of City Check Registers)

City Checks Issued October 11, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93890	10/11/2019			AUTOMATION TEST ASSOCIATES	\$40.00
	Invoice	Date	Description		Amount
	47790	09/22/2019	September wharf meter reading 1311 - Wharf		\$40.00
93891	10/11/2019			AXCIENT	\$125.00
	Invoice	Date	Description		Amount
	FY19INEFI02837	09/30/2019	September AppAssure storage 2211 - ISF - Info Tech		\$125.00
93892	10/11/2019			BECKY ADAMS	\$371.80
	Invoice	Date	Description		Amount
	BA100719	10/07/2019	Instructor payment		\$371.80
93893	10/11/2019			BEN NOBLE URBAN AND REGIONAL PLANNING	\$1,425.00
	Invoice	Date	Description		Amount
	1233	09/04/2019	Zoning code update services 1313 - General Plan Update		\$1,425.00
93894	10/11/2019			BROADCAST MUSIC INC.	\$358.00
	Invoice	Date	Description		Amount
	36203766	10/02/2019	Music licensing		\$358.00
93895	10/11/2019			BROWNELLS INC	\$1,060.51
	Invoice	Date	Description		Amount
	RT00848274	09/17/2019	Return range supplies		(\$319.09)
	17728093.00	07/02/2019	Range supplies		\$1,379.60
93896	10/11/2019			CADILLAC DESIGNS INC.	\$429.00
	Invoice	Date	Description		Amount
	8482	09/19/2019	Graphics for unit 71 and 72 1300 - Supl Law Enfc		\$429.00
93897	10/11/2019			CALE AMERICA INC.	\$4,970.31
	Invoice	Date	Description		Amount
	156310	09/30/2019	September active meters		\$1,829.00
	156576	09/30/2019	Pay station repair		\$3,141.31

Attachment: 10/11/19 City Check Register (Approval of City Check Registers)

City Checks Issued October 11, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93898	10/11/2019			CALIFORNIA COAST UNIFORM COMPANY	\$1,025.26
	Invoice	Date	Description		Amount
	7479	09/18/2019	566 uniform		\$349.14
	7474	09/18/2019	526 uniform		\$81.70
	7473	09/18/2019	Parking Enforcement name plates		\$182.79
	7475	09/18/2019	562 uniform		\$59.00
	7477	09/18/2019	563 uniform		\$32.00
	7476	09/18/2019	566 uniform		\$51.00
	7478	09/18/2019	563 uniform		\$269.63
93899	10/11/2019			CALTRAFFIC	\$229.75
	Invoice	Date	Description		Amount
	19513	10/03/2019	"Do Not Block" (4) & "All way" street signs (2)		\$229.75
93900	10/11/2019			CLAUDIO FRANCA	\$156.00
	Invoice	Date	Description		Amount
	CF100719	10/07/2019	Instructor payment		\$156.00
93901	10/11/2019			COMMUNITY ACTION BOARD	\$11,480.47
	Invoice	Date	Description		Amount
	CAB100319	10/03/2019	July emergency housing program admin. & rent assistance		\$2,179.52
	CAB10032019	10/03/2019	August emergency housing program admin. & rent assistance 5552 - Hsg Successor - PI		\$9,300.95
93902	10/11/2019			COMMUNITY PRINTERS	\$518.78
	Invoice	Date	Description		Amount
	25659011	09/18/2019	Insurance info cards		\$174.91
	25661011	09/18/2019	Police FI cards		\$343.87
93903	10/11/2019			COMMUNITY TREE SERVICE INC	\$2,950.00
	Invoice	Date	Description		Amount
	11582	10/09/2019	Tree trimming service - Riverview Drive		\$2,950.00
93904	10/11/2019			CONSOLIDATED ENGINEERING LABORATORIES	\$7,171.43
	Invoice	Date	Description		Amount
	166834	09/24/2019	Library construction inspection & materials testing		\$7,171.43
93905	10/11/2019			CSG Consultants Inc.	\$18,530.40
	Invoice	Date	Description		Amount
	B190996	09/03/2019	August building plan review services		\$10,665.40
	26512	09/13/2019	August building inspector services		\$7,865.00

Attachment: 10/11/19 City Check Register (Approval of City Check Registers)

City Checks Issued October 11, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93906	10/11/2019			DAVID SCOTT COBABE	\$1,899.8
	Invoice	Date	Description		Amount
	DSC100719	10/07/2019	Instructor payment		\$1,899.80
93907	10/11/2019			EMERGENCY VEHICLE SPECIALISTS INC.	\$15,650.7
	Invoice	Date	Description		Amount
	10350	09/18/2019	PD equipment for 2020 Tahoe		\$15,650.71
93908	10/11/2019			FedEx Freight	\$29.9
	Invoice	Date	Description		Amount
	6-743-85578	09/20/2019	Deliver package to ABC		\$29.95
93909	10/11/2019			FERGUSON ENTERPRISES INC 795	\$432.8
	Invoice	Date	Description		Amount
	8014658-1	09/19/2019	Wrenches, metering pillar tap		\$136.56
	8014671	09/18/2019	Metering pillar tap		\$111.51
	8014658	09/16/2019	Pliers, metering pillar tap, gloves, marker		\$184.79
93910	10/11/2019			FIRST ALARM	\$296.8
	Invoice	Date	Description		Amount
	490705	08/26/2019	Evidence room security service call		\$296.80
93911	10/11/2019			FIRST SECURITY	\$344.9
	Invoice	Date	Description		Amount
	IN-0019288	10/02/2019	Jade Street Park patrol		\$344.93
93912	10/11/2019			FLYERS ENERGY LLC	\$2,516.1
	Invoice	Date	Description		Amount
	19-982525	09/19/2019	504 gallons gasoline		\$2,000.59
	19-982524	09/19/2019	133 gallons diesel		\$515.53
93913	10/11/2019			GALLS LLC	\$1,437.3
	Invoice	Date	Description		Amount
	013707920	09/14/2019	513 uniform		\$119.84
	013657226	09/09/2019	534 uniform		\$329.34
	013654334	09/09/2019	Parking Enforcement uniform		\$424.92
	013647380	09/07/2019	Parking Enforcement uniform		\$149.31
	013764333	09/20/2019	Parking Enforcement uniform		\$63.84
	013693405	09/12/2019	566 uniform		\$200.65
	013693391	09/12/2019	Parking Enforcement uniform		\$127.67
	013675540	09/11/2019	Name plates		\$21.78

Attachment: 10/11/19 City Check Register (Approval of City Check Registers)

City Checks Issued October 11, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93914	10/11/2019			GARDAWORLD	\$199.69
	Invoice	Date	Description		Amount
	10519045	10/01/2019	October armored vehicle service		\$199.69
93915	10/11/2019			GEORGE McMENAMIN	\$6,000.00
	Invoice	Date	Description		Amount
	2020-1	10/02/2019	Riparian restoration services		\$6,000.00
93916	10/11/2019			HEALTH EDUCATION SERVICES	\$279.22
	Invoice	Date	Description		Amount
	24948REV	09/24/2019	AED battery and oads		\$279.22
93917	10/11/2019			HOME DEPOT CREDIT SERVICES	\$749.62
	Invoice	Date	Description		Amount
	6635212	09/24/2019	Wicker box, hedge shear, post hole digger		\$220.13
	0062168	09/20/2019	Monterey Park brass coupling, head pipe plug, cap flare		\$10.18
	9520722	09/11/2019	Masonry bits, supplies		\$42.93
	2647580	09/11/2019	Scour pad, duster		\$14.13
	3064719	09/11/2019	Pails, roller trays		\$39.70
	3624787	09/11/2019	Rivets		\$9.78
	614799	06/22/2019	15 piece brush set, knit poly roller packs		\$34.25
	2031027	09/11/2019	Zinc chain link		\$4.27
	3033838	07/19/2019	35 piece max impact set		\$27.22
	0016318	09/20/2019	Axe handle, splitting maul		\$51.19
	3520981	09/27/2019	Gloves, flex drain downspout, coupler		\$23.24
	4053936	09/26/2019	Phone charger		\$26.16
	6344572	09/24/2019	Black marker, painter's tape		\$39.19
	4623745	09/16/2019	Steel countersink		\$9.78
	1520237	09/19/2019	Utility light, gloves, air compressor kit, WD-40, batteries		\$107.88
	7634951	09/23/2019	Rayovac tray pack, light bulbs		\$23.91
	6645499	09/24/2019	Hedge shear, pruner, loctite, sandpaper		\$65.68
			1000 - General Fund	\$726.38	
			1311 - Wharf	\$23.24	
93918	10/11/2019	VOID			
93919	10/11/2019			HUB INTERNATIONAL	\$297.04
	Invoice	Date	Description		Amount
	HUB093019	10/01/2019	September community center event insurance		\$297.04

Attachment: 10/11/19 City Check Register (Approval of City Check Registers)

City Checks Issued October 11, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93920	10/11/2019			HUMBOLDT PETROLEUM LLC	\$39.00
	Invoice	Date	Description		Amount
	088633	09/30/2019	September car wash service		\$39.00
93921	10/11/2019			HYDROSCIENCE ENGINEERS INC.	\$160.00
	Invoice	Date	Description		Amount
	331013007	09/02/2019	August storm water review services		\$55.00
	331013005	10/01/2019	September storm water review services		\$105.00
93922	10/11/2019			INTERSTATE ALL BATTERY CENTER	\$59.60
	Invoice	Date	Description		Amount
	643288	10/01/2019	Batteries		\$59.60
93923	10/11/2019			INTERSTATE BATTERY SYSTEM OF SAN JOSE INC	\$129.57
	Invoice	Date	Description		Amount
	50280554	09/18/2019	Car battery		\$129.57
93924	10/11/2019			JANICE THERESA ENSMINGER	\$182.65
	Invoice	Date	Description		Amount
	JE100719	10/07/2019	Instructor payment		\$182.65
93925	10/11/2019			JIM TURCOTTE	\$229.93
	Invoice	Date	Description		Amount
	JT100919	10/09/2019	Reimbursement for auto supplies		\$229.93
93926	10/11/2019			KELLY MOORE PAINT COMPANY INC.	\$393.61
	Invoice	Date	Description		Amount
	803-00000842584	09/30/2019	Jade St. park paint		\$185.22
	803-00000840573	09/17/2019	Rispin paint		\$208.39
93927	10/11/2019			LABORMAX STAFFING	\$3,347.03
	Invoice	Date	Description		Amount
	26-112637	09/27/2019	Seasonal labor 9/21 - 9/27		\$3,347.03
93928	10/11/2019			LAURA ALIOTO	\$276.25
	Invoice	Date	Description		Amount
	LA100719	10/07/2019	Instructor payment		\$276.25
93929	10/11/2019			LAW ENFORCEMENT TARGETS INC.	\$142.46
	Invoice	Date	Description		Amount
	0428777-IN	08/16/2019	Range supplies		\$142.46

Attachment: 10/11/19 City Check Register (Approval of City Check Registers)

City Checks Issued October 11, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93930	10/11/2019			LP POLICE	\$5.95
	Invoice	Date	Description		Amount
	919LP31150	09/30/2019	Detective research service		\$5.95
93931	10/11/2019			MARQUIS BOOTH	\$2,200.10
	Invoice	Date	Description		Amount
	MB091119	09/18/2019	SBSLI leadership training		\$1,108.95
	MB081419	09/18/2019	SBSLI leadership training		\$1,091.15
93932	10/11/2019			MICHELE FAIA	\$861.90
	Invoice	Date	Description		Amount
	MF100719	10/07/2019	Instructor payment		\$861.90
93933	10/11/2019			MID COUNTY AUTO SUPPLY	\$104.79
	Invoice	Date	Description		Amount
	MID-497082	09/25/2019	Blow gun, 5 gallon air tank, anti-corrosion spray		\$88.69
	MID-496094	09/25/2019	Returned alternator, purchased new alternator		\$16.10
93934	10/11/2019			MILLER'S TRANSFER & STORAGE CO.	\$229.50
	Invoice	Date	Description		Amount
	91511	10/04/2019	October record storage and September warehouse handling		\$229.50
93935	10/11/2019			MISSION PRINTERS	\$70.42
	Invoice	Date	Description		Amount
	59709	09/12/2019	Business cards		\$35.21
	59694	09/12/2019	Business cards		\$35.21
93936	10/11/2019			NANCY ELLEN GALLOWAY	\$103.35
	Invoice	Date	Description		Amount
	NG100719	10/07/2019	Instructor payment		\$103.35
93937	10/11/2019			O'REILLY AUTO PARTS	\$34.35
	Invoice	Date	Description		Amount
	4763-483224	09/26/2019	Air hose, auto touch up paint		\$34.35
93938	10/11/2019			OLIVE SPRINGS QUARRY INC.	\$194.11
	Invoice	Date	Description		Amount
	122721	09/23/2019	Base rock		\$194.11
93939	10/11/2019			PACIFIC MONARCH	\$200.00
	Invoice	Date	Description		Amount
	51967	08/14/2019	Simpkins Swim Center field trip transportation		\$200.00

Attachment: 10/11/19 City Check Register (Approval of City Check Registers)

City Checks Issued October 11, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93940	10/11/2019			PALACE BUSINESS SOLUTIONS	\$331.55
	Invoice	Date	Description		Amount
	9639526-0	10/01/2019	Clay, white board cleaner		\$13.19
	9638215-0	09/26/2019	Notebooks, clay		\$11.75
	550989-0	09/24/2019	Paper, rubber bands, notebooks, envelopes		\$97.22
	C546744-0	09/04/2019	Return wrist rest		(\$52.95)
	C546870-0	09/04/2019	Return letter trays		(\$26.79)
	550558-0	09/20/2019	Desk organizer		\$6.03
	550512-0	09/20/2019	Certificates, holders		\$24.91
	550421-0	09/19/2019	Fan		\$19.94
	C543100-0	09/03/2019	Return headset		(\$99.27)
	551226-0	09/25/2019	Laminated wall calendar		\$20.70
	551026-0	09/24/2019	Assorted calendars		\$308.25
	541524-0	07/30/2019	Legal pads		\$8.57
			1000 - General Fund	(\$31.94)	
			2210 - ISF - Stores Fund	\$363.49	
93941	10/11/2019			PHIL ALLEGRI ELECTRIC INC.	\$162.18
	Invoice	Date	Description		Amount
	26343	09/30/2019	Installed 20 amp breaker for beach festival lights		\$162.18
93942	10/11/2019			PRAXAIR DISTRIBUTION INC.	\$122.41
	Invoice	Date	Description		Amount
	91340158	08/21/2019	Acetylene rental		\$122.41
93943	10/11/2019			PREFERRED BENEFIT INSURANCE ADMIN.	\$5,599.90
	Invoice	Date	Description		Amount
	EIA29592	09/30/2019	September dental and vision insurance		\$5,599.90
			1001 - Payroll Payables		
93944	10/11/2019			ROBERT M PATTERSON	\$400.00
	Invoice	Date	Description		Amount
	RMP100419	10/04/2019	October citation hearings		\$400.00
93945	10/11/2019			SAN LORENZO LUMBER	\$185.03
	Invoice	Date	Description		Amount
	55-0490124	09/25/2019	Hubback Park pathway lumber		\$185.03
93946	10/11/2019			SANDY MARRUJO	\$436.80
	Invoice	Date	Description		Amount
	SM100719	10/07/2019	Instructor payment		\$436.80

Attachment: 10/11/19 City Check Register (Approval of City Check Registers)

City Checks Issued October 11, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93947	10/11/2019			SANTA CRUZ COUNTY ANIMAL SHELTER	\$20,801.10
	Invoice	Date	Description		Amount
	19/20-2CA	09/27/2019	Quarterly animal services contribution		\$20,801.10
93948	10/11/2019			SANTA CRUZ COUNTY INFORMATION SERVICES	\$1,338.67
	Invoice	Date	Description		Amount
	RadioShop09/19	10/03/2019	Quarterly radio shop charges		\$704.99
	SCC092719	09/27/2019	October Open Query SCAN		\$633.68
93949	10/11/2019			SANTA CRUZ LIVE SCAN INC	\$60.00
	Invoice	Date	Description		Amount
	1271	10/01/2019	New hire live scans		\$60.00
93950	10/11/2019			SANTA CRUZ OCCUPATIONAL MEDICAL CENTER	\$810.00
	Invoice	Date	Description		Amount
	I-24003	08/31/2019	New hire medical exam		\$810.00
93951	10/11/2019			SANTA CRUZ SENTINEL	\$228.80
	Invoice	Date	Description		Amount
	0001216229	09/30/2019	Planning Commission public notice		\$228.80
93952	10/11/2019			SC Swimming CAFL	\$516.10
	Invoice	Date	Description		Amount
	QSC093019	09/30/2019	Instructor payment		\$516.10
93953	10/11/2019			SIRCHIE	\$116.42
	Invoice	Date	Description		Amount
	0417423-IN	09/24/2019	Shoe covers for evidence room		\$116.42
93954	10/11/2019			STAPLES ADVANTAGE	\$329.47
	Invoice	Date	Description		Amount
	8055734372	09/14/2019	Break room supplies		\$192.86
	8055412554	08/17/2019	Pens, paper clips, correction tape		\$136.61
93955	10/11/2019			STOP COMPANY	\$16.35
	Invoice	Date	Description		Amount
	1327	09/18/2019	Handicap signs (10)		\$16.35
93956	10/11/2019			SUESS INSURANCE AGENCY INC.	\$575.00
	Invoice	Date	Description		Amount
	190966	09/25/2019	Sip N' Stroll event insurance 1321 - Cap Village-Wharf BIA		\$575.00

Attachment: 10/11/19 City Check Register (Approval of City Check Registers)

City Checks Issued October 11, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93957	10/11/2019			SUMMIT UNIFORMS	\$1,043.35
	Invoice	Date	Description		Amount
	61658	09/04/2019	524 uniform		\$117.99
	62115	09/25/2019	524 uniform		\$336.49
	62047	09/24/2019	523 uniform		\$260.02
	61768	09/07/2019	525 uniform		\$107.07
	62046	09/24/2019	533 uniform		\$221.78
93958	10/11/2019			SURVEYMONKEY INC	\$384.00
	Invoice	Date	Description		Amount
	34894795	10/08/2019	Recreation survey		\$384.00
93959	10/11/2019			THE CLEANING MACHINE INC.	\$3,678.00
	Invoice	Date	Description		Amount
	6362	07/26/2019	Pressure washing Bay Ave. roadside		\$998.00
	6367	08/29/2019	Village sidewalk pressure washing		\$2,680.00
93960	10/11/2019			TRENISE POT	\$1,896.05
	Invoice	Date	Description		Amount
	TP100719	10/07/2019	Instructor payment		\$1,896.05
93961	10/11/2019			UNITED STATES LIABILITY INSURANCE COMPANY	\$1,667.00
	Invoice	Date	Description		Amount
	NBP1557440A	09/23/2019	BIA liability insurance 1321 - Cap Village-Wharf BIA		\$1,667.00
93962	10/11/2019			UNITED WAY OF SANTA CRUZ COUNTY	\$30.00
	Invoice	Date	Description		Amount
	UW092719	09/30/2019	Employee United Way contributions 1001 - Payroll Payables		\$30.00
93963	10/11/2019			VERIZON WIRELESS	\$2,269.15
	Invoice	Date	Description		Amount
	9837827356	09/10/2019	September telephone charges		\$2,269.15
93964	10/11/2019			WATSONVILLE BLUEPRINT	\$82.37
	Invoice	Date	Description		Amount
	87788	09/13/2019	Public Works oversized printing 1200 - Capital Improvement		\$82.37
93965	10/11/2019			ZEE MEDICAL SERVICE CO.	\$168.51
	Invoice	Date	Description		Amount
	66584334	10/01/2019	First aid supplies		\$168.51

Attachment: 10/11/19 City Check Register (Approval of City Check Registers)

City Checks Issued October 11, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93966	10/11/2019			CPRS District 4	\$25.00
	Invoice	Date	Description		Amount
	3464	09/24/2019	2019 CA Parks & Rec Society conference		\$25.00
93967	10/11/2019			CPRS District 4	\$25.00
	Invoice	Date	Description		Amount
	3463	09/24/2019	2019 CA Parks & Rec Society conference		\$25.00
93968	10/11/2019			Janet Figueroa	\$31.00
	Invoice	Date	Description		Amount
	222126891	10/03/2019	Refund citation		\$31.00
93969	10/11/2019			Luis Jimenez	\$10.00
	Invoice	Date	Description		Amount
	300124281	10/02/2019	Refund citation		\$10.00

Type Check Totals:

\$141,720.07

EFT

841	10/10/2019			CalPERS Member Services Division	\$53,489.75
	Invoice	Date	Description		Amount
	1001423023-6	10/10/2019	PERS contributions PPE 9/21/19		\$53,489.75
			1000 - General Fund	(\$0.14)	
			1001 - Payroll Payables	\$53,489.89	

Type EFT Totals:

\$53,489.75

CITY - Main City Totals

	Count	Total
Checks	88	\$141,720.07
EFTs	1	\$53,489.75
All	89	\$195,209.82

WELLS - Payroll Totals

Checks	4	\$3,574.07
EFTs	97	\$168,777.22
All	101	\$172,351.29

Grand Totals:

Checks	92	\$145,294.14
EFTs	98	\$222,266.97
All	190	\$367,561.11

Attachment: 10/11/19 City Check Register (Approval of City Check Registers)

City main account checks dated October 18, 2019, numbered 93970 to 94040 plus 5 EFTs, totaling \$274,199.67, and 3 library account checks, totaling \$9,270.00, for a grand total of \$283,469.67, have been reviewed and authorized for distribution by the City Manager.

As of October 18, 2019, the unaudited cash balance is \$2,894,536.23.

CASH POSITION - CITY OF CAPITOLA 10/18/19

	<u>Net Balance</u>
General Fund	(\$2,119,784.65)
Payroll Payables	\$35,618.02
Contingency Reserve Fund	\$2,036,345.66
Facilities Reserve Fund	\$440,381.06
Capital Improvement Fund	\$1,680,771.63
Stores Fund	\$50,934.28
Information Technology Fund	\$198,512.02
Equipment Replacement	\$382,905.35
Self-Insurance Liability Fund	\$35,401.63
Workers' Comp. Ins. Fund	\$209,152.04
Compensated Absences Fund	<u>(\$55,700.81)</u>
TOTAL UNASSIGNED GENERAL FUNDS	<u><u>\$2,894,536.23</u></u>

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

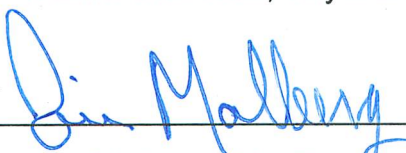
The PERS Contingency Fund balance is \$867,087.95 (not included above).

The Library Fund balance is \$2,704,888.63 (not included above).



 Jamie Goldstein, City Manager
 10/22/19

 Date



 Jim Malberg, City Treasurer
 10/18/19

 Date

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

City Checks Issued October 18, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93970	10/18/2019			ABACHERLI FENCE CO.	\$3,465.00
	Invoice	Date	Description		Amount
	7315	08/01/2019	Rispin mansion fence repairs		\$3,465.00
93971	10/18/2019			ALPHA GRAPHICS	\$1,122.99
	Invoice	Date	Description		Amount
	48167	10/11/2019	FY 19-20 budget document (20 copies)		\$1,122.99
93972	10/18/2019			AMAZON CAPITAL SERVICES	\$731.48
	Invoice	Date	Description		Amount
	1DX6-XYR6-4QWL	10/13/2019	Chair		\$180.22
	1DX6-XYR6-DFN1	10/14/2019	Computer mouse		\$32.69
	1GQN-D1TN-CRTV	09/28/2019	Desk light		\$16.99
	1HPR-LFCT-FF1Q	10/08/2019	Display to DVI cable		\$21.79
	1P9Q-TNWR-Q9R9	10/07/2019	Printer drum unit, batteries, tissues		\$61.68
	1PT4-1QFK-K64H	10/09/2019	Ipad case with keyboard		\$106.60
	1Q6K-WFH7-HPCH	10/01/2019	Printer toner		\$42.49
	19DP-RQ94-3DRW	10/13/2019	Ipad keyboard case with stand		\$39.23
	1TQF-KFT3-LPLJ	10/11/2019	Size D batteries		\$13.97
	1XFD-QDGD-FK34	10/14/2019	Office chairs (2)		\$215.82
			1000 - General Fund	\$426.08	
			2211 - ISF - Info Tech	\$305.40	
93973	10/18/2019			ARCADIA PUBLISHING COMPANY	\$254.06
	Invoice	Date	Description		Amount
	21236332	09/25/2019	Books for museum (20)		\$254.06
93974	10/18/2019			AT&T	\$9.12
	Invoice	Date	Description		Amount
	ATT100119	10/01/2019	October long distance charges		\$9.12
			1000 - General Fund	\$4.48	
			2211 - ISF - Info Tech	\$4.64	
93975	10/18/2019			BIG CREEK LUMBER	\$36.85
	Invoice	Date	Description		Amount
	1213917	09/19/2019	Cedar split post		\$36.85
93976	10/18/2019			BIOBAG AMERICAS INC.	\$2,740.00
	Invoice	Date	Description		Amount
	467488	10/03/2019	Dog waste bags		\$2,740.00
93977	10/18/2019			BLUEPOINT PLANNING LLC	\$1,550.00
	Invoice	Date	Description		Amount
	450	10/11/2019	Recreation strategic plan consulting		\$1,550.00

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

City Checks Issued October 18, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93978	10/18/2019			CA DEPARTMENT OF JUSTICE	\$81.00
	Invoice	Date	Description		Amount
	408630	10/03/2019	Staff fingerprinting		\$81.00
93979	10/18/2019			CALE AMERICA INC.	\$42.11
	Invoice	Date	Description		Amount
	156612	10/09/2019	Paystation SD card		\$42.11
93980	10/18/2019			CALIFORNIA COAST UNIFORM COMPANY	\$269.63
	Invoice	Date	Description		Amount
	7496	09/25/2019	CSO Uniform shirts		\$269.63
93981	10/18/2019			CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,766.50
	Invoice	Date	Description		Amount
	POA101119	10/11/2019	POA and gym dues PPE 10/5/19 1001 - Payroll Payables		\$1,766.50
93982	10/18/2019			CHUCK DICKS	\$209.95
	Invoice	Date	Description		Amount
	CD101519	10/15/2019	Instructor payment		\$209.95
93983	10/18/2019			CLEAN BUILDING MAINTENANCE CO.	\$4,259.13
	Invoice	Date	Description		Amount
	23356	09/30/2019	September janitorial services		\$4,259.13
			1000 - General Fund	\$3,993.63	
			1311 - Wharf	\$265.50	
93984	10/18/2019			COPWARE INC.	\$400.00
	Invoice	Date	Description		Amount
	84814	09/01/2019	Peace officers legal sourcebook site license 2211 - ISF - Info Tech		\$400.00
93985	10/18/2019			CRYSTAL SPRINGS WATER CO.	\$330.30
	Invoice	Date	Description		Amount
	CSW093019	09/30/2019	September drinking water		\$330.30
93986	10/18/2019			D & G SANITATION	\$1,314.10
	Invoice	Date	Description		Amount
	266770	09/30/2019	Wharf portable toilet rentals		\$827.05
	266771	09/30/2019	Lower parking lot portable toilet rental		\$487.05
			1000 - General Fund	\$487.05	
			1311 - Wharf	\$827.05	

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

City Checks Issued October 18, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93987	10/18/2019			DELL COMPUTERS	\$7,961.41
	Invoice	Date	Description		Amount
	10343980011	10/01/2019	Dell Latitude 5500 (2), Precision 3430 small form factor PC		\$4,677.38
	10344192689	10/03/2019	PC desktop computers (5) 2211 - ISF - Info Tech		\$3,284.03
93988	10/18/2019			EMPLOYMENT DEVELOPMENT DEPT	\$150.00
	Invoice	Date	Description		Amount
	L1858684256-6	10/11/2019	Withholding order PPE 10/5/19 1001 - Payroll Payables		\$150.00
93989	10/18/2019			EWING IRRIGATION	\$269.50
	Invoice	Date	Description		Amount
	8376408	09/24/2019	Capitola Rd. median carson box		\$19.02
	8376407	09/24/2019	Capitola Rd. median PVC, couplings, unions, bushings		\$184.28
	8458364	10/05/2019	Noble Gulch topper		\$19.63
	8440876	10/03/2019	Jade St. park leaf rake, scoop handle		\$46.57
93990	10/18/2019			FIRST ALARM	\$123.75
	Invoice	Date	Description		Amount
	481854	07/03/2019	Community Center security system repair		\$123.75
93991	10/18/2019			FIRST SECURITY	\$356.42
	Invoice	Date	Description		Amount
	IN-0019313	10/02/2019	October skate park patrol service		\$356.42
93992	10/18/2019			FIRST SECURITY	\$382.50
	Invoice	Date	Description		Amount
	IN-0019314	10/02/2019	October Esplanade patrol service		\$382.50
93993	10/18/2019			FLYERS ENERGY LLC	\$3,817.28
	Invoice	Date	Description		Amount
	19-991662	10/04/2019	252 gallons gasoline		\$1,178.52
	19-986764	09/26/2019	461 gallons gasoline		\$2,040.86
	19-986761	09/26/2019	152 gallons diesel		\$597.90
93994	10/18/2019			GEORGE H WILSON INC.	\$9,052.00
	Invoice	Date	Description		Amount
	PB512363_0919	09/11/2019	New furnace for council chambers 1025 - Facilities Reserve		\$9,052.00
93995	10/18/2019			GEORGE McMENAMIN	\$4,918.23
	Invoice	Date	Description		Amount
	2020-2B	10/04/2019	Peery Park riparian restoration services phase 2		\$4,918.23

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

City Checks Issued October 18, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93996	10/18/2019			HOME DEPOT CREDIT SERVICES	\$1,822.73
	Invoice	Date	Description		Amount
	9620492	10/01/2019	Primer, wire brushes		\$23.93
	9613871	10/11/2019	Files, tap set, chisel kit		\$122.93
	6620889	10/04/2019	Headlamp, paint brush set		\$53.88
	5614236	06/17/2019	Bushings, nipples		\$17.37
	4625104	06/28/2019	Packaging tape		\$5.42
	3632675	08/08/2019	Screwdrivers		\$20.63
	2631049	07/30/2019	Long ball socket sets		\$45.71
	1624119	06/21/2019	Rainx		\$13.67
	0613779	10/10/2019	Door sweep, door seal, hex shank adapter set		\$49.30
	7633240	09/13/2019	Wharf scrubbing bubbles aerosol, power spin drain gun, paint		\$52.69
	6010318	10/04/2019	Batteries, cutoff discs		\$39.19
	3630170	09/27/2019	Bucket, caution tape, gorilla tape, rechargeable batteries		\$232.34
	1522024	10/09/2019	Tape, bucket, bit holders, hex insert set, small tools		\$217.68
	2613522	10/08/2019	Jade St. park pea pebbles		\$5.12
	0613772	10/10/2019	Extension cords, lights		\$265.68
	2010723	10/08/2019	26 ft. multi-ladder		\$304.11
	1010817	10/09/2019	Sakrete, lumber, screws, level, bucket		\$90.34
	0010916	10/10/2019	Bucket, headlamp, markers, drill bit, washers, batteries		\$208.58
	2613590	10/08/2019	Fall decorations, tote bags		\$38.42
	6641914	10/14/2019	Drop cloth, sponge, bucket		\$15.74
			1000 - General Fund	\$1,770.04	
			1311 - Wharf	\$52.69	
93997	10/18/2019			HOPE REHABILITATION SERVICES	\$1,200.00
	Invoice	Date	Description		Amount
	S169544B	09/30/2019	September litter abatement services		\$1,200.00
93998	10/18/2019			HYDROSCIENCE ENGINEERS INC.	\$3,312.50
	Invoice	Date	Description		Amount
	331016005	10/01/2019	523 Burlingame Ave. stormwater review		\$1,105.00
	331017001	10/01/2019	Mall development stormwater review		\$2,207.50
93999	10/18/2019			ICMA RETIREMENT TRUST 457	\$8,103.43
	Invoice	Date	Description		Amount
	215481	10/11/2019	457 contributions PPE 10/5/19		\$8,103.43
			1001 - Payroll Payables		
94000	10/18/2019			INTERSTATE TRAFFIC CONTROL PRODUCTS	\$1,820.69
	Invoice	Date	Description		Amount
	234606	10/04/2019	Stenciled traffic cones (100)		\$1,256.38
	234607	10/04/2019	Street signs		\$564.31

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

City Checks Issued October 18, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
94001	10/18/2019			JAMES P ALLEN	\$1,215.00
	Invoice	Date	Description		Amount
	10.1.19	10/01/2019	Monterey Avenue arborist services		\$945.00
	092719	09/27/2019	Park Ave. sidewalk and storm drain repair arborist services		\$270.00
94002	10/18/2019			KATHY D'ANGELO	\$400.00
	Invoice	Date	Description		Amount
	000V-10112019	10/01/2019	Museum interview with Beth Porter		\$400.00
94003	10/18/2019			KBA Document Solutions LLC	\$476.92
	Invoice	Date	Description		Amount
	55Y1021862	10/01/2019	September copier usage charges		\$162.70
	55Y1021863	10/01/2019	September copier usage charges		\$273.34
	55Y1026483	10/14/2019	October copier usage charges		\$33.46
	55Y1026484	10/14/2019	October copier usage charges		\$7.42
			1000 - General Fund	\$33.05	
			2211 - ISF - Info Tech	\$443.87	
94004	10/18/2019			LABORMAX STAFFING	\$2,132.93
	Invoice	Date	Description		Amount
	26-112932	10/04/2019	Seasonal labor 9/28 - 10/4		\$2,132.93
94005	10/18/2019			LUXLAUNDER	\$1,109.85
	Invoice	Date	Description		Amount
	LL093019	09/30/2019	Uniform cleaning		\$1,109.85
94006	10/18/2019			MBS BUSINESS SYSTEMS	\$858.77
	Invoice	Date	Description		Amount
	370661	09/30/2019	July - September PD copier usage charges		\$858.77
94007	10/18/2019			McGRUFF SAFE KIDS	\$220.00
	Invoice	Date	Description		Amount
	168177	08/09/2019	Safety ID kits for National Night Out		\$220.00
94008	10/18/2019			MID COUNTY AUTO SUPPLY	\$147.58
	Invoice	Date	Description		Amount
	MID-514293	10/08/2019	Graphite spray, rubbing compound		\$19.88
	MID-503442	09/30/2019	Oil filter, fuel filter		\$27.70
	MID-503232	09/30/2019	Synthetic grease (6)		\$75.00
	MID-503074	09/30/2019	Synthetic grease (2)		\$25.00
	MID-496320	09/25/2019	Return impact driver		(\$15.50)
	MID-486527	09/18/2019	Impact driver		\$15.50

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

City Checks Issued October 18, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
94009	10/18/2019			MISSION LINEN SUPPLY	\$250.92
	Invoice	Date	Description		Amount
	510915504	10/09/2019	Fleet linen service		\$36.16
	510863053	10/02/2019	Fleet linen service		\$36.16
	510863054	10/02/2019	Corp. yard uniform service		\$87.65
	510915505	10/09/2019	Corp. yard uniform service		\$90.95
94010	10/18/2019			MONY Life Insurance Company of America	\$2,705.62
	Invoice	Date	Description		Amount
	82085	09/11/2019	October LTD, STD, AD&D, life insurance		\$2,705.62
			1000 - General Fund	(\$46.48)	
			1001 - Payroll Payables	\$2,752.10	
94011	10/18/2019			MV TRANSPORTATION INC.	\$13,904.00
	Invoice	Date	Description		Amount
	102734	08/05/2019	July summer beach shuttle services		\$7,821.00
	102914	09/01/2019	August summer beach shuttle services		\$6,083.00
94012	10/18/2019			MYRA RYAN	\$92.95
	Invoice	Date	Description		Amount
	MR101519	10/15/2019	Instructor payment		\$92.95
94013	10/18/2019			NANCY HOWELLS	\$27.30
	Invoice	Date	Description		Amount
	NH101519	10/15/2019	Instructor payment		\$27.30
94014	10/18/2019			NORTH BAY FORD	\$76.52
	Invoice	Date	Description		Amount
	273927	10/02/2019	Tailgate cable assembly, pay head screws		\$34.05
	273856	09/27/2019	Name plate		\$42.47
94015	10/18/2019			O'REILLY AUTO PARTS	\$241.78
	Invoice	Date	Description		Amount
	2763-484764	10/02/2019	Antifreeze (12), wiper fluid (6)		\$241.78
94016	10/18/2019			PACIFIC GAS & ELECTRIC	\$15,882.59
	Invoice	Date	Description		Amount
	PGE091919-acct9	09/19/2019	September utilities		\$14,862.09
	PGE091319-acct0	09/13/2019	Wharf Road Rispin Mansion utilities		\$10.09
	PGE091519-acct5	09/15/2019	Parking lot electricity		\$1,010.41
			1000 - General Fund	\$6,122.91	
			1300 - Supl Law Enfc	\$66.06	
			1310 - Gas Tax	\$7,151.75	
			1311 - Wharf	\$2,541.87	

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

City Checks Issued October 18, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
94017	10/18/2019			PALACE BUSINESS SOLUTIONS	\$11.90
	Invoice	Date	Description		Amount
	C551229-0	09/27/2019	Return calendar		(\$21.20)
	9641899-0	10/10/2019	Craft supplies		\$33.10
			1000 - General Fund	\$33.10	
			2210 - ISF - Stores Fund	(\$21.20)	
94018	10/18/2019			PAMELA MACHUTT	\$286.00
	Invoice	Date	Description		Amount
	PM101519	10/15/2019	Instructor payment		\$286.00
94019	10/18/2019			PAPA	\$90.00
	Invoice	Date	Description		Amount
	PAPA101619	10/16/2019	2020 membership fees (2 employees)		\$90.00
94020	10/18/2019			PAT EVANS	\$209.95
	Invoice	Date	Description		Amount
	PE101519	10/15/2019	Instructor payment		\$209.95
94021	10/18/2019			PAULA BLISS	\$692.90
	Invoice	Date	Description		Amount
	PB101519	10/15/2019	Instructor payment		\$692.90
94022	10/18/2019			Paula Yoshiko Suzuki	\$325.00
	Invoice	Date	Description		Amount
	PS101519	10/15/2019	Instructor payment		\$325.00
94023	10/18/2019			PHIL ALLEGRI ELECTRIC INC.	\$1,528.48
	Invoice	Date	Description		Amount
	25971	07/08/2019	Wharf sewer pump reset float levels		\$1,283.48
	26389	10/08/2019	Corp. yard gas pump troubleshooting		\$245.00
			1000 - General Fund	\$245.00	
			1311 - Wharf	\$1,283.48	
94024	10/18/2019			PRAXAIR DISTRIBUTION INC.	\$122.41
	Invoice	Date	Description		Amount
	91957215	09/22/2019	Acetylene rental		\$122.41
94025	10/18/2019			ROYAL WHOLESALE ELECTRIC	\$319.50
	Invoice	Date	Description		Amount
	7719-651145	10/08/2019	Lower parking lot light, AC volt detector		\$102.59
	7719-650907	10/01/2019	Jade St. light		\$216.91

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

City Checks Issued October 18, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
94026	10/18/2019			SALINAS VALLEY PRO SQUAD	\$569.90
	Invoice	Date	Description		Amount
	301840	09/03/2019	525 uniform pants, tie, shirt		\$569.90
94027	10/18/2019			SAN LORENZO LUMBER	\$931.79
	Invoice	Date	Description		Amount
	57-0049077	10/10/2019	Keylock		\$181.49
	55-0492184	10/02/2019	Lumber, stakes		\$171.33
	55-0492197	10/02/2019	Screws		\$7.40
	55-0493555	10/08/2019	Lumber, concrete mix, stakes		\$114.18
	55-0493368	10/07/2019	Lumber, concrete mix		\$109.50
	55-0492570	10/03/2019	Lumber, stakes		\$337.56
	55-0493566	10/08/2019	Marker, outdoor screws		\$10.33
94028	10/18/2019			SANTA CRUZ COUNTY AUDITOR-CONTROLLER	\$570.98
	Invoice	Date	Description		Amount
	SCC093019	09/30/2019	FY18-19 County blood alcohol testing		\$570.98
94029	10/18/2019			SHANNON KETTERMAN	\$92.95
	Invoice	Date	Description		Amount
	SK101519	10/15/2019	Instructor payment		\$92.95
94030	10/18/2019			SKATEDOGS	\$1,318.20
	Invoice	Date	Description		Amount
	SD101519	10/15/2019	Instructor payment		\$1,318.20
94031	10/18/2019			TERRENCE MCMANUS	\$271.38
	Invoice	Date	Description		Amount
	TM100919	10/09/2019	SLI graduation travel reimbursement		\$271.38
94032	10/18/2019			THE HOME DEPOT PRO	\$1,626.70
	Invoice	Date	Description		Amount
	514283001	09/27/2019	Janitorial supplies		\$728.15
	515471647	10/04/2019	WD40		\$27.42
	513177949	09/20/2019	Janitorial supplies		\$871.13
94033	10/18/2019			THE PAINTED CORK LLC	\$304.20
	Invoice	Date	Description		Amount
	PC101519	10/15/2019	Instructor payment		\$304.20
94034	10/18/2019			TOYOTA MATERIAL HANDLING	\$1,770.33
	Invoice	Date	Description		Amount
	KA09DI	08/12/2019	48v-12v convertor repair		\$1,770.33

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

City Checks Issued October 18, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
94035	10/18/2019			TRANSPORTATION ALLIANCE BANK INC.	\$2,368.82
	Invoice	Date	Description		Amount
	653396	10/09/2019	Sweeper filaments, g.b. set		\$1,317.52
	652690	08/29/2019	Sweeper shaft assembly for gutter broom		\$1,051.30
			1310 - Gas Tax		
94036	10/18/2019			US BANK PARS Acct 6746022400	\$524.11
	Invoice	Date	Description		Amount
	PARS101119	10/11/2019	PARS contributions PPE 10/05/19		\$524.11
			1001 - Payroll Payables		
94037	10/18/2019			VISIT SANTA CRUZ COUNTY	\$62,737.10
	Invoice	Date	Description		Amount
	VSCC093019	09/30/2019	July - September TMD receipts		\$62,737.10
94038	10/18/2019			WELLS FARGO BANK	\$3,225.84
	Invoice	Date	Description		Amount
	WF100319	10/03/2019	September credit card purchases		\$3,225.84
			No purchases over \$500 threshold		
			1000 - General Fund	\$2,839.08	
			2211 - ISF - Info Tech	\$386.76	
94039	10/18/2019			WESTERN EXTERMINATOR COMPANY	\$64.00
	Invoice	Date	Description		Amount
	7463101	09/30/2019	City Hall rodent control		\$64.00
94040	10/18/2019			YOLOXOCHITL HUNTER	\$48.10
	Invoice	Date	Description		Amount
	YH101519	10/15/2019	Instructor payment		\$48.10
Type Check Totals:					\$181,625.93
<u>EFT</u>					
842	10/16/2019			EMPLOYMENT DEVELOPMENT DEPT	\$8,311.57
	Invoice	Date	Description		Amount
	0-779-844-032	10/16/2019	State taxes PPE 10/5/19		\$8,311.57
			1001 - Payroll Payables		
843	10/15/2019			INTERNAL REVENUE SERVICE	\$29,218.01
	Invoice	Date	Description		Amount
	31510179	10/15/2019	Federal taxes PPE 10/5/19		\$29,218.01
			1001 - Payroll Payables		

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

City Checks Issued October 18, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
844	10/11/2019			WELLS FARGO BANK	\$696.39
	Invoice	Date	Description		Amount
	WF101119	10/11/2019	Monthly client analysis charges		\$696.39
845	10/17/2019			CalPERS Member Services Division	\$53,115.01
	Invoice	Date	Description		Amount
	1001427095-8	10/17/2019	PERS contributions PPE 10/5/19		\$53,115.01
			1000 - General Fund	(\$0.15)	
			1001 - Payroll Payables	\$53,115.16	
846	10/15/2019			STATE DISBURSEMENT UNIT	\$1,232.76
	Invoice	Date	Description		Amount
	MYRWSJB6657	10/15/2019	Garnishments PPE 10/5/19		\$1,232.76
			1001 - Payroll Payables		
Type EFT Totals:					\$92,573.74
Library - Library					
<u>Check</u>					
153	10/18/2019			BOGARD CONSTRUCTION INC.	\$6,940.00
	Invoice	Date	Description		Amount
	160707-37	09/30/2019	Library construction project management services		\$6,940.00
			1360 - Library Fund		
154	10/18/2019			INTERWEST CONSULTING GROUP INC.	\$125.00
	Invoice	Date	Description		Amount
	53571	10/04/2019	Library plan review		\$125.00
			1360 - Library Fund		
155	10/18/2019			JAMES P ALLEN	\$2,205.00
	Invoice	Date	Description		Amount
	093019	09/30/2019	Library consulting arborist services		\$2,205.00
			1360 - Library Fund		
Type Check Totals:					\$9,270.00

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

City Checks Issued October 18, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
CITY - Main City Totals				Count	Total
Checks				71	\$181,625.93
EFTs				5	\$92,573.74
All				75	\$274,199.67
Library - Library Totals					
Checks				3	\$9,270.00
EFTs				0	\$0.00
All				3	\$9,270.00
Grand Totals:					
Checks				74	\$190,895.93
EFTs				5	\$92,573.74
All				79	\$283,469.67

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

City main account checks dated October 25, 2019, numbered 94041 to 94101 plus 1 EFT, totaling \$231,860.93, 3 library account checks, totaling \$2,658.93, and 3 payroll account checks, plus 97 EFTs, totaling \$172,767.23, for a grand total of \$407,287.09, have been reviewed and authorized for distribution by the City Manager.

As of October 25, 2019, the unaudited cash balance is \$3,372,590.59.

CASH POSITION - CITY OF CAPITOLA 10/25/19

	<u>Net Balance</u>
General Fund	(\$1,704,888.00)
Payroll Payables	\$174,433.26
Contingency Reserve Fund	\$2,036,345.66
Facilities Reserve Fund	\$434,485.06
Capital Improvement Fund	\$1,674,482.13
Stores Fund	\$48,134.98
Information Technology Fund	\$197,964.48
Equipment Replacement	\$322,780.16
Self-Insurance Liability Fund	\$35,401.63
Workers' Comp. Ins. Fund	\$209,152.04
Compensated Absences Fund	(\$55,700.81)
TOTAL UNASSIGNED GENERAL FUNDS	<u><u>\$3,372,590.59</u></u>

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

The PERS Contingency Fund balance is \$867,087.95 (not included above).

The Library Fund balance is \$2,718,877.54 (not included above).


 _____ 10/4/19
 Jamie Goldstein, City Manager Date


 _____ 10/25/19
 Jim Malberg, City Treasurer Date

Attachment: 10/25/19 City Check Register (Approval of City Check Registers)

City of Capitola

City Checks Issued October 25, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
94041	10/25/2019			AKERS & ASSOCIATES INC.	\$1,560.00
	Invoice	Date	Description		Amount
	4128	10/18/2019	Plan check parcel map Capitola Ave. and Edmundson		\$1,560.00
94042	10/25/2019			ALVAREZ TECHNOLOGY GROUP INC	\$302.50
	Invoice	Date	Description		Amount
	52654	09/11/2019	Remote session to whitelist website		\$75.00
	53166	10/17/2019	November antivirus		\$227.50
94043	10/25/2019			AMAZON CAPITAL SERVICES	\$179.17
	Invoice	Date	Description		Amount
	17GK-13PG-JXJ3	10/17/2019	DVI display cables		\$25.34
	177K-GJ7Q-PQNG	10/16/2019	Laptop bag		\$26.69
	1M9F-9WRY-JGMG	10/17/2019	Bluetooth headsets system		\$109.87
	1YRF-M6PW-DVHF	10/21/2019	Steel hanging file folder frames		\$17.27
94044	10/25/2019			ANDERSON PACIFIC ENGINEERING CONSTRUCTION INC	\$43,042.41
	Invoice	Date	Description		Amount
	1913-1	08/29/2019	Park Ave. sidewalk construction		\$43,042.41
94045	10/25/2019			ARMAND RUBY CONSULTING	\$2,312.50
	Invoice	Date	Description		Amount
	250101	10/04/2019	Soquel Creek pollution prevention consulting		\$2,312.50
94046	10/25/2019			AT&T/CALNET 3	\$18.99
	Invoice	Date	Description		Amount
	000013762054	10/13/2019	Long distance service		\$18.99
94047	10/25/2019			AT&T/CALNET 3	\$575.84
	Invoice	Date	Description		Amount
	000013760090	10/13/2019	October telephone service		\$575.84
94048	10/25/2019			AT&T/CALNET 3	\$889.28
	Invoice	Date	Description		Amount
	000013760758	10/13/2019	October T-1 access		\$889.28
94049	10/25/2019			AVENU MUNISERVICES	\$4,099.77
	Invoice	Date	Description		Amount
	INV06-007217	10/18/2019	Quarterly district sales tax auditing services		\$54.63
	INV06-007216	10/18/2019	Quarterly sales tax auditing services		\$4,045.14

Attachment: 10/25/19 City Check Register (Approval of City Check Registers)

City Checks Issued October 25, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
94050	10/25/2019			BEAR ELECTRICAL SOLUTIONS INC.	\$1,959.20
	Invoice	Date	Description		Amount
	9035	09/28/2019	September traffic signal maintenance services - response		\$1,312.40
	8967	09/30/2019	September traffic signal maintenance services - routine		\$646.80
94051	10/25/2019			BEN'S MOTORCYCLE WORKS	\$1,821.46
	Invoice	Date	Description		Amount
	6477	10/05/2019	BMW motorcycle fuel pump, fluid flush, brake pads, battery		\$1,821.46
94052	10/25/2019			CALIFORNIA COAST UNIFORM COMPANY	\$1,629.55
	Invoice	Date	Description		Amount
	7494	09/23/2019	521 protective vest		\$1,629.55
94053	10/25/2019			CHARMAINE MONIZ	\$29.90
	Invoice	Date	Description		Amount
	CM102119	10/21/2019	Instructor payment		\$29.90
94054	10/25/2019			COMMUNITY TELEVISION OF SANTA CRUZ COUNTY	\$752.50
	Invoice	Date	Description		Amount
	2719	10/22/2019	Planning Commission and City Council meeting footage		\$752.50
94055	10/25/2019			DITCH WITCH WEST	\$60,125.19
	Invoice	Date	Description		Amount
	19148	10/11/2019	Ditch witch HX30-500 with trailer		\$60,125.19
94056	10/25/2019			Division of the State Architect	\$25.60
	Invoice	Date	Description		Amount
	DSA102219	10/22/2019	Quarterly disability access and education fee		\$25.60
94057	10/25/2019			EMERGENCY VEHICLE SPECIALISTS INC.	\$211.04
	Invoice	Date	Description		Amount
	10449	10/18/2019	Setina butt plate, t-rail bracket		\$211.04
94058	10/25/2019			GALLS LLC	\$74.34
	Invoice	Date	Description		Amount
	013859012	10/01/2019	Uniform component		\$74.34
94059	10/25/2019			GRANITE ROCK COMPANY	\$665.15
	Invoice	Date	Description		Amount
	1197008	09/21/2019	Returned cold mix		(\$658.02)
	1197849	09/21/2019	Granite patches for road repairs		\$5,887.56
	1201175	10/12/2019	Returned granite patch		(\$4,564.39)

Attachment: 10/25/19 City Check Register (Approval of City Check Registers)

City Checks Issued October 25, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
94060	10/25/2019			HOME DEPOT CREDIT SERVICES	\$660.48
	Invoice	Date	Description		Amount
	3633988	10/17/2019	Cleaner spray, motion light, screw, wire connectors, padlock		\$134.05
	9632842	10/11/2019	Mole & gopher bait, beach pebbles, cycas king sago		\$130.82
	5622398	10/15/2019	Security cable, wire rope cable, hose washers, trash can		\$106.17
	4011578	10/16/2019	Staple gun, clearweld, lumber		\$59.75
	3362619	10/17/2019	Capitola Rd. sidewalk repair supplies		\$184.12
	4044798	10/16/2019	Gloves		\$6.41
	621174	07/12/2019	Velcro		\$39.16
94061	10/25/2019			ICMA	\$1,400.00
	Invoice	Date	Description		Amount
	584749-2019	10/15/2019	Annual membership renewal		\$1,400.00
94062	10/25/2019			JODI CHRISTIANSEN DESIGNS	\$401.70
	Invoice	Date	Description		Amount
	JC102119	10/21/2019	Instructor payment		\$401.70
94063	10/25/2019			LABORMAX STAFFING	\$3,990.20
	Invoice	Date	Description		Amount
	26-113231	10/11/2019	Seasonal labor 10/5 - 10/11		\$2,152.60
	26-113529	10/18/2019	Seasonal labor 10/12 - 10/18		\$1,837.60
94064	10/25/2019			MAR-KEN K-9 TRAINING CENTER	\$240.00
	Invoice	Date	Description		Amount
	0535-19	10/15/2019	October K-9 training		\$240.00
94065	10/25/2019			MARQUIS BOOTH	\$1,257.91
	Invoice	Date	Description		Amount
	MB100919	10/16/2019	POST funded reimbursement		\$1,257.91
94066	10/25/2019			METRO MOBILE COMMUNICATIONS	\$1,409.59
	Invoice	Date	Description		Amount
	43863	10/15/2019	Kenwood radio, antenna, battery, charger, mic, swivel kit		\$1,112.09
	44000	10/15/2019	Motorola battery, speaker microphone		\$297.50
94067	10/25/2019			MICHAEL G LEW	\$468.00
	Invoice	Date	Description		Amount
	ML102119	10/21/2019	Instructor payment		\$468.00

Attachment: 10/25/19 City Check Register (Approval of City Check Registers)

City Checks Issued October 25, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
94068	10/25/2019			MISSION LINEN SUPPLY	\$357.99
	Invoice	Date	Description		Amount
	510966694	10/16/2019	Fleet shop uniform service, towels		\$36.16
	510966695	10/16/2019	Shop uniform service		\$87.65
	510602172	08/26/2019	Community Center mop and mat service		\$78.06
	510795772	09/23/2019	Community Center mop and mat service		\$78.06
	510891280	10/07/2019	Community Center mop and mat service		\$78.06
94069	10/25/2019			MOFFATT AND NICHOL	\$6,289.50
	Invoice	Date	Description		Amount
	745809	10/23/2019	Wharf design, permitting, coordination & meetings		\$6,289.50
94070	10/25/2019			PALACE BUSINESS SOLUTIONS	\$496.56
	Invoice	Date	Description		Amount
	553898-0	10/11/2019	Paper, steno book, folders		\$89.72
	9643791-0	10/17/2019	Clay assortment, clay roller		\$56.04
	9643824-0	10/17/2019	Craft tape		\$7.19
	554525-0	10/15/2019	Paper, envelopes, pens, note pads		\$322.33
	9645129-0	10/21/2019	Museum storage box		\$21.28
94071	10/25/2019			PHIL ALLEGRI ELECTRIC INC.	\$280.00
	Invoice	Date	Description		Amount
	26441	10/17/2019	Lawn Way sewer pumps yearly maintenance		\$280.00
94072	10/25/2019			PHOENIX GROUP INFORMATION SYSTEMS	\$4,612.54
	Invoice	Date	Description		Amount
	092019070	10/15/2019	September citation processing		\$4,612.54
94073	10/25/2019			PITNEY BOWES	\$2,020.99
	Invoice	Date	Description		Amount
	PB102019	10/20/2019	City Hall postage machine refill		\$2,020.99
94074	10/25/2019			R & S ERECTION OF MONTEREY BAY	\$5,896.00
	Invoice	Date	Description		Amount
	COMM4826	10/17/2019	Replace Corp. yard commercial lift door		\$5,896.00
94075	10/25/2019			ROBIN H EVEREST	\$140.40
	Invoice	Date	Description		Amount
	RE102119	10/21/2019	Instructor payment		\$140.40
94076	10/25/2019			ROYAL WHOLESALE ELECTRIC	\$21.12
	Invoice	Date	Description		Amount
	7719-651235	10/11/2019	Screw driver		\$21.12

Attachment: 10/25/19 City Check Register (Approval of City Check Registers)

City Checks Issued October 25, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
94077	10/25/2019			SANTA CRUZ COUNTY AUDITOR-CONTROLLER	\$15,231.00
	Invoice	Date	Description		Amount
	SCC100319	10/03/2019	September citation processing		\$15,231.00
94078	10/25/2019			SANTA CRUZ COUNTY DEPT OF PUBLIC WORKS	\$15,542.00
	Invoice	Date	Description		Amount
	SCC100819	10/08/2019	FY18/19 household hazardous waste cost share		\$15,542.00
94079	10/25/2019			SANTA CRUZ COUNTY TAX COLLECTOR	\$1,159.85
	Invoice	Date	Description		Amount
	1235282	10/22/2019	City Hall sanitation district charges		\$1,159.85
94080	10/25/2019			SANTA CRUZ COUNTY TAX COLLECTOR	\$7,806.49
	Invoice	Date	Description		Amount
	1236197	10/22/2019	Esplanade sanitation district charges		\$7,806.49
94081	10/25/2019			SANTA CRUZ COUNTY TAX COLLECTOR	\$2,181.19
	Invoice	Date	Description		Amount
	1236718	10/22/2019	Wharf sanitation district charges		\$2,181.19
94082	10/25/2019			SANTA CRUZ OCCUPATIONAL MEDICAL CENTER	\$244.00
	Invoice	Date	Description		Amount
	I-24280	09/30/2019	Staff chest x-ray		\$85.00
	I-24279	09/30/2019	New employee medical exam, drug screen		\$159.00
94083	10/25/2019			SCOTTS VALLEY FIRE PROTECTION DISTRICT	\$6,763.00
	Invoice	Date	Description		Amount
	1920-1	10/15/2019	County hazmat interagency team contribution		\$6,763.00
94084	10/25/2019			SOQUEL CREEK WATER DISTRICT	\$18,463.94
	Invoice	Date	Description		Amount
	SCWD102219	09/30/2019	August and September water usage and irrigation fees		\$18,463.94
94085	10/25/2019			STAPLES ADVANTAGE	\$59.05
	Invoice	Date	Description		Amount
	8055984375	10/05/2019	Paper towels, hooks, post-it notes		\$59.05
94086	10/25/2019			STOP COMPANY	\$78.48
	Invoice	Date	Description		Amount
	1337	10/11/2019	Temporary stop signs (12)		\$78.48

Attachment: 10/25/19 City Check Register (Approval of City Check Registers)

City Checks Issued October 25, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
94087	10/25/2019			THE CLEANING MACHINE INC.	\$5,930.00
	Invoice	Date	Description		Amount
	6361	07/23/2019	Village sidewalk cleaning		\$2,680.00
	6366	08/06/2019	Esplanade sidewalk cleaning		\$570.00
	6382	09/26/2019	Sidewalk cleaning commercial village area		\$2,680.00
94088	10/25/2019			THE HOME DEPOT PRO	\$1,090.24
	Invoice	Date	Description		Amount
	516666955	10/22/2019	Janitorial supplies		\$1,090.24
94089	10/25/2019			US BANK EQUIPMENT FINANCE	\$481.78
	Invoice	Date	Description		Amount
	396460453	10/03/2019	City Hall & Recreation copier leases		\$481.78
94090	10/25/2019			US BANK EQUIPMENT FINANCE	\$103.55
	Invoice	Date	Description		Amount
	396460388	10/03/2019	Recreation copier lease		\$103.55
94091	10/25/2019			US BANK EQUIPMENT FINANCE	\$288.85
	Invoice	Date	Description		Amount
	396460636	10/03/2019	PD copier lease		\$288.85
94092	10/25/2019			VERIZON WIRELESS	\$4,888.14
	Invoice	Date	Description		Amount
	9839851538	10/10/2019	October telephone charges		\$4,888.14
94093	10/25/2019			WATSONVILLE POLICE DEPARTMENT	\$728.00
	Invoice	Date	Description		Amount
	R19-CPD-003	10/04/2019	Two full range days (Aug. 7 & 14)		\$728.00
94094	10/25/2019			Antonio Barela	\$9.00
	Invoice	Date	Description		Amount
	AB102119	10/21/2019	Refund vehicle release overpayment		\$9.00
94095	10/25/2019			Devlin Merrill	\$96.00
	Invoice	Date	Description		Amount
	700124002	10/11/2019	Citation refund		\$96.00
94096	10/25/2019			James Hamond	\$96.00
	Invoice	Date	Description		Amount
	300124078	10/11/2019	Citation refund		\$96.00

Attachment: 10/25/19 City Check Register (Approval of City Check Registers)

City Checks Issued October 25, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
94097	10/25/2019			Jeffrey Christie	\$96.00
	Invoice	Date	Description		Amount
	222126647	10/11/2019	Citation refund		\$96.00
94098	10/25/2019			Joe Bocanegra	\$36.00
	Invoice	Date	Description		Amount
	700124043	10/11/2019	Citation refund		\$36.00
94099	10/25/2019			Katherine Plank	\$36.00
	Invoice	Date	Description		Amount
	700123490	10/11/2019	Citation refund		\$36.00
94100	10/25/2019			Oren Katzir	\$96.00
	Invoice	Date	Description		Amount
	300124134	10/11/2019	Citation refund		\$96.00
94101	10/25/2019			Timothy Banta	\$4.00
	Invoice	Date	Description		Amount
	TB102119	10/21/2019	Refund vehicle release overpayment		\$4.00
Type Check Totals:					\$231,725.93
<u>EFT</u>					
847	10/25/2019			DISCOVERY BENEFITS	\$135.00
	Invoice	Date	Description		Amount
	0001065394-IN	09/30/2019	September COBRA and FSA		\$135.00
Type EFT Totals:					\$135.00
Library - Library					
<u>Check</u>					
156	10/25/2019			BOWMAN & WILLIAMS INC.	\$712.50
	Invoice	Date	Description		Amount
	14074	10/09/2019	Library surveying		\$712.50
157	10/25/2019			CONSOLIDATED ENGINEERING LABORATORIES	\$1,500.93
	Invoice	Date	Description		Amount
	167796	10/21/2019	Library construction inspection & materials testing		\$1,500.93
158	10/25/2019			SANTA CRUZ COUNTY TAX COLLECTOR	\$445.50
	Invoice	Date	Description		Amount
	1236956	10/22/2019	Library sanitation district charges		\$445.50
Type Check Totals:					\$2,658.93

Attachment: 10/25/19 City Check Register (Approval of City Check Registers)

City Checks Issued October 25, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
CITY - Main City Totals					Total
				Count	
Checks				61	\$231,725.93
EFTs				1	\$135.00
All				62	\$231,860.93
Library - Library Totals					
Checks				3	\$2,658.93
EFTs				0	\$0.00
All				3	\$2,658.93
WELLS - Payroll Totals					
Checks				3	\$3,491.11
EFTs				97	\$169,276.12
All				100	\$172,767.23
Grand Totals:					
Checks				67	\$237,875.97
EFTs				98	\$169,411.12
All				165	\$407,287.09

Attachment: 10/25/19 City Check Register (Approval of City Check Registers)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF NOVEMBER 26, 2019

FROM: Public Works Department
SUBJECT: Declare 2008 Street Sweeper as Surplus

RECOMMENDED ACTION: Declare a 2008 Allianz Street Sweeper in the Public Works Department as surplus property and authorize its sale.

BACKGROUND: The Department of Public Works currently has two street sweepers in its vehicle inventory. The older is a 2008 Allianz sweeper made by Johnston Company. The department also has a 2014 Global sweeper. Both vehicles are a three-wheel design preferred by City crews for their better maneuverability through the narrower City streets.

DISCUSSION: The 2008 Allianz sweeper is currently not operational due to failure of the hydraulic drive system. Repairs for this vehicle have been deemed too extensive and given the age of the vehicle, it is recommended that it be sold off.

Vehicle details

Make/Model: Johnston Allianz Sweeper
Year: 2008
VIN: 1J9VM3HGX8C172029

An allocation for a new street sweeper was included in the current Equipment Replacement internal service fund and staff is currently investigating options. Due to the daily use and complexity of the machinery, on-going maintenance of these sweepers requires them to be taken off-line for extended periods of time and having two operational sweepers in the inventory is necessary.

FISCAL IMPACT: Due to the non-operational status of the Allianz sweeper, it will only be of value to someone looking for parts. Staff is planning on placing it on an auction website, but the value is unknown.

Report Prepared By: Steve Jesberg
Public Works Director

Declare 2008 Street Sweeper as Surplus
November 26, 2019

Reviewed and Forwarded by:



Jamie Goldstein, City Manager 11/22/2019



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF NOVEMBER 26, 2019

FROM: City Manager Department

SUBJECT: Consider a Resolution Approving a New Hourly and Seasonal Pay Schedule

RECOMMENDED ACTION: Adopt a Resolution repealing Resolution No. 4155, approving the January 1, 2020, Hourly/Seasonal Pay Schedule and creating a Junior Lifeguard Assistant Coordinator position.

BACKGROUND: The City's hourly and seasonal employees are primarily employed by the Recreation Department, but also include part-time positions in other departments such as interns, reserve officers, and annuitant officers. Seasonal and hourly employees work either part-time or on a seasonal basis and are not considered regular employees. Although positions may be listed on the schedule, it does not necessarily mean they are funded. These positions are not represented by any labor union and are not subject to any existing memorandum of understanding. For this reason, any wage increases are done by separate City Council action.

DISCUSSION: The hourly and seasonal employees pay schedule was last adjusted in July 2019 to add the afterschool program positions. The California State minimum wage is scheduled to increase on January 1, 2020, to \$13.00 an hour. To meet the minimum wage requirement, the schedule for all existing positions except for the police reserve and the police annuitant officer will be adjusted by at least 3 percent. This will raise the lowest step to the new minimum wage and will maintain the established classification/compensation system and reduce compaction between the different positions.

The Recreation Division is requesting a new position for the Junior Lifeguard program. In the past, the program has employed two Junior Guard coordinators to run the program. Recreation staff believes that moving forward it will be better to have a single Junior Guard Coordinator and one Junior Guard Assistant Coordinator position. This will allow for better defined roles and an easier-to-understand chain of command. This new position is included in the hourly and seasonal pay schedule.

FISCAL IMPACT: The fiscal impact for the wage increase effective January 1, 2020, (six months) will be up to \$10,000, which was included in the Fiscal Year 2019-20 Adopted Budget.

Report Prepared By: Larry Laurent
Assistant to the City Manager

Temporary and Seasonal Pay Rates
November 26, 2019

Reviewed and Forwarded by:



Jamie Goldstein, City Manager 11/22/2019

Temporary and Seasonal Pay Rates
November 26, 2019

RESOLUTION NO. ____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
REPEALING RESOLUTION NO. 4155 AND APPROVING NEW HOURLY/SEASONAL
EMPLOYEE PAY SCHEDULES EFFECTIVE JANUARY 1, 2020, AND APPROVING NEW
CLASSIFICATION OF JUNIOR GUARD ASSISTANT COORDINATOR**

WHEREAS, the City Council periodically reviews the compensation rates for hourly and seasonal employment positions; and

WHEREAS, the positions are hourly and are not represented by any labor union and are not subject to any existing memorandum of understanding; and

WHEREAS, the Seasonal/Hourly Pay Schedule was last amended by Resolution No. 4155 on July 25, 2019, which included newly added afterschool positions; and

WHEREAS, the classification of Reserve Police Officer, Annuitant Officer, Seasonal Recreation Assistant, Part-Time Parking Enforcement Officer, and Art and Cultural Assistant have a set salary for those positions and are automatically adjusted and are not subject to the proposed increase; and

WHEREAS, to meet the requirements of the California State Minimum Wage Law, the salaries for all those positions listed with the exception of those positions that are automatically adjusted, shall be increased by minimum of 3 percent; and

WHEREAS, the Hourly/Seasonal Pay Schedule adopted on July 25, 2019, in Resolution No. 4155 must be updated to include the Junior Guard Assistant Coordinator; and this job description is included as Exhibit "B."

NOW, THEREFORE, BE IT HEREBY RESOLVED that the City Council of the City of Capitola approves as follows:

1. Resolution No. 4155 is repealed in its entirety.
2. The Hourly/Seasonal Pay Schedule, attached hereto as Exhibit "A," is adopted.
3. The new job description for the classification of Junior Guard Assistant Coordinator, attached hereto as Exhibit "B," which will be placed in the Part-Time/Seasonal group non-exempt, is adopted.
4. The City Manager is authorized to hire persons to fill these positions within the limitations set forth on the attached schedule and budget.

BE IT FURTHER RESOLVED that this Resolutions becomes effective on January 1, 2020.

I HEREBY CERTIFY that the foregoing Resolution was passed and adopted by the City Council of the City of Capitola on the 26th day of November 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jacques Bertrand, Mayor

ATTEST:

Temporary and Seasonal Pay Rates
November 26, 2019

Linda Fridy, City Clerk

Temporary and Seasonal Pay Rates
November 26, 2019

EXHIBIT A
HOURLY/SEASONAL
SCHEDULE - EFFECTIVE JANUARY 1, 2020

Updated January 1, 2020 (Minimum wage \$13.00/hour)				
POSITION	0	1	2	3
Afterschool Leader	\$15.02	\$15.77	\$16.56	\$17.39
Afterschool Coordinator	\$22.20	\$23.31	\$24.47	\$25.70
Camp Capitola Assistant Leader	\$13.00	\$13.65		
Camp Capitola Leader	\$14.31	\$15.02	\$15.77	\$16.56
Camp Capitola Jr. Leader Coordinator	\$17.39	\$18.26	\$19.17	\$20.13
Camp Capitola Coordinator	\$21.14	\$22.20	\$23.31	\$24.47
Intern	\$15.71	\$16.49	\$17.32	\$18.18
Junior Lifeguard Instructor	\$15.67	\$16.45	\$17.28	\$18.14
Junior Lifeguard Assistant Coordinator	\$18.59	\$19.52	\$20.50	\$21.53
Junior Lifeguard Coordinator	\$22.06	\$23.17	\$24.33	\$25.54
Recreation Facility Assistant	\$14.16	\$14.87	\$15.61	\$16.39
Seasonal Maintenance	\$14.16	\$14.87	\$15.61	\$16.39
Sports Scorekeeper	\$14.16	\$14.87	\$15.61	\$16.39
POSITION				
Retired Annuitant Officer	Salary will be equivalent to the position for which the individual is working in as per the CALPERS regulations.			
	However, retired Capitola Police Officers who apply and are accepted as Annuitant Officers will be paid an hourly wage consistent with Step F of the Police Officer salary range.			
Reserve Officer Level I	Automatically adjusts to 20% below the Police Officer Pay Scale			
Reserve Officer Level II	Automatically adjusts to 20% below the Level I Reserve Officer Pay Scale			
Seasonal Recreation Assistant	Salary will be equivalent to the position of Recreation Assistant			
Part-Time Parking Enforcement Officer	Salary will be equivalent to the position of Parking Enforcement Officer			
Art and Cultural Assistant	Salary will be equivalent to the position of Administrative Assistant			

EXHIBIT B

Job Description Junior Guard Assistant Coordinator/Lifeguard (Seasonal/Part-Time)

DUTIES

Under the supervision of the Recreation Supervisor and the Junior Guard Coordinator, the Capitola Junior Lifeguard Assistant Coordinator/Lifeguard assist in supervision and planning of daily activities and operation of the Junior Lifeguard Staff and program.

The Assistant Coordinator/Lifeguard duties may include:

- In collaboration with Central Fire Protection District, provide leadership during training for Junior Lifeguard Instructor/Beach Lifeguard Staff
- Assists with program equipment and supplies and communicates any ordering needs for the program.
- Work with instructors to plan, organize and implement activities; coordinating daily use of the beach; developing a weekly calendar; handling issues as they arise; completing all required paperwork.
- Informs JG staff of safety hazards and ocean conditions and is proactive in preventing rescue situations.
- Assist Tower Lifeguards, if necessary, in search and operations.
- Promotes workplace employee safety by adhering to established safety protocols and polices.
- Identifies and corrects problems whenever possible and acts through the chain of command if unable to remedy.
- Assumes supervision of the program in the JG Coordinator's absence.

The Junior Guard Assistant Coordinator/Lifeguard will work closely with the Central Fire Protection District, Recreation Department administration, Santa Cruz Marine Safety Division, and all allied public safety agencies. The Junior Guard Assistant Coordinator/Lifeguard must interact in a professional and courteous manner with the public and other emergency service employees.

REQUIRED QUALIFICATIONS

- United States Lifeguard Association (USLA) Open Water Lifeguard Certificate or written verification from last USLA employer.
- 18 years of age
- Must provide a copy of valid CPR Certification (Pro or healthcare provider).
- Physical ability and stamina to perform the duties of an open water lifeguard
- The ability to meet and maintain a 500m ocean swim time of under 10 minutes
- Vision 20-30 corrected.
- Training or experience in working with children
- Criminal history and fingerprint check.
- Applicants must have at least one season as an instructor in a Junior Lifeguard program.
- Successful completion of required lifeguard training program after initial hiring process is completed. Successful completion and maintenance of required medical training certificates.
- Meet or exceed the minimum requirements for a USLA open water lifeguard.
- Proof of negative tuberculosis test or clear chest X-ray must be presented within 14 days of hire - No exceptions.

Temporary and Seasonal Pay Rates
November 26, 2019

ABILITIES

- Ability to effectively supervise the activities of the Junior Lifeguard Instructor/Beach Lifeguard Staff.
- Ability to effectively coach subordinate personnel.
- Willingness to maintain discipline, confront problems and take appropriate action with staff or participants.
- Ability to pursue an effective and prudent course of action in emergency situation.
- Willingness to work weekends and varying irregular shifts.
- Swim in adverse weather conditions for extended periods of time.
- Interact in a professional and courteous manner with the public, JG Parents and other emergency service employees.

DESIRABLE QUALIFICATIONS

- Work experience of 1,000 hours at a lifeguard agency which meets the standards of the USLA
- EMT certification
- First Aid for Public Safety Personnel (Title 22) Certification.
- A safe driving record as determined by the City's Personnel Department
- Red Cross Lifeguard Training, Water Safety Instructor or other aquatics training
- Experience in supervising staff and providing feedback

SCHEDULE

The Junior Guard Assistant Coordinator/Lifeguard is a Part-Time/Seasonal position from March-September, not to exceed 960 hours in a calendar year. Candidates for Junior Guard Assistant Coordinator/Lifeguard must be available for full-time employment (40 hours per week) from June through August.

SELECTION PROCESS

Applicants are required to submit a City application in addition to resume and any relevant documents. Applicants with corrective lens restrictions must provide a physician's note, dated within 30 days, to verify current vision. Those candidates who most closely meet the requirements of the position will be invited for a swim test and oral interview. Successful candidates must attend mandatory training scheduled in June.

TEST

Candidates must complete a 500-meter swim in the ocean in 10 minutes and 200-meter run on the beach. Wetsuits are permitted, no swim fins.



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF NOVEMBER 26, 2019

FROM: Capitola Police Department

SUBJECT: Special Event Highlights

RECOMMENDED ACTION: Receive report, provide direction regarding changes to specific recurring special event permit conditions, and determine if any additional review should be required for any 2020 special events.

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

Special events are divided into two categories: general special events and minor special events. General special events are those with more than 200 attendees, or notable impacts to City services or a neighborhood. Minor special events are activities with less than 200 people and limited impacts. Minor special events can be approved by the City Manager, while all applications for new general special events must be presented to Council for review and consideration. Special events that were held the prior year, referred to as recurring special events, may be approved by the City Manager for the upcoming calendar year if there are no significant modifications and there were no major problems with the event 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.

The purpose of this hearing is to review the 2019 special events, identify any issues, and determine if any additional review should be required for any recurring events in 2020. If no issues are identified for an event, and the event organizer proposes no significant changes, staff will issue permits for those recurring special events in 2020.

DISCUSSION: In 2019, staff issued the following 10 general special event permits and 36 minor special event permits:

2019 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
- Monte Fireworks Extravaganza
- October Surfer's Path Hang 10/Hang 5

Special Event Highlights
November 26, 2019

2019 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)

Compared to the 2018 events there were few changes associated with the above list. No new general events were added, and the Jay Race (general event) was cancelled by the organizer. The 2019 minor event calendar saw the addition of three Village Sip and Strolls, Skate-Tola, the Ohana Bicycle Ride, and the Monterey Park Food Truck event.

The most notable change for 2019 were the use of First Alarm Security (organizer funded) to staff traffic control points and fixed barricades at designated general special events. This change was introduced to better allocate city resources. Additionally, the City refined its pre-established incident command structure and operational command post during select special events to effectively manage the venue.

Establishing an incident command system (ICS) provides the necessary structure to properly manage large events and effectively respond to emergencies when needed. To formalize this approach, the Police Department assigned a supervisor as the incident commander (IC) for each general event. Bifurcating the staffing around a planned special event operation and ongoing patrol operations allows resources to complement, not compete, with one another.

For each event, the assigned supervisor met with the event organizer and made recommendations for safely staffing and policing the event. The IC wrote an operations order and assumed responsibility for the overall security of the event. Each operational period included a briefing with event staff, uniformed security, police volunteers, and police officers.

Event organizers were receptive to these changes and some events saw a cost savings by replacing police officers with private security personnel.

All the events for 2019 were successful and no major issues were noted. After-action reports were prepared for each General Events, summarizing the overall impact on staff and the community. As appropriate, areas for improvement were recommended and discussed for future events. Two complaints were received via email concerning the Monte Foundation Fireworks Extravaganza regarding the loud sounds from the fireworks and the potential traumatic impact to domestic animals.

From November 2018 to November 2019, the City billed 250 police personnel hours (an increase of 33 hours from 2018) and 90 public works personnel hours (an increase of 25.5 hours from 2018), totaling \$25,093. The total permit and bandstand rental fees paid during the same period were \$7,153. The total billed services were \$32,246. The costs were reimbursed by the special event sponsors.

Special Event Highlights
November 26, 2019

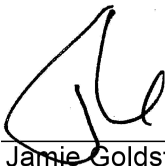
FISCAL IMPACT: None

ATTACHMENTS:

1. 2019 Special Events

Report Prepared By: Andrew Dally
Police Captain

Reviewed and Forwarded by:



Jamie Goldstein, City Manager 11/22/2019

2019 Special Events								
Event	Date(s)	PD Hrs	PW Hrs	Staffing	Permits & Bandstand Rental	Total Billed	General	Minor
Sip and Stroll	2/09/2019	-	-	\$ -	\$ 59.00	\$ 59.00		X
Surfer's Path 10K/5K	2/24/2019	-	-	\$ -	\$ 157.25	\$ 157.25	X	
Operation Surf	4/13-4/14/2019	-	-	\$ -	\$ 601.25	\$ 601.25		X
Capitola Village Easter Egg Hunt	4/20/2019	-	-	\$ -	\$ 58.00	\$ 58.00		X
Sip and Stroll	5/11/2019	-	-	\$ -	\$ 59.00	\$ 59.00		X
Skatetola	5/11/2019	-	-	\$ -	\$ -	\$ -		X
Walk for Angelman's Syndrome	5/18/2019	-	-	\$ -	\$ 89.00	\$ 89.00		X
Surfer's Path Marathon/Capitola Half Marathon	5/18-5/19/2019	8.00	-	\$ 564.50	\$ 1,045.25	\$ 1,609.75	X	
AIDS Lifecycle	6/3/2019	-	-	\$ -	\$ 59.00	\$ 59.00	X	
Twilight Concerts (Wednesdays)	6/05-8/28/2019	-	-	\$ -	\$ -	\$ -		X
Capitola Classic Car Show	6/08-6/09/2019	28.00	-	\$ 1,850.50	\$ 1,045.25	\$ 2,895.75	X	
Art & Music at the Beach (Sundays)	6/30-8/11/2019	-	-	\$ -	\$ -	\$ -		X
Monterey Park Food Truck Event	7/26/2019	-	-	\$ -	\$ -	\$ -		X
Wharf to Wharf Race	7/28/2019	73.50	72.00	\$ 9,811.00	\$ 313.00	\$ 10,124.00	X	
Movies at the Beach (Fridays)	8/23-9/13/2019	-	-	\$ -	\$ -	\$ -		X
Art & Wine Festival	9/14-9/15/2019	57.50	2.00	\$ 4,679.00	\$ 1,050.40	\$ 5,729.40	X	
Opera at the Beach	9/21/2019	-	-	\$ -	\$ -	\$ -		X
Coast Classic Bicycle Ride	9/22/2019	-	-	\$ -	\$ 132.40	\$ 132.40		X
Capitola Beach Festival	9/28-9/29/2019	29.50	11.00	\$ 3,248.00	\$ 828.40	\$ 4,076.40	X	
Mermaid Triathlon/Duathlon	10/5/2019	15.50	-	\$ 1,266.00	\$ 828.40	\$ 2,094.40	X	
Monte Foundation Firework Extravaganza	10/13/2019	37.00	5.00	\$ 3,584.00	\$ 132.40	\$ 3,716.40	X	
Ohana Bicycle Ride	10/19/2019	-	-	\$ -	\$ 132.40	\$ 132.40		X
Surfer's Path Hang 10/Hang 5	10/20/2019	1.00	-	\$ 90.00	\$ 162.40	\$ 252.40	X	
Capitola Village Halloween Parade	10/27/2019	-	-	\$ -	\$ 91.00	\$ 91.00		X
Sip and Stroll	11/9/2019	-	-	\$ -	\$ 61.00	\$ 61.00		X
Surfing Santa Holiday Event	11/30/2019	-	-	\$ -	\$ 91.00	\$ 91.00		X
Private Events								
Garnet Street Block Party	6/8/2019	-	-	\$ -	\$ 157.25	\$ 157.25		X
Gilroy Drive Block Party	9/8/2019	-	-	\$ -	\$ -	\$ -		X
Totals		250.00	90.00	\$ 25,093.00	\$ 7,153.05	\$ 32,246.05	10	18

Attachment: 2019 Special Events (Special Event Highlights)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF NOVEMBER 26, 2019

FROM: Community Development
SUBJECT: Consider a Senate Bill 2 Housing Grant Resolution

RECOMMENDED ACTION: Consider a Resolution approving a Senate Bill 2 Planning Grant application for the current grant cycle to develop 1) public outreach and pre-approved site and architectural plans of accessory dwelling units and 2) objective design standards consistent with Senate Bill 35.

BACKGROUND: In 2017, Senate Bill 2 (SB 2) was signed by Governor Brown as part of a 15-bill housing package aimed at addressing the state's housing shortage and high housing costs. Specifically, SB 2 established a permanent source of revenue through a \$75 recording fee on real estate documents to increase the affordable housing stock in California. The funds from the first year of fees will be allocated to local governments via planning grants intended to help jurisdictions accelerate and facilitate housing production. Small size jurisdictions such as Capitola can apply for and receive up to \$160,000 for housing planning grants.

DISCUSSION: To receive a grant, the City must propose plans or processes that accelerate housing production through timing, cost, approval certainty, entitlement streamlining, feasibility, infrastructure capacity, or impact on housing supply and affordability. The guidance put out by the California Department of Housing and Community Development includes a list of projects that are deemed to accelerate housing production, as follows:

1. Rezone to Permit By-right: Establishing zoning to permit residential development by-right, particularly multifamily.
2. Objective Design and Development Standards: Developing objective design standards or pre-approved site and architectural plans that facilitate an administrative permit review process.
3. Specific Plans or Form-based Codes Coupled with CEQA (California Environmental Quality Act) Streamlining: Preparing specific plans or form-based codes that include zoning and development standards and plan-level environmental analysis that can be used to streamline future housing projects and facilitate affordability. Form-based codes regulate development to achieve predictable results and a high-quality public realm through regulating form, rather than typical development standards of setbacks and use.
4. Accessory Dwelling Units (ADUs) or Other Low-Cost Building Strategies: Encouraging ADUs and other low-cost building types through actions in excess of state law requirements, such as outreach, fee waivers, pre-approved plans, website zoning clearance assistance, and other homeowner tools or finance tools. Also, establishing

Consider a Senate Bill 2 Housing Grant Resolution
November 26, 2019

other approaches to intensify existing lower-density residential areas and to encourage multi-unit housing such as duplexes and triplexes (“missing middle housing”) in lower density residential areas.

5. Expedited Processing: Speeding up approval and permit processing, including instituting programs that streamline or consolidate the review process or create a separate process for expedited review of housing projects.
6. Housing-Related Infrastructure Financing and Fee-Reduction Strategies: Develop and implement approaches to local, regional, or sub-regional housing related infrastructure financing.

Staff proposes the City request the full \$160,000 to facilitate two projects: 1) measures to encourage production of Accessory Dwelling Units and 2) development of objective design standards so that the City may more effectively process applications for projects subject to Senate Bill 35 (SB 35).

The State has encouraged the development of ADUs through multiple legislative updates that allow ADUs without the usual review and planning permit requirements, so long as they are located within single-family, multi-family, and mixed-use zoning districts. Recent legislation has removed many of the previous hurdles for ADUs, including density limits, lot size restrictions, floor area ratio restrictions, and connection fees. Staff has been working with the City Attorney to update the City’s ADU ordinance to reflect the most recent legislation and plans to bring forth a code update in January 2020.

The City would use SB2 grant funds to develop public information material to explain the City development standards and administrative review process to permit an ADU. Also, the funds could be used to streamline ADU production through pre-approved site and architectural plans. Based on preliminary discussions with local designers and architects, a prototype for an ADU could likely be designed for \$15,000 to \$20,000. The City could use a portion of the grant funds to contract with local designers and architects to create a mix of preapproved ADU designs.

The City could also use grant funds to create objective design standards to ensure SB 35 development projects compliment Capitola’s built environment. SB 35 was also included in the 15-bill housing package. SB 35 aims to streamline housing development in cities that are not meeting their Regional Housing Need Allocation (RHNA) goals. SB 35 allows these cities only limited oversight of certain types of projects and includes a requirement that these projects be processed within 60 to 90 days using a ministerial approval process.

Currently, the City of Capitola is not meeting its RHNA goals for affordable housing below 80 percent area medium income (AMI). Therefore, projects providing on-site affordable housing at 80 percent AMI are eligible for SB 35 streamlining, provided a project complies with SB 35 eligibility criteria. There are 10 specific criteria; the most significant are that the project must include a minimum of 50 percent of units dedicated as affordable and a minimum of two-thirds of total project area is allocated for housing. The project must also meet all objective standards of the zoning code at the time of application submittal. Objective standards are those that require no personal or subjective (discretionary) judgement, such as dimensional height and setback requirements, floor area ratio, or density limits.

The Capitola zoning code currently requires a design permit, which is subject to numerous subjective standards, for all multi-family development. Under SB 35, these subjective standards are not permitted for projects subject to SB 35 streamlining. The City could thus use SB 2 funding to develop objective design standards to allow the City to better process applications for

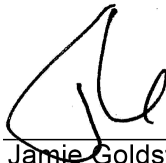
Consider a Senate Bill 2 Housing Grant Resolution
November 26, 2019

SB 35 projects.

FISCAL IMPACT: There is no cost to apply for or accept SB 2 grant funds.

Report Prepared By: Katie Herlihy
Community Development Director

Reviewed and Forwarded by:



Jamie Goldstein, City Manager 11/22/2019

Consider a Senate Bill 2 Housing Grant Resolution
November 26, 2019

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
AUTHORIZING APPLICATION FOR, AND RECEIPT OF, SENATE BILL 2
PLANNING GRANTS PROGRAM FUNDS**

WHEREAS, the State of California, Department of Housing and Community Development (Department) has issued a Notice of Funding Availability (NOFA) dated March 28, 2019, for its Planning Grants Program (PGP); and

WHEREAS, the City Council of the City of Capitola desires to submit a project application for the PGP program to accelerate the production of housing and will submit a 2019 PGP grant application as described in the Planning Grants Program NOFA and Senate Bill 2 (SB 2) Planning Grants Program Guidelines released by the Department for the PGP Program; and

WHEREAS, the Department is authorized to provide up to \$123 million under the SB 2 Planning Grants Program from the Building Homes and Jobs Trust Fund for assistance to Counties (as described in Health and Safety Code section 50470 et seq. (Chapter 364, Statutes of 2017 (SB 2)) related to the PGP Program.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Capitola authorizes an application for, and receipt of, SB 2 Planning Grant program funds as follows:

SECTION 1. The City Manager is hereby authorized and directed to apply for and submit to the Department the 2019 Planning Grants Program application in the amount of \$160,000.

SECTION 2. In connection with the PGP grant, if the application is approved by the Department, the Community Development Director is authorized to enter into, execute, and deliver a State of California Agreement (Standard Agreement) for the amount of \$160,000, and any and all other documents required or deemed necessary or appropriate to evidence and secure the PGP grant, the City's obligations related thereto, and all amendments thereto (collectively, the "PGP Grant Documents").

SECTION 3. The City shall be subject to the terms and conditions as specified in the Standard Agreement, the SB 2 Planning Grants Program Guidelines, and any applicable PGP guidelines published by the Department. Funds are to be used for allowable expenditures as specifically identified in the Standard Agreement. The application in full is incorporated as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the application will be enforceable through the executed Standard Agreement. The City Council hereby agrees to use the funds for eligible uses in the manner presented in the application as approved by the Department and in accordance with the Planning Grants NOFA, the Planning Grants Program Guidelines, and 2019 Planning Grants Program Application.

SECTION 4. The City Manager is authorized to execute the City of Capitola Planning Grants Program application, the PGP Grant Documents, and any amendments thereto, on behalf of the City as required by the Department for receipt of the PGP Grant.

Consider a Senate Bill 2 Housing Grant Resolution
November 26, 2019

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 26th day of November, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jacques Bertand, Mayor

ATTEST:

Linda Fridy, City Clerk



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF NOVEMBER 26, 2019

FROM: Community Development

SUBJECT: Introduce an Ordinance Amending Capitola Municipal Code Chapter 12.64
Sidewalk Vending Prohibitions

RECOMMENDED ACTION: Approve the first reading of an ordinance to amend Chapter 12.64 to allow sidewalk vending consistent with Senate Bill 946.

BACKGROUND: On September 17, 2018, Governor Jerry Brown signed Senate Bill (SB) 946, which establishes statewide regulations regarding vending on sidewalks and pathways in the public right-of-way and parks. The stated purpose of this bill is to create entrepreneurial and economic development opportunities for individuals by removing barriers to selling food and merchandise on public sidewalks and in parks. The bill went into effect on January 1, 2019.

On July 25, 2019, staff presented an overview on the new legislation and examples of new regulations. City Council directed staff to draft an ordinance to ensure protection of public safety.

This item was initially scheduled for the October 10, 2019, meeting, which was canceled due to a PG&E Public Safety Power Shutoff.

DISCUSSION: Local jurisdictions that wish to regulate sidewalk vending are required to first adopt a program with rules and regulations consistent with SB 946. (Attachment 1). The new law also allows sidewalk vending within public parks with additional criteria to protect the public's use and enjoyment of natural resources and recreational opportunities, and to prevent undue concentration of commercial activity that unreasonably interferes with the park's scenic and natural character. The law permits "roaming" sidewalk vendors in all areas, and allows local governments to limit hours of vending in residential areas

Staff drafted an ordinance consistent with the provisions of SB 946, while retaining local control to the extent feasible. The draft ordinance protects pedestrian safety with minimum sidewalk width requirements and increased standards for the Central Village due to high pedestrian volumes. To avoid pedestrian and auto conflicts, minimum setback standards from crosswalks, driveways, and schools are proposed. To maintain the tranquil experience in environmentally sensitive habitat areas and viewpoints, the ordinance prohibits sidewalk vending along the Grand Avenue Pathway, Prospect Pathway, Depot Hill stairs and the Soquel Creek Pathway. The following table includes an explanation of standards with SB 946 followed by bulleted regulations included in the proposed ordinance.

Sidewalk Vending Ordinance
November 26, 2019

Subject	Description
Definitions	<p><i>Roaming sidewalk vendors</i> move from place to place and only stop to complete a transaction.</p> <p><i>Stationary sidewalk vendors</i> vend from fixed locations.</p>
Area of public right-of-way	<p>Regulations apply to sidewalks, pathways, and public parks.</p> <ul style="list-style-type: none"> • Maintain 4 feet of clearance on sidewalk for Americans with Disabilities Act (ADA) compliance • Maintain 10 feet of clearance on Central Village sidewalks due to high pedestrian activity and safety. • 25-foot setbacks for safety (fire hydrants, crosswalks, driveway, alley, or entrance to parking areas, trash receptables, bike rack, bench, bus stop) • 100-foot setback from another sidewalk vendor or emergency personnel. • 200-foot setback from police station, fire station, beach, farmer's market, school, and special event. • Prohibit vending sales near schools to prevent sidewalk overcrowding and pedestrian/vehicle hazards.
City-owned Parks	<p>Cities cannot prohibit <i>roaming vendors</i> from operating in City-owned parks, but may prohibit <i>stationary vendors</i>, if the City has an exclusive agreement with a concessionaire.</p> <p>Restrictions can be imposed in parks when necessary, including to protect public health, safety, or welfare; to protect public's use and enjoyment of natural resources and recreational opportunities; and to prevent an undue concentration of commercial activity that unreasonably interferes with the park's scenic and natural character.</p> <ul style="list-style-type: none"> • 200-foot setbacks from recreational opportunities (Capitola Beach). • Prohibit from pathways in close proximity to natural resources (Soquel Creek Pathway, Prospect Pathway, Depot Hill stairs, and Grand Avenue Pathway) to ensure the public's enjoyment of natural resources.
Farmers' Markets, Swap Meets, and Special Events	<p>Cities may prohibit sidewalk vending from the immediate vicinity of a certified permitted farmers' market or swap meet or temporary special event.</p> <ul style="list-style-type: none"> • Require a 200-foot setback from farmers' markets, swap meets, or temporary special events.
Residential and Commercial Neighborhoods	<p>In residential areas, a city may prohibit <i>stationary sidewalk vendors</i> but must allow <i>roaming sidewalk vendors</i>.</p> <ul style="list-style-type: none"> • Prohibits stationary sidewalk vendors in residential areas
Hours of Operation	<p>In commercial zones, hours cannot be more restrictive than for other businesses. In residential areas, a city may establish more restrictive hours of operation.</p>

Sidewalk Vending Ordinance
November 26, 2019

	<ul style="list-style-type: none"> • In residential areas, limit hours from 9 a.m. to 6 p.m. • In commercial areas, limit hours to normal operating hours of surrounding commercial establishments.
Limit on Number of Vendors	<p>Cities may not limit the number of vendors or restrict them from certain areas of the City, unless restrictions are necessary to ensure public health, safety or welfare standards are met.</p> <ul style="list-style-type: none"> • No limit on number of vendors.
Required Permits	<p>Cities may require a specific city vending license or permit or a general business license. Cities may not require a vendor to first obtain approval from a nongovernmental entity before conducting business.</p> <ul style="list-style-type: none"> • Require a sidewalk vending license, business license, and CA seller's permit number. Health and Safety permit to sell food.
Storefront Businesses	<p>Cities cannot require a sidewalk vendor to obtain permission from any business to operate near them. Cities do not have the authority to restrict a vendor from operating on the sidewalk due to conflicting business uses.</p>

FISCAL IMPACT: The addition of sidewalk vendors is not expected to have a significant fiscal impact.

ATTACHMENTS:

1. SB 946 Sidewalk Vending (PDF)

Report Prepared By: Katie Herlihy
Community Development Director

Reviewed and Forwarded by:

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
AMENDING SECTION 12.64 OF THE CAPITOLA MUNICIPAL CODE TO ADD SIDEWALK
VENDING REGULATIONS AND STANDARDS GOVERNING SIDEWALK VENDING IN THE
CITY LIMITS.**

WHEREAS, the City Council of the City of Capitola does hereby find, determine and declare as follows:

- A. Limitations on sidewalk vending are necessary to:
1. Comply with State Legislation;
 2. Promote the public health, safety and welfare;
 3. Ensure that the Goals and Policies of the City's General Plan are upheld;
 4. Ensure that the flow of pedestrian or vehicular traffic including ingress into, or egress from, any residence, public building, or place of business, or from the street to the sidewalk, by persons exiting or entering parked or standing vehicles is maintained;
 5. Provide reasonable access for the use and maintenance of sidewalks, pathways, hydrants, restrooms, trash receptacles, firefighting apparatus, as well as access to locations used for public transportation services;
 6. Protect the quality of life of City residents and minimize disruptions to the quiet enjoyment of residential property by restricting noise-making devices associated with sidewalk vending;
 7. Ensure no interference in the performance of police, firefighter, and emergency medical personnel services;
 8. Maximize public access in the commercial districts and along the coast; and
 9. Reduce exposure to the City for personal injury or property damage claims and litigation.
- B. The unique characteristics of the City require certain restrictions on sidewalk vending as follows:
1. The majority of the sidewalks and pathways in the City are under ten (10) feet wide and sidewalk vending in these areas would unreasonably interfere with the flow of pedestrians and disrupt access for persons with disabilities in compliance with the American with Disabilities Act (ADA);
 2. The majority of the City's sidewalks in the Regional Commercial District, Community Commercial District and Mixed-Use Neighborhood Districts are less than four (4) feet in width and cannot facilitate sidewalk vending while maintaining pedestrian

Sidewalk Vending Ordinance
November 26, 2019

- accessibility. A minimum sidewalk width standard of four feet is necessary to protect and maintain accessibility standards on sidewalks for all residents;
3. The Central Village and associated sidewalk areas are extremely popular tourist destinations with unusually high pedestrian and vehicular traffic volumes in which most of the segments of sidewalk are under ten feet in width. A minimum ten-foot sidewalk width standard is necessary to protect the public from injury given the popularity of these tourist destinations and the narrow sidewalks;
 4. The majority of sidewalks in the City's Residential Zoning Districts are less than four (4) feet in width and cannot facilitate sidewalk vending without blocking access. A minimum sidewalk width standard of four feet is necessary to protect and maintain accessibility standards on sidewalks for all residents;
 5. Esplanade Park is 1.2 acres in size and offers passive types of uses such as picnicking and ocean viewing, and active types of uses such as being the staging area for the Junior Lifeguard Program, a concession area for beach merchandise and surfboard rental, multiple surf school gathering areas, and the City of Capitola summer event series (Art & Music, Opera, Movies, and the Wednesday night Twilight Concert series). It is also a vehicular access point for the City of Capitola Public Works, and Santa Cruz County Sanitation District, Central Fire Department, and lifeguard vehicles and equipment. Esplanade Park contains the Capitola Pump Sewage Pump Station which is critical infrastructure. Restrictions around this facility are necessary to ensuring health, safety, and welfare of the public. A prohibition on sidewalk vending permits in Esplanade Park is necessary to promote public health, safety and welfare, and to prevent an undue concentration of commercial activity that unreasonably interferes with the scenic and natural character of the park and access to coastal areas and recreation;
 6. Capitola Beach is a coastal and scenic resource and restrictions of sidewalk vending on and around the beach are necessary to protect this resource;
 7. The Grand Avenue Pathway is a narrow, paved pathway located along the Depot Hill bluffs. The pathway is a popular tourist destination with high pedestrian traffic volumes and is located adjacent to an eroding coastal bluff, an identified geologic hazard. The Grand Avenue Pathway is a coastal and scenic resource. Restrictions on sidewalk vending along the path are necessary to protect the public from injury given the popularity of this tourist destination and the geological hazards of this area, and to protect the scenic and natural character of the area;
 8. The Prospect Pathway is a narrow pathway located along Prospect Avenue. The pathway is a popular coastal and scenic resource. Restrictions on sidewalk vending along the path are necessary to protect the public from injury given the popularity of this tourist destination and protect the scenic and natural character of the area;
 9. The Soquel Creek Pathway is a narrow pedestrian pathway. The Soquel Creek Pathway and Soquel Creek Park are located within a designated environmentally sensitive habitat area and scenic resource. Restrictions of sidewalk vending at this location are necessary to preserve this resource;

Sidewalk Vending Ordinance
November 26, 2019

10. The Depot Hill Stairway is a historic stairway with high pedestrian volumes. Restrictions to sidewalk vending on and around the Depot Hill Stairway is necessary to protect the public from injury;
11. Lawn Way is a historic right of way located within the Lawn Way and Six Sisters Historic District and the Coastal Zone. Lawn way is a cultural and scenic resource within the City, and is zoned to only allow residential and bed/breakfast uses. A prohibition on sidewalk vending permits in Lawn Way is necessary to prevent an undue concentration of commercial activity that unreasonably interferes with the scenic, natural, and cultural resources of the historic district within the Coastal Zone.

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CAPITOLA AS FOLLOWS:

Section 1. Chapter 12.64 is hereby amended and restated as follows:

**“Chapter 12.64
SIDEWALK VENDING PROGRAM**

Sections:

12.64.010	Purpose and Findings
12.64.020	Definitions
12.64.030	Permit Required
12.64.040	Issuance of Permit
12.64.050	Operating Conditions
12.64.060	Prohibited Locations
12.64.070	Prohibited Activities
12.64.080	Penalties
12.64.090	Appeals

12.64.010 Purpose

Purpose. The requirements set forth in this chapter are intended to protect the public's health, safety, and welfare by ensuring that sidewalk vendors on public property provide safe and sanitary conditions for consumers and the general public, are adequately insured, and are properly licensed with other agencies.

12.64.020 Definitions

Unless the contrary is stated or clearly appears from the context, the following definitions govern the construction of the words and phrases used in this chapter. Words and phrases not defined by this chapter have the meaning set forth elsewhere in this Code, the California Business and Professions Code, California Vehicle Code, or California Government Code.

A. "Beach" means any public oceanfront beach within the City.

Sidewalk Vending Ordinance
November 26, 2019

- B. "Certified farmers' market" means a location operated in accordance with Chapter 10.5 (commencing with Section 47000) of Division 17 of the Food and Agricultural Code and any regulations adopted pursuant to that chapter, or any successor chapter.
- C. "Commercial District" means any area zoned Community Commercial (CC), Regional Commercial (CR), Mixed-Use Neighborhood (MU-N), Neighborhood Commercial (CN), Mixed-Use Village (MU-V), and Central Village (CV), in Title 17 of the Municipal Code.
- D. "Food" means any item provided in Health and Safety Code Section 113781, or any successor section.
- E. "Harassment" means any form of unauthorized or unpermitted touching, verbal abuse, blockage of pathways or interference with pedestrian traffic.
- F. "Human Powered Device" shall mean any device moved solely by human power, including, but not limited to, a pushcart, wagon, bicycle, tricycle, pedal-driver cart, other non-motorized conveyance, or other wheeled container or mechanism, or from one's person.
- G. "Merchandise" means any item(s) that can be sold and immediately obtained from a sidewalk vendor, which is not considered food. Items for rent shall not be considered merchandise.
- H. "Owner" shall mean any person or entity owning or otherwise controlling the operation of any business or activity involving Vending.
- I. "Park" means the parks listed in the Land Use Element of the General Plan.
- J. "Public Property" shall mean any real property, public easement, public street, street median, alley, parkway, public sidewalk, or other interest therein owned, held, leased, operated or otherwise controlled by the City.
- K. "Residential District" means any area zoned exclusively as residential in Title 17 of the Municipal Code.
- L. "Roaming Sidewalk Vendor" shall mean a Sidewalk Vendor who moves from place to place and stops only to complete a transaction.
- M. "Service Business" means a commercial enterprise that provides work performed by an individual or team for the benefit of its customers.
- N. "Pathway" means a public walkway limited to use by pedestrians through public property or established through an easement not within an active roadway, including but not limited to the Depot Hill pathway and the Soquel Creek pathway.
- O. "Sidewalk" means that portion of a roadway, set apart by curbs, barriers, markings or other delineation specifically for the safety of pedestrians.
- P. "Sidewalk Vendor" shall mean a person who sells food or merchandise from a pushcart, stand, display, pedal-driven cart, wagon, showcase, rack or other non-motorized conveyance, or from one's person, upon a public sidewalk, public pathway, or City park.

Sidewalk Vending Ordinance
November 26, 2019

- Q. "Sidewalk vending receptacle" or "sidewalk vendor receptacle" means a pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other non-motorized conveyance used for sidewalk vending activities;
- R. "Special Event" shall mean a City-permitted event including, but not limited to, festivals, art shows, parades, and/or cultural events.
- S. "Stationary Sidewalk Vendor" shall mean a Sidewalk Vendor who vends from a fixed location.
- T. "Vend" or "Vending" shall mean any act of displaying, selling, or offering for sale of any displayed goods or merchandise to the public from a Sidewalk Vending Receptacle.

12.64.030 Permit Required

- A. No person, either for themselves or any other person, shall engage in any sidewalk vendor activities within the City without first applying for and receiving a sidewalk vending permit from the Community Development Director, or the Director's designee, under this chapter.
- B. No more than one sidewalk vending permit shall be issued to an individual sidewalk vendor. One sidewalk vending receptacle is permitted per permit.
- C. Permits shall be issued in the order in which they are received and deemed complete by City staff.
- D. An applicant shall file a written application for a sidewalk vendor permit with the Community Development Director, or Director's designee, on a form provided by the City. The application shall include the information and materials required by the community development department, together with the required application fees. It is the responsibility of the applicant to provide evidence in support of compliance with this Chapter.

12.64.040 Issuance of Permit

- A. Within thirty (30) calendar days of receiving a complete application, the Community Development Director, or the Director's designee, may issue a sidewalk vendor permit, with appropriate conditions, as provided for herein, if he or she finds based on all of the relevant information that:
 1. The conduct of the sidewalk vendor will not unduly interfere with traffic or pedestrian movement, or tend to interfere with or endanger the public peace or rights of nearby residents to the quiet and peaceable enjoyment of their property, or otherwise be detrimental to the public peace, health, safety or general welfare, nor shall it violate any of the provisions, or related rules, restrictions and regulations of the Americans with Disability Act.
 2. The conduct of the sidewalk vendor will not unduly interfere with normal governmental or City operations, threaten to result in damage or detriment to public property, or result in the City incurring costs or expenditures in either money or personnel not reimbursed in advance by the vendor.

Sidewalk Vending Ordinance
November 26, 2019

3. The conduct of such sidewalk vending activity will not interfere with public safety operations.
 4. The sidewalk vendor has not had a sidewalk vending permit revoked by the City of Capitola within the past twelve (12) months.
 5. The sidewalk vendor has not made a materially false, misleading or fraudulent statement of fact to the City in the application process.
 6. The sidewalk vendor has satisfied all requirements of this chapter.
 7. The sidewalk vendor concurrently applied for a Capitola business license.
 8. The sidewalk vendor has adequate insurance to protect the City from liability associated with the sidewalk vendor's activities, as determined by the City's Risk Manager, or the Risk Manager's designee, and, if required by the City, the City has been named as an additional insured.
 9. The sidewalk vendor has satisfactorily provided all information requested by the Community Development Director, or the Community Development Director's designee, to consider the vendor's application.
- B. A sidewalk vendor permit is non-transferable. Any change in ownership or operation of a sidewalk vendor or sidewalk vending receptacle requires a new permit under this chapter.

12.64.050 Operating Conditions

- A. All sidewalk vendors are subject to the following operating conditions when conducting sidewalk vending activities:
1. All food and merchandise shall be stored either inside or affixed to the sidewalk vendor receptacle or carried by the sidewalk vendor. Food and merchandise shall not be stored, placed, or kept on any public property. The overall space taken up by the sidewalk vendor receptacle shall not exceed the size requirements provided in this section.
 2. Sidewalk vendors who sell food shall be in possession of a current Health and Safety permit issued by the County of Santa Cruz Environmental Health Department in accordance with Part 7 of the California Health and Safety Code.
 3. The sidewalk vendor permit shall be displayed conspicuously at all times on the sidewalk vending receptacle or the sidewalk vendor's person.
 4. Only one sidewalk vendor with one sidewalk vending receptacle is permitted per permit.
 5. Sidewalk vendors shall ensure that all required insurance is in effect prior to conducting any sidewalk vendor activities and maintained for the duration of the permit.
 6. While engaged in vending, sidewalk vendors shall not leave their sidewalk vending receptacles unattended for any reason.

Sidewalk Vending Ordinance
November 26, 2019

7. Sidewalk vending receptacles shall not be stored on public property.
8. All sidewalk vendors shall allow a police officer, firefighter, life safety services officer, code enforcement officer, health inspector, or other government official charged with enforcing laws related to the street vendor's activities, at any time, to inspect their sidewalk vending receptacle for compliance with the size requirements of this chapter or any related codes or regulations, and to ensure the safe operation of any heating elements used to prepare food.
9. Sidewalk vending receptacles and any attachments thereto shall not exceed a total height of four (4) feet, a total width of three (3) feet, and a total length of four (4) feet.
10. No sidewalk vending receptacle shall contain or use propane, natural gas, or other explosive or hazardous materials.
11. All sidewalk vendors associated with the sidewalk vending receptacle shall be within five (5) feet of the sidewalk vending receptacle when conducting sidewalk vending activities. Deliveries from sidewalk vending receptacles is prohibited.
12. Sidewalk vendors that sell food shall maintain a trash container in or on their sidewalk vending receptacles and shall not empty their trash into public trash cans. The size of the vendor's trash container shall be taken into account when assessing the total size limit of a sidewalk vending receptacle. Sidewalk vendors shall not leave any location without first picking up, removing, and disposing of all trash or refuse from their operation.
13. Sidewalk vendors shall immediately clean up any food, grease or other fluid or item related to sidewalk vending activities that is discharged. Failure to comply may result in the City taking appropriate action to clean the discharge at the vendor's expense. The vendor permit may thereafter be suspended until such time as the expense associated with cleanup has been reimbursed to the City. The vendor permit may be revoked upon three violations of this requirement.
14. Sidewalk vendors shall comply with the Federal Americans with Disabilities Act of 1990 and amendments thereto, and State disability rights laws.
15. Sidewalk vendors shall maintain a minimum four (4) foot clear accessible path free from obstructions, including sidewalk vending receptacle and customer queuing area.
16. Sidewalk vendors shall comply with the noise standards provided in Chapter 9.12 of this Code, or any successor chapters.
17. Sidewalk vendors shall not approach persons to sell food or merchandise.
18. All signage and advertising related in any way to the sidewalk vendor shall be attached to the sidewalk vending receptacle, if any, or the sidewalk vendor's person.
19. Sidewalk vendors shall not use any illuminated, flashing, wind powered, or animated sign.

20. Signs shall not exceed three (3) square feet; and no free-standing sign shall be placed on a public street or sidewalk.

12.64.060 Prohibited Locations

- A. Sidewalk vendors shall not engage in sidewalk vending activities at the following locations:
1. Any public property that does not meet the definition of a sidewalk, pathway, or park including, but not limited to, any alley, intra-block walkway, beach, square, street, street end, or parking lot.
 2. Within two hundred (200) feet of:
 - a. A Police Station.
 - b. A Fire Station.
 - c. The Beach.
 - d. School,
 - e. A permitted certified farmers' market or swap meet during the limited operating hours of that certified farmers' market or swap meet.
 - f. An area designated for a special event permit issued by the City, during the limited duration of the special event, if the City provides the sidewalk vendor any notice, business interruption mitigation, or other rights the City provided to any affected businesses or property owners under the City's special event permit.
 3. Within one hundred (100) feet of:
 - a. Another sidewalk vendor.
 - b. Any police officer, firefighter, lifeguard or emergency medical personnel who are actively engaged in providing emergency services to the public.
 4. Within twenty-five (25) feet of a:
 - a. Fire hydrant.
 - b. Crosswalk.
 - c. Curb which has been designated as white, yellow, green, blue, or red zone, or a bus zone.
 - d. Automated teller machine.
 - e. Driveway, alley, or entrance to a park, parking lot, or parking garage.

Sidewalk Vending Ordinance
November 26, 2019

- f. Trash receptacle, bike rack, bench, bus stop, restroom, or similar public use items.
 - g. Pay station or parking meter.
 - h. Esplanade Park
 - i. Grand Avenue Pathway
 - j. Soquel Creek Pathway and Park
 - k. Depot Hill Stairway
 - l. Lawn Way
5. Sidewalk vendors shall not sell food or merchandise or engage in any sidewalk vending activities:
- a. On any portion of a sidewalk or pathway that is not a minimum width of ten (10) feet wide within the Central Village zoning district and four (4) feet wide throughout the rest of the City; or
 - b. At any park where the City has signed an agreement for concessions that exclusively permits the sale of food or merchandise by a concessionaire.
6. Stationary sidewalk vendors shall not operate in the residential zoning districts.
7. Sidewalk vending receptacles shall not touch, lean against or be affixed at any time to any building or structure including, but not limited to lampposts, fire hydrants, benches, bus shelters, newsstands, trashcans, or traffic barriers.

12.64.070 Prohibited Activities

- A. Sidewalk vendors shall not engage in any of the following activities:
- 1. Renting merchandise to customers.
 - 2. Providing a service that is neither defined as merchandise or food.
 - 3. Displaying or advertising merchandise or food that is not available for immediate sale.
 - 4. Selling of alcohol, cannabis, sexually oriented merchandise, tobacco products, products that contain nicotine or cannabis, or any product used to smoke/vape nicotine or cannabis.
 - 5. Using an open flame on or within any sidewalk vending receptacle.
 - 6. Using an electrical outlet or power source, or water sources, that is owned by the City or any person other than the sidewalk vendor.
 - 7. Harassment of customers as defined in CMC 12.64.020.

Sidewalk Vending Ordinance
November 26, 2019

8. Knowingly making false statements or misrepresentations during the course of offering food or merchandise for sale.
 9. Blocking or impeding the path of the person(s) being offered food or merchandise to purchase.
 10. Placing sidewalk vending receptacles outside of any pathway, park or sidewalk when engaging in sidewalk vending activities.
- B. Sidewalk vending is permitted during the following times:
1. Within the commercial districts during normal operating hours of surrounding commercial establishments;
 2. Within residential districts, between the hours of 9:00 .m. and 6:00 p.m. daily.

12.64.080 Penalties

- A. As prescribed by State Legislation, violations of this chapter may not be prosecuted as infractions or misdemeanors and shall only be punished by the following administrative citation and revocation structure.
- B. Except as otherwise provided in this chapter, any violation of this chapter shall be assessed penalties as established by resolution adopted by the city council.
- C. If a sidewalk vendor violates any portion of this chapter and cannot present the citing officer with a proof of a valid permit, the sidewalk vendor shall be assessed penalties as established by resolution adopted by the city council.
- D. The Community Development Director, or the Director's designee, may revoke a permit issued to a sidewalk vendor upon violation of any relevant code.

12.46.090 Appeals

All appeals of this chapter shall be conducted pursuant to Section 2.52 of this Code, or any successor section.”

Section 2. California Environmental Quality Act

The City Council exercises its independent judgment and finds that the proposed ordinance is not subject to California Environmental Quality Act (CEQA), pursuant to Section 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment), and section 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because the subject regulations have no potential for resulting in any significant physical change to the environment, either directly or indirectly.

Section 3. Severability.

If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this ordinance. The City Council

Sidewalk Vending Ordinance
November 26, 2019

hereby declares that it would have passed this ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

Section 4. Effective Date

This ordinance shall take effect and be in force thirty (30) days after final adoption.

This ordinance was introduced on the 26th day of November, 2019, and was passed and adopted by the City Council of the City of Capitola on the ___ day of ___, 2019, by the following vote:

Senate Bill No. 946

CHAPTER 459

An act to add Chapter 6.2 (commencing with Section 51036) to Part 1 of Division 1 of Title 5 of the Government Code, relating to sidewalk vendors.

[Approved by Governor September 17, 2018. Filed with Secretary of State September 17, 2018.]

LEGISLATIVE COUNSEL'S DIGEST

SB 946, Lara. Sidewalk vendors.

Existing law authorizes a local authority, by ordinance or resolution, to adopt requirements for the public safety regulating any type of vending and the time, place, and manner of vending from a vehicle upon a street.

This bill would prohibit a local authority, as defined, from regulating sidewalk vendors, except in accordance with the provisions of the bill. The bill would provide that a local authority is not required to adopt a new program to regulate sidewalk vendors if the local authority has established an existing program that substantially complies with the provisions of the bill. The bill would apply these provisions to a chartered or general law city, county, or city and county.

The bill would require a local authority that elects to adopt a sidewalk vending program to, among other things, not require a sidewalk vendor to operate within specific parts of the public right-of-way, except when that restriction is directly related to objective health, safety, or welfare concerns, and not restrict sidewalk vendors to operate only in a designated neighborhood or area, except as specified. The bill would authorize a local authority to, by ordinance or resolution, adopt additional requirements regulating the time, place, and manner of sidewalk vending, as specified, if the requirements are directly related to objective health, safety, or welfare concerns. The bill would also authorize a local authority to prohibit sidewalk vendors in areas located within the immediate vicinity of a permitted certified farmers' market and a permitted swap meet, as specified, and to restrict or prohibit sidewalk vendors within the immediate vicinity of an area designated for a temporary special permit issued by the local authority, as specified. A violation would be punishable only by an administrative fine, as specified, pursuant to an ability-to-pay determination, and proceeds would be deposited in the treasury of the local authority.

The bill would require the dismissal of any criminal prosecutions under any local ordinance or resolution regulating or prohibiting sidewalk vendors that have not reached final judgment. The bill would also authorize a person who is currently serving, or who completed, a sentence, or who is subject to a fine, for a conviction of a misdemeanor or infraction for sidewalk

vending, as specified, to petition for dismissal of the sentence, fine, or conviction.

Existing constitutional provisions require that a statute that limits the right of access to the meetings of public bodies or the writings of public officials and agencies be adopted with findings demonstrating the interest protected by the limitation and the need for protecting that interest.

This bill would make legislative findings to that effect.

The people of the State of California do enact as follows:

SECTION 1. (a) The Legislature finds and declares all of the following:

(1) Sidewalk vending provides important entrepreneurship and economic development opportunities to low-income and immigrant communities.

(2) Sidewalk vending increases access to desired goods, such as culturally significant food and merchandise.

(3) Sidewalk vending contributes to a safe and dynamic public space.

(4) The safety and welfare of the general public is promoted by encouraging local authorities to support and properly regulate sidewalk vending.

(5) The safety and welfare of the general public is promoted by prohibiting criminal penalties for violations of sidewalk vending ordinances and regulations.

(6) This act applies to any city, county, or city and county, including a charter city. The criminalization of small business entrepreneurs, and the challenges that those entrepreneurs face as a result of a criminal record, are matters of statewide concern. Further, unnecessary barriers have been erected blocking aspiring entrepreneurs from accessing the formal economy, harming California's economy in the process, and disrupting the regulation of business, which is a matter of statewide concern. Moreover, California has an interest in the regulation of traffic, a matter of statewide concern, whether in ensuring the appropriate flow of traffic or in ensuring the safety of pedestrians on the road or the sidewalk.

(b) It is the intent of the Legislature to promote entrepreneurship and support immigrant and low-income communities.

SEC. 2. Chapter 6.2 (commencing with Section 51036) is added to Part 1 of Division 1 of Title 5 of the Government Code, to read:

CHAPTER 6.2. SIDEWALK VENDORS

51036. For purposes of this chapter, the following definitions apply:

(a) "Sidewalk vendor" means a person who sells food or merchandise from a pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other nonmotorized conveyance, or from one's person, upon a public sidewalk or other pedestrian path.

(b) "Roaming sidewalk vendor" means a sidewalk vendor who moves from place to place and stops only to complete a transaction.

(c) “Stationary sidewalk vendor” means a sidewalk vendor who vends from a fixed location.

(d) “Local authority” means a chartered or general law city, county, or city and county.

51037. (a) A local authority shall not regulate sidewalk vendors except in accordance with Sections 51038 and 51039.

(b) Nothing in this chapter shall be construed to affect the applicability of Part 7 (commencing with Section 113700) of Division 104 of the Health and Safety Code to a sidewalk vendor who sells food.

(c) Nothing in this chapter shall be construed to require a local authority to adopt a new program to regulate sidewalk vendors if the local authority has established an existing program that substantially complies with the requirements in this chapter.

51038. (a) A local authority may adopt a program to regulate sidewalk vendors in compliance with this section.

(b) A local authority’s sidewalk vending program shall comply with all of the following standards:

(1) A local authority shall not require a sidewalk vendor to operate within specific parts of the public right-of-way, except when that restriction is directly related to objective health, safety, or welfare concerns.

(2) (A) A local authority shall not prohibit a sidewalk vendor from selling food or merchandise in a park owned or operated by the local authority, except the local authority may prohibit stationary sidewalk vendors from vending in the park only if the operator of the park has signed an agreement for concessions that exclusively permits the sale of food or merchandise by the concessionaire.

(B) Notwithstanding subparagraph (A), a local authority may adopt additional requirements regulating the time, place, and manner of sidewalk vending in a park owned or operated by the local authority if the requirements are any of the following:

(i) Directly related to objective health, safety, or welfare concerns.

(ii) Necessary to ensure the public’s use and enjoyment of natural resources and recreational opportunities.

(iii) Necessary to prevent an undue concentration of commercial activity that unreasonably interferes with the scenic and natural character of the park.

(3) A local authority shall not require a sidewalk vendor to first obtain the consent or approval of any nongovernmental entity or individual before he or she can sell food or merchandise.

(4) (A) A local authority shall not restrict sidewalk vendors to operate only in a designated neighborhood or area, except when that restriction is directly related to objective health, safety, or welfare concerns.

(B) Notwithstanding subparagraph (A), a local authority may prohibit stationary sidewalk vendors in areas that are zoned exclusively residential, but shall not prohibit roaming sidewalk vendors.

(5) A local authority shall not restrict the overall number of sidewalk vendors permitted to operate within the jurisdiction of the local authority,

unless the restriction is directly related to objective health, safety, or welfare concerns.

(c) A local authority may, by ordinance or resolution, adopt additional requirements regulating the time, place, and manner of sidewalk vending if the requirements are directly related to objective health, safety, or welfare concerns, including, but not limited to, any of the following:

(1) Limitations on hours of operation that are not unduly restrictive. In nonresidential areas, any limitations on the hours of operation for sidewalk vending shall not be more restrictive than any limitations on hours of operation imposed on other businesses or uses on the same street.

(2) Requirements to maintain sanitary conditions.

(3) Requirements necessary to ensure compliance with the federal Americans with Disabilities Act of 1990 (Public Law 101-336) and other disability access standards.

(4) Requiring the sidewalk vendor to obtain from the local authority a permit for sidewalk vending or a valid business license, provided that the local authority issuing the permit or business license accepts a California driver's license or identification number, an individual taxpayer identification number, or a municipal identification number in lieu of a social security number if the local authority otherwise requires a social security number for the issuance of a permit or business license, and that the number collected shall not be available to the public for inspection, is confidential, and shall not be disclosed except as required to administer the permit or licensure program or comply with a state law or state or federal court order.

(5) Requiring the sidewalk vendor to possess a valid California Department of Tax and Fee Administration seller's permit.

(6) Requiring additional licenses from other state or local agencies to the extent required by law.

(7) Requiring compliance with other generally applicable laws.

(8) Requiring a sidewalk vendor to submit information on his or her operations, including, but not limited to, any of the following:

(A) The name and current mailing address of the sidewalk vendor.

(B) A description of the merchandise offered for sale or exchange.

(C) A certification by the vendor that to his or her knowledge and belief, the information contained on the form is true.

(D) The California seller's permit number (California Department of Tax and Fee Administration sales tax number), if any, of the sidewalk vendor.

(E) If the sidewalk vendor is an agent of an individual, company, partnership, or corporation, the name and business address of the principal.

(d) Notwithstanding subdivision (b), a local authority may do both of the following:

(1) Prohibit sidewalk vendors in areas located within the immediate vicinity of a permitted certified farmers' market or a permitted swap meet during the limited operating hours of that certified farmers' market or swap meet. A "certified farmers' market" means a location operated in accordance with Chapter 10.5 (commencing with Section 47000) of Division 17 of the

Food and Agricultural Code and any regulations adopted pursuant to that chapter. A “swap meet” means a location operated in accordance with Article 6 (commencing with Section 21660) of Chapter 9 of Division 8 of the Business and Professions Code, and any regulations adopted pursuant to that article.

(2) Restrict or prohibit sidewalk vendors within the immediate vicinity of an area designated for a temporary special permit issued by the local authority, provided that any notice, business interruption mitigation, or other rights provided to affected businesses or property owners under the local authority’s temporary special permit are also provided to any sidewalk vendors specifically permitted to operate in the area, if applicable. For purposes of this paragraph, a temporary special permit is a permit issued by the local authority for the temporary use of, or encroachment on, the sidewalk or other public area, including, but not limited to, an encroachment permit, special event permit, or temporary event permit, for purposes including, but not limited to, filming, parades, or outdoor concerts. A prohibition of sidewalk vendors pursuant to this paragraph shall only be effective for the limited duration of the temporary special permit.

(e) For purposes of this section, perceived community animus or economic competition does not constitute an objective health, safety, or welfare concern.

51039. (a) (1) A violation of a local authority’s sidewalk vending program that complies with Section 51038 is punishable only by the following:

(A) An administrative fine not exceeding one hundred dollars (\$100) for a first violation.

(B) An administrative fine not exceeding two hundred dollars (\$200) for a second violation within one year of the first violation.

(C) An administrative fine not exceeding five hundred dollars (\$500) for each additional violation within one year of the first violation.

(2) A local authority may rescind a permit issued to a sidewalk vendor for the term of that permit upon the fourth violation or subsequent violations.

(3) (A) If a local authority requires a sidewalk vendor to obtain a sidewalk vending permit from the local authority, vending without a sidewalk vending permit may be punishable by the following in lieu of the administrative fines set forth in paragraph (1):

(i) An administrative fine not exceeding two hundred fifty dollars (\$250) for a first violation.

(ii) An administrative fine not exceeding five hundred dollars (\$500) for a second violation within one year of the first violation.

(iii) An administrative fine not exceeding one thousand dollars (\$1,000) for each additional violation within one year of the first violation.

(B) Upon proof of a valid permit issued by the local authority, the administrative fines set forth in this paragraph shall be reduced to the administrative fines set forth in paragraph (1), respectively.

(b) The proceeds of an administrative fine assessed pursuant to subdivision (a) shall be deposited in the treasury of the local authority.

(c) Failure to pay an administrative fine pursuant to subdivision (a) shall not be punishable as an infraction or misdemeanor. Additional fines, fees, assessments, or any other financial conditions beyond those authorized in subdivision (a) shall not be assessed.

(d) (1) A violation of a local authority's sidewalk vending program that complies with Section 51038, or a violation of any rules or regulations adopted prior to January 1, 2019, that regulate or prohibit sidewalk vendors in the jurisdiction of a local authority, shall not be punishable as an infraction or misdemeanor, and the person alleged to have violated any of those provisions shall not be subject to arrest except when permitted under law.

(2) Notwithstanding any other law, paragraph (1) shall apply to all pending criminal prosecutions under any local ordinance or resolution regulating or prohibiting sidewalk vendors. Any of those criminal prosecutions that have not reached final judgment shall be dismissed.

(e) A local authority that has not adopted rules or regulations by ordinance or resolution that comply with Section 51037 shall not cite, fine, or prosecute a sidewalk vendor for a violation of any rule or regulation that is inconsistent with the standards described in subdivision (b) Section 51038.

(f) (1) When assessing an administrative fine pursuant to subdivision (a), the adjudicator shall take into consideration the person's ability to pay the fine. The local authority shall provide the person with notice of his or her right to request an ability-to-pay determination and shall make available instructions or other materials for requesting an ability-to-pay determination. The person may request an ability-to-pay determination at adjudication or while the judgment remains unpaid, including when a case is delinquent or has been referred to a comprehensive collection program.

(2) If the person meets the criteria described in subdivision (a) or (b) of Section 68632, the local authority shall accept, in full satisfaction, 20 percent of the administrative fine imposed pursuant to subdivision (a).

(3) The local authority may allow the person to complete community service in lieu of paying the total administrative fine, may waive the administrative fine, or may offer an alternative disposition.

(g) (1) A person who is currently serving, or who completed, a sentence, or who is subject to a fine, for a conviction of a misdemeanor or infraction for sidewalk vending, whether by trial or by open or negotiated plea, who would not have been guilty of that offense under the act that added this section had that act been in effect at the time of the offense, may petition for dismissal of the sentence, fine, or conviction before the trial court that entered the judgment of conviction in his or her case.

(2) Upon receiving a petition under paragraph (1), the court shall presume the petitioner satisfies the criteria in paragraph (1) unless the party opposing the petition proves by clear and convincing evidence that the petitioner does not satisfy the criteria. If the petitioner satisfies the criteria in paragraph (1), the court shall grant the petition to dismiss the sentence or fine, if applicable, and dismiss and seal the conviction, because the sentence, fine, and conviction are legally invalid.

(3) Unless requested by the petitioner, no hearing is necessary to grant or deny a petition filed under paragraph (1).

(4) If the court that originally sentenced or imposed a fine on the petitioner is not available, the presiding judge shall designate another judge to rule on the petition.

(5) Nothing in this subdivision is intended to diminish or abrogate any rights or remedies otherwise available to the petitioner.

(6) Nothing in this subdivision or related provisions is intended to diminish or abrogate the finality of judgments in any case not falling within the purview of this chapter.

SEC. 3. The Legislature finds and declares that Section 2 of this act, which adds Section 51038 to the Government Code, imposes a limitation on the public's right of access to the meetings of public bodies or the writings of public officials and agencies within the meaning of Section 3 of Article I of the California Constitution. Pursuant to that constitutional provision, the Legislature makes the following findings to demonstrate the interest protected by this limitation and the need for protecting that interest:

The Legislature finds and declares that in order to protect the privacy of a sidewalk vendor with regard to his or her California driver's license or identification number, individual taxpayer identification number, or municipal identification number, when that number is collected in lieu of a social security number for purposes of the issuance of a permit or business license, it is necessary that the sidewalk vendor's number be confidential, except as provided in this act.

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CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF NOVEMBER 26, 2019

FROM: Finance Department

SUBJECT: Consider an Amended Fee Schedule for Fiscal Year 2019-20

RECOMMENDED ACTION: Adopt the proposed Resolution repealing Resolution No. 4148 and adopting an amended fee schedule for fiscal year 2019/2020.

BACKGROUND: Since the adoption of Resolution No. 4148 and the Fiscal Year (FY) 2019/20 Fee Schedule, new programs have been implemented, one fee was inadvertently deleted, and other fee adjustments are recommended to help offset the cost of providing specific services.

DISCUSSION: Staff recommends the following additions and changes to the Fee Schedule:

Miscellaneous Fees: The standard fee for copies of public documents of 25 cents per copy for each page, with the first five free, was inadvertently deleted. That rate remains unchanged from FY 2018/19.

Police Department Fees: The adoption of Ordinance No. 1031 on July 25, 2019, and subsequent addition of Chapter 5.38 to the Capitola Municipal Code requires businesses that sell tobacco products to obtain a Tobacco Retailer License. The fee of \$261 for the license is intended to cover the costs associated with the issuance of the license and consists of one hour of a police sergeant's time and one-half hour of an administrative records analyst's time.

Recreation Fees: With the beginning of the Recreation Afterschool Program staff is recommending a Late Pick-Up fee of \$1 per minute needs to be added to the fee schedule to assist with covering additional staff costs associated with the late pick-up of students participating in the program. Additionally, recreation staff is recommending the addition of: a deposit for rental of the Jade Street Community Center, a lost key fee, and fee for "event vendors." All of these fees are consistent with fees charged for similar services throughout the County.

Planning Fees: In anticipation of the new sidewalk vending ordinance establishing that sidewalk vendors must obtain a permit and pay an annual refuse fee, Planning Division staff is requesting the establishment of an annual sidewalk vendor permit fee of \$125 and an annual sidewalk vendor refuse fee of \$500. Additionally, Planning staff recommends the addition of a new deposit of \$500 for "historic in-kind replacements," a \$2,500 deposit for annual review of Development Agreements, increase the deposit for Development Agreements from \$5,000 to

Amend FY 2019-20 Fee Schedule
November 26, 2019

\$10,000 and correct the overhead charge from 17 percent to 21 percent for Environmental Impact Review (EIR) processing to be consistent with other planning fees.

FISCAL IMPACT: The establishment of these new fees and adjustments to the existing fees is intended to offset the costs to provide these services to the community.

ATTACHMENTS:

1. 2019-20 Revised Fee Schedule (PDF)
2. Exhibit B Animal Service Fees 19-20 (PDF)
3. 2019-20 Revised Fee schedule comparison (PDF)

Report Prepared By: Jim Malberg
Finance Director

Reviewed and Forwarded by:



Jamie Goldstein, City Manager 11/22/2019

Amend FY 2019-20 Fee Schedule
November 26, 2019

RESOLUTION NO. ____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
REPEALING RESOLUTION NO. 4148 AND AMENDING THE CITY OF CAPITOLA
FISCAL YEAR 2019/2020 FEE SCHEDULE**

WHEREAS, the City Council adopted Resolution No. 4148 on April 25, 2019, repealing Resolution No. 4132 and adopting the City's Fee Schedule for Fiscal Year 2019/2020; and

WHEREAS, since that adoption the City has implemented new programs and made other changes, among them requiring tobacco retail licenses, sidewalk vending permits, and increasing development agreement deposits; and

WHEREAS, the proposed fees do not exceed the cost of providing the related services.

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

- Repeal Resolution No. 4148; and
- Adopt the amended City of Capitola Fee Schedule pursuant to the changes in Exhibit A and the unchanged Exhibit B attached hereto.

BE IT FURTHER RESOLVED that the above fees become effective immediately upon adoption of this resolution.

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 26th day of November, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jacques Bertrand, Mayor

ATTEST:

Linda Fridy, City Clerk

Description	2019/20 Fee Schedule
MISCELLANEOUS FEES	
Administrative Decision Appeal Fee	\$536
Bingo Permit	\$64
Capitola Municipal Code	0.15 / page
Capitola Municipal Code Supplement Service (Per year)	\$0
Copies:	
1-5 copies	\$0
6 or more copies (per copy)	\$0.25 / page
Gov't Code § 81008 (Political Reform Act) statements/reports (Per copy)	\$0.10 / page
Video Tapes, Flash Drive, CD/DVD Production	Cost + \$51.60 1st Hour (Minimum) + \$25.80 / hour
Entertainment Permit Application Fee	\$39
Single Event Permit	\$39
Minor Entertainment Permit	\$166
Regular Entertainment Permit	\$621
Pet Shops and Kennel License Fee (Municipal Code § 5.20.020) set only by ordinance	\$23
Returned Check Fee	\$39
Business License Overpayment Refund Fee (resolution 3532, ord 871)	0 (Set to -0- by Council in 2011)
Business License Late Payment Penalty Admin. Fee	\$35 + 10% each month late
Business License Application Fee (Reso. 3532)	\$39
Business License - Disability Access and Education Fee (State)	\$4
Temporary, Publicly Attended Activities, Application Fee (Municipal Code § 9.36.040)	\$34
Public Art (Total Building Valuation \$250,000 or more) (Municipal Code Chapter 2.58)	2% of TBV or 1% in lieu to City
Notice of Intent to Circulate Initiative Petition (Elections Code § 9103(b))	\$200
Bandstand Rental Fee	\$222 / 4 hrs or \$666 all day / deposit \$1,500
Notary Service Fees (State Code)	
Acknowledgment or proof of a deed, or other instrument, to include the seal and writing of the certificate	\$15 / signature
Administering an oath or affirmation to one person and executing the jurat, including the seal	\$15 / signature
Credit Card Transaction Fee	3%
Electric Vehicle Charging Fee	\$0.50 / hour
Cannabis Annual License Fee	\$2,550
Retail Cannabis Application Fee	\$1,662

Attachment: 2019-20 Revised Fee Schedule [Revision 1] (Amend FY 2019-20 Fee Schedule)

Description	2019/20 Fee Schedule
POLICE DEPARTMENT FEES	
Special Event Permit	\$61
Amplified Sound Permit (Municipal Code 9.12.040)	\$30
DUI Cost Recovery Fee (Res. 3533)	Not to exceed \$12,000
Copies of reports: Crime Reports, Special Reports, etc. (Regardless of number of pages)	\$0.25 / page
Copies of: Citations, Code sections, Ordinances, etc.	\$0.25 / page
Bicycle Licenses (New)	\$0
Bicycle Licenses (Renewal)	\$0
Citation Sign-Offs	\$0
Photographs	\$19 + administration fees
VIN verifications	\$16
Video Tapes, Flash Drive, CD/DVD Production	Cost + \$51.60 1st Hour (Minimum) + \$25.80 / hour
Local Fire Arm dealers (set by state)	
New application	set by state
Renewal	set by state
Second Dealers License (set by state)	
Application	set by state
Renewal	set by state
Taxi Fee per application	set by state
Tobacco retail license	\$261
Civil Subpoena (per case) (set by state)	set by state
Parking Permits (separate action by the Council)	
Neighborhoods per year (Resolution No. 3733)	\$25
Village Preferential Permit (Resolution No. 3733)	\$50 per year
Village Employer/Employee Permit (Resolution No. 3733)	\$50 per year
Morning Village Parking Permit (Resolution No. 3715)	\$50 per year
Concealed Weapon Permits (set by state)	
Application	
Standard	set by state
Judicial	set by state
Employment	set by state
Renewal	
Standard	set by state
Judicial	set by state
Employment	set by state
Firearm Surrender Fees (set by state law)	
1-5 guns	set by state
6+guns	set by state
Vehicle Storage per day	\$27
Administrative fee to release Impounded / Stored Vehicle	\$131
Surf School Permit Fee	\$536
Animal Services Fees	
See Exhibit B "Animal Services Fees"	

Attachment: 2019-20 Revised Fee Schedule [Revision 1] (Amend FY 2019-20 Fee Schedule)

Description	2019/20 Fee Schedule
PUBLIC WORKS DEPARTMENT FEES	
Encroachment Permits	
Non-Construction Items (includes materials storage within right-of-way road and sidewalk closures)	\$68
Village Sidewalk Encroachment Permit	\$39
Construction Items	
Level A	\$205
Level B	\$454
Level C	\$906
Level D	\$1,473
Level E	\$2,041
Residential Blue Curb Application Fee	\$214
Residential Blue Curb Annual Fee	\$54
Blanket Permits (repair and maintenance of existing facilities)	\$2,266
Private Improvement Permits/Encroachment Agreement	
Applications for Minor Permits	\$226
Applications for Major Permits	\$567
New Memorial Bench	\$1,026
Replacement Memorial Bench	\$500
Memorial Plaque (wharf)	\$770
Memorial Plaque (Grand Ave)	\$770
Replacement Plaque	\$250
Memorial Plaque (tree)	\$500 + Cost of Tree
Memorial Picnic Table	\$1,643
Seasonal Boat Storage Permits	
Seasonal Permit	\$400 per month
Short Term Permit	\$15 per day
Stormwater Development Review Fee	
Stormwater Plan Review Fee	\$112
Large Project Plan Review Deposit	
Tier 2	\$3,402
Tier 3 & 4	\$4,535
Research Fee - 1/2 hour minimum charge	Cost
Information Technology Fee (Resolution No. 3796 adopted 11/12/09)	5% of Permit Fee
Final Map	Cost; \$3,000 min. deposit

Attachment: 2019-20 Revised Fee Schedule [Revision 1] (Amend FY 2019-20 Fee Schedule)

Description	2019/20 Fee Schedule
PLANNING FEES	
Administration/Documents	
Continuance Request - Applicant (2+)	\$167
Staff Billing Rate	Cost
Appeals-by Applicant	Cost
Appeals- by City Officials	\$0
Appeals- by Other	\$536
Coastal Development Permit Appeal	\$0
Appeals -Building/Zoning Code Violations	\$536
Records Search/Research/Special Report	Cost
Administrative Permits	
Tree Removal I- Staff -Review	\$136
Tree Removal -- 3 or more trees on a property	\$291
Tree Installation Deposit (Refundable)	\$500 deposit
Commercial Sidewalk/Parking Lot Sale Permit	\$81
Tenant Use Permit (MCUP)--Staff approval	\$82
Transient Rental Occupancy Use Permit	\$567
Home Occupation Use Permit	\$170
Fence Permit- Staff approval	\$46
Fence Permit- PC approval	\$851
Sidewalk vendor permit	\$125
Sidewalk vendor annual refuse fee	\$500
Temporary Sidewalk Dining	\$82
Temporary Use Administrative Permit	\$82
Sign Permits	
Temporary Signs and Banner Permits	\$41
Signs-permit - Staff Review	\$137
Signs- permit - PC Review	\$567
Master Sign Program	Cost; \$3,000 min deposit
Village Sidewalk Sign Permit	\$70
Design Permits	
Residential-Single Family/Minor Design Permit - Staff Review	\$829
Residential-Single Family - PC Review	\$2,836
Residential Multi-Family - PC Review	\$3,967
Commercial - PC Review	\$4,000 deposit
Secondary Dwelling Unit- Staff Review	\$567
Secondary Dwelling Unit- PC Review	\$1,701
Residential Multi-Family/Minor Design Permit - Staff Review	\$2,000 deposit
Commercial Minor Design Permit	\$2,000 deposit
Historic In-Kind Replacement Design Permit	\$500 deposit
Use Permits	
Master Conditional Use Permit	Cost; \$3,500 min. deposit
Conditional Use Permit/Minor Use Permit - Staff Review	\$1,701
Conditional Use Permit - PC approval	Cost; \$3,000 min. deposit
Temporary Use Permit	\$86
Subdivisions	
Certificate of Compliance & Lot Merger	\$567
Boundary Line Adjustment	\$906
Tentative Parcel Map	Cost; \$2,000 min. deposit
Tentative Map	Cost; \$5,000 min. deposit
Revised Map	\$2,000 deposit
Time Extension	\$2,000 deposit
Subdivision Modification	\$2,000 deposit
Plan Amendments	
General Plan Amendment	Cost; \$5,000 min. deposit
Local Coastal Plan Amendment	Cost; \$5,000 min. deposit
Rezone	Cost; \$5,000 min. deposit
Planned Development Rezone	Cost; \$3,500 min. deposit

Attachment: 2019-20 Revised Fee Schedule [Revision 1] (Amend FY 2019-20 Fee Schedule)

Description	2019/20 Fee Schedule
Other Discretionary Permits	
Variance	\$1,701
Coastal Development Permit	\$851
Coastal Permit Exclusion	\$96
Mobile home Park Change of Use or Closure	\$5,000 deposit
Development Agreement	\$10,000 min. deposit
Developer agreement annual review	\$2,500 deposit
Specific Plan	Cost; \$5,000 min. deposit
Permit Time Extension -Staff Review	\$567
Permit Time Extension - PC Review	\$1,701
Permit Amendment (any permit)	50% of original cost
Annexation	Costs+ overhead / \$3,000 min. deposit
Minor Modification	\$1,701
Environmental Review	
Negative Declaration (and Mitigated ND)	Cost; \$2,000 min deposit
EIR Processing	Cost; + 21% of consultant; \$10,000 min deposit
Mitigation/Condition Monitoring Program	Cost + 21%
NEPA Compliance	Cost + 21%
Other Permits/Fees	
Conceptual Review Fee- PC	\$1,701
Conceptual Review Fee- PC and CC	\$2,551
Technical Study Preparation and Review	Cost + 21%
NOTE: Third party review costs to be required as necessary	Cost + 21%
Code Compliance	Double Application Fees
Code Compliance confiscated property recovery fee	\$268
Research Fee - 1/2 hour minimum charge	Cost
Pre-Application Review	\$238
Building Plan Check & Final Inspection	20% of Building Permit Fee
Major Development Project Fee	Cost; \$5,000 min. deposit
Inclusionary Housing	
Inclusionary Housing - Unit Sale	\$567
Inclusionary Housing - Unit Refinance	\$227
Single Family Residence	\$2.50 per square foot
Other Fees and Assessments	
General Plan Maintenance Fee	Total Building Valuation X 0.5%
Information Technology Fee (Resolution No. 3786 adopted 11/12/09)	5% of Permit Fee
Green Building Educational Resource Fund Fee (Municipal Code 17.10.080)	Fee equals .0025 times the overall building permit valuation of the project.
Affordable Housing In-Lieu Fees	
For Sale Housing Developments of two to six units (Municipal Code Chapter 18.02/Reso. 3473) :	
All Units	\$10 per sq. ft.
For Sale Housing Developments of Seven or more units	
#Units	#Units Built
7	1
8-13	1
14	2
15-20	2
21	3
22-27	3
28	4
Rental Multi-Family	\$6 per sq. ft.

NOTES:

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

Description	2019/20 Fee Schedule
BUILDING FEES	
The cost of a “combination building permit” shall be 1.5 times the amounts shown in Table 1-A. A “combination building permit” is defined as a permit for a scope of construction work regulated by two or more of the model codes. The model codes are the building code, the plumbing code, the mechanical code and the electrical code.	
The cost of a “building permit” shall be the amounts shown in Table 1-A. A “building permit” is defined as a permit for a scope of construction work regulated solely by a single model code. The model codes are the building code, the plumbing code, the mechanical code and the electrical code.	
TABLE 1-A	
Total Valuation	FEES
\$1.00 to \$500.00	\$26.65
\$501.00 to \$2,000.00	\$26.65 for the first \$500.00 plus \$3.46 for each additional \$100.00 or fraction thereof.
\$2,001.00 to \$25,000.00	\$78.55 for the first \$2,000.00 plus \$15.87 for each additional \$1000.00 or fraction thereof.
\$25,001.00 to \$50,000.00	\$443.56 for the first \$25,000.00 plus \$11.45 for each additional \$1,000.00 or fraction thereof.
\$50,001.00 to \$100,000.00	\$729.81 for the first \$50,000.00 plus \$7.94 for each additional \$1,000.00 or fraction thereof.
\$100,001.00 to \$500,000.00	\$1,126.81 for the first \$100,000.00 plus \$6.36 for each additional \$1,000.00 or fraction thereof.
\$500,001.00 to \$1,000,000.00	\$3,670.81 for the first \$500,000.00 plus \$5.38 for each additional \$1,000.00 or fraction thereof.
\$1,000,001.00 and up	\$6,360.81 for the first \$1,000,000.00 plus \$2.94 for each additional \$1,000.00 or fraction thereof.
Building Plan Check Fee	65% of Building Permit Fee
Reinspection Fee	\$125
Resubmitted Plan Check Fee	106.77 / hr.
Building Permit Extension Fee	\$176
Building Permit Reinstatement Fee	50% of the original, singular building permit fee or combo building permit fee, whichever is applicable to the permit being reinstated
Stop Work Order Fee	2x the singular building permit fee

Attachment: 2019-20 Revised Fee Schedule [Revision 1] (Amend FY 2019-20 Fee Schedule)

Description	2019/20 Fee Schedule
Greywater System Permit	\$0
Electric Vehicle Charging Permits (* Note: These fees were added to the fee schedule for FY2011-12, but will be waived per the Green Energy Incentive Program)	
a. Level I (120 volts)	\$0
b. Level II (208-240 volts)	\$0
c. Level III (480 volts)	\$0
Solar P.V. System	\$0
Solar P.V. System (Commercial Sale/Distribution)	\$0
Solar Hot Water Heater	\$0
Research Fee - 1/2 hour minimum charge	Cost
Information Technology Fee (Resolution No. 3786 adopted 11/12/09)	5% of Permit Fee
Temporary Trailer/Mobile Home Occupancy Permit	\$54
Structural Review of Engineered Plans	cost + 21%
Outside Consultant Plan Review	cost + 21%
<u>Grading Plan Review Fees</u>	
50 cubic yard or less	\$ -
51 to 100 cubic yard	\$ 26.65
101 to 1,000 cubic yards	\$ 41.95
1,001 to 10,000 cubic yards	\$ 54.43
10,001 to 100,000 cubic yards	\$54.44 for first 10,000 plus \$27.79 for each additional 10,000 cubic yards
100,001 to 200,000 cubic yards	\$304.51 for first 100,000 plus \$15.02 for each additional 10,000 cubic yards
200,001 cubic yards or more	\$439.68 for first 200,000 plus \$8.23 for each additional 10,000 cubic yards
<u>Grading Permit Fees</u>	
50 cubic yard or less	\$ 26.65
51 to 100 cubic yard	\$ 41.95
101 to 1,000 cubic yards	\$41.95 for first 100 plus \$19.85 for each additional 100 cubic yards
1,001 to 10,000 cubic yards	\$220.60 for first 1,000 plus \$16.44 for each additional 1,000 cubic yards
10,001 to 100,000 cubic yards	\$368.56 for first 10,000 plus \$74.84 for each additional 10,000 cubic yards
100,001 to 200,000 cubic yards	\$1,042.12 for first 100,000 plus \$41.39 for each additional 10,000 cubic yards

Attachment: 2019-20 Revised Fee Schedule [Revision 1] (Amend FY 2019-20 Fee Schedule)

Description	2019/20 Fee Schedule
PARKS AND RECREATION FEES	
<u>All fees are evaluated annually to determine if they are competitive with other recreation programs in Santa Cruz County</u>	
Classes	
Negotiated Instructor Activity Fee (Instructor receives 65% of this fee, Department retains 35%)	
Registration Fee - Resident (Capitola Residents Only)	\$18
-Department retains this fee	
Non-Resident (Anyone residing outside of the City) in addition to Residential Registration Fee	\$15
-Department retains this fee	
Senior Discount	10%
Sports	
League Fees	Costs + 30% admin fee
League fees will change depending upon number and type of leagues offered, number of games per league, number of officials, amount of equipment needed, field/site prep and maintenance, and whether or not playoffs & awards are offered. Fees are calculated based on direct costs + 30% admin fee.	
After School	
Teen Club *	\$60/\$70 per week \$12/\$14 per day
K to 6th *	\$75/\$85 per week
* Scholarships may be available	
Late Pick-Up Fee	\$1 per minute
Junior Guards	
4 weeks resident/non resident	\$260/\$325
Regionals	\$93
Camp Capitola	
All day 2 week session, resident/non resident	\$289/\$361
1/2 day resident/non resident	\$146/\$182
All day 1 week session, resident/non resident	\$146/\$182
All day 1 week teen session, resident/non resident	\$260/\$325
Extended Care--daily resident/non resident	\$11
Extended Care--weekly resident/non resident	\$52
Transportation fee to Jr. Guards (1st Session / 2nd Session)	\$57
Private Tennis Lessons	75% of Activity Fee
Facility Rentals	
Softball & Soccer fields hourly rental; non profit youth groups/other non profit & Cap residents/all others	\$14 / \$26 / \$34
Jade Street Community Center	
Rooms A&B hourly rent	\$44
Room C hourly rent	\$60
Kitchen hourly rent	\$22
Entire Center hourly rent	\$156
Non profit discount of Jade Street Facility rents	25%
Community Center Deposit	
1 to 50 people	\$100
51 to 150 people	\$250
151 to 250 people	\$500
Lost key fee	\$25
Event vendor fee	\$100 per event
Field Prep and/or additional staffing required to prepare for or supervise the Sports rentals only	\$13 / hr
Notes: Resident include Soquel Union School District	
Costs mean staff costs adjusted for benefits, department overhead, and City overhead as calculated by the City Manager. Costs can also mean direct cost of a consultant. When consultant costs are included 21% of such costs will be charged to cover staff time for contract management. <i>Staff costs do not accrue during an appeal unless appeal is made by applicant.</i>	
Deposits are stated as minimums. Actual deposits depend on the evaluation by staff of an individual project or application. The City Manager may lower minimum deposits if the application or project justifies a lower deposit. When an application involves multiple minimum fees the highest minimum fee applies.	

Attachment: 2019-20 Revised Fee Schedule [Revision 1] (Amend FY 2019-20 Fee Schedule)

Description	2019/20 Fee Schedule
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HISTORICAL MUSEUM FEES

Description	Cost
Research Fee - 1/2 hour minimum charge	
Print of an electronically available Photograph in Collection	\$7
Digital Copies of Collection Items	\$20
Scan High Resolution Tiff File of any collection item for a customer	\$24

Attachment: 2019-20 Revised Fee Schedule [Revision 1] (Amend FY 2019-20 Fee Schedule)

		Current 2018-19	Proposed 2019-20
Adoption Fees			
Dogs	Puppies 2-6 months	\$195	
	Adults 7 mon-6 yrs	\$130	
	Sr. Adult 6 yrs+	\$60	
Cats	Kittens 2-12 months	\$120	
	Adults 1-6 yrs	\$100	
	Sr. Adult 6 yrs+	\$55	
Rabbits		\$50	
Rodents		\$25	
Small caged birds		\$25	
Exotic birds (i.e. parrots)		\$75	
Small Livestock	Goats	\$75	
Large Livestock	Cow	\$100	
Horse		\$250	
Chicken/Rooster		\$10	
Adoption Hold Fee, until 5:00 p.m. next business day, not applicable to adoption, non-refundable			
	Cat	\$20	
	Dog	\$25	

Adoption fee for rescue/non-profit agencies is equal to the cost of the spay/neuter for only adoptable animals
 Adoption fee for rescue/non-profit agencies for Rabbits \$20
 Adoption fee for rescue/non-profit agencies include a microchip

Impound Fees

		Altered	* Unaltered
Cat	First Impound	\$ 30	\$ 30 + Penalty \$ 35
	Second Impound	\$ 50	\$ 50 + Penalty \$ 50
	Third Impound	\$ 75	\$ 75 + Penalty \$100
	Fourth/Subsequent	\$ 75	\$ 75 + Penalty \$100
Dog	First Impound	\$ 75	\$ 75 + Penalty \$ 35
	Second Impound	\$ 115	\$115 + Penalty \$ 50
	Third Impound	\$ 195	\$195 + Penalty \$100
	Fourth/Subsequent	\$ 225	\$225 + Penalty \$100

*Unaltered animal penalty fee provided under California Food and Agriculture Code section 30804.7 and 31751.7

Livestock:	Large: First Impound	\$200
	Second/Subsequent	\$250
	Small: First Impound	\$75
	Second/Subsequent	\$125
	A.C. Officer Services	\$75 /hour min.2 hours (after hrs)

Board Fees - Daily

Cats	\$20/day
Dogs	\$25/day
Other	\$25

	Current 2018-19	Proposed 2019-20
License Fees – Dogs		
Altered - one year	\$29	
Unaltered - one year	\$100 with Unaltered Animal Certificate	
Late Penalty	\$15	
Senior Citizen (65+) - Altered dog	\$29	
Senior Citizen (65+) - Unaltered dog	\$100	
Potentially Dangerous/Vicious dog	\$200	
Late Penalty for dog licenses for dogs designated Potentially Dangerous, Vicious, Habitual or Public Nuisance.	\$100	
Unaltered Animal Certificate -- one time	\$350	
Exemption from Unaltered Animal Certificate	\$15 plus license fee	
Administrative fee for mailed licenses	\$1	
Replacement License Tag Fee	\$5	
Failure to License Penalty (per dog, if impounded)	\$30	
License Fees – Cats		
Unaltered Animal Certificate	\$350	
Quarantine Fees		
Home Quarantine (Field Check)	\$75	
Shelter Quarantine	\$50 plus board fees	
Service Fees		
Microchip/walk-in service	\$15	
Microchip for impounded dogs and cats	\$25	
Dog/Cat trap rental	N/C	
Dog Humane Trap Deposit	\$255	
Cat Humane Trap Deposit	\$70	
Trap Processing Fee	\$10	
Pick-Up Animal in a Trap	\$75	
Pick-Up of Owned Animal	\$75	
Pick-up and Disposal of Deceased Animal on Private Property	\$85	
Use of Livestock Trailer	\$100/\$150 (1st /2nd time)	
Medical Fees		
Medical groom	\$45	
Medical nail trim	\$15	
Medication dispensed	\$20	
Vet procedure	\$25	
Rabies	\$14	
FVRCP	N/A	\$20
DA2PP	N/A	\$20
Medical bath	\$20	
Wound prep	\$35	
Kitten Package	N/A	\$400
Puppy Package	N/A	\$400
Dental	N/A	\$350
Owner Surrender of Animal Residing in Santa Cruz County		
Owner Surrender of Dog	\$0	
Owner Surrender of Cat	\$0	
Owner Surrender of Rabbit	\$0	
Owner Surrender of Exotic (snake, lizard, bird, turtle)	\$0	
small rodents	\$0	
Large livestock	\$0	
small livestock	\$0	
Large Exotic	\$0	
Owner Surrender of Animal Residing Outside of Santa Cruz County		

	Current 2018-19	Proposed 2019-20
Owner Surrender of Dog	\$50	
Owner Surrender of Cat	\$35	
Owner Surrender of Rabbit	\$25	
Owner Surrender of Exotic (snake, lizard, bird, turtle)	\$55	
small rodents	\$15 - \$35	
Large livestock	\$10 - \$25	
small livestock	\$100	
Large Exotic	\$75	
	\$55	
Protective Custody Fee		
Owner Arrest	\$75 /hour min.(2 hours after hrs)	
Confiscate/Humane	\$75 /hour min.(2 hours after hrs)	
Emergency Hospital	\$25	
Owner Requested Euthanasia	\$75 Plus Disposal	
Disposal of Owned Dead Animals	\$50	
Refund Processing Fee	\$25	
Animal Control Officer Services	\$75/hour (2 hr minimum after hours)	
Field Return of Owned Animal	\$75	
Spay/Neuter Fees for Impounded Animals		
Cats	\$50	
Dogs	\$195	
Planned Pethood Spay/Neuter Fees		
Dog	\$190	
Cat	\$25	
Rabbit	\$75	
Pit Bulls & Chihuahuas	\$50	
Animals over 100 lbs., in heat, pregnant or cryptorchid add	\$25	\$35
Animals determined obese by veterinarian add	\$50	
*Animals over 100 lbs., in heat, pregnant or cryptorchid – add \$25. Animals determined obese by veterinarian add \$50. Animals over 7 years of age are required to receive a blood panel for an additional \$55. Late drop-off fee (more than 20 minutes) is \$20. Reschedule fee for missed appointments is \$25.		
Fees for Additional Required Services		
Microchip	\$10	
License	\$29	
Rabies	\$10	
Late drop-off fee	\$20	
Late pick-up fee	\$40/night	
Blood panel for dogs over 7 yrs of age and cats over 10 yrs of age	\$55	\$75
Planned Pethood Spay/Neuter Fees for Limited Income*		
Dog	\$50	
Cat	\$10	
Rabbit	\$50	
*Limited income eligibility determined through proof of receipt of government assistance OR through a year-to-date pay stub or W2 tax form that proves the following: 1 person household--maximum of \$35,350 annual income 2 person household--maximum of \$40,350 annual income 3 person household--maximum of \$45,400 annual income 4 person household--maximum of \$50,400 annual income		
<u>ONE STOP Fees with Purchase of License</u>		
Rabies	\$10	
Microchip	\$15	

	Current 2018-19	Proposed 2019-20
Nuisance Abatement Appeals Fee (County)	\$75	
Non-sufficient Funds Check Fee	\$40	
Puppy Training Deposits	\$100-\$200	
Training Room Rental Fees	\$22	

FINES FOR VIOLATIONS OF ANIMAL ORDINANCE – ADMINISTRATIVE CITATION PROGRAM***Failure to license**

First offense in one year	\$100
Second offense in one year	\$200
Third offense in one year	\$500

****Failure to microchip**

First offense in one year	\$100
Second offense in one year	\$200
Third offense in one year	\$500

*****Failure to provide rabies vaccination**

First offense in one year	\$100
Second offense in one year	\$200
Third offense in one year	\$500

Failure to display license (each dog)

\$50

******Failure to spay or neuter dog or cat over 6 months, unless owner holds unaltered animal certificate**

First offense	\$250
Second offense	\$500
Third offense	\$750

Dog running at large, first offense	\$100
Dog running at large, second offense	\$200
Dog running at large, third offense	\$250

Dog off leash, first offense	\$50
Dog off leash, second offense	\$150
Dog off leash, third offense	\$250

Safety of animal in parked vehicle	\$250
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Failure of owner to pick up after dog or cat defecating	\$100
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Habitual noisy animals (6.12.090)	\$100
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Permitting livestock to trespass, per offense	\$200
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All first offense recommended penalties not subject to cure will be reduced by 50% if they are paid in full by 5:00 p.m. of the first business day following issuance.

*Citations for failure to license will be dismissed if cured within 7 calendar days, including day of issuance

**Citations for failure to microchip will be dismissed if cured within 7 calendar days, including day of issuance.

***Citations for failure to provide rabies vaccination will be dismissed if cured within 7 days, including day of issuance.

****Citations for failure to spay or neuter dog or cat over 6 months, unless owner holds unaltered animal certificate, will be dismissed if ASA receives evidence that animal was spayed or neutered within 30 calendar days, including day of issuance.

Description	2019/20 Amended Fee Schedule
Miscellaneous Fees	
Copies 1 - 5	\$0
Copies 6+	\$0.25/page
Police Department Fees	
Tobacco retail license	\$261
Community Development Fees	
Sidewalk vendor permit	\$125
Sidewalk vendor annual refuse fee	\$500
Development agreement	\$10,000 minimum deposit
Development agreement annual review	\$2,500 deposit
EIR processing	Cost; + 21% of consultant, \$10,000 min. deposit
Design permit historic in-kind replacement	\$500 deposit
Recreation Fees	
Event vendor fee	\$100 per event
Lost key fee	\$25
Late pick-up fee	\$1/minute
Community Center Deposit	
1 to 50 people	\$100
51 to 150 people	\$250
151 to 250 people	\$500

2019/20 Fee Schedule
Inadvertantly Deleted
Inadvertantly Deleted
New Fee
New Fee
New Fee
Cost; \$5,000 min. deposit
New Fee
Cost; + 17% of consultant, \$10,000 min. deposit
New Fee
New Fee
New Fee
New Fee
New Fee

Attachment: 2019-20 Revised Fee schedule comparison (Amend FY 2019-20 Fee Schedule)