

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



REVISED

**CAPITOLA CITY COUNCIL
REGULAR MEETING**

THURSDAY, DECEMBER 10, 2015

7:00 PM

**CITY HALL 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 City Council's Open Session Meeting.

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Govt. Code §54956.9)
(One case)

Water Rock Construction, Inc. v. City of Capitola
[Arbitration Claim]

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

Property: 2091 Wharf Road, APN 034-241-05, Capitola, CA
City Negotiator: Jamie Goldstein, City Manager
Negotiating Parties: Joseph K. and Debbie A. Genge
Under Negotiation: Terms for potential purchase of property by City

CONFERENCE WITH LABOR NEGOTIATOR (Govt. Code §54957.6)

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

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

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

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

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

2. REPORT ON CLOSED SESSION

3. ADDITIONAL MATERIALS

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

A. Item 8.A. Recommendation of Appointments to the Art and Cultural Commission

4. ADDITIONS AND DELETIONS TO AGENDA

5. 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.

6. CITY COUNCIL REORGANIZATION

A. City Council Reorganization for the Selection of Mayor and Vice Mayor

RECOMMENDED ACTION: City Council consideration for a new Mayor and Mayor Pro Tempore.

7. CITY COUNCIL / CITY TREASURER / STAFF COMMENTS

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

8. BOARDS, COMMISSIONS AND COMMITTEES APPOINTMENTS

A. Review City Council Representation on Various County/Multi-County Boards, Commissions, and Committees; and City Council Appointments, Reappointments, and Nominations of Members to City Internal Advisory Bodies, and to the Oversight Board for the Capitola Successor Agency

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

9. CONSENT CALENDAR

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

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

- A. Consider the November 24, 2015, Regular City Council Minutes
RECOMMENDED ACTION: Approve Minutes.
- B. Receive Planning Commission Action Minutes for the Regular Meeting of December 3, 2015
RECOMMENDED ACTION: Receive Minutes.
- C. Approval of City Check Register Reports Dated November 6, November 13, November 20, November 27, 2015
RECOMMENDED ACTION: Approve Check Register Reports.
- D. Consider a Resolution Authorizing an Increase in the Residential and Commercial Garbage Collection and Recycling Rates
RECOMMENDED ACTION: Adopt the proposed Resolution approving the Rate Schedule for Residential and Commercial Garbage Collection and Recycling in Capitola effective January 1, 2016, superseding Resolution No. 4010, as authorized in the Franchise Agreement dated April 24, 2008, and amended on December 13, 2012.
- E. Adopt a Resolution Setting the Interest Rate for Tenant's Security Deposits for 2016 at Zero Percent (0%), as was Set for 2015
RECOMMENDED ACTION: Adopt a Resolution setting the interest rate for tenant's security deposits for 2016 at zero percent (0%), as was set for 2015.
- F. Consider a Resolution Urging the State to Provide New Funding for Public Transportation Infrastructure
RECOMMENDATION: Adopt a Resolution of support urging the State of California to provide new funding for transportation and directing the Mayor to write letters in support of funding to the Governor and State Representatives.
- G. Receive Annual Donations and Contributions Report
RECOMMENDED ACTION: Receive the Annual Donations and Contributions Report.
- H. Consider a Side Agreement Extending Time to Commence Construction of Capitola Branch Library with the County of Santa Cruz
RECOMMENDED ACTION: Authorize the City Manager to execute a Side Agreement extending time to commence construction of Capitola Branch Library with the County of Santa Cruz to extend the time limit to begin construction by one year.

10. GENERAL GOVERNMENT / PUBLIC HEARINGS

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

- A. Consider an Amendment to the Santa Cruz Libraries Facilities Financing Authority Joint Powers Agreement
RECOMMENDED ACTION: Approve the First Amendment to the Santa Cruz Libraries Facilities Financing Authority Joint Exercise of Powers Agreement and authorize the City Manager to sign the Amendment upon approval by the other member entities, and County approval of the City-County library contract extension.
- B. Consider Amendments to the Library Service and Library Financing Joint Powers Agreements
RECOMMENDED ACTION:
1. Approve the Fourth Amendment to the Joint Powers Agreement Between the City of Santa Cruz and the County of Santa Cruz and the Cities of Capitola and Scotts Valley, relating to library services; and
 2. Direct the City Clerk to advertise the opportunity to serve on the regional Library Advisory Commission; and
 3. Approve the Second Amendment to the Joint Exercise of Powers Agreement establishing the Santa Cruz County Library Financing Authority.
- C. Establishment of the City of Capitola Library Advisory Committee
RECOMMENDED ACTION: Approve a Resolution establishing the City of Capitola Library Advisory Committee, dissolve the Capitola Library Ad Hoc Committee, and direct the City Clerk to advertise the opportunity to serve on the City of Capitola Library Advisory Committee.

11. ADJOURNMENT

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

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

Agenda and Agenda Packet Materials: The City Council Agenda and the complete Agenda Packet are available for review on the City’s website: www.cityofcapitola.org and at Capitola City Hall and at the Capitola Branch Library, 2005 Wharf Road, Capitola, 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.

CAPITOLA CITY COUNCIL REGULAR MEETING AGENDA
December 10, 2015

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

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

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



CITY COUNCIL AGENDA REPORT

MEETING OF DECEMBER 10, 2015

FROM: ART AND CULTURAL COMMISSION

SUBJECT: CONSIDER RECOMMENDATION OF APPOINTMENTS TO THE ART AND CULTURAL COMMISSION

RECOMMENDED ACTION: Consider the recommended appointments to Art and Cultural Commission and to renew the recruitment for the artist commissioner.

BACKGROUND: The Capitola Art and Cultural Commission (Commission) met on Tuesday, December 8th to consider applications for two-year terms as Art and Cultural Commissioners. The Commission received four applications for At-Large members and one application for the Artist member. Three of the applications for At-Large Commissioner are current Commissioners and the fourth is a new applicant. The application received for the Artist Commissioner vacancy is a new applicant.

DISCUSSION: The Commission recommended the following At-Large applicants for the Commission;

- David Kraemer (Incumbent - At-Large Commissioner)
- Nathan Cross (Incumbent - At-Large Commissioner)
- Laurie Hill (Incumbent - At-Large Commissioner)
- Mary Beth Cahalen (New Applicant - At-Large vacancy)

The Commission did not make a recommendation regarding an appointment for the Artist Commissioner position and instead requested the City renew the recruitment for the Artist Commissioner for an additional thirty days.

Commissioner Joyce Murphy will move from an At-Large Commissioner to the Arts Professional Commissioner.

Report Prepared By: Larry Laurent
Assistant to the City Manager

Reviewed and Forwarded
by City Manager:

Communication: Item 8.A. Recommendation of Appointments to the Art and Cultural Commission (ADDITIONAL MATERIALS)



CITY COUNCIL AGENDA REPORT

MEETING OF DECEMBER 10, 2015

FROM: City Manager Department

SUBJECT: City Council Reorganization for the Selection of Mayor and Vice Mayor

RECOMMENDED ACTION: City Council consideration for a new Mayor and Mayor Pro Tempore.

BACKGROUND: Pursuant to Capitola Municipal Code Section 2.04.150, "At a regular meeting which falls approximately one year after the last general municipal election, the city council shall consider choosing a new mayor and a new mayor pro tempore. Any city council member is eligible for either of those two positions. Section 36802 reads as follows: "The mayor shall preside at the meetings of the council. If he or she is absent or unable to act, the mayor pro tempore shall serve until the mayor returns or is able to act. The mayor pro tempore has all of the powers and duties of the mayor".

DISCUSSION: This matter is before the City Council to determine if it is the desire of the Council to reorganize at this time. If so, a new Mayor should be selected. The newly selected Mayor will then preside over the remainder of the meeting and call for nominations for Vice Mayor. A new Vice Mayor should be selected.

FISCAL IMPACT: None

Report Prepared By: Susan Sneddon
City Clerk

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

Jamie Goldstein, City Manager

12/3/2015



CITY COUNCIL AGENDA REPORT

MEETING OF DECEMBER 10, 2015

FROM: City Manager Department

SUBJECT: Review City Council Representation on Various County/Multi-County Boards, Commissions, and Committees; and City Council Appointments, Reappointments, and Nominations of Members to City Internal Advisory Bodies, and to the Oversight Board for the Capitola Successor Agency

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

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

DISCUSSION: Attached is a worksheet showing membership and applicants for City and County Advisory Bodies Worksheet [Attachment 1]. Also attached are the "2015 Capitola Board, Commission & Committee Appointment List" [Attachment 2], and the "2015 County/Multi-County Boards Capitola Representatives List" [Attachment 3].

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

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

A. **Art & Cultural Commission (Commission):** At the November 24, 2015, City Council meeting, Resolution No. 4035 was adopted amending the Commission Bylaws regarding membership to match what is referenced in Section 2.56.010 of the Capitola Municipal Code. The purpose of the Commission is to advise the City Council on how to allocate funds for the support and encouragement of existing programs. Currently, the Commission meets the second Tuesday of each month; it is preferred that members are Capitola residents, but it is not required. Recruitment for the Art & Cultural Commission was conducted from October 26, 2015, through November 25, 2015. Terms for this Commission are for two years. The following positions are open for appointment/reappointment:

- (1) Artist or Arts Organization Representative
- (1) Arts Professional
- (3) At-Large members

City Council Appointments
December 10, 2015

Joyce Murphy who is currently an At-Large member is willing to assume the role as the Arts Professional.

The following At-Large Commissioners whose terms expire the end of 2015 have reapplied:

- Nathan Cross
- Laurie Hill
- David Kraemer

The following two new applications were received to fill vacancies:

- Mary Beth Cahalan (At-Large)
- Vanda Lavar (Artist)

The Commission meets on December 8, 2015 and the City Council will be provided an update regarding the Commission's recommendations for appointment or reappointments at the December 10, 2015, City Council meeting.

[Attachment 4 - Commission Applications and Roster]

- B. Finance Advisory Committee (FAC): The purpose of the FAC is to review the budget and financial reports of Capitola. The overall fiscal well being of the City is the guiding principle of the FAC.

Currently, the FAC meets the third Tuesday of every other month. The Mayor and Vice Mayor shall serve on this Committee. When either or both the Mayor and Vice Mayor do not want to serve on this Committee, other member(s) of the City Council shall be appointed by the Mayor, with the concurrence of the City Council. Recruitment was conducted from September 28, 2015, through November 25, 2015. Terms for this Committee are for two years; all Committee members' terms expired the end of 2015. The FAC is comprised of the following six member types:

- (1) Mayor or his appointee
- (1) Vice Mayor or Mayor's appointee
- (1) City Treasurer
- (1) Business Representative (nominated by the Chamber of Commerce)
- (3) Three Council Members appointees

The following incumbents have requested to be considered for appointment/reappointment:

- Nathan Cross (Norton's appointment)
- Will O'Sullivan (Harlan's appointment)
- Brigitte Estey (Bottorff's appointment)
- Matt Arthur (Business Representative)

The City received an application from Matt Arthur for service on the Finance Advisory Committee as the Business Representative. His application was approved by Toni Castro, CEO of the Capitola-Soquel Chamber. Mr. Arthur is owner of Capitola Beach Company and lives in Capitola. Attached is the Matt Arthur's application, letter of nomination from Ms. Castro and the FAC Roster

A copy of the Capitola-Soquel Chamber letter recommending appointment is attached [Attachment 5 - FAC Application, Chamber Board letter of recommendation, and Roster].

- C. Historical Museum Board (Board): The Board advises the City Council and the City Manager on financial affairs of the museum; long term museum plans; written policies for acquisition by the City of museum objects; and steps that can be taken to bring

City Council Appointments
December 10, 2015

about a better understanding and appreciation by the Capitola community and visitors of its history. Currently, the Board meets the first Tuesday of each month. Recruitment was conducted from September 25, 2015, through October 30, 2015. Terms for this Board are for three years. At the close of the filing period the following two applications were received to fill a term ending in June 2016:

- Ronald Beck
- Stephanie Tetter

The applications were forwarded to Board President Kisling and Museum Curator Perry for review and consideration by the Museum Board at its meeting of December 1, 2015. Based on interviews, the Board recommends Stephanie Tetter, as the Board felt she would bring strong experience to the Museum Board. A copy of Museum Curator Perry's memo recommending appointment is attached [Attachment 6 - Applications and Roster].

Note: Boardmember Gordon van Zuiden requested a leave of absence from the Board from January – December 2015. Former Boardmember Carolyn Swift temporarily replaced his seat for 2015. In January 2016, Boardmember van Zuiden will be returning to the Board with a term expiring on June 9, 2016.

- D. City of Capitola Library Advisory Committee (Library Committee): At the December 10, 2015, City Council meeting the City Council will consider a Resolution establishing the Library Committee, dissolve the Capitola Library Ad Hoc Committee, and direct the City Clerk to advertise the opportunity to serve on the City of Capitola Library Advisory Committee.

The Committee will be charged with advising the City Council, and the City's representatives on the regional library Governing Board and Commission, regarding issues related to the provision of library services and the development of library facilities in the Capitola community. As recommended by the Ad Hoc Library Committee it is proposed that the Library Committee be comprised of seven (7) voting members, consisting of one City Council member and one (1) Library Commissioner appointed by the City Council, and (5) appointees from each of the City Council members, plus the City's representative on the Santa Cruz Public Library System Board who shall serve on the Committee as a nonvoting ex officio member.

II. CITY BOARDS, COMMISSIONS AND COMMITTEES REQUIRING REVIEW:

- Capitola Public Safety and Community Service Foundation (CPSCF)

Pursuant to the CPSCF By-laws the Mayor or an appointee shall be appointed to the CPSCF Board with concurrence of the City Council for a two year term. Council Member Termini currently is the City Council representative on the CPSCF and has served a two-year term.

III. CITY BOARDS, COMMISSIONS AND COMMITTEES NOT REQUIRING ACTION:

- Wharf Working Group
- Santa Cruz County Conference & Visitors Council

City Council Appointments
December 10, 2015

IV. COUNTY/MULTI-COUNTY BOARDS, COMMISSIONS AND COMMITTEES:

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

- Arts Council of Santa Cruz County
- Association of Monterey Bay Area Governments (AMBAG)
- Criminal Justice Council of Santa Cruz County
- Monterey Bay Unified Air Pollution Control District
- Santa Cruz County Children's Network
- Santa Cruz County Flood Control & Water Conservation District, Zone 5
- Santa Cruz County Library Financing Authority
- Santa Cruz County Library Joint Powers Board
- Santa Cruz County Regional Transportation Commission
- Santa Cruz County Sanctuary Inter-Agency Task Force
- Santa Cruz County Sanitation District

V. COUNTY/MULTI-COUNTY BOARDS, COMMISSIONS AND COMMITTEES NOT REQUIRING ACTION:

- Advisory Council of the Area Agency on Aging – Seniors Council of Santa Cruz & San Benito Counties
- Community Action Board of Santa Cruz County
- Community Television of Santa Cruz County
- Local Agency Formation Commission (LAFCO)
- Santa Cruz Conference & Visitors Council
- Santa Cruz County Library Facilities Financing Authority JPA
- Santa Cruz County Hazardous Materials Advisory Commission
- Santa Cruz County Integrated Waste Management Local Task Force
- Santa Cruz County Workforce Investment Board
- Santa Cruz Metropolitan Transit District Board
- Santa Cruz Regional 911 Board

VI. OVERSIGHT BOARD OF THE SUCCESSOR AGENCY

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

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

City Council Appointments
December 10, 2015

fills the requirements and was appointed to serve this position in 2014. Ms. Cattan is available to continue serving as the "union" representative.

VII. COMMUNITY BASED HEALTH AND HUMAN SERVICE PROVIDERS AD HOC
SUBCOMMITTEE

In January 2015, the Council appointed an ad hoc subcommittee composed of Council Member Bottorff, Council Member Termini, and Treasurer McBroom (with Council Member Harlan as alternate) to develop a recommended procedure and timeline for allocating the designated funding to the Community Based Health and Human Service Providers Grant Program. The next cycle of the Community Based Health and Human Service Providers Funding Program will be Fiscal Year 2016/2017 (Two year cycle). In January 2016, staff will provide a report to the City Council and a recommendation on the future of the ad hoc subcommittee.

ATTACHMENTS:

1. Draft 2016 City and County Bodies Worksheet
2. 2015 Capitola Boards, Commissions & Committees Appointment List
3. 2015 County/Multi-County Boards Capitola Representatives List
4. Art and Cultural Commission applications, and roster
5. FAC Chamber Board letter of recommendation, application and roster
6. Historical Museum Board application, Board's recommendation memo, and roster

Report Prepared By: Susan Sneddon
City Clerk



Jamie Goldstein, City Manager

12/4/2015

CITY BOARDS, COMMISSIONS AND COMMITTEES

NAME OF BOARD/COMMISSIONS & INCUMBENTS	RECOMMENDED ACTION TO APPOINT/REAPPOINT
ARCHITECTURAL & SITE REVIEW COMMITTEE	No action is needed at this time.
ART & CULTURAL COMMISSION	APPLICANTS - (3) three Positions Open
Nathan Cross ("At Large" member)	Nathan Cross ("At Large" member) (Incumbent) (Re-applied)
David Kraemer ("At Large" member)	David Kraemer ("At Large" member) (Incumbent) (Re-applied)
Laurie Hill ("At Large" member)	Laurie Hill ("At Large" member) (Incumbent) (Re-applied)
	New applicants:
	Mary Beth Cahalan (At-Large)
	Vanda Lavar (Artist)
COMMISSION ON THE ENVIRONMENT	No action is needed at this time; continued recruitment for an Ex-Efficio Student Member.
FINANCE ADVISORY COMMITTEE	APPLICANTS/APPOINTEE - (2) Mayor and Vice Mayor appointee, (3) three Council Member appointments and (1) one Business Representative
Michael Termini (Mayor's appointee)	_____ Mayor or Mayor's appointee
Jacques Bertrand (Vice Mayor's appointee)	_____ Vice Mayor or Vice Mayor's appointee
Christine McBroom, City Treasurer	Christine McBroom, City Treasurer
Nathan Cross (Norton's appointee)	Nathan Cross - Incumbent (Reapplied) (Norton's appointee)
Will O'Sullivan (Harlan's appointee)	Will O'Sullivan - Incumbent (Reapplied) (Harlan's appointee)
Brigitte Estey (Bottorff's appointee)	Brigitte Estey - Incumbent (Re-applied) (Bottorff's appointee)
	New applicant:
Sondi Carcello (Business Rep)	Matt Arthur - Business Rep (Chamber Board recommendation)
	Confirm that the Mayor and Vice Mayor will serve as the Council Member Representatives; if not, appoint other Council Member Representative(s) .
	Remaining Council Members to reappoint their member, make a new appointment, or direct staff to continue to seek applications for their appointment.
HISTORICAL MUSEUM BOARD	APPLICANT - (1) One position open
	Stephanie Tetter (Museum Board recommendation)

CITY BOARDS, COMMISSIONS AND COMMITTEES CONTINUED

NAME OF BOARD/COMMISSIONS & INCUMBENTS	RECOMMENDED ACTION TO APPOINT/REAPPOINT
PLANNING COMMISSION	No action is needed at this time.
PUBLIC SAFETY & COMMUNITY SERVICE FOUNDATION	APPOINTEE
Council Member Termini (Representative)	No action is needed at this time unless Council Member Termini wants to step down.
TRAFFIC AND PARKING COMMITTEE	No action is needed at this time.
WHARF WORKING GROUP	No action is needed at this time.

COUNTY/MULTI-COUNTY BOARDS, COMMISSIONS AND COMMITTEES

ADVISORY COUNCIL OF THE AREA AGENCY ON AGING (SENIORS COUNCIL OF SANTA CRUZ & SAN BENITO COUNTIES)	
Al Carlson (Representative)	No action is needed at this time unless Council Member Harlan steps down.
Council Member Harlan (Alternate)	
ARTS COUNCIL SANTA CRUZ COUNTY	
Council Member Norton (Representative)	No action is needed at this time unless Council Member Norton wants to step down.
ASSOCIATION OF MONTEREY BAY AREA GOVERNMENTS (AMBAG)	
Council Member Bottorff (Representative)	No action is needed at this time unless Council Member want to step down.
Council Member Norton (Alternate)	
COMMUNITY ACTION BOARD OF SANTA CRUZ COUNTY	
Kristen Peterson (Representative)	No action is needed at this time.
George Winslow (Alternate)	
COMMUNITY TELEVISION OF SANTA CRUZ COUNTY BOARD OF DIRECTORS	
Assistant to the City Manager Laurent	No action is needed at this time.
CRIMINAL JUSTICE COUNCIL OF SANTA CRUZ COUNTY	
Council Member Termini (Representative)	No action is needed at this time unless Council Member Termini wants to step down.
City Manager Goldstein (Representative)	
LOCAL AGENCY FORMATION COMMISSION (LAFCO)	
Council Member Bottorff (Representative)	No action is needed at this time (Councilmember Bottorff's term expires May 5, 2018)
MONTEREY BAY UNIFIED AIR POLLUTION CONTROL DISTRICT	
Council Member Termini (Representative)	City Council to nominate a Council Member to be forwarded to the City Select Committee.
SANTA CRUZ COUNTY CHILDREN'S NETWORK	
Council Member Bertrand (Representative)	None needed at this time unless a Councilmember wants to step down.
Council Member Termini (Alternate)	
SANTA CRUZ COUNTY CONFERENCE & VISITORS COUNCIL	None needed - Select Committee appointed City Manager Goldstein to serve as the City's Representative for a two year term (7/1/15-6/31/17).

COUNTY/MULTI-COUNTY BOARDS, COMMISSIONS AND COMMITTEES CONTINUED

SANTA CRUZ COUNTY FLOOD CONTROL & WATER CONSERVATION DISTRICT, ZONE 5	
Council Member Norton (Representative)	None needed at this time unless a Councilmember wants to step down.
Council Member Bertrand (Alternate)	
SANTA CRUZ COUNTY HAZARDOUS MATERIALS ADVISORY COMMISSION	
Council Member Jacques Bertrand	No action is needed at this time. (Councilmember Bertrand's term expires April 1, 2019)
SANTA CRUZ COUNTY INTEGRATED WASTE MANAGEMENT LOCAL TASK FORCE	
Assistant to the City Manager Laurent (Representative)	No action is needed at this time. (The terms for Laurent and Harlan expire on January 25, 2017)
Council Member Harlan (Alternate)	
SANTA CRUZ COUNTY LIBRARY FINANCING AUTHORITY	
Council Member Termini (Representative)	No action is needed at this time unless Council Member wants to step down.
Council Member Bertrand (Alternate)	
SANTA CRUZ COUNTY LIBRARY FACILITIES FINANCING AUTHORITY JOINT POWERS AGREEMENT	
City Manager Goldstein (Representative)	No action is needed.
SANTA CRUZ COUNTY LIBRARY JOINT POWERS BOARD	
Council Member Termini (Representative)	City Manager Goldstein to be appointed.
Council Member Bertrand (Alternate)	
SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION (SCCRTC)	
Council Member Norton (Representative)	No action is need at this time unless a Council Member wants to step down.
Council Member Termini (Alternate)	
SANTA CRUZ COUNTY SANCTUARY INTER-AGENCY TASK FORCE	
Council Member Harlan (Representative)	No action is needed at this time unless Council Member Harlan wants to step down.
SANTA CRUZ COUNTY SANITATION DISTRICT	
Council Member Harlan (Representative)	No action is needed at this time unless Council Member Harlan wants to step down.
SANTA CRUZ COUNTY WORKFORCE INVESTMENT BOARD	
Generally the City Manager serves on this Board.	No action is needed at this time.

COUNTY/MULTI-COUNTY BOARDS, COMMISSIONS AND COMMITTEES CONTINUED

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT	
Council Member Bottorff (Representative)	No action is needed at this time (two year term ending on December 31, 2016).
SANTA CRUZ REGIONAL 911 BOARD	
City Manager Goldstein (Representative)	No action is needed.
OVERSIGHT BOARD FOR THE CAPITOLA SUCCESSORY AGENCY	
Council Member Termini	No action is needed unless Council Member Termini wants to step down.
Senior Planner Cattan	No action is needed at this time.

2016 Appointments; Rev 12/02/15

2015 CAPITOLA BOARD, COMMISSION & COMMITTEE APPOINTMENT LIST

Name of Board/Commission/ Committee – Meeting Information	Members	Appointee By and/or Representation
<p>Architectural and Site Review Committee ▲ ■</p> <p>Staff: Katie Cattan, Senior Planner Steve Jesberg, Public Works Dir Brian Van Son , Building Official</p> <p><u>Meets:</u> 2nd & 4th Wednesday of each month at 3:30 p.m. in the City Hall Council Chambers</p> <p>Mayoral Appointment</p>	<ul style="list-style-type: none"> • Frank Phanton • Craig Waltz • Carolyn Swift • Daniel Townsend • Daniel Gomez 	<ul style="list-style-type: none"> • Architect • Landscape Architect • Historian • Architect (<i>Alternate</i>) • Architect (<i>Alternate</i>)
<p>Art & Cultural Commission ▲</p> <p>Staff: Larry Laurent Assistant to the City Manager</p> <p><u>Meets:</u> 2nd Tuesday of each month at 6:30 p.m. in the City Hall Council Chambers</p> <p>Council Appointment</p>	<ul style="list-style-type: none"> • Michael Termini • Linda Smith • VACANCY • Roy Johnson • Nathan Cross • VACANCY • Stephanie Gelman • Laurie Hill • David Kraemer • Joyce Murphy • Jenny Shelton • James Wallace 	<ul style="list-style-type: none"> • Council Representative • Planning Commission Rep • Artist • Arts Professional • At Large Member • At Large Member • At Large Member • At Large Member • At Large Member • At Large Member • At Large Member • At Large Member
<p>Commission on the Environment</p> <p>Staff: Danielle Uharriet, Environmental Projects Manager</p> <p><u>Meets:</u> A minimum of 4 times a year as needed on the 4th Tuesday of a month at 6:00 p.m. in the City Hall Council Chambers</p> <p>Council Appointment</p>	<ul style="list-style-type: none"> • Jacques Bertrand • Kristine Sullivan • Amie Forest • Kailash Mozumder • Peter Wilk • VACANCY 	<ul style="list-style-type: none"> • Council Representative • Norton Appointee • Termini Appointee • Harlan Appointee • Bottorff Appointee • Ex-Officio Student
<p>Finance Advisory Committee</p> <p>Staff: Mark Welch, Finance Director</p> <p><u>Meets:</u> 3rd Tuesday of every other month at 6:00 p.m. in the City Hall Council Chambers</p> <p>Council Appointment</p>	<ul style="list-style-type: none"> • Michael Termini • Jacques Bertrand • Christine McBroom • Nathan Cross • Sondi Carcello • Will O’Sullivan • Brigitte Estey 	<ul style="list-style-type: none"> • Mayor Appointee • Vice Mayor • City Treasurer • Norton Appointee • Business Representative • Harlan Appointee • Bottorff’s Appointee
Name of Board/Commission/	Members	Appointee By and/or

2015 CAPITOLA BOARD, COMMISSION & COMMITTEE APPOINTMENT LIST

Committee – Meeting Information		Representation
<p>Historical Museum Board Staff: Frank Perry, Museum Curator</p> <p><i>Meets: 1st Tuesday of each month at 5:30 p.m. in the Museum</i></p> <p><i>Council Appointment</i></p>	<ul style="list-style-type: none"> • Pam Greeninger • Kristin Peterson • Kathleen Church • Stephanie Kirby • Niels Kisling • Carolyn Swift (interim appoint) • Gordon van Zuiden (leave of absence) • VACANCY 	<p>All appointments to the Historical Museum Board are at large.</p>
<p>Planning Commission ▲ ■ Staff: Katie Cattan, Senior Planner</p> <p><i>Meets: 1st Thursday of each month at 7:00 p.m. in the City Hall Council Chambers</i></p> <p><i>Council Appointment</i></p>	<ul style="list-style-type: none"> • Ron Graves • Gayle Ortiz • Edward Newman • Linda Smith • Troy "TJ" Welch 	<ul style="list-style-type: none"> • Harlan Appointee • Norton Appointee • Bertrand Appointee • Termini Appointee • Bottorff Appointee
<p>Public Safety & Community Service</p>	<ul style="list-style-type: none"> • Mike Termini 	<p>Mayor's appointment (concurring upon by City Council)</p>
<p>Traffic & Parking Commission Staff: Steve Jesberg, Public Works Director</p> <p><i>Meets: 2nd Wednesday of every other month at 6:30 p.m. in the City Hall Council Chambers</i></p> <p><i>Council Appointment</i></p>	<ul style="list-style-type: none"> • Margaret Kinstler • James Steve Ross • Carin Hanna • Willie Case • Ron Burke • Ron Graves • Mike Lee • Molly Ording • Nels Westman • TJ Welch 	<ul style="list-style-type: none"> • Village Resident • Village Resident • Village Business Owner • Village Business Owner • Norton Appointee • Harlan Appointee • Bottorff Appointee • Bertrand Appointee • Termini Appointee • Planning Commission Representative
<p>Wharf Working Group Staff: Steve Jesberg, Public Works Director</p> <p><i>Meets: As needed on the 4th Tuesday of a month at 12 p.m. in the Wharf House Restaurant</i></p>	<ul style="list-style-type: none"> • Dennis Norton • Michael Termini • Jamie Goldstein • John and Sally Ealy • Willie Case 	<ul style="list-style-type: none"> • Council Representative • Council Representative • City Manager • Capitola Boat & Bait • Wharf House Restaurant

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

■ = Members are required to complete AB 1234 Ethics Training

Revised: 12/03/15 s

2015 COUNTY/MULTI-COUNTY BOARDS CAPITOLA REPRESENTATIVES LIST

Name of Board – Meeting Information	Capitola Representative(s)
<p>Advisory Council of the Area Agency on Aging - Seniors Council of Santa Cruz & San Benito Counties</p> <p><i>(Meets: 2nd Wednesday of each month except for August and December, from 10:00 a.m. to 12:00 Noon at 234 Santa Cruz Avenue, Aptos)</i></p>	<ul style="list-style-type: none"> • Al Carlson <i>(Representative)</i> • Stephanie Harlan <i>(Alternate)</i>
<p>Arts Council Santa Cruz County</p> <p><i>(Meets: 3rd Thursday of every other month from 3:30 to 5:00 p.m. at various locations)</i></p>	<ul style="list-style-type: none"> • Dennis Norton
<p>Association of Monterey Bay Area Governments (AMBAG) ▲</p> <p><i>(Meets: 2nd Wednesday of each month at 7:00 p.m. at various locations)</i></p>	<ul style="list-style-type: none"> • Ed Bottorff <i>(Representative)</i> • Dennis Norton <i>(Alternate)</i>
<p>Community Action Board of Santa Cruz County (Meets: 3rd Wednesday of each month at 6:15 p.m.)</p>	<ul style="list-style-type: none"> • Kristen Peterson <i>(Representative)</i> • George Winslow <i>(Alternate)</i>
<p>Community Television of Santa Cruz County Board of Directors</p> <p><i>(Meets: 10 times per year at 5:30 p.m. at Community Television Offices, 816 Pacific Avenue, Santa Cruz)</i></p>	<ul style="list-style-type: none"> • Larry Laurent <i>(Current term expires 11/2016)</i>
<p>Criminal Justice Council of Santa Cruz County (Meets: Quarterly, starting February 7, 2013 at 3:00 p.m. at 2701 Cabrillo College Drive, Aptos)</p>	<ul style="list-style-type: none"> • Jamie Goldstein <i>(Representative)</i> • Michael Termini <i>(Representative)</i>
<p>LAFCO (Local Agency Formation Commission) ▲</p> <p><i>(Meets: 1st Wednesday of each month except for July, at 9:30 a.m. in the County Board of Supervisors Chambers, 701 Ocean Street, Santa Cruz)</i></p>	<ul style="list-style-type: none"> • Ed Bottorff ♦ <i>(Representative)</i> <i>5/1/14 the City Select Committee appointed Bottorff to serve a 4-year term beginning 5/5/14 (term expires 5/5/18); and Linda (Scotts Valley) to serve as alternate.</i>
<p>League of California Cities</p> <p><i>(Meets: Monterey Bay Division meets on the 1st Monday of every other month at 7 p.m. at various locations. Dinner meetings)</i></p>	<p>Open to All Council Members</p>
<p>Monterey Bay Unified Air Pollution Control District (MBUAPCD)▲</p> <p><i>(Meets: 3rd Wednesday of each month at 1:30 p.m. at the District Office: 24580 Silver Cloud Ct., Monterey)</i></p>	<ul style="list-style-type: none"> • Mike Termini <i>(Representative)</i> <i>(Appointed on 1/7/15 by the City Select Committee; term ends 12/31/17)</i>

2015 COUNTY/MULTI-COUNTY BOARDS CAPITOLA REPRESENTATIVES

2

Name of Board/Commission/Committee	Capitola Representative(s)
Santa Cruz County Children's Network <i>(Meets five times a year at noon in the County Office of Education)</i>	<ul style="list-style-type: none"> • Jacques Bertrand <i>(Representative)</i> • Michael Termini <i>(Alternate)</i>
Santa Cruz County Conference & Visitors Council <i>(Meets: Last Wednesday at 3:00 p.m. every other month except for November when meeting is TBD, at Goodwill Industries, 350 Encinal Street, Santa Cruz)</i>	<ul style="list-style-type: none"> • Jamie Goldstein <i>(Representative)</i> <i>Select Committee approved the appointment of Jamie Goldstein to serve as the city rep for a two year term (7/1/15-6/31/17).</i>
Santa Cruz County Flood Control & Water Conservation District, Zone 5 ▲ <i>(Meets: Quarterly on the 4th Tuesday at 10 a.m. in the County Board of Supervisors Chambers, 701 Ocean Street)</i>	<ul style="list-style-type: none"> • Dennis Norton <i>(Representative)</i> ♦ • Jacques Bertrand <i>(Alternate)</i> ♦
Santa Cruz County Hazardous Materials Advisory Commission <i>(Meets: 4th Wednesday of every other month at 9 a.m. at Central Fire District Headquarters, 930 17th Avenue)</i>	<ul style="list-style-type: none"> • Jacques Bertrand <i>(Representative)</i> <i>(Term expires 4/1/2019)</i>
Santa Cruz County Library Financing Authority <i>(Meets twice yearly in January and June Main Library)</i>	<ul style="list-style-type: none"> • Michael Termini ♦ <i>(Representative)</i> • Jacques Bertrand <i>(Alternate)</i>
Santa Cruz County Library Facilities Financing Authority Joint Powers Board ▲	<ul style="list-style-type: none"> • Jamie Goldstein <i>(Representative)</i>
Santa Cruz County Library Joint Powers Board ▲ <i>(Meets: 1st Monday of each month at 7:30 p.m. at the Main Library Community Room)</i> County Clerk receives original Form 700	<ul style="list-style-type: none"> • Michael Termini ♦ • Jacques Bertrand <i>(Alternate)</i>
Santa Cruz County Integrated Waste Management Local Task Force <i>(Meets: 4 x/year)</i> The term of expiration for both is January 25, 2017	<ul style="list-style-type: none"> • Larry Laurent <i>(Representative)</i> • Stephanie Harlan <i>(Alternate)</i>
Santa Cruz County Regional Transportation Commission (SCCRTC) ▲ ■ <i>(Meets: 1st Thursday of each month except for July, at 9 a.m. at various locations)</i>	<ul style="list-style-type: none"> • Dennis Norton <i>(Representative)</i> ♦ • Michael Termini <i>(Alternate)</i> ♦ <i>(Ed Bottorff Metro Rep on the SCCRTC)</i>
Santa Cruz County Sanctuary Inter-Agency Task Force <i>(Meets quarterly)</i>	<ul style="list-style-type: none"> • Stephanie Harlan <i>(Representative)</i>
Santa Cruz County Sanitation District ▲ <i>(Meets: 1st & 3rd Thursday of each month at 4:45 p.m. at the East Cliff Pumping Station on Lode St., Santa Cruz)</i> County Clerk receives original Form 700	<ul style="list-style-type: none"> • Stephanie Harlan <i>(Representative)</i> ♦

Attachment: 2015 County/Multi-County Boards Capitola Representatives List (1134 : City Council Appointments)

2015 COUNTY/MULTI-COUNTY BOARDS CAPITOLA REPRESENTATIVES

3

Name of Board/Commission/Committee	Capitola Representative(s)
Santa Cruz County Workforce Investment Board	The City Manager generally serves on this Board.
Santa Cruz Metropolitan Transit District Board ▲ ■ (Meets: 3rd Friday of each month at 8:15 a.m. at Santa Cruz City Hall Council Chambers, 809 Center Street and other locations)	<ul style="list-style-type: none"> • Ed Bottorff (<i>Representative</i>) (Council appointed to 2 year term 1/1/15 - 12/31/16)
Santa Cruz Regional 911 Board ▲	<ul style="list-style-type: none"> • Jamie Goldstein (<i>Representative</i>)

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

■ = Members are required to complete AB 1234 Ethics Training

◆ = Council Member appointment required

Revised: 12/02/15 ss



CITY of CAPITOLA BOARDS AND COMMISSIONS APPLICATION

Application for:

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

Name: Lavar Vanda
Last First

Residential Neighborhood: New Brighton Beach Campground

Occupation: Artist

Describe your qualifications and interest in serving on this Board/Commission/Committee: _____
Please see attachment.

(Use additional paper, if necessary)

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

11/16/15
Date

Signature of Applicant

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

All information contained in this page of the application is public data and will be made available for public review and copying for anyone requesting it, and may be posted on the website of the City of Capitola. All information in this page will be provided to the Capitola City Council in a public forum and will be reviewed in public. It will therefore be part of the public record.

Attachment: Art and Cultural Commission applications, and roster (1134 : City Council Appointments)

Vanda Lavar

Artistvanda1@gmail.com

www.artistvanda.faso.com

415 939 8604

November 16, 2015

Dear Selection Committee,

My professional standing as an artist with 30 years' experience and my imminent graduation from Academy of Art University with my MFA in Fine Art Painting will allow me the expertise to fulfill the duties as an Advisory Artist. Additionally, I served on the Board of Directors for the Santa Cruz Art League in 1982, as the youngest appointed member in their history.

I was born in Santa Cruz County and have a long history of participation in the arts. I would endeavor to use my experiences as an event organizer, participant artist and teaching artist to help enrich and preserve our rich cultural heritage.

I have the ability to advise on movements in Art History, and to oversee that guidelines of fairness are adhered to in any events which involve judging.

My expertise involves conceiving and implementing art programs for youth as well, and I am familiar with obtaining donations from art suppliers to help support events.

We in the Capitola area, have a long history of ecology and sustainability which can further be supported through the arts. These elements of sustainability engender a deepening respect for the beauty of our shores and waters which ultimately means cleaner and healthier living for us all.

In addition, I would like to facilitate an element of arts education during our events which might relate to any current event the city may be sponsoring, for the following reasons:

The more that our citizenship understands the social and historical importance of artistic events, the greater the personal commitment from the people of our city to foster high quality, edifying occasions through which, to charmingly maintain our city and the overall reputation of our social conscious. It is through the power of the arts that social change is maintained or implemented. Capitola has a unique chance to be a spotlight of both culture and education.

I thank you for your consideration of me as your Advisory Artist.

Please see my resume and bio for the specifics of my experience.

Sincerely,

Vanda Lavar

Artist Vanda Lavar

415 939 8604 artistvanda1@gmail.com

Skills

- 2015 through current** Seminar instructor adult Santa Cruz Mountains Art Center, SC CA
- 2015 through current** Seminar instructor Santa Cruz Art League, SC CA
- 2015 through current** Teaching Artist Chart Paxs Saratoga, CA (children and adults) Drawing and Painting
- 2015 through current** Teaching Artist for Santa Cruz Mountains Art Center, Ben Lomond, CA (children and adults) Drawing and Painting
- 2015 through current** recipient of The United Way scholarship for Transformational Community
- 2012 through 2015** Ambassador Artist for Rembrandt Pastels and Canson in the Bay Area
- 2010 through 2015** Legal research and writing
- 2009** Designer/ teacher outreach program/risk youth in The Boys and Girls Club, of El Dorado County
- 2002 through 2011** Aide to a doctoral level professor, Sacramento State University, Capella University, DeVry University, Ashford University. Research, writing, grading, proof reading and scheduling.
- 2002 through 2005** Co-managed a small art gallery in Folsom CA, called Gallery Eclectica.

Experience:

- 2015 through current** Teaching Artist, Chart Pax, Saratoga, CA (children and adults) Draw/Paint
- 2015 through current** Teaching Artist for Santa Cruz Mountains Art Center, Ben Lomond, CA (children and adults) Drawing and Painting
- 2002 through 2011** Doctoral Support Aide
- 2008 through 2009** Director of art program at risk youth, Boys and Girls Club
- 2012 through current**, Canson Corporation, Corporate Demo Artist
- 2015 through current**, Executive Sales and Marketing, Thomas Kinkade Capitola
- 2015 through Current** Costco Road Show sales
- 2004 through Current** Ambassador Artist for Chroma Acrylics

Education:

- 2015** **Masters of Fine Arts** Painting, Academy of Art University, San Francisco, CA (Pending)
- 2010** Advanced Seminar, instructor Lesley Harrison, PSA
- 2009** Intermediate Studies Pastel Technique, instructor Lesley Harrison, PSA
- 2008** Advanced Seminar Acrylic Painting, instructor Terry Isaacs
- 2007** Advanced Workshop Wildlife in Gouache, instructor Carl Brenders
- 2000** Theology, Saint Mary's of Minnesota
- 1997** **Bachelor of Arts** double majors of Marketing and Art, with a minor in Symbolism

COMMPUTER SKILLS: PhotoShop, Word, Excel, Power Point, Copywriting, CRM, Editing and Research, Q-Books References upon Request

-----T.M. Vanda Leigh 415 939 8604 artistvanda1@gmail.com 4768 Soquel Dr. # 314 Soquel CA 95073-----

VANDA LAVAR

PO Box 314
Soquel CA 95073
415.939.8604
Artistvandal@gmail.com
www.surfcityart.net

Biography

Vanda Lavar is an American Pre-Raphaelite Artist who is renowned for both her unerring detail as well as her ability to capture her subjects while shining a spotlight upon the mysterious. Her work is thought provoking and emotional. She prefers her work to embrace the mystery of life and speak to concepts and subjects that may not be fully explainable.

As an Artist of Symbols, Vanda Lavar designates each of her paintings into a space upon which the mind of the viewer may enter and expand through creativity and personal meaning, while still connecting with aspects of the classic Collective Unconscious, as described by Carl Jung.

Ms Lavar's work is eclectic in its choice of mediums. Her oil paintings, drawings, pastel paintings and acrylic paintings, each have their own set of special collectors. Her series are designed in the order of the effects which each of these mediums can create. The diverse mediums will thereby afford diverse substrates, ranging from canvas to board to archival papers.

As an academic of both Symbolism and Cross Cultural Mystical Thought, the Artist encourages her collectors to think deeply and to embrace the unknowable with hope and love. She desires that the viewers of her works will be inspired to continue on a creative quest of beauty, truth and love for not only themselves, but for all sentient creatures.

The Artist's work is to be found throughout the world as decorative imagery on many different products including collectable phone cards, puzzles, key chains, mouse pads and cutting boards. Additionally, many of her limited edition prints are now found on the Secondary Market, including her ever popular print "Resurrection Theme". Ms. Lavar is an internationally, recognized canine artist and was invited to display at the Westminster Kennel Club Dog Show in 2009. Ms Lavar was also commissioned by, The California Waterfowl Association to illustrate and design their first, limited edition, collectable ornament.

She has illustrated 4 books to date and is working on several more. Ms. Lavar is listed in *Who's Who Among American College and University Student 1997*, for her work in conservation and restoration for several polychrome statues belonging to the Catholic Church. Her illustrated books include:

Tucker's Tale by Christopher Walsh, *Surf Doggy USA* by Barbara Boyer, *Mr. Topper the Magical Pot Bellied Pig* by Liam Maher and her own book, *Pillow Land Puppies* which she wrote and illustrated, it includes an appendix of the classic prose by Francis Thompson, "*The Hound of Heaven..*" *The Squirrel Superhighway* by Anna Morrisson. She is currently Director and Illustrator of Surf City Art, located in Santa Cruz, CA.

Ms. Lavar teaches ongoing classes at Michael's Stores, Gerri's Gallery in Carmel, Gallery Eclectica in Folsom for both children and adults along with specialized seminars.



NOV 25 2015
CITY OF CAPITOLA
CITY CLERK

CITY of CAPITOLA

BOARDS AND COMMISSIONS APPLICATION

Application for:

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

Name: CAHALAN, MARY BETH
Last First

Residential Neighborhood: _____

Occupation: SELF-EMPLOYED CONSULTANT

Describe your qualifications and interest in serving on this Board/Commission/Committee: _____
(SEE ATTACHED)

(Use additional paper, if necessary)

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

11/25/15
Date

Mary E. Cahalan
Signature of Applicant

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

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Attachment: Art and Cultural Commission applications, and roster (1134 : City Council Appointments)

Mary Beth Cahalen
 Capitola Art & Cultural Commison
 application

NOV 25 2015
 CITY OF CAPITOLA
 CITY CLERK

INTEREST

- Help promote and continue the growth of the arts in Capitola and surrounding areas
- Support existing cultural events and investigate possible new cultural activities
- Work with other arts related groups in Capitola and Santa Cruz counties to help promote the arts

QUALIFICATIONS

- Lived in Capitola 28 years
- Served on many city and school committees
- Volunteered for Capitola Art & Wine Festival 18 years
- Managed all activities related to wineries for Capitola Art & Wine Festival 10 years
- Coordinated dance review at Begonia Festival 5 years
- Volunteered for Begonia Festival 5 years
- Assisted with Chalk Art Festival for City of Capitola anniversary celebration
- Familiar with local dance and related arts activities due to two children who participated in dance their entire life
- Have a daughter who graduated college with a Dance degree and has or is performing for Disney, Universal, Alvin Alley, CSSSA, high school theater
- Have a son majoring in dance at college, danced ballet with Western Ballet Nutcracker for 8 years, CSSSA and high school theater
- Having a son & daughter in the arts helps keep my knowledge of cultural activity current, including national ideas and trends



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

**ART & CULTURAL COMMISSION
 CURRENT MEMBERS (TWO YEAR TERMS)**

Term limit set at a maximum of three (3), two year terms

NAME	APPOINTEE	EMAIL	DATE APPOINTED	TERM EXPIRES
Michael Termini	City Council Representative	michael@triadelectric.com	7/27/03 12/9/04 1/18/07 12/11/08 12/9/10 1/10/13 1/8/15	12/31/2016
Linda Smith	Planning Commission Representative	capitolalinda2@gmail.com	1/20/11 1/17/13 1/15/15	12/31/2016
Vacancy	Artist			12/31/15
Roy Johnson	Arts Professional	roy@johnsonartstudio.com	3/10/05 1/12/06 12/13/07 12/10/09	12/31/2015

ART & CULTURAL COMMISSION – CURRENT MEMBERS

			12/8/11 11/26/13	
Nathan Cross	At Large Member	4xcross@gmail.com	6/23/11 12/8/11 11/26/13	12/31/2015
David Kraemer	At Large Member	David_kraemer2001@yahoo.com	9/12/13 11/26/13	12/31/2015
Joyce Murphy	At Large Member	pacificgallery@sbcglobal.net	1/8/07 12/11/08 12/9/10 1/10/13 1/8/15	12/31/2016
Jenny Shelton	At Large Member	jenny_shelton@rocketmail.com	4/22/10 12/9/10 1/10/13 1/8/15	12/31/2016
James Wallace	At Large Member	jocamo49@yahoo.com	12/13/07 12/10/09 12/8/11 11/26/13	12/31/2015
Laurie Hill	At Large Member	CapitolaSeahorse@gmail.com	11/26/13	12/31/2015
Vacancy	At Large Member			Term expires 12/31/2015

ART & CULTURAL COMMISSION – CURRENT MEMBERS

Stephanie Gelman	At Large Member	stephanie.gelman@gmail.com	11/26/13	12/31/2015
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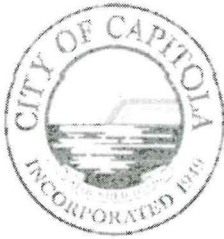
Staff Representatives:

Larry Laurent, Assistant to the City Manager
831-475-7300 ext. 236
llorent@ci.capitola.ca.us

Revised: 10/13/15 ss

DEC 04 2015

CITY OF CAPITOLA
CITY CLERK



CITY of CAPITOLA BOARDS AND COMMISSIONS APPLICATION

Application for:

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

Name: Arthur Matt
Last First

Residential Neighborhood: Jewel Box

Occupation: Retail Sales

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

Born & Raised in Capitola. 45 year resident 12 year
business owner in Capitola. Wanting to give back and
help serve my community

Chamber Executive Board Member

(Use additional paper, if necessary)

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

12/2/15
Date

Matt [Signature]
Signature of Applicant

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

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Attachment: FAC Chamber Board letter of recommendation, application and roster (1134 : City Council Appointments)



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

Finance Advisory Committee Current Members (ONE YEAR TERM)

NAME	APPOINTEE	EMAIL	DATE APPOINTED	TERM EXPIRES
Michael Termini	Mayor Norton or appointment	michael@triadelectric.com	12/9/04 1/18/07 12/9/10 12/8/11 1/10/13 1/9/14 1/8/15	12/31/14 12/31/15
Jacques Bertrand	Vice Mayor Bottorff's appointment	jbertrand@ci.capitola.ca.us	1/8/15	12/31/15
Christine McBroom, Treasurer *	City Treasurer	cmcbroom@lanaifinancialsolutions.com	7/23/09 12/9/10 1/10/13 9/12/13	(Bus Rep) (Bus Rep) (Bus Rep) 12/31/15
Nathan Cross	Council Member Norton's appointee	4xross@gmail.com	12/8/11 1/10/13 12/12/13 1/22/15	12/31/15

NAME	APPOINTEE	EMAIL	DATE APPOINTED	TERM EXPIRES
Will O'Sullivan	Council Member Harlan's appointee	wocrs@hotmail.com	11/22/11 1/10/13 12/12/13 1/8/15	12/31/14 12/31/15
Brigitte Estey	Council Member Bottorff's appointee	esteys@sbcglobal.net	9/10/15	12/31/15
Sondi Carcello	Business Representative	sondiandeditswinetyme@yahoo.com	1/22/15	12/31/15

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

Staff Representative:
 Mark Welch, Finance Director
 831-475-7300 ext. 2224
 mwelch@ci.capitola.ca.us

Revised: 10/08/15 ss



716-G Capitola Avenue
Capitola, CA 95010
Phone: (831) 475-6522
Fax: (831) 475-6530

December 2, 2015

**City of Capitola
Su Snedden
420 Capitola Avenue
Capitola, Ca. 95010**

Hello Su:

The Capitola-Soquel Chamber of Commerce would like to recommend Matt Arthur to join the City Finance Committee as of January 1, 2016.

Matt currently is on the Capitola-Soquel Chamber of Commerce Board of Directors. He is the owner of Capitola Beach Company and a Capitola resident.

Please let me know if you need more information.

Thank you!

A handwritten signature in black ink, appearing to read 'Toni Castro', with a long horizontal line extending to the right.

**Toni Castro
Chief Executive Officer**

RECEIVED

OCT 30 2015

CITY OF CAPITOLA



CITY of CAPITOLA BOARDS AND COMMISSIONS APPLICATION

Application for:

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

Name: Tetter Stephanie
Last First

Residential Neighborhood: Cliffwood Heights

Occupation: Librarian/teacher (semi-retired)

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

Following retirement from Monterey Peninsula College, I have continued teaching online (part-time) but have been able to pursue other interests and activities, including volunteering at the Capitola museum for the past year. I feel strongly about preserving local history and making it available to the public. I love being able to work at the museum and interact with visitors and would be happy to participate on (Use additional paper, if necessary) the Board. Thank you.

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

8-29-15
Date

Stephanie Tetter
Signature of Applicant

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

All information contained in this page of the application is public data and will be made available for public review and copying for anyone requesting it, and may be posted on the website of the City of Capitola. All information in this page will be provided to the Capitola City Council in a public forum and will be reviewed in public. It will therefore be part of the public record.

Attachment: Historical Museum Board application, Board's recommendation memo, and roster (1134 : City Council Appointments)



OCT 20 2015
CITY OF CAPITOLA
CITY CLERK

CITY of CAPITOLA

BOARDS AND COMMISSIONS APPLICATION

Application for:

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

Name: Beck Ronald
Last First

Residential Neighborhood: Loma Vista Mobile Home Park

Occupation: Retired Sales Rep.

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

after serving 3 years as a volunteer, I have
decided I would like to get more involved with
the museum. I have lived in Capitola since 1960
and have seen many changes over the years. I
love this little town and would like to find a
way to get more involved in the community

(Use additional paper, if necessary)

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

Oct 2, 2015
Date

R. Beck
Signature of Applicant

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

All information contained in this page of the application is public data and will be made available for public review and copying for anyone requesting it, and may be posted on the website of the City of Capitola. All information in this page will be provided to the Capitola City Council in a public forum and will be reviewed in public. It will therefore be part of the public record.

Attachment: Historical Museum Board application, Board's recommendation memo, and roster (1134 : City Council Appointments)



420 CAPITOLA AVENUE
CAPITOLA, CALIFORNIA 95010
TELEPHONE (831) 475-7300
FAX (831) 479-8879

Capitola Historical Museum

December 2, 2015

Mayor Dennis Norton
Capitola City Council
420 Capitola Avenue
Capitola, CA 95010

Dear Mayor Norton and Members of the Council:

Following the resignation of Bob Anderson from the Capitola Historical Museum Board of Trustees, the Board sought and interviewed applicants to fill the remainder of Bob's term (which expires June 9, 2016). At the December 1 meeting, the Capitola Museum Board voted to recommend Stephanie Tetter for that position. Stephanie has been a volunteer at the Museum for most of the past year. She is a retired librarian with a deep interest in the Museum, history, collections, and serving the community.

Sincerely,

Frank Perry,
Museum Curator



CITY OF CAPITOLA
 420 Capitola Avenue
 Capitola, CA 95010
 (831) 475-7300
 FAX (831) 479-8879

CAPITOLA HISTORICAL MUSEUM BOARD CURRENT MEMBERS

NAME	EMAIL	DATE APPOINTED	TERM EXPIRES
Vacancy			6/9/16
Church, Kathleen	kathyandbear@sbcglobal.net	7/23/15	6/13/18
Kirby, Stephanie Secretary	canyon_wren@hotmail.com	7/26/12 6/11/15	6/11/15 6/13/18
Kisling, Niels President	nkisling@pacbell.net	9/27/07 7/8/10 6/13/13	6/9/16
Greeninger, Pam Vice- President	pamgreeninger@gmail.com	7/23/15	6/13/18
Peterson, Kristin	ladykpetersen@gmail.com	2/26/15	6/9/16
Swift, Carolyn One year Temporary *Effective 1/1/5-12/31/15 Pursuant to City Council 11/25/14 action	carolyn.swift@gmail.com	10/25/90 7/23/92 1/15/15	6/95 12/31/15*
van Zuiden, Gordon (Leave of absence effective 1/1/15 - 12/31/15)	gordon@cybermanor.com	6/24/04 6/28/07 7/8/10 6/13/13	6/9/16

Frank Perry, Museum Curator
 410 Capitola Ave, Capitola, CA 95010
 464-0322; Email: fperry@ci.capitola.ca.us

Pursuant to Chapter 2.28 "Public Museum"

- 7 members.
- Serve 3-year terms [staggered with 3 members serving a coextensive term & the other 4 members serving another coextensive term.
- Terms shall expire on the second Thursday of June in the year of term expiration.



CITY COUNCIL AGENDA REPORT

MEETING OF DECEMBER 10, 2015

FROM: City Manager Department

SUBJECT: Consider the November 24, 2015, Regular City Council Minutes

RECOMMENDED ACTION: Approve Minutes.

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

ATTACHMENTS:

1. Draft November 24, 2015, City Council Minutes

Report Prepared By: Susan Sneddon
City Clerk

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

Jamie Goldstein, City Manager

12/3/2015

**CAPITOLA CITY COUNCIL
REGULAR MEETING ACTION MINUTES
TUESDAY, NOVEMBER 24, 2015**

**CLOSED SESSION - 6:30 PM
CITY MANAGER'S OFFICE**

CALL TO ORDER

Mayor Norton called the meeting to order at 6:30 PM. He announced the items to be discussed in Closed Session, as follows:

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Govt. Code §54956.9)

(One case): Water Rock Construction, Inc. v. City of Capitola
[Arbitration Claim]

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

Property: 2091 Wharf Road, APN 034-241-05, Capitola, CA
City Negotiator: Jamie Goldstein, City Manager
Negotiating Parties: Joseph K. and Debbie A. Genge
Under Negotiation: Terms for potential purchase of property by City

Mayor Norton noted that there was no one in the audience; therefore, the City Council recessed at 6:32 p.m. to the Closed Session in the City Manager's Office.

REGULAR MEETING OF THE CAPITOLA CITY COUNCIL—7:00 PM

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

City Treasurer McBroom was absent.

2. REPORT ON CLOSED SESSION

Deputy City Attorney Barbara Choi stated that the Council discussed one case regarding Water Rock Construction, Inc. v. City of Capitola existing litigation; and discussed Conference with Real Property Negotiations regarding 2091 Wharf Road, APN 034-241-05, Capitola; there was no reportable action.

3. ADDITIONAL MATERIALS

There was additional material provided regarding Item No. 9.E. regarding the proposed Fee Schedule for Fiscal Year 2015/16.

4. ADDITIONS AND DELETIONS TO AGENDA (None provided)

5. PUBLIC COMMENTS

Helmut John Fritz, local resident and business owner, provided comments regarding obtaining a building permit from the City for his business located on 110 Stockton Avenue.

6. CITY COUNCIL / CITY TREASURER / STAFF COMMENTS

City Manager Goldstein stated the Department of Finance for the State of California approved payment on the City's old cooperative agreement loan to the former RDA in the amount of \$618,000; payments will be made over the next couple of years and will go toward the City's General Fund Revenue.

Public Works Director Jesberg provided an update on various City Capitola Improvement Programs: (1) Vice Salon Storm Drain Project; (2) the McGregor Park Project; (3) the Capitola Wharf Inspection Project; and (4) the Stockton Avenue Intersection Project.

Council Member Stephanie Harlan recommended waiting until after the winter storms to repair the Capitola wharf pilings.

Council Member Termini stated that the Surfing Santa event will occur on Saturday, November 28th; Village Holiday Open House and Tree Lighting Event on December 5th.

Council Member Bertrand stated that the City has an opening on the Commission on the Environment for a student member.

7. BOARDS, COMMISSIONS AND COMMITTEES APPOINTMENTS (None provided)

8. CONSENT CALENDAR

Public Works Director Jesberg requested that ***Item No. 8.E.*** be pulled from the Consent Calendar regarding the Rosedale Avenue, Bay Avenue, Alma Court Area Paving Project (Project). He stated that Santa Cruz County Sanitation District (District) is unable to obtain a reasonable price with the sewer project contractor. The District will finish restoring the trenches as they were required to complete in their original permit. The District has agreed to negotiate to give the City a payment toward the Project.

RESULT:	ADOPTED <i>ITEMS 8.A., 8.B., 8.C., AND 8.D.</i> [UNANIMOUS]; NO ACTION TAKEN ON <i>ITEM NO. 8.E.</i> REGARDING THE ROSEDALE AVENUE, BAY AVENUE, ALMA COURT AREA PAVING PROJECT
MOVER:	Michael Termini, Council Member
SECONDER:	Ed Bottorff, Vice Mayor
AYES:	Norton, Bottorff, Bertrand, Harlan, Termini (Mayor Norton voted against Check No. 81812 in Item No. 8.B. regarding payment to Santa Cruz Regional 911)

- A. Consider the November 12, 2015, Regular City Council Minutes
RECOMMENDED ACTION: Approve minutes.
- B. Approval of City Check Register Reports Dated October 2, October 9, October 16, October 23, and October 30, 2015 [300-10]
RECOMMENDATION: Approve Check Register Reports.
- C. Quarterly Financial Reports - First Quarter Budget and Fourth Quarter Sales Tax Report [330-70/390-70]
RECOMMENDED ACTION: Receive the First Quarter Fiscal Year 2015/2016 Budget Report and Fourth Quarter Fiscal Year 2014/2015 Sales Tax Report.

Attachment: Draft November 24, 2015, City Council Minutes (1261 : Approval of November 24, 2015, City Council Minutes)

- D. Adoption of **Resolution No. 4035** Repealing Resolution No. 3463 Amending the Art and Cultural Commission Bylaws Regarding Membership [1010-60]
RECOMMENDED ACTION: Consider a Resolution repealing Resolution No. 3463 amending the Bylaws of the Art and Cultural Commission to Reflect the Number of Members in Capitola Municipal Code Section 2.56.010.

NO ACTION WAS TAKEN ON ITEM NO. 8.E. REGARDING THE ROSEDALE AVENUE, BAY AVENUE, ALMA COURT AREA PAVING PROJECT.

- E. Consider authorizing the Rosedale Avenue, Bay Avenue, Alma Court Area Paving Project [330-20/940-40]
RECOMMENDED ACTION: Consider authorizing the expenditure of \$85,000 from the Capital Improvement Program for pavement restoration along Rosedale Avenue, Bay Avenue, Alma Court in conjunction with the Santa Cruz County Sanitation District's Noble Gulch Sewer Project; and authorizing the Director of Public Works to negotiate and sign an agreement with the Santa Cruz County Sanitation District to manage the construction contract.

9. GENERAL GOVERNMENT / PUBLIC HEARINGS

Item No. 9.B. was addressed first under General Government / Public Hearings.

- B. Public Hearing to Consider the Proposed Fee Schedule for Fiscal Year 2015/16; and a Resolution repealing Resolution No. 3964 and Amending the City's Fee Schedule to reflect updated Fees [390-40]
RECOMMENDED ACTION: Conduct the noticed public hearing on the proposed City Fee Schedule for Fiscal Year 2015/16 and adopt the proposed resolution repealing Resolution No. 3964, and updating the existing fee and approve administrative adjustments.

Finance Advisory Commissioner Cross provided the Finance Advisory Commission's recommendation regarding proposed Fee Schedule for Fiscal Year 2015/16.

RESULT: ADOPTED **RESOLUTION NO. 4036** BY ROLL CALL VOTE AS AMENDED [UNANIMOUS] WITH THE EXCLUSION OF THE CAMP CAPITOLA PARK AND RECREATION FEES
MOVER: Ed Bottorff, Vice Mayor
SECONDER: Stephanie Harlan, Council Member
AYES: Norton, Bottorff, Bertrand, Harlan, Termini

- A. 1575 38th Avenue - Application for a Tentative Map, Conditional Use Permit, Variance, and Design Permit for an 11-unit Residential Subdivision [730-10]
RECOMMENDED ACTION: Adopt the Resolution approving the Tentative Map, Conditional Use Permit, Variance, and Design Permit for Application #15-160.

Matthew Thompson, Thacher Thompson Architects, provided comments on this proposed 11-unit Residential Subdivision.

Attachment: Draft November 24, 2015, City Council Minutes (1261 : Approval of November 24, 2015, City Council Minutes)

RESULT:	ADOPTED <u>RESOLUTION NO. 4037</u> BY ROLL CALL VOTE ADOPTED [3 TO 2]
MOVER:	Stephanie Harlan, Council Member
SECONDER:	Michael Termini, Council Member
AYES:	Norton, Harlan, Termini
NAYS:	Bottorff, Bertrand

- C. Consider Approving the Peery Park Vegetation Restoration Project [1040-20]
RECOMMENDED ACTION: Approve a project plan for the removal of non-native vegetation from Peery Park as recommended by the Commission on the Environment.

Commission on the Environment Vice Chair Wilk explained the proposed weed removal at Peery Park.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael Termini, Council Member
SECONDER:	Ed Bottorff, Vice Mayor
AYES:	Norton, Bottorff, Bertrand, Harlan, Termini

- D. Consider Adoption of the Housing Element Update [730-85]
RECOMMENDED ACTION: Approve the Addendum to the General Plan Update Environmental Impact Report and adopt the proposed Housing Element Update.

RESULT:	ADOPTED [UNANIMOUS] BY ROLL CALL VOTE
MOVER:	Michael Termini, Council Member
SECONDER:	Stephanie Harlan, Council Member
AYES:	Norton, Bottorff, Bertrand, Harlan, Termini

10. ADJOURNMENT

Meeting adjourned at 9:00 PM.

Dennis Norton, Mayor

ATTEST:

_____, CMC
Liz Nichols, Deputy City Clerk

Attachment: Draft November 24, 2015, City Council Minutes (1261 : Approval of November 24, 2015, City Council Minutes)



CITY COUNCIL AGENDA REPORT

MEETING OF DECEMBER 10, 2015

FROM: Community Development

SUBJECT: Receive Planning Commission Action Minutes for the Regular Meeting of
December 3, 2015

RECOMMENDED ACTION: Receive Minutes.

ATTACHMENTS:

1. Planning Commission Action Minutes 12-3-15

Report Prepared By: Linda Fridy
Planning Commission Minutes Clerk



**ACTION MINUTES
CAPITOLA PLANNING COMMISSION MEETING
THURSDAY, DECEMBER 3, 2015
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
 - C. Commission Comments
 - D. Staff Comments
3. APPROVAL OF MINUTES
 - A. Planning Commission - Regular Meeting of Nov. 5, 2015

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Gayle Ortiz, Commissioner
SECONDER:	Edward Newman, Commissioner
AYES:	Smith, Ortiz, Newman, Welch, Westman

4. CONSENT CALENDAR

No items

5. PUBLIC HEARINGS

A. 702 Riverview Drive #15-184 APN: 035-061-14

Design Permit for 366 sf addition to a single-family home, tree removal permit, and variance request for 2 foot reduction in the required 20 ft depth of onsite parking space in the R-1 (Single-Family Residential) 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: Tony Vitale, filed 11/9/15

Representative: Jon Mingo

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

B. 510 El Salto Dr #15-174 APN: 036-125-16

Design Permit for a single-story addition and Variance request to the on-site parking requirement for an existing home in the R-1 (Single-Family Residential) Zoning District.

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

Environmental Determination: Categorical Exemption

Property Owner: John McEnery III

Representative: Derek Van Alstine, filed 10/20/15

RESULT:	APPROVED AS AMENDED [4 TO 0]
MOVER:	Gayle Ortiz, Commissioner
SECONDER:	Susan Westman, Commissioner
AYES:	Smith, Ortiz, Newman, Westman
RECUSED:	Welch

C. Transient Rentals in Capitola #15-189

Overview of existing transient (vacation) rental regulations in Capitola and code enforcement proposal

RESULT:	RECOMMENDED [UNANIMOUS]	Next: 1/14/2016 7:00 PM
MOVER:	TJ Welch, Commissioner	
SECONDER:	Gayle Ortiz, Commissioner	
AYES:	Smith, Ortiz, Newman, Welch, Westman	

6. DIRECTOR'S REPORT

7. COMMISSION COMMUNICATIONS

8. ADJOURNMENT



CITY COUNCIL AGENDA REPORT

MEETING OF DECEMBER 10, 2015

FROM: Finance Department

SUBJECT: Approval of City Check Register Reports Dated November 6, November 13, November 20, November 27, 2015

RECOMMENDED ACTION: Approve Check Register Reports.

BACKGROUND: Check Registers are attached for:

Account: City Main				
Date	Starting Check #	Ending Check #	Check/EFT Count	Amount
11/06/2015	82029	82105	83	\$274,023.40
11/13/2015	82106	82130	24	\$43,695.23
11/20/2015	82131	82209	83	\$182,075.62
11/27/2015	82210	82255	48	\$66,070.40

The City Main check register of October 30, 2015 ended with check #82028.

Account: Payroll				
Date	Starting Check #	Ending Check #	Check/EFT Count	Amount
11/13/2015	4673	4684	96	\$147,594.40
11/27/2015	4685	4696	92	\$146,833.98

Following is a list of checks issued for more than \$10,000.00 and a brief description of the expenditure:


Check	Issued to	Dept	Description	Amount
82072	PG&E	FN	Monthly Electric September	\$14,816.75
82095	Soquel Creek Water District	FN	Monthly Water Usage	\$12,979.79
eft185	CalPERS Health Insurance	FN	Health Insurance Premiums	\$58,484.51
eft187	IRS	FN	Federal Tax Deposit	\$26,775.59
eft189	CalPERS Member Services	FN	PERS retirement contributions	\$45,508.52
82125	SCC Auditor-Controller	PD	Monthly Citation Surcharges	\$13,802.50
82174	PG&E	FN	Monthly Electric October	\$14,036.52
eft192	CalPERS Member Services	FN	PERS retirement contributions	\$45,650.88
eft194	IRS	FN	Federal Tax Deposit	\$25,785.49
82215	Atchison Barisone & Condotti	CM	Monthly Attorney Fees	\$31,638.71

Approval of City Check Registers
December 10, 2015

ATTACHMENTS:

1. City Check Register 11-06-15
2. City Check Register 11-13-15
3. City Check Register 11-20-15
4. City Check Register 11-27-15

Report Prepared By: Maura Herlihy
Account Technician



Jamie Goldstein, City Manager

12/4/2015

Accounts payable checks dated 11/06/15 and numbered 82029 to 82105, totaling \$134,397.36, plus 6 EFT, for a total disbursement of \$274,023.40, have been reviewed and authorized for distribution by the City Manager.

CASH POSITION - CITY OF CAPITOLA 11/6/15

		<u>Net Balance</u>
1000	General Fund	\$113,163.21
1001	Payroll Payables	\$25,854.07
1010	Contingency Reserve Fund	\$1,803,945.66
1015	PERS Contingency Fund	\$0.00
1025	Facilities Reserve Fund	\$79,870.00
1200	Capital Improvement Fund	\$1,465,860.78
2210	Stores Fund	\$20,230.37
2211	Information Technology Fund	\$129,318.95
2212	Equipment Replacement	\$128,995.83
2213	Self Insurance Liability Fund	\$74,194.90
2214	Worker's Comp. Ins. Fund	\$318,106.79
2216	Compensated Absences Fund	(\$10,179.23)
	TOTAL UNASSIGNED GENERAL FUNDS	\$4,149,361.33

As of 11/06/2015 the unaudited cash balance is \$4,149,361.33.

The Emergency Reserve Fund Balance is \$1,049,205.54 (not included above).



 Jamie Goldstein, City Manager

11/06/2015

 Date

Attachment: City Check Register 11-06-15 (1274 : Approval of City Check Registers)

City Checks Issued 11/06/2015

Check#	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
82029	11/06/2015	Open			ALLSAFE LOCK COMPANY	\$97.31
	Invoice		Date	Description		Amount
	47770		10/29/2015	deactivate lock mechanics door, padlock		\$77.82
	47689		10/27/2015	Padlocks		\$19.49
82030	11/06/2015	Open			ALPHA GRAPHICS	\$1,299.29
	Invoice		Date	Description		Amount
	38878		10/20/2015	Budget Documents		\$1,299.29
82031	11/06/2015	Open			ARTHUR S. DOVER MD	\$535.00
	Invoice		Date	Description		Amount
	Dover10212015		10/21/2015	flu vaccines		\$535.00
82032	11/06/2015	Open			AT&T/CALNET 2	\$1,710.86
	Invoice		Date	Description		Amount
	7172354		10/13/2015	Monthly Telephone Svc & T-1 Access Sept-Oct		\$1,710.86
				1000 - General Fund	\$1,380.82	
				2211 - ISF - Information Technology	\$330.04	
82033	11/06/2015	Open			B & B SMALL ENGINE REPAIR	\$65.59
	Invoice		Date	Description		Amount
	337379		10/30/2015	Chainsaw files		\$10.86
	337158		10/26/2015	oil filter x3, fuel filter x3		\$54.73
82034	11/06/2015	Open			BARBIC ROOFING-MATT ROSSO	\$1,000.00
	Invoice		Date	Description		Amount
	102715		10/27/2015	roof work on motorcycle carport at PD evidence bldg		\$1,000.00
82035	11/06/2015	Open			CALE AMERICA INC.	\$2,796.79
	Invoice		Date	Description		Amount
	138122		10/29/2015	October parking meter fees		\$1,829.00
	138035		10/23/2015	Mainboard cable lightbar for meters		\$967.79
82036	11/06/2015	Open			CALIF LAW ENFORCEMENT ASSOC OF RECC	\$50.00
	Invoice		Date	Description		Amount
	CLEARs11022015		11/02/2015	Hernandez 2016 membership		\$50.00
82037	11/06/2015	Open			CALIFORNIA COAST UNIFORM COMPANY	\$77.26
	Invoice		Date	Description		Amount
	4512		10/08/2015	Zamora		\$77.26
82038	11/06/2015	Open			CAROLYN FLYNN	\$3,990.00
	Invoice		Date	Description		Amount
	CBF10-2015		10/30/2015	CDBG Program Grant Oversight and Management		\$367.50
	CBF10-2015b		10/30/2015	October housing trust fund admin		\$3,622.50
				1350 - CDBG Grants	\$367.50	
				1372 - Housing Trust Fund	\$3,622.50	
82039	11/06/2015	Open			CITY OF SANTA CRUZ	\$145.40
	Invoice		Date	Description		Amount
	027115		10/23/2015	Agency portion of joint construction contractor training		\$145.40
82040	11/06/2015	Open			COMMUNITY ACTION BOARD	\$2,980.53
	Invoice		Date	Description		Amount

Attachment: City Check Register 11-06-15 (1274 : Approval of City Check Registers)

City Checks Issued 11/06/2015

Check#	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
	CAB10282015		10/28/2015	Emergency Housing Assistance Program FY 15-16 5552 - Cap Hsg Succ- Program Income		\$2,980.53
82041	11/06/2015 Invoice HCD112015	Open	Date 11/04/2015	Description Lien filings 1370 - HOME Reuse Fund 5552 - Cap Hsg Succ- Program Income	DEPARTMENT OF HOUSING AND COMMUNIT \$25.00 \$50.00	\$75.00 \$75.00
82042	11/06/2015 Invoice HCD11022015	Open	Date 11/02/2015	Description Lien filing fees 5552 - Cap Hsg Succ- Program Income	DEPARTMENT OF HOUSING AND COMMUNIT \$50.00	\$50.00
82043	11/06/2015 Invoice Davis11022015	Open	Date 11/02/2015	Description Lien filing fee, John Davis 5552 - Cap Hsg Succ- Program Income	DEPARTMENT OF HOUSING AND COMMUNIT \$25.00	\$25.00
82044	11/06/2015 Invoice Guzzo11022015	Open	Date 11/02/2015	Description Lien filing fee, Dixie Guzzo 5552 - Cap Hsg Succ- Program Income	DEPARTMENT OF HOUSING AND COMMUNIT \$25.00	\$25.00
82045	11/06/2015 Invoice LicenseSS422074	Open	Date 10/28/2015	Description registration - special equipment	DEPARTMENT OF MOTOR VEHICLES \$25.00	\$25.00
82046	11/06/2015 Invoice 195797	Open	Date 10/26/2015	Description Tires, mounting, disposal, alignment	DIXON AND SON INC. \$1,188.71	\$1,188.71
82047	11/06/2015 Invoice 04	Open	Date 11/02/2015	Description Oct. monthly inspections	ED MORRISON \$2,590.00	\$2,590.00
82048	11/06/2015 Invoice gonzalez11032015	Open	Date 11/03/2015	Description Supplies	ESMERALDA GONZALEZ \$84.24	\$84.24
82049	11/06/2015 Invoice 24961	Open	Date 10/31/2015	Description Irrigation controller	ET Water Systems Inc. \$219.00	\$219.00
82050	11/06/2015 Invoice Evans10292015	Open	Date 10/29/2015	Description motorcycle gloves replaced due to collision 2213 - ISF - Self-Insurance Liability	EVANS, KRAIG \$119.61	\$119.61
82051	11/06/2015 Invoice 545755 584567 591011	Open	Date 10/21/2015 10/29/2015 10/30/2015	Description Irrigation supplies Irrigation supplies Hacksaw	EWING IRRIGATION Amount \$16.38 \$42.82 \$6.06	\$65.26
82052	11/06/2015 Invoice 958180	Open	Date 10/29/2015	Description Plants	FARWEST NURSERY Amount \$38.34	\$38.34

Attachment: City Check Register 11-06-15 (1274 : Approval of City Check Registers)

City Checks Issued 11/06/2015

Check#	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
82053	11/06/2015	Open			FEDERAL EXPRESS	\$48.35
	Invoice		Date	Description		Amount
	5-192-86404		10/16/2015	shipping		\$48.35
82054	11/06/2015	Open			FLYERS ENERGY LLC	\$4,028.23
	Invoice		Date	Description		Amount
	15-156022		10/29/2015	55 gallon hd 15w-40 oil		\$697.00
	15-149949		10/16/2015	100 gallon diesel		\$280.97
	15-149948		10/16/2015	555 gallons ethanol		\$1,798.12
	15-153039		10/23/2015	100 gallons diesel		\$279.87
	15-153038		10/23/2015	312 gallon ethanol		\$972.27
82055	11/06/2015	Open			GEORGE McMENAMIN	\$275.00
	Invoice		Date	Description		Amount
	restoration39		11/04/2015	Riparian Restoration 15/16		\$275.00
82056	11/06/2015	Open			GLOBAL ENVIRONMENTAL PRODUCTS INC	\$2,423.80
	Invoice		Date	Description		Amount
	628438		10/15/2015	Sweeper parts, freight		\$806.22
	628663		10/30/2015	sweeper parts 1310 - Gas Tax Fund		\$1,617.58
82057	11/06/2015	Open			GOLD COAST ARMORY	\$3,535.70
	Invoice		Date	Description		Amount
	514691		10/27/2015	Armory items		\$3,535.70
82058	11/06/2015	Open			GOLDFARB & LIPMAN LLP	\$1,316.00
	Invoice		Date	Description		Amount
	117384		10/21/2015	legal consultation		\$1,316.00
82059	11/06/2015	Open			GRAINGER	\$701.87
	Invoice		Date	Description		Amount
	850376708		10/21/2015	Hard hats (20)		\$701.87
82060	11/06/2015	Open			GRUNOW, RICH	\$49.85
	Invoice		Date	Description		Amount
	Grunow10132015		10/30/2015	AMBAG GHG Modeling Training		\$49.85
82061	11/06/2015	Open			InnerWorkings	\$724.90
	Invoice		Date	Description		Amount
	2316944-1		10/26/2015	Printing / notices to appear		\$724.90
82062	11/06/2015	Open			INTERSTATE BATTERY SYSTEMS OF SAN JO	\$700.02
	Invoice		Date	Description		Amount
	50252251		10/19/2015	batteries x3		\$344.57
	50252445		10/27/2015	batteries x3		\$355.45
82063	11/06/2015	Open			INTERWEST CONSULTING GROUP INC.	\$5,077.46
	Invoice		Date	Description		Amount
	22729		07/16/2015	June plan review services		\$4,215.28
	24154		10/27/2015	Sept 2015 plan review		\$862.18
82064	11/06/2015	Open			JAMES P ALLEN	\$2,340.00
	Invoice		Date	Description		Amount
	101215		10/12/2015	consulting arborists services, 1575 38th Ave		\$2,160.00
	102314		10/23/2015	consulting arborists services 1575 38th		\$180.00

Attachment: City Check Register 11-06-15 (1274 : Approval of City Check Registers)

City Checks Issued 11/06/2015

Check#	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
82065	11/06/2015	Open			KIMLEY-HORN AND ASSOCIATES INC.	\$687.00
	Invoice		Date	Description		Amount
	6886094		09/30/2015	Parking & Trip analysis for Mont. skate park		\$687.00
82066	11/06/2015	Open			LLOYDS TIRE SERVICE	\$1,957.98
	Invoice		Date	Description		Amount
	293253		10/28/2015	tires, mounting and disposal fees		\$654.68
	292917		10/22/2015	Tires and fees x4		\$1,303.30
82067	11/06/2015	Open			MARC KRAFT	\$343.20
	Invoice		Date	Description		Amount
	Kraft11022015		11/02/2015	Late Fall Inst.Payment 2015		\$343.20
82068	11/06/2015	Open			MARK GONZALEZ	\$1,409.82
	Invoice		Date	Description		Amount
	Gonzalez10152015		10/15/2015	POST training - role of the poice chief		\$1,409.82
82069	11/06/2015	Open			MID COUNTY AUTO SUPPLY	\$1,884.67
	Invoice		Date	Description		Amount
	438856		10/05/2015	rear view mirror		\$3.04
	438857		10/05/2015	blind spot mirrors		\$11.75
	440112		10/15/2015	fuel cap		\$11.43
	439933		10/14/2015	ignition coil, spark plugs, wires		\$222.39
	440075		10/15/2015	water pump, gasket, thermostat		\$78.00
	440451		10/19/2015	wrench set		\$18.05
	440733		10/21/2015	muffler clamp, super clean		\$19.51
	438881		10/05/2015	window wash x6, scraper, extended life Ford chx3		\$70.32
	439443		10/09/2015	microfiber cloths x2, cleaner x2		\$24.02
	440570		10/20/2015	Ford F150 direct fit converters x2		\$1,022.15
	440589		10/20/2015	Sealant, returned thermostat Ford F150		(\$4.42)
	441597		10/28/2015	Batteries x2		\$211.47
	441417		10/27/2015	air filters x3		\$72.69
	440907		10/22/2015	pressure sensor		\$84.47
	440929		10/22/2015	crank position sensor		\$30.86
	442208		11/03/2015	wire		\$8.94

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City Checks Issued 11/06/2015

Check#	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
82070	11/06/2015	Open			MISSION LINEN SUPPLY	\$380.05
	Invoice		Date	Description		Amount
	501106590		10/07/2015	Mats 10/14/15		\$43.50
	501192230		10/28/2015	linen service		\$30.46
	501106593		10/14/2015	linen service		\$30.46
	501151155		10/21/2015	linen service		\$30.46
	501192231		10/28/2015	linen service		\$87.61
	501151156		10/21/2015	linen service		\$66.23
	501060794		10/07/2015	linen service		\$30.46
	501151140		10/21/2015	mops, mat service		\$60.87
82071	11/06/2015	Open			NORTH BAY FORD	\$20.19
	Invoice		Date	Description		Amount
	250913		10/20/2015	thermostat assembly		\$20.19
82072	11/06/2015	Open			PACIFIC GAS & ELECTRIC	\$14,816.75
	Invoice		Date	Description		Amount
	PGEoct2015acct9		10/12/2015	Monthly Elec		\$14,816.75
				1000 - General Fund		\$7,492.76
				1300 - SLESF - Supplemental Law Enforce		\$196.61
				1310 - Gas Tax Fund		\$4,810.56
				1311 - Wharf Fund		\$2,316.82
82073	11/06/2015	Open			PACIFIC VETERINARY SPECIALISTS INC.	\$153.57
	Invoice		Date	Description		Amount
	428013		10/28/2015	Animal services: exam & boarding		\$153.57
82074	11/06/2015	Open			PALACE OFFICE SUPPLIES	\$312.78
	Invoice		Date	Description		Amount
	341380-0		10/21/2015	Office supplies		\$166.71
	341437-0		10/22/2015	Office supplies		\$146.07
82075	11/06/2015	Open			PHOENIX GROUP INFORMATION SYSTEMS	\$2,114.13
	Invoice		Date	Description		Amount
	092015070		10/27/2015	Sept 2015 citation processing		\$2,114.13
82076	11/06/2015	Open			PRAXAIR DISTRIBUTION INC.	\$113.25
	Invoice		Date	Description		Amount
	54020766		10/20/2015	industrial acytleene, high pressure 100 cf		\$113.25
82077	11/06/2015	Open			PREFERRED BENEFIT INSURANCE ADMIN.	\$7,770.65
	Invoice		Date	Description		Amount
	EIA15721		11/01/2015	Nov 2015 vision/dental		\$7,770.65
				1000 - General Fund	\$474.70	
				1001 - Payroll Payables	\$7,295.95	
82078	11/06/2015	Open			PROFORCE LAW ENFORCEMENT	\$3,931.51
	Invoice		Date	Description		Amount
	252784		10/22/2015	Tasers		\$3,931.51
				1300 - SLESF - Supplemental Law Enforce		

Attachment: City Check Register 11-06-15 (1274 : Approval of City Check Registers)

City Checks Issued 11/06/2015

Check#	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
82079	11/06/2015	Open			QUENVOLD'S SAFETY SHOEMOBILES	\$168.56
	Invoice		Date	Description		Amount
	99436		10/16/2015	Safety Shoes		\$168.56
82080	11/06/2015	Open			SAN LORENZO LUMBER	\$576.11
	Invoice		Date	Description		Amount
	55-0117784		10/08/2015	CPD motorcycle roof		\$74.33
	55-0117945		10/08/2015	Wood screws - CPD motorcycle roof		\$45.69
	55-0118056		10/08/2015	Plywood - CPD motorcycle roof		\$124.77
	55-0119474		10/14/2015	Wood		\$70.91
	55-0123651		10/28/2015	Wharf supplies		\$195.60
	55-0125111		11/03/2015	Flume wood		\$64.81
				1000 - General Fund	\$380.51	
				1311 - Wharf Fund	\$195.60	
82081	11/06/2015	Open			SANTA CRUZ COUNTY AUDITOR-CONTROLL	\$694.89
	Invoice		Date	Description		Amount
	SCC10262015		10/26/2015	14/15 blood alcohol testing		\$694.89
82082	11/06/2015	Open			SANTA CRUZ COUNTY DEPT OF PUBLIC WOF	\$4,110.00
	Invoice		Date	Description		Amount
	SCC10082015		10/08/2015	FY14/15 hazardous waste collection program		\$4,110.00
82083	11/06/2015	Open			SANTA CRUZ COUNTY HUMAN SERVICES DE	\$439.61
	Invoice		Date	Description		Amount
	SCC10142015		10/14/2015	FY15-16 Contract Management Center Maintenance Costs		\$439.61
82084	11/06/2015	Open			SANTA CRUZ COUNTY INFORMATION SERVIC	\$1,226.98
	Invoice		Date	Description		Amount
	SCC10282015		10/28/2015	July-Sept 2015 radio shop		\$704.99
	SCC11022015		11/02/2015	November Open Query Service		\$521.99
82085	11/06/2015	Open			SANTA CRUZ COUNTY TAX COLLECTOR	\$604.66
	Invoice		Date	Description		Amount
	693920-1		10/30/2015	Corp Yard-First Installment sanitation charges		\$604.66
82086	11/06/2015	Open			SANTA CRUZ COUNTY TAX COLLECTOR	\$3,312.00
	Invoice		Date	Description		Amount
	678367-1		10/30/2015	Wharf-First Installment sanitation charges		\$3,312.00
				1311 - Wharf Fund		
82087	11/06/2015	Open			SANTA CRUZ COUNTY TAX COLLECTOR	\$1,030.09
	Invoice		Date	Description		Amount
	705739-1		10/30/2015	City Hall-First Installment sanitation charges		\$1,030.09
82088	11/06/2015	Open			SANTA CRUZ COUNTY TAX COLLECTOR	\$4,565.77
	Invoice		Date	Description		Amount
	679271-1		10/30/2015	Esplanade Park-First Installment sanitation charges		\$4,565.77

Attachment: City Check Register 11-06-15 (1274 : Approval of City Check Registers)

City Checks Issued 11/06/2015

Check#	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
82089	11/06/2015	Open			SANTA CRUZ COUNTY TAX COLLECTOR	\$375.87
	Invoice		Date	Description		Amount
	748331-1		10/30/2015	Library-First Installment sanitation charges		\$375.87
82090	11/06/2015	Open			SANTA CRUZ PLUMBING INC.	\$282.50
	Invoice		Date	Description		Amount
	1844		09/21/2015	Shower repair		\$282.50
82091	11/06/2015	Open			SANTANA PAVING & GRADING INC.	\$7,500.00
	Invoice		Date	Description		Amount
	2062		10/13/2015	Riverview drainage repairs 1310 - Gas Tax Fund		\$7,500.00
82092	11/06/2015	Open			SHARON LACY	\$312.00
	Invoice		Date	Description		Amount
	Lacy10282015		11/02/2015	Late Fall Inst.Payment 2015		\$312.00
82093	11/06/2015	Open			SIGN WAVE	\$405.94
	Invoice		Date	Description		Amount
	2528		10/26/2015	Plein Air banners		\$405.94
82094	11/06/2015	Open			SOFTCHOICE CORPORATION	\$7,610.00
	Invoice		Date	Description		Amount
	4109246		10/20/2015	MS enterprise agreement Office 365		\$360.00
	4108919		10/20/2015	ENTERPRISE AGREEMENT SLG G3 Office Upgrade 2211 - ISF - Information Technology		\$7,250.00
82095	11/06/2015	Open			SOQUEL CREEK WATER DISTRICT	\$12,979.79
	Invoice		Date	Description		Amount
	SCoct2015-2		10/30/2015	Monthly water usage, irrigation		\$7,808.36
	SCoct2015		10/22/2015	Monthly water use 9/22 - 10/22/15 1000 - General Fund 1311 - Wharf Fund	\$12,453.68 \$526.11	\$5,171.43
82096	11/06/2015	Open			SOQUEL UNION ELEMENTARY SCHOOL DIST	\$2,700.00
	Invoice		Date	Description		Amount
	16-02		09/28/2015	Seal & Stripe New Brighton Middle School Gym Parking Lot		\$2,700.00
82097	11/06/2015	Open			SPECTRUM BUSINESS	\$2,374.44
	Invoice		Date	Description		Amount
	Spectrum10192015		10/19/2015	Monthly internet services 1000 - General Fund 2211 - ISF - Information Technology	\$1,010.27 \$1,364.17	\$2,374.44
82098	11/06/2015	Open			STEPFORD INC	\$5,000.00
	Invoice		Date	Description		Amount
	1502009		10/20/2015	Monthly Service Charges December 2015 2211 - ISF - Information Technology		\$5,000.00
82099	11/06/2015	Open			SUPPLYWORKS	\$1,025.80
	Invoice		Date	Description		Amount
	1717803-00		10/30/2015	Cleaning supplies		\$1,025.80
82100	11/06/2015	Open			US BANK PARS	\$146.69
	Invoice		Date	Description		Amount

Attachment: City Check Register 11-06-15 (1274 : Approval of City Check Registers)

City Checks Issued 11/06/2015

Check#	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
	PARS10302015		10/30/2015	PARS 10/30/15 Pay date 1001 - Payroll Payables		\$146.69
82101	11/06/2015	Open			WATSONVILLE BLUEPRINT	\$30.74
	Invoice		Date	Description		Amount
	56964		10/23/2015	Copies of City Documents 2210 - ISF - Stores Fund		\$30.74
82102	11/06/2015	Open			Carl Alliano	\$100.00
	Invoice		Date	Description		Amount
	Alliano11042015		11/04/2015	musicians for Plein Air Event		\$100.00
82103	11/06/2015	Open			Charles Smith	\$255.00
	Invoice		Date	Description		Amount
	Smith10282015		10/28/2015	Refund cite 177124131		\$255.00
82104	11/06/2015	Open			Joan Lowden	\$100.00
	Invoice		Date	Description		Amount
	Lowden11042015		11/04/2015	musician for Plein Air Event		\$100.00
82105	11/06/2015	Open			Mike Strunk	\$100.00
	Invoice		Date	Description		Amount
	Strunk11042015		11/04/2015	musicians for Plein Air Event		\$100.00
Type Check Totals:						\$134,397.36

Attachment: City Check Register 11-06-15 (1274 : Approval of City Check Registers)

City Checks Issued 11/06/2015

Check#	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
EFT						
185	11/02/2015	Open			CalPERS Health Insurance	\$58,484.51
	Invoice		Date	Description		Amount
	1868		11/02/2015	November 2015 Health Insurance		\$58,484.51
				1000 - General Fund	\$2,667.79	
				1001 - Payroll Payables	\$55,816.72	
186	11/02/2015	Open			STATE DISBURSEMENT UNIT	\$1,117.84
	Invoice		Date	Description		Amount
	SDUppe10-24-15		11/02/2015	Garnishments PPE 10/24/15		\$1,117.84
				1001 - Payroll Payables		
187	11/03/2015	Open			INTERNAL REVENUE SERVICE	\$26,775.59
	Invoice		Date	Description		Amount
	IRS10302015		11/03/2015	FEDtax deposit 10/30/2015		\$26,775.59
				1001 - Payroll Payables		
188	11/03/2015	Open			EMPLOYMENT DEVELOPMENT DEPT	\$7,072.58
	Invoice		Date	Description		Amount
	EDD10302015		11/03/2015	STATE tax PPE10/24/2015		\$7,072.58
				1001 - Payroll Payables		
189	11/02/2015	Open			CalPERS Member Services Division	\$45,508.52
	Invoice		Date	Description		Amount
	PERSspe10242015		11/02/2015	PERS contributions PPE 10/24/2015		\$45,508.52
				1000 - General Fund	(\$30.14)	
				1001 - Payroll Payables	\$45,538.66	
190	11/05/2015	Open			EMPLOYMENT DEVELOPMENT DEPT	\$667.00
	Invoice		Date	Description		Amount
	3rdQTR-2015-UI		09/30/2015	3rd qtr 2015 Unemployment tax payment		\$667.00
				2213 - ISF - Self-Insurance Liability		
Type EFT Totals:						\$139,626.04
CITY - Main City Totals						
Checks				Count: 77		Total: \$134,397.36
EFTs				Count: 6		Total: \$139,626.04
All				Count: 83		Total: \$274,023.40

Attachment: City Check Register 11-06-15 (1274 : Approval of City Check Registers)

Accounts payable checks dated 11/13/15 and numbered 82106 to 82130, totaling \$43,695.23, plus 12 payroll checks and 84 payroll EFTs, for a total disbursement of \$191,289.63, have been reviewed and authorized for distribution by the City Manager.

As of 11/13/2015 the unaudited cash balance is \$4,062,116.09.

CASH POSITION - CITY OF CAPITOLA 11/13/15

	<u>Net Balance</u>
1000 General Fund	(\$75,586.56)
1001 Payroll Payables	\$141,524.16
1010 Contingency Reserve Fund	\$1,803,945.66
1015 PERS Contingency Fund	\$0.00
1025 Facilities Reserve Fund	\$79,870.00
1200 Capital Improvement Fund	\$1,465,860.78
2210 Stores Fund	\$20,199.63
2211 Information Technology Fund	\$115,303.74
2212 Equipment Replacement	\$128,995.83
2213 Self Insurance Liability Fund	\$74,075.29
2214 Worker's Comp. Ins. Fund	\$318,106.79
2216 Compensated Absences Fund	(\$10,179.23)
TOTAL UNASSIGNED GENERAL FUNDS	<u>\$4,062,116.09</u>

The Emergency Reserve Fund Balance is \$1,049,205.54 (not included above).



Jamie Goldstein, City Manager

11/13/2015
Date

Attachment: City Check Register 11-13-15 (1274 : Approval of City Check Registers)

City Checks Issued 11/13/2015

Check#	Invoice#	Status	Invoice Date	Description	Payee Name	Transactio Amou
82106	11/08/2015 Invoice Abelman11-08-15	Open	Date 11/08/2015	Description Plein Air award winner	Hershel Abelman	\$100.00
82107	11/08/2015 Invoice Shamble11082015	Open	Date 11/08/2015	Description Plein Air award winner	Al Shamble	\$750.00
82109	11/09/2015 Invoice Prentiss11082015	Open	Date 11/09/2015	Description Plein Air First Place Winner	Charles Prentiss	\$1,500.00
82110	11/13/2015 Invoice 47809	Open	Date 11/04/2015	Description Keys (20)	ALLSAFE LOCK COMPANY	\$48.71
82111	11/13/2015 Invoice 53	Open	Date 11/04/2015	Description October BIA services 1321 - BIA - Capitola Village-Wharf BIA	AMY FERRASCI-HARP	\$1,320.00
82112	11/13/2015 Invoice 337655 337652	Open	Date 11/05/2015 11/05/2015	Description Carbide chain Chainsaw repair	B & B SMALL ENGINE REPAIR	\$268.12 \$59.36
82113	11/13/2015 Invoice Sandretti102215	Open	Date 10/22/2015	Description Post training	BRANTLY SANDRETTI	\$1,085.69
82114	11/13/2015 Invoice 1854	Open	Date 11/03/2015	Description October - December contribution	CAPITOLA-SOQUEL CHAMBER OF C	\$7,500.00
82115	11/13/2015 Invoice 502	Open	Date 11/12/2015	Description Tree Removal-Beach & Village Parking Lots 1 & 2	CHRISTIANSO TREE EXPERTS CO	\$7,760.00
82116	11/13/2015 Invoice 51241	Open	Date 10/28/2015	Description Municipal code update	CODE PUBLISHING COMPANY INC.	\$85.80
82117	11/13/2015 Invoice 1192015	Open	Date 11/09/2015	Description Hazardous waste manifest fee -VQ#201536108	DEPT OF TOXIC SUBSTANCES CON	\$150.00

Attachment: City Check Register 11-13-15 (1274 : Approval of City Check Registers)

City Checks Issued 11/13/2015

Check#	Invoice#	Status	Invoice Date	Description	Payee Name	Transactio Amou
82118	11/13/2015 Invoice ECS11112015	Open	Date 11/11/2015	Description Rispin-Entomological Consulting	ENTOMOLOGICAL CONSULTING SEI 10/10-31/2015	\$900.0 \$900.00
82119	11/13/2015 Invoice 63596	Open	Date 10/22/2015	Description Hydro Monterey Ave.	GREEN LINE	\$2,713.0 \$2,713.00
82120	11/13/2015 Invoice Harlan10252015	Open	Date 10/25/2015	Description digital reading device reimbursement	HARLAN, STEPHANIE	\$250.0 \$250.00
82121	11/13/2015 Invoice 000V-09-052015	Open	Date 10/30/2015	Description shoot/edit venetian court interview	KATHY D'ANGELO	\$250.0 \$250.00
82122	11/13/2015 Invoice 11709	Open	Date 10/28/2015	Description Minute Book, labels, shipping	LAUTZENHISER'S STATIONERY INC.	\$228.2 \$228.20
82123	11/13/2015 Invoice 416-CL-1	Open	Date 10/26/2015	Description New Brighton School sewer/storm cleanout	NOR-CAL PIPELINE SERVICES	\$4,042.0 \$4,042.00
82124	11/13/2015 Invoice 342970-0 340996-0 340992-0 9197902-0	Open	Date 11/02/2015 10/20/2015 10/20/2015 10/22/2015	Description Labels, staples, desk pad, paper legal folders envelopes, paper, steno books glue	PALACE OFFICE SUPPLIES	\$266.1 \$31.86 \$75.35 \$154.15 \$4.79
				1000 - General Fund	\$4.79	
				2210 - ISF - Stores Fund	\$261.36	
82125	11/13/2015 Invoice Oct2015	Open	Date 10/31/2015	Description Citation surcharges Oct 2015	SANTA CRUZ COUNTY AUDITOR-CC	\$13,802.5 \$13,802.50

Attachment: City Check Register 11-13-15 (1274 : Approval of City Check Registers)

City Checks Issued 11/13/2015

Check#	Invoice#	Status	Invoice Date	Description	Payee Name	Transactic Amount
82126	11/13/2015	Open			SANTA CRUZ FIRE EQUIPMENT CO.	\$118.00
	Invoice		Date	Description		Amount
	94449		10/15/2015	Fire extinguisher annual maintenance (city hall)		\$80.00
	94464		10/16/2015	Annual fire extinguisher maintenance (museum)		\$38.00
82127	11/13/2015	Open			SANTA CRUZ MOSQUITO & VECTOR	\$103.35
	Invoice		Date	Description		Amount
	SCCFY1516		10/19/2015	Mosquito & Disease control assessment		\$103.35
82128	11/13/2015	Open			STATE BOARD OF EQUALIZATION	\$218.35
	Invoice		Date	Description		Amount
	00022892446		11/03/2015	Water Rights Fee		\$218.35
82129	11/13/2015	Open			WESTERN EXTERMINATOR COMPAI	\$104.00
	Invoice		Date	Description		Amount
	3622975		10/31/2015	City Hall pest control		\$52.00
	3625659		10/31/2015	Ocean turnouts pest control		\$52.00
82130	11/13/2015	Open			Harold M. Raphael	\$72.00
	Invoice		Date	Description		Amount
	2016-00000381		11/10/2015	online volunteer scheduling system setup		\$72.00

Type Check Totals:

\$43,695.00

CITY - Main City Totals

Checks	Count: 24	Total: \$43,695.00
EFTs	Count: 0	Total: \$0.00

PAYROLL - Wells Payroll Totals

Checks	Count: 12	Total: \$9,926.00
EFTs	Count: 84	Total: \$137,667.00
All	Count: 96	Total: \$147,593.00

Grand totals

Checks	Count: 36	Total: \$53,622.00
EFTs	Count: 84	Total: \$137,667.00
All	Count: 120	Total: \$191,289.00

Attachment: City Check Register 11-13-15 (1274 : Approval of City Check Registers)

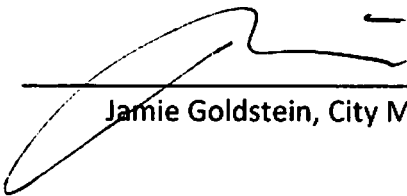
Accounts payable checks dated 11/20/15 and numbered 82131 to 82209, totaling \$102,806.24, plus 4 EFTs totaling \$479,269.38, for a total disbursement of \$182,075.62, have been reviewed and authorized for distribution by the City Manager.

As of 11/20/2015 the unaudited cash balance is \$4,762,267.82.

CASH POSITION - CITY OF CAPITOLA 11/20/15

	<u>Net Balance</u>
General Fund	\$662,053.86
Payroll Payables	\$62,296.83
Contingency Reserve Fund	\$1,803,945.66
PERS Contingency Fund	\$0.00
Facilities Reserve Fund	\$79,870.00
Capital Improvement Fund	\$1,507,860.78
Stores Fund	\$19,938.27
Information Technology Fund	\$115,303.74
Equipment Replacement	\$128,995.83
Self Insurance Liability Fund	\$74,075.29
Worker's Comp. Ins. Fund	\$318,106.79
Compensated Absences Fund	(\$10,179.23)
TOTAL UNASSIGNED GENERAL FUNDS	<u><u>\$4,762,267.82</u></u>

The Emergency Reserve Fund Balance is \$1,049,205.54 (not included above).



Jamie Goldstein, City Manager

11/20/2015
Date

Attachment: City Check Register 11-20-15 (1274 : Approval of City Check Registers)

City Checks Issued 11/20/2015

Check#	Invoice#	Status	Invoice Date	Description	Payee Name	Transaction Amount
82131	11/20/2015	Open			ACCELA INC	\$1,080
	Invoice		Date	Description		Amount
	INV-ACC15799		11/01/2015	Legislative management 2211 - ISF - Information Technology		\$1,080.00
82132	11/20/2015	Open			ANDERSON BRULE ARCHITECTS INC.	\$9,975.
	Invoice		Date	Description		Amount
	14.1202.2-4		11/04/2015	Oct 2015 Library community workshop		\$9,975.67
82133	11/20/2015	Open			ANDREW DALLY	\$300.
	Invoice		Date	Description		Amount
	Dally11042015		11/04/2015	SBSLI Training in San Diego (POST)		\$300.87
82134	11/20/2015	Open			APTOS LANDSCAPE SUPPLY INC.	\$263
	Invoice		Date	Description		Amount
	407980		11/12/2015	Landscape rock		\$263.05
82135	11/20/2015	Open			ARACELLY BIBL	\$49
	Invoice		Date	Description		Amount
	Bib11162015		11/16/2015	Late Fall Instructor Payments 2015		\$49.40
82136	11/20/2015	Open			ARCHITACTILE	\$1,200
	Invoice		Date	Description		Amount
	2013000098		10/06/2015	Capitola Art and History Tour app updates 1315 - Public Art Fee Fund		\$1,200.00
82137	11/20/2015	Open			ARTS COUNCIL OF SANTA CRUZ COUNTY	\$500.
	Invoice		Date	Description		Amount
	ACSCC10302015		10/30/2015	En Plein Air - Mariposa's Art Activity Tent 1315 - Public Art Fee Fund		\$500.00
82138	11/20/2015	Open			AT&T	\$9.
	Invoice		Date	Description		Amount
	ATT11012015pd		11/01/2015	November phone charges - PD		\$4.53
	ATT11012015		11/01/2015	November phone charges 1000 - General Fund	\$4.53	\$4.70
				2211 - ISF - Information Technology	\$4.70	
82139	11/20/2015	Open			BATTERIES PLUS	\$65
	Invoice		Date	Description		Amount
	314-288930		10/02/2015	batteries for Irao		\$65.24
82140	11/20/2015	Open			BAY PHOTO LAB	\$21.
	Invoice		Date	Description		Amount
	5051722		11/13/2015	roes print 15x24		\$21.21
82141	11/20/2015	Open			CA DEPARTMENT OF JUSTICE	\$51.
	Invoice		Date	Description		Amount
	129420		11/04/2015	Employee fingerprinting		\$51.00

Attachment: City Check Register 11-20-15 (1274 : Approval of City Check Registers)

City Checks Issued 11/20/2015

Invoice #	Date	Description	Amount	
82142	11/20/2015	Open	CALE AMERICA INC.	\$341.0
Invoice	Date	Description	Amount	
138344	10/30/2015	Parking meter ID tech reader	\$316.53	
138296	10/30/2015	Parking meter key	\$24.83	
82143	11/20/2015	Open	CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,577.0
Invoice	Date	Description	Amount	
POA11072015	11/13/2015	POA Dues PPE 11/07/2015 1001 - Payroll Payables	\$1,577.50	
82144	11/20/2015	Open	CAPITOLA SELF STORAGE	\$6,876.0
Invoice	Date	Description	Amount	
17534	11/06/2015	museum storage	\$4,440.00	
17535	11/06/2015	Museum storage unit 2829	\$2,436.00	
82145	11/20/2015	Open	CENTRAL FIRE PROTECTION DISTRICT	\$80.0
Invoice	Date	Description	Amount	
0723-#20150331	10/09/2015	Shop permit fee	\$80.00	
82146	11/20/2015	Open	COMMUNITY TELEVISION OF SANTA CRUZ	\$750.0
Invoice	Date	Description	Amount	
2221	11/05/2015	Televised Council & Planning meetings	\$750.00	
82147	11/20/2015	Open	CRYSTAL SPRINGS WATER CO.	\$303.0
Invoice	Date	Description	Amount	
stmt10312015	10/31/2015	Monthly drinking water charges	\$303.00	
82148	11/20/2015	Open	CVS PHARMACY INC.	\$33.0
Invoice	Date	Description	Amount	
028921	11/16/2015	Batteries for parking	\$33.69	
82149	11/20/2015	Open	ED MORRISON	\$2,660.0
Invoice	Date	Description	Amount	
#05	11/18/2015	PW Inspections 15/16	\$2,660.00	
82150	11/20/2015	Open	eFolder Systems	\$125.0
Invoice	Date	Description	Amount	
79540	10/31/2015	monthly usage - replication and remote storage 2211 - ISF - Information Technology	\$125.00	
82151	11/20/2015	Open	EWING IRRIGATION	\$421.0
Invoice	Date	Description	Amount	
608955	11/04/2015	Irrigation supplies	\$118.83	
608956	11/04/2015	Irrigation supplies	\$302.74	
82152	11/20/2015	Open	FASTENAL COMPANY	\$856.0
Invoice	Date	Description	Amount	
CASAT33864	10/30/2015	Fastners 1311 - Wharf Fund	\$856.40	
82153	11/20/2015	Open	FIRST ALARM SECURITY & PATROL INC.	\$109.0
Invoice	Date	Description	Amount	
499020	10/31/2015	Rispin Special guard	\$109.00	

Attachment: City Check Register 11-20-15 (1274 : Approval of City Check Registers)

City Checks Issued 11/20/2015

Invoice	Date	Description	Amount
82154 11/20/2015 Open FLYERS ENERGY LLC \$1,464.5			
15-159809	11/06/2015	379 gallon ethanol	\$1,161.54
15-159811	11/06/2015	110 gallons diesel	\$303.03
82155 11/20/2015 Open HARLAN, STEPHANIE \$228.7			
Harlan09302015	09/30/2015	League of CA Cities Annual Conference	\$228.78
82156 11/20/2015 Open HOME DEPOT CREDIT SERVICES \$1,651.7			
3881422	09/18/2015	DeWalt batteries	\$172.12
2052020	10/09/2015	Markers	\$7.60
7223261	10/14/2015	Roof emulsion - City Hall	\$482.73
2013084	10/19/2015	Baseball shed roof repair	\$73.55
1562973	10/20/2015	Baseball shed roof repair	\$19.42
1013292	10/20/2015	Baseball shed roof repair	\$57.62
13414	10/21/2015	Roof emulsion - City Hall	\$176.66
9013564	10/22/2015	Baseball shed roof repair	\$40.16
3582858	09/08/2015	spray paint, rust stop	\$5.13
1123022	10/20/2015	return lumber	(\$23.40)
3590937	10/28/2015	paint supplies	\$57.84
8570556	10/23/2015	Paint x2, waterproofer	\$88.94
8584952	11/02/2015	Bucket	\$11.34
7211282	11/03/2015	Electrical supplies	\$118.40
7585083	11/03/2015	Electrical supplies - baseball shed	\$71.16
7015179	11/03/2015	Sealant	\$64.78
6572292	11/04/2015	Batteries	\$33.75
7134078	11/03/2015	returned LED lights	(\$26.47)
0050042	11/10/2015	Supplies	\$99.77
1020986	11/09/2015	Digging shovel	\$23.78
0580133	11/10/2015	Caulking	\$8.96
0580156	11/10/2015	Gutter parts	\$86.47
5591965	11/05/2015	work platform and cushion	\$61.35
0592587	11/10/2015	Nuts and bolts	\$1.84
5585378	11/05/2015	paint supplies	\$18.94
0134755	11/10/2015	Return: vinyl end cap set and leaf guards	(\$80.69)
82157 11/20/2015 Open HYDROSCIENCE ENGINEERS INC. \$2,315.0			
331008001	11/05/2015	Soquel Creek Flume Rehabilitation Alternative Assessment	\$1,555.00
331006005	11/06/2015	13-064 Genge 2091 Wharf Rd. stormwater review	\$665.00
331005004	11/06/2015	14-175 502 Pine Street-Kraemer Stormwater Review 9/28-10/31/15	\$95.00
82158 11/20/2015 Open ICMA RETIREMENT TRUST 457 \$5,635.0			
ICMA11072015	11/13/2015	ICMA 457 ppe 11/07/2015 1001 - Payroll Payables	\$5,635.01
82159 11/20/2015 Open JOHANNA WEINSTEIN \$224.2			
Anouk11162015	11/16/2015	Late Fall Instructor Payments 2015	\$224.25

Attachment: City Check Register 11-20-15 (1274 : Approval of City Check Registers)

City Checks Issued 11/20/2015

Invoice #	Date	Description	Amount
82160	11/20/2015	Open	KBA Docusys Inc. \$728.00
Invoice	Date	Description	Amount
INV382901	11/02/2015	monthly copier charges	\$24.04
INV382903	11/02/2015	Quarterly copier charges	\$33.43
INV382902	11/02/2015	Monthly copier charges	\$476.97
INV386211	11/11/2015	Quarterly copier charges	\$83.48
INV383329	11/02/2015	Quarterly copier charges	\$110.75
		1000 - General Fund	\$40.73
		2211 - ISF - Information Technology	\$687.94
82161	11/20/2015	Open	KINGS PAINT AND PAPER INC. \$151.14
Invoice	Date	Description	Amount
A0227329	11/10/2015	Caulking gun	\$15.14
82162	11/20/2015	Open	LARRY LAURENT \$55.70
Invoice	Date	Description	Amount
Laurent11052015	11/05/2015	MBASIA long range planning	\$55.70
82163	11/20/2015	Open	LC ACTION POLICE SUPPLY LTD \$65.21
Invoice	Date	Description	Amount
340172	11/12/2015	Yeung gear bag	\$65.21
82164	11/20/2015	Open	LLOYDS TIRE SERVICE \$67.07
Invoice	Date	Description	Amount
293811	11/06/2015	tire mounting, balance and disposal	\$67.07
82165	11/20/2015	Open	LP POLICE \$450.00
Invoice	Date	Description	Amount
1115LP31150	11/01/2015	LP Police monthly plan fee Oct. 2015	\$450.00
82166	11/20/2015	Open	MACKAY METERS INC \$729.12
Invoice	Date	Description	Amount
1042468	10/07/2015	Monthly parking meters fees and credit card fees	\$417.12
1042469	10/07/2015	monthly meter fees Sept. 2015	\$130.79
1042467	10/07/2015	Parking meter fees	\$182.00
82167	11/20/2015	Open	MASTER CAR WASH \$176.00
Invoice	Date	Description	Amount
MCW11042015	11/04/2015	Oct 2015 Vehicle cleaning	\$176.00
82168	11/20/2015	Open	MILLER'S TRANSFER & STORAGE CO. \$184.30
Invoice	Date	Description	Amount
87249	11/03/2015	Record storage and handling	\$184.30
82169	11/20/2015	Open	MISSION LINEN SUPPLY \$22.00
Invoice	Date	Description	Amount
501211283	10/29/2015	linen service	\$22.00
82170	11/20/2015	Open	MISSION PRINTERS \$453.55
Invoice	Date	Description	Amount
51931	11/05/2015	Envelopes	\$453.55
		2210 - ISF - Stores Fund	

Attachment: City Check Register 11-20-15 (1274 : Approval of City Check Registers)

City Checks Issued 11/20/2015

Invoice	Date	Description	Amount
82171 11/20/2015 Open NORTH BAY FORD \$826.1			
252010	11/16/2015	Auto parts	\$808.28
251281	11/09/2015	handle assembly	\$18.27
82172 11/20/2015 Open O'REILLY AUTO PARTS \$20.0			
2763-155823	11/09/2015	clamp pliers	\$20.65
82173 11/20/2015 Open ORCHARD SUPPLY HARDWARE \$1,308.1			
140303	09/17/2015	Thermometer	\$6.19
142102	09/25/2015	Painting supplies	\$17.54
106738	10/13/2015	Nuts & bolts	\$3.63
083802	10/15/2015	Sledgehammer	\$68.16
107230	10/15/2015	Painting supplies	\$32.56
6000-8294677	10/20/2015	Roof nails	\$5.15
6001-01178679	10/23/2015	Hammer drill bit	\$3.92
105727	10/08/2015	Assorted peg hooks	\$18.57
6000-73524109	10/23/2015	Matt's stolen tool replacement	\$707.28
6001-21148681	10/28/2015	Insect spray	\$12.38
6000-81986103	10/29/2015	Drinking fountain repairs/plumbing parts	\$36.49
6000-81986141	10/29/2015	Washers	\$2.43
6001-03520095	10/30/2015	Cleaning supplies	\$31.99
6000-86126878	11/02/2015	Shop rags, paint thinner, vinegar	\$29.73
6001-01980965	11/02/2015	steel wool, wire brushes, tarnish remover	\$20.62
6001-23529516	11/02/2015	Tool chest, pry bar, wrench set, socket for Matt	\$142.03
6000-81987013	11/03/2015	Cable ties	\$14.97
6000-71445469	11/03/2015	Batteries, tools	\$73.26
6001-03521832	11/06/2015	Bandstand supplies	\$60.88
79897	11/02/2015	Mechanic tool set RETURN	(\$139.48)
6000-8298267	11/10/2015	Supplies	\$61.92
6001-1294838	11/03/2015	Steel wool	\$14.75
6001-03522298	11/09/2015	Rubber boots - Cooper	\$25.82
6000-8298254	11/10/2015	Light bulb	\$4.12
6001-23520486	11/10/2015	Bleach	\$10.31
6000-79876948	11/13/2015	Pipe, coupling, elbow	\$43.14
82174 11/20/2015 Open PACIFIC GAS & ELECTRIC \$14,060.1			
Nov2015acct9	11/13/2015	Monthly utilities	\$14,036.52
Nov2015acct5	11/13/2015	Pac Cove MHP Elec and Gas	\$24.23
		1000 - General Fund	\$7,007.35
		1300 - SLESF - Supplemental Law Enforce	\$174.34
		1310 - Gas Tax Fund	\$4,807.28
		1311 - Wharf Fund	\$2,071.78

Attachment: City Check Register 11-20-15 (1274 : Approval of City Check Registers)

City Checks Issued 11/20/2015

Invoice #	Date	Description	Amount	Vendor	Total
82175	11/20/2015	Open		PALACE OFFICE SUPPLIES	\$312.1
Invoice	Date	Description	Amount		
344537-0	11/12/2015	office supplies	\$115.07		
4379927-0	11/13/2015	binders	\$68.14		
343807-0	11/10/2015	name plate	\$12.29		
344596-0	11/12/2015	paper x2 cases, white out, stir sticks	\$117.45		
		1000 - General Fund	\$115.07		
		2210 - ISF - Stores Fund	\$197.88		
82176	11/20/2015	Open		PAPE MACHINERY	\$7,082.1
Invoice	Date	Description	Amount		
100312200	10/31/2015	Equipment rental	\$7,082.88		
82177	11/20/2015	Open		PEELLE TECHNOLOGIES INC.	\$641.1
Invoice	Date	Description	Amount		
COCPT2410	11/11/2015	Laserfiche software plus maintenance and support	\$641.66		
		2211 - ISF - Information Technology			
82178	11/20/2015	Open		PITNEY BOWES INC.	\$146.1
Invoice	Date	Description	Amount		
775254	11/16/2015	Postage meter rental	\$146.82		
82179	11/20/2015	Open		QUILL CORPORATION	\$33.1
Invoice	Date	Description	Amount		
9428098	11/09/2015	Corridor sign	\$33.69		
82180	11/20/2015	Open		SAFETY STRIPING SERVICE INC.	\$5,253.1
Invoice	Date	Description	Amount		
716019	10/30/2015	Citywide Street Striping Services	\$5,253.50		
		1310 - Gas Tax Fund			
82181	11/20/2015	Open		SANTA CRUZ COUNTY SANITATION DISTRI	\$1,352.1
Invoice	Date	Description	Amount		
FY15/16	09/29/2015	Soquel Pump Station 2015/2016 sewer service charges	\$1,352.34		
82182	11/20/2015	Open		SANTA CRUZ FIRE EQUIPMENT CO.	\$621.1
Invoice	Date	Description	Amount		
94580	10/16/2015	annual maintenance of fire extinguishers	\$621.21		
82183	11/20/2015	Open		SANTA CRUZ OCCUPATIONAL MEDICAL CL	\$961.1
Invoice	Date	Description	Amount		
I-14695	10/31/2015	Yeung - New Hire exam	\$961.00		
82184	11/20/2015	Open		SANTA CRUZ SENTINEL	\$313.1
Invoice	Date	Description	Amount		
SCS10232015	10/23/2015	Annual newspaper subscription	\$313.95		
82185	11/20/2015	Open		SANTA CRUZ SENTINEL	\$259.1
Invoice	Date	Description	Amount		
5599249	11/10/2015	Planning commission legal notice	\$259.72		

Attachment: City Check Register 11-20-15 (1274 : Approval of City Check Registers)

City Checks Issued 11/20/2015

Invoice	Date	Description	Amount
82186	11/20/2015	Open	
SHERRI BETZ			\$4,622.80
Invoice	Date	Description	Amount
Betz11122015	11/16/2015	Late Fall Instructor Payments 2015	\$4,622.80
82187	11/20/2015	Open	
SOFTCHOICE CORPORATION			\$6,418.60
Invoice	Date	Description	Amount
4117234	10/29/2015	MS Office 365	\$6,418.60
		2211 - ISF - Information Technology	
82188	11/20/2015	Open	
STAPLES CREDIT PLAN			\$1,063.11
Invoice	Date	Description	Amount
1416650891	11/09/2015	HP officejet printer less discount	\$163.11
1428827781	10/28/2015	64gb harddrive x2 less coupons	\$64.12
1429481491	10/29/2015	wireless mouse x5 and mailing tubes x5	\$77.55
1433193591	11/04/2015	HP printers (5)	\$758.48
82189	11/20/2015	Open	
SUMMIT UNIFORM CORP			\$3,464.76
Invoice	Date	Description	Amount
26111	10/03/2015	handcuffs	\$34.80
26110	10/03/2015	Class A hat	\$182.70
26975	10/29/2015	Class A uniform, adjustments	\$307.76
26868	10/26/2015	New officer uniform, gear, supplies	\$2,939.51
82190	11/20/2015	Open	
T&T PAVEMENT MARKINGS			\$473.98
Invoice	Date	Description	Amount
2015911	11/13/2015	Signs	\$473.98
		1310 - Gas Tax Fund	
82191	11/20/2015	Open	
THE WESTGATE HOTEL			\$371.25
Invoice	Date	Description	Amount
TWH11142015	11/16/2015	Dally - Lodging for POST training	\$371.25
82192	11/20/2015	Open	
UNITED PARCEL SERVICE			\$5.92
Invoice	Date	Description	Amount
0000954791455	11/07/2015	shipping	\$5.92
82193	11/20/2015	Open	
US BANK PARS			\$167.15
Invoice	Date	Description	Amount
PARS11072015	11/13/2015	PARS contributions 11/07/2015	\$167.15
		1001 - Payroll Payables	
82194	11/20/2015	Open	
WELLS FARGO BANK			\$6,133.66
Invoice	Date	Description	Amount
stmt11032015	11/03/2015	Card credit charges	\$6,133.66
		1000 - General Fund	\$2,227.81
		1313 - General Plan Update and Maint	\$26.00
		2210 - ISF - Stores Fund	\$24.95
		2211 - ISF - Information Technology	\$3,854.90
82195	11/20/2015	Open	
Avepepa Sauao			\$7.00
Invoice	Date	Description	Amount
Sauao11042015	11/04/2015	Refund cite 155124834	\$7.00

Attachment: City Check Register 11-20-15 (1274 : Approval of City Check Registers)

City Checks Issued 11/20/2015

Invoice	Date	Description	Amount
82196 Freeman11042015	11/04/2015	refund cite 14140109	\$86.00
82197 OBrien11042015	11/04/2015	refund cite 177124014	\$36.00
82198 Allen11122015	11/12/2015	Refund cite 166124922	\$96.00
82199 Brown11042015	11/04/2015	Refund cite 155125362	\$39.00
82200 Kreamer11122015	11/12/2015	Plein Air Reimbursement	\$766.15
82201 Sandoval11042015	11/04/2015	Refund cite 155123794	\$4.00
82202 Shelton11132015	11/13/2015	Plein Air event supplies	\$1,098.92
82203 Ballou11042015	11/04/2015	refund cite 111125147	\$96.00
82204 15-126	11/13/2015	Tree Permit application #15-126 refund	\$500.00
82205 15-166	11/17/2015	Tree Permit application #15-166 refund	\$500.00
82206 Aramillo11132015	11/13/2015	Refund cite 166124925	\$16.00
82207 15-147	11/18/2015	Tree Permit application #15-147 refund	\$500.00
82208 15-131	11/13/2015	#15-131 Planning deposit refund	\$728.00

Attachment: City Check Register 11-20-15 (1274 : Approval of City Check Registers)

City Checks Issued 11/20/2015

82209	11/20/2015 Open			LARRY LAURENT		\$299
	Invoice	Date	Description		Amount	
	Laurent11122015	11/13/2015	Plein Air supplies		\$299.65	

Type Check Totals: \$102,806.

<u>EFT</u>						
192	11/17/2015 Open			CalPERS Member Services Division		\$45,650.
	Invoice	Date	Description		Amount	
	PERS111315	11/17/2015	PERS contributions 11/13/15 pay date		\$45,650.88	
193	11/16/2015 Open			EDD		\$6,622.
	Invoice	Date	Description		Amount	
	EDD11072015	11/16/2015	State Taxes PPE 11/07/2015		\$6,622.99	
194	11/16/2015 Open			IRS		\$25,785
	Invoice	Date	Description		Amount	
	IRS11072015	11/16/2015	Federal Taxes PPE 11/07/2015		\$25,785.49	
195	11/13/2015 Open			State Disbursement Unit		\$1,210
	Invoice	Date	Description		Amount	
	SDU11072015	11/13/2015	Garnishments PPE 11/07/2015		\$1,210.02	

Type EFT Totals: 4 Transactions \$79,269.

CITY - Main City Totals

Checks	Count: 79	Total: \$102,806.
EFTs	Count: 4	Total: \$79,269.
All	Count: 83	Total: \$182,075.

Attachment: City Check Register 11-20-15 (1274 : Approval of City Check Registers)

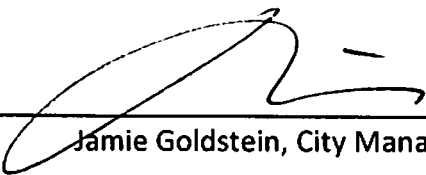
Accounts payable checks dated 11/27/15 and numbered 82210 to 82255, totaling \$64,800.40, plus 2 EFTs totaling \$1,270.00, 12 payroll checks and 80 payroll EFTs, for a total disbursement of \$212,904.38, have been reviewed and authorized for distribution by the City Manager.

As of 11/27/2015 the unaudited cash balance is \$4,684,450.45.

CASH POSITION - CITY OF CAPITOLA 11/27/15

	<u>Net Balance</u>
General Fund	\$606,168.59
Payroll Payables	\$54,917.17
Contingency Reserve Fund	\$1,803,945.66
PERS Contingency Fund	\$0.00
Facilities Reserve Fund	\$79,870.00
Capital Improvement Fund	\$1,507,860.78
Stores Fund	\$19,261.89
Information Technology Fund	\$101,427.68
Equipment Replacement	\$128,995.83
Self Insurance Liability Fund	\$74,075.29
Worker's Comp. Ins. Fund	\$318,106.79
Compensated Absences Fund	(\$10,179.23)
TOTAL UNASSIGNED GENERAL FUNDS	<u><u>\$4,684,450.45</u></u>

The Emergency Reserve Fund Balance is \$1,049,205.54 (not included above).



 Jamie Goldstein, City Manager

11/27/2015

 Date

Attachment: City Check Register 11-27-15 (1274 : Approval of City Check Registers)

City Checks Issued 11/27/2015

Check#	Invoice#	Status	Invoice Date	Description	Payee Name	Transaction Amount
82210	11/25/2015 Invoice 1545	Open	Date 11/01/2015	Description Grant administration Oct. 2015 1350 - CDBG Grants	ADAMS ASHBY GROUP LLC	\$1,520.00
82211	11/25/2015 Invoice Harrell11232015	Open	Date 11/23/2015	Description Late Fall Instructor Payments 2015	ADRIENNE HARRELL	\$627.90
82212	11/25/2015 Invoice Fitzg11232015	Open	Date 11/23/2015	Description Late Fall Instructor Payments 2015	AIMEE FITZGERALD	\$228.15
82213	11/25/2015 Invoice Davidson11232015	Open	Date 11/23/2015	Description Late Fall Instructor Payments 2015	ANA LUCIA DAVIDSON	\$167.70
82214	11/25/2015 Invoice Porter11232015	Open	Date 11/23/2015	Description Late Fall Instructor Payments 2015	ANDREW PORTER	\$514.80
82215	11/25/2015 Invoice ABC10312015	Open	Date 10/31/2015	Description October Attorney fees	ATCHISON BARISONE & CONDOTTI	\$31,639.71
82216	11/25/2015 Invoice 43019	Open	Date 11/22/2015	Description Capitola Wharf meter reading 1311 - Wharf Fund	AUTOMATION TEST ASSOCIATES	\$25.00
82217	11/25/2015 Invoice Adams11232015	Open	Date 11/23/2015	Description Late Fall Instructor Payments 2015	BECKY ADAMS	\$145.60
82218	11/25/2015 Invoice Ink11232015	Open	Date 11/23/2015	Description Late Fall Instructor Payments 2015	BRUCE INK	\$561.60
82219	11/25/2015 Invoice Moniz11232015	Open	Date 11/23/2015	Description Late Fall Instructor Payments 2015	CHARMAINE MONIZ	\$28.60
82220	11/25/2015 Invoice McDade11232015	Open	Date 11/23/2015	Description Late Fall Instructor Payments 2015	CHRISTINA MAE McDADE	\$526.50
82221	11/25/2015 Invoice Dicks11232015	Open	Date 11/23/2015	Description Late Fall Instructor Payments 2015	CHUCK DICKS	\$172.90

Attachment: City Check Register 11-27-15 (1274 : Approval of City Check Registers)

City Checks Issued 11/27/2015

Check#	Invoice#	Status	Invoice Date	Description	Payee Name	Transaction Amount
82222	11/25/2015 Invoice 0703915	Open	Date 10/30/2015	Description HMIS Share of Cost FY15-16	COMMUNITY TECHNOLOGY ALLIANCI	\$542.00
82223	11/25/2015 Invoice Johnston11232015	Open	Date 11/23/2015	Description Late Fall Instructor Payments 2015	DAVE JOHNSTON	\$39.00
82224	11/25/2015 Invoice MacLau1123015	Open	Date 11/23/2015	Description Late Fall Instructor Payments 2015	DAWN MAC LAUGHLIN	\$485.55
82225	11/25/2015 Invoice 320845	Open	Date 10/06/2015	Description Wharf ramp repairs 1311 - Wharf Fund	DOGHERRA'S INC.	\$150.00
82226	11/25/2015 Invoice Gonzalez11162015	Open	Date 11/16/2015	Description Reimbursement for school books	ESMERALDA GONZALEZ	\$57.37
82227	11/25/2015 Invoice 638850	Open	Date 11/11/2015	Description Irrigation supplies	EWING IRRIGATION	\$104.35
82228	11/25/2015 Invoice FBINAA12042015	Open	Date 11/19/2015	Description FBI luncheon for Sloma,Held,Chief	FBINAA CA SF	\$90.00
82229	11/25/2015 Invoice Charlebois112315	Open	Date 11/23/2015	Description Late Fall Instructor Payments 2015	FREDERIC CHARLEBOIS	\$3,970.70
82230	11/25/2015 Invoice Freitas11192015	Open	Date 11/19/2015	Description 6 copies of "Venetian Court"	FREITAS + FREITAS INC.	\$60.00
82231	11/25/2015 Invoice Fojaco11232015	Open	Date 11/23/2015	Description Late Fall Instructor Payments 2015	HANYA FOJACO	\$877.50
82232	11/25/2015 Invoice HoKukMu11232015	Open	Date 11/23/2015	Description Late Fall Instructor Payments 2015	HO KUK MU SUL CORPORATION	\$50.05
82233	11/25/2015 Invoice 16-4CDBG	Open	Date 11/06/2015	Description Oct. housing rehab & home ownership assistance 1350 - CDBG Grants	HOUSING AUTHORITY OF THE COUN	\$679.00

Attachment: City Check Register 11-27-15 (1274 : Approval of City Check Registers)

City Checks Issued 11/27/2015

Check#	Invoice#	Status	Invoice Date	Description	Payee Name	Transaction Amount
82234	11/25/2015 Invoice 111615	Open	Date 11/16/2015	Description #15-161 401 Cap. Ave. tree assessment	JAMES P ALLEN	\$1,810.00
82235	11/25/2015 Invoice Mitchell11232015	Open	Date 11/23/2015	Description Late Fall Instructor Payments 2015	JEANI MITCHELL	\$343.20
82236	11/25/2015 Invoice Kinnamon11232015	Open	Date 11/23/2015	Description Late Fall Instructor Payments 2015	LORRAINE KINNAMON	\$58.50
82237	11/25/2015 Invoice Faia11232015	Open	Date 11/23/2015	Description Late Fall Instructor Payments 2015	MICHELE FAIA	\$637.00
82238	11/25/2015 Invoice Evans11232015	Open	Date 11/23/2015	Description Late Fall Instructor Payments 2015	PAT EVANS	\$172.90
82239	11/25/2015 Invoice Bliss11232015	Open	Date 11/23/2015	Description Late Fall Instructor Payments 2015	PAULA BLISS	\$906.10
82240	11/25/2015 Invoice 56685	Open	Date 11/16/2015	Description Steel toed rubber boots	QUENVOLD'S SAFETY SHOEMOBILES	\$488.25
82241	11/25/2015 Invoice Lamb11232015	Open	Date 11/23/2015	Description Late Fall Instructor Payments 2015	RAVI KEN LAMB	\$462.15
82242	11/25/2015 Invoice Marrujo11232015	Open	Date 11/23/2015	Description Late Fall Instructor Payments 2015	SANDY MARRUJO	\$846.30
82243	11/25/2015 Invoice Geddes11232015	Open	Date 11/23/2015	Description Late Fall Instructor Payments 2015	SESE EGAN GEDDES	\$117.00
82244	11/25/2015 Invoice Barrett11232015	Open	Date 11/23/2015	Description Late Fall Instructor Payments 2015	SHARON BARRETT	\$42.90
82245	11/25/2015 Invoice Spectrum11192015	Open	Date 11/19/2015	Description Monthly internet & TV charges 1000 - General Fund 2211 - ISF - Information Technology	SPECTRUM BUSINESS	\$2,389.39
					\$1,017.72	
					\$1,371.67	

Attachment: City Check Register 11-27-15 (1274 : Approval of City Check Registers)

City Checks Issued 11/27/2015

Check#	Invoice#	Status	Invoice Date	Description	Payee Name	Transaction Amount
82246	11/25/2015	Open			STRELOW CONSULTING	\$5,544.50
	Invoice		Date	Description		Amount
	111504		11/17/2015	Monterey Skate Park EIR Oct-Nov		\$5,544.50
82247	11/25/2015	Open			SUELLEN MCCUTCHEN	\$143.00
	Invoice		Date	Description		Amount
	McCutchen112315		11/23/2015	Late Fall Instructor Payments 2015		\$143.00
82248	11/25/2015	Open			TRENISE POT	\$1,686.10
	Invoice		Date	Description		Amount
	Pot11232015		11/23/2015	Late Fall Instructor Payments 2015		\$1,686.10
82249	11/25/2015	Open			UNITED RENTALS (NORTH AMERICA)	\$287.10
	Invoice		Date	Description		Amount
	133013988-001		11/10/2015	Mini excavator rental - beach/flume/lagoon		\$287.10
82250	11/25/2015	Open			YOSHIE MORRISSEY	\$123.50
	Invoice		Date	Description		Amount
	Morrissey112315		11/23/2015	Late Fall Instructor Payments 2015		\$123.50
82251	11/25/2015	Open			Esparanza Mora Taqueria Tapeque	\$800.00
	Invoice		Date	Description		Amount
	15-159 Refund		11/23/2015	15-159 deposit refund		\$800.00
82252	11/25/2015	Open			New Leaf	\$418.00
	Invoice		Date	Description		Amount
	15-125 Refund		11/23/2015	15-125 deposit refund		\$418.00
82253	11/25/2015	Open			Tyrone McConney	\$2,018.00
	Invoice		Date	Description		Amount
	15-167 refund		11/17/2015	15-167 deposit refund		\$2,018.00
82254	11/25/2015	Open			Valarie Diaz	\$500.00
	Invoice		Date	Description		Amount
	2015-3Diaz		11/20/2015	Tree deposit refund		\$500.00
82255	11/25/2015	Open			AT&T/CALNET 2	\$1,742.53
	Invoice		Date	Description		Amount
	ATT11122015		11/12/2015	Monthly Telephone Svc & T-1 Access		\$1,742.53
				1000 - General Fund	\$1,430.14	
				2211 - ISF - Information Technology	\$312.39	
Type Check Totals:						\$64,800.40
<u>EFT</u>						
191	11/25/2015	Open			DISCOVERY BENEFITS	\$635.00
	Invoice		Date	Description		Amount
	587861-IN		10/31/2015	Cobra/FSA monthly plus non-discrimination testing		\$635.00
196	11/25/2015	Open			DISCOVERY BENEFITS	\$635.00
	Invoice		Date	Description		Amount
	0000587861-IN		10/31/2015	Monthly COBRA and FSA plus non-discrimination te:		\$635.00
Type EFT Totals:						\$1,270.00

Attachment: City Check Register 11-27-15 (1274 : Approval of City Check Registers)

City Checks Issued 11/27/2015

Check#	Invoice#	Status	Invoice Date	Description	Payee Name	Transaction Amount
CITY - Main City Totals						
Checks				Count: 46		Total: \$64,800.40
EFTs				Count: 2		Total: \$1270.00
All				Count: 48		Total: \$66070.40
WELLS - Payroll Totals						
Checks				Count: 12		Total: \$11,372.22
EFTs				Count: 80		Total: \$135,461.76
All				Count: 92		Total: \$146,833.98
Grand Totals:						
Checks				Count: 58		Total: \$76,172.62
EFTs				Count: 82		Total: \$136,731.76
All				Count: 140		Total: \$212,904.38

Attachment: City Check Register 11-27-15 (1274 : Approval of City Check Registers)



CITY COUNCIL AGENDA REPORT

MEETING OF DECEMBER 10, 2015

FROM: City Manager Department

SUBJECT: Consider a Resolution Authorizing an Increase in the Residential and Commercial Garbage Collection and Recycling Rates

RECOMMENDED ACTION: Adopt the proposed Resolution approving the Rate Schedule for Residential and Commercial Garbage Collection and Recycling in Capitola effective January 1, 2016, superseding Resolution No. 4010, as authorized in the Franchise Agreement dated April 24, 2008, and amended on December 13, 2012.

BACKGROUND: The City of Capitola has a franchise agreement with GreenWaste Recovery, Inc. (GWR) to collect the City's commercial and residential refuse, recycling, yard waste and food waste. GreenWaste Recovery's Franchise Agreement allows for an annual customer rate increase at the San Francisco - Oakland - San Jose Bay Area Consumer Price Index (CPI).

DISCUSSION: To determine the new customer rates, the Agreement allows GWR to increase the rates by 100% of the CPI for the period ending October 2015, which was 2.5904 %. The average 64 gallon residential customer will have a monthly rate increase of \$0.68. The City continues to have the lowest residential rates in the County.

Residential Carts	Current Rates Monthly	New Rates Monthly
10 Gallon	\$11.48	\$11.78
20 Gallon	\$13.65	\$14.00
35 Gallon	\$15.47	\$15.87
64 Gallon	\$26.33	\$27.01
96 Gallon	\$37.31	\$38.28

Commercial customers will also have a rate increase of 2.5904%. Customers will be notified of the new rates on their bills, refuse containers, City newsletter and website.

FISCAL IMPACT: The increase of 2.5904% results in the average 64 Gallon residential customer increase of \$0.68 cents per/month.

ATTACHMENTS:

1. 2016 GreenWaste Rate Change Letter (PDF)
2. 2016 Capitola Residential GreenWaste Rates (PDF)
3. 2016 Capitola Commercial GreenWaste Rates (PDF)

Report Prepared By: Larry Laurent
Assistant to the City Manager

Garbage Collection and Recycling Rates
December 10, 2015



Jamie Goldstein, City Manager

12/3/2015

Garbage Collection and Recycling Rates
December 10, 2015

DRAFT RESOLUTION NO. ____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
APPROVING A RATE SCHEDULE FOR RESIDENTIAL AND COMMERCIAL
GARBAGE COLLECTION AND RECYCLING IN CAPITOLA EFFECTIVE JANUARY 1, 2016,
SUPERSEDING RESOLUTION NO. 4010**

WHEREAS, the City of Capitola has a franchise agreement with GreenWaste Recovery, Inc., for refuse, recycling, yard and food waste collection; and

WHEREAS, the franchise agreement allows for GreenWaste Recovery to increase the rates annually by 100% of the Consumer Price Index for San Francisco-Oakland-San Jose area which was 2.5904% for the period ending October 2015; and

WHEREAS, the City Council adopted Resolution No. 4010 on December 10, 2015, which adopted a rate schedule effective January 1, 2015; and

WHEREAS, the total fee increase for both commercial and residential will increase by , as per the Franchise Agreement dated April 24, 2008, effective January 1, 2016; and

WHEREAS, the City Council considered the garbage rate increase at a public meeting where members of the public had the opportunity to address the council on the proposed increase.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the City Council of the City of Capitola approves the Rate Schedule for Residential and Commercial Refuse, Recycling and Yard Waste in Capitola as shown on the "Schedule of Rates" attached to this Resolution (Exhibit A-1, Residential Rates; Exhibit A-2 Commercial Rates) effective January 1, 2016.

BE IT FURTHER RESOLVED that this Resolution supersedes Resolution No. 4010.

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 10th day of December, 2015, by the following vote:

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

_____, Mayor

ATTEST:

_____, CMC
Susan Sneddon, City Clerk

Garbage Collection and Recycling Rates
December 10, 2015

Exhibit A-1 Residential Rates

**City of Capitola Residential Rate Structure
Contract Year Beginning January 1, 2016**

Residential	# of Carts	1/1/2015 Rates		CPI Adj 2.5904%		New Rates To be billed 1/1/2016
		Monthly	Quarterly	Monthly	Quarterly	
1) <u>Carts</u>						
10 Gallon	1	\$ 11.48	\$ 34.44	\$ 11.78	\$ 35.34	35.34
20 Gallon	1	\$ 13.65	\$ 40.95	\$ 14.00	\$ 42.00	42.00
35 Gallon	1	\$ 15.47	\$ 46.41	\$ 15.87	\$ 47.61	47.61
35 Gallon	2	\$ 30.95	\$ 92.85	\$ 31.75	\$ 95.25	95.25
35 Gallon	3	\$ 47.64	\$ 142.92	\$ 48.87	\$ 146.61	146.61
35 Gallon	4	\$ 63.72	\$ 191.16	\$ 65.37	\$ 196.11	196.11
35 Gallon	5	\$ 79.43	\$ 238.29	\$ 81.49	\$ 244.47	244.47
35 Gallon	6	\$ 95.32	\$ 285.96	\$ 97.79	\$ 293.37	293.37
35 Gallon	7	\$ 111.24	\$ 333.72	\$ 114.12	\$ 342.36	342.36
35 Gallon	8	\$ 123.92	\$ 371.76	\$ 127.13	\$ 381.39	381.39
64 Gallon	1	\$ 26.33	\$ 78.99	\$ 27.01	\$ 81.03	81.03
64 Gallon	2	\$ 52.63	\$ 157.89	\$ 53.99	\$ 161.97	161.97
64 Gallon	3	\$ 210.60	\$ 631.80	\$ 216.06	\$ 648.18	648.18
96 Gallon	1	\$ 37.31	\$ 111.93	\$ 38.28	\$ 114.84	114.84
96 Gallon	2	\$ 74.57	\$ 223.71	\$ 76.50	\$ 229.50	229.50
96 Gallon	3	\$ 111.87	\$ 335.61	\$ 114.77	\$ 344.31	344.31
96 Gallon	4	\$ 144.95	\$ 434.85	\$ 148.70	\$ 446.10	446.10
96 Gallon	5	\$ 186.44	\$ 559.32	\$ 191.27	\$ 573.81	573.81

Items 2 through 6 will not be changed during Franchise Term, i.e., will not receive the COLA adjustment as set forth in section 7.1c

2) Special pick-up for service not on a regular schedule

\$25.00 plus \$2.50 per bag, \$2.75 per 32 gallon can. For other means of bundling or containing, \$2.75 for each equivalent in volume to a 32 gallon can.

3) Special Service for walk-in by driver

\$5.00 per can or bag plus the monthly rate. Except as provided in Section 4.1.B(4).

4) Extra containers picked up at time of regular service shall be billed as in #2 above, but without the \$25.00 charge.

5) Bulky Goods Items Pricing

Furniture	\$ 15.00	per large item	\$ 10.00
Non-CFC Appliance	\$ 25.00	per large item	\$ 15.00
Carpet	\$ 0.50	per square foot	\$ 0.50

6) Service Re-Start \$ 25.00 \$ 25.00

Garbage Collection and Recycling Rates
December 10, 2015

Exhibit A-2 Commercial Rates

**City of Capitola Commercial Rate Structure
Contract Year Beginning January 1, 2016**

Commercial Bins		Frequency	Rate 1/1/2015	CPI
# of bins	Bin Size			Increase 2.5904%
New Rates				
1/1/2016				
1	1 cu yd	1	\$ 157.18	\$ 161.25
1	1 cu yd	2	\$ 237.56	\$ 243.71
1	1 cu yd	3	\$ 317.80	\$ 326.03
1	1 cu yd	4	\$ 398.35	\$ 408.67
1	1 cu yd	5	\$ 478.75	\$ 491.15
1	1 cu yd	6	\$ 559.14	\$ 573.62
2	1 cu yd	1	\$ 237.56	\$ 243.71
2	1 cu yd	2	\$ 398.35	\$ 408.67
2	1 cu yd	3	\$ 559.14	\$ 573.62
2	1 cu yd	4	\$ 719.94	\$ 738.59
2	1 cu yd	5	\$ 880.71	\$ 903.52
2	1 cu yd	6	\$1,041.49	\$1,068.47
3	1 cu yd	1	\$ 317.96	\$ 326.20
3	1 cu yd	2	\$ 559.15	\$ 573.63
3	1 cu yd	3	\$ 800.48	\$ 821.22
3	1 cu yd	4	\$1,041.51	\$1,068.49
3	1 cu yd	5	\$1,282.70	\$1,315.93
3	1 cu yd	6	\$1,523.85	\$1,563.32
4	1 cu yd	1	\$ 398.35	\$ 408.67
4	1 cu yd	2	\$ 719.94	\$ 738.59
4	1 cu yd	3	\$1,041.83	\$1,068.82
4	1 cu yd	4	\$1,363.11	\$1,398.42
4	1 cu yd	5	\$1,684.68	\$1,728.32
4	1 cu yd	6	\$2,006.20	\$2,058.17
1	2 cu yd	1	\$ 237.59	\$ 243.74
1	2 cu yd	2	\$ 398.35	\$ 408.67
1	2 cu yd	3	\$ 559.14	\$ 573.62
1	2 cu yd	4	\$ 719.94	\$ 738.59
1	2 cu yd	5	\$ 880.71	\$ 903.52
1	2 cu yd	6	\$1,041.49	\$1,068.47
2	2 cu yd	1	\$ 398.35	\$ 408.67
2	2 cu yd	2	\$ 719.94	\$ 738.59
2	2 cu yd	3	\$1,041.50	\$1,068.48
2	2 cu yd	4	\$1,363.09	\$1,398.40
2	2 cu yd	5	\$1,684.69	\$1,728.33

Garbage Collection and Recycling Rates
December 10, 2015

2	2 cu yd	6	\$2,006.27	\$2,058.24
3	2 cu yd	1	\$ 559.14	\$ 573.62
3	2 cu yd	2	\$1,041.50	\$1,068.48
3	2 cu yd	3	\$1,523.89	\$1,563.37
3	2 cu yd	4	\$2,006.27	\$2,058.24
3	2 cu yd	5	\$2,488.62	\$2,553.09
1	3 cu yd	1	\$ 317.94	\$ 326.18
1	3 cu yd	2	\$ 557.54	\$ 571.98
1	3 cu yd	3	\$ 800.33	\$ 821.06
1	3 cu yd	4	\$1,041.50	\$1,068.48
1	3 cu yd	5	\$1,282.72	\$1,315.95
1	3 cu yd	6	\$1,523.89	\$1,563.37
2	3 cu yd	1	\$ 559.14	\$ 573.62
2	3 cu yd	2	\$1,041.50	\$1,068.48
2	3 cu yd	3	\$1,523.89	\$1,563.37
2	3 cu yd	4	\$2,006.27	\$2,058.24
2	3 cu yd	5	\$2,488.62	\$2,553.09
2	3 cu yd	6	\$2,971.01	\$3,047.97
3	3 cu yd	1	\$ 800.32	\$ 821.05
3	3 cu yd	2	\$1,523.89	\$1,563.37
3	3 cu yd	3	\$2,247.45	\$2,305.67
3	3 cu yd	4	\$2,971.01	\$3,047.97
3	3 cu yd	5	\$3,694.58	\$3,790.29
3	3 cu yd	6	\$4,418.13	\$4,532.58
4	3 cu yd	1	\$1,041.50	\$1,068.48
4	3 cu yd	2	\$2,006.27	\$2,058.24
4	3 cu yd	3	\$2,971.01	\$3,047.97
4	3 cu yd	4	\$3,935.75	\$4,037.70
4	3 cu yd	5	\$4,900.53	\$5,027.48
4	3 cu yd	6	\$5,865.23	\$6,017.17
1	4 cu yd	1	\$ 398.35	\$ 408.67
1	4 cu yd	2	\$ 719.94	\$ 738.59
1	4 cu yd	3	\$1,041.50	\$1,068.48
1	4 cu yd	4	\$1,363.09	\$1,398.40
1	4 cu yd	5	\$1,684.69	\$1,728.33
1	4 cu yd	6	\$2,006.27	\$2,058.24
2	4 cu yd	1	\$ 719.94	\$ 738.59
2	4 cu yd	2	\$1,363.09	\$1,398.40
2	4 cu yd	3	\$2,006.27	\$2,058.24
2	4 cu yd	4	\$2,725.72	\$2,796.33
2	4 cu yd	5	\$3,292.57	\$3,377.86
2	4 cu yd	6	\$3,935.75	\$4,037.70
3	4 cu yd	1	\$1,040.99	\$1,067.96
3	4 cu yd	2	\$2,006.27	\$2,058.24

Garbage Collection and Recycling Rates
December 10, 2015

3	4 cu yd	3	\$2,971.01	\$3,047.97
3	4 cu yd	4	\$3,935.75	\$4,037.70
3	4 cu yd	5	\$4,900.53	\$5,027.48
3	4 cu yd	6	\$5,865.23	\$6,017.17
4	4 cu yd	1	\$1,363.09	\$1,398.40
4	4 cu yd	2	\$2,649.44	\$2,718.07
4	4 cu yd	3	\$3,935.76	\$4,037.71
4	4 cu yd	4	\$5,222.07	\$5,357.34
4	4 cu yd	5	\$6,508.47	\$6,677.07
4	4 cu yd	6	\$7,794.72	\$7,996.64
5	4 cu yd	1	\$1,733.17	\$1,778.07
5	4 cu yd	2	\$3,292.58	\$3,377.87
5	4 cu yd	3	\$4,900.52	\$5,027.47
5	4 cu yd	4	\$6,508.40	\$6,677.00
5	4 cu yd	5	\$8,116.40	\$8,326.65
5	4 cu yd	6	\$9,724.22	\$9,976.12
1	6 cu yd	1	\$ 559.14	\$ 573.62
1	6 cu yd	2	\$1,041.50	\$1,068.48
1	6 cu yd	3	\$1,523.89	\$1,563.37
1	6 cu yd	4	\$2,006.27	\$2,058.24
1	6 cu yd	5	\$2,488.62	\$2,553.09
1	6 cu yd	6	\$2,971.01	\$3,047.97
2	6 cu yd	1	\$1,041.50	\$1,068.48
2	6 cu yd	2	\$2,006.27	\$2,058.24
2	6 cu yd	3	\$2,971.01	\$3,047.97
2	6 cu yd	4	\$3,935.72	\$4,037.67
2	6 cu yd	5	\$4,900.52	\$5,027.47
2	6 cu yd	6	\$5,865.26	\$6,017.20
1	8 cu yd	1	\$ 719.94	\$ 738.59
1	8 cu yd	2	\$1,363.09	\$1,398.40
1	8 cu yd	3	\$2,006.27	\$2,058.24
1	8 cu yd	4	\$2,649.42	\$2,718.05
1	8 cu yd	5	\$3,292.59	\$3,377.88
1	8 cu yd	6	\$3,935.72	\$4,037.67
Commercial Carts				
1	35G		\$ 20.60	\$ 21.13
1	64G		\$ 41.65	\$ 42.73
1	96G		\$ 61.96	\$ 63.57
Commercial Cans				
1	32G		\$ 15.74	\$16.15
2	32G		\$ 31.50	\$ 32.32
3	32G		\$ 47.24	\$ 48.46

Garbage Collection and Recycling Rates
December 10, 2015

Drop Box Rates

1	15 Yard	\$ 445.36	\$ 456.90
1	20 Yard	\$ 535.12	\$ 548.98
1	30 Yard	\$ 716.70	\$ 735.27
1	40 Yard	\$ 955.32	\$ 980.07
1	Compactor	\$ 340.66	\$ 349.48
	per pull plus disposal fees		

Commercial Front Load Compactors

Front Load Compactors

# of bins	Bin Size	Frequency		
1	2 cu yd	1	\$ 315.99	\$ 324.18
1	2 cu yd	2	\$ 529.81	\$ 543.53
2	2 cu yd	1	\$ 529.81	\$ 543.53
2	2 cu yd	2	\$ 957.52	\$ 982.32
3	2 cu yd	1	\$ 743.66	\$ 762.92
3	2 cu yd	2	\$1,385.20	\$1,421.08
1	3 cu yd	1	\$ 422.86	\$ 433.81
1	3 cu yd	2	\$ 741.53	\$ 760.74
2	3 cu yd	1	\$ 743.66	\$ 762.92
2	3 cu yd	2	\$1,385.20	\$1,421.08
3	3 cu yd	1	\$1,064.43	\$1,092.00
3	3 cu yd	2	\$2,026.77	\$2,079.28
4	3 cu yd	1	\$1,385.20	\$1,421.08
4	3 cu yd	2	\$2,668.34	\$2,737.46



RECEIVED
DEC 01 2015
CITY OF CAPITOLA

November 30, 2015

Larry Laurent
Assistant to the City Manager
City of Capitola
420 Capitola Ave
Capitola, California 95010

Dear Ms Murphy:

We have calculated the new rates for Waste Collection as specified in the Refuse and Recycling and Yard Waste Services Franchise Agreement effective September 1, 2008, Article VII, Section 7.1.C. Enclosed is the calculation of the CPI adjustment, a copy of the indexes from the Bureau of Labor Statistics website, and new rate schedules effective January 1, 2016. The increase is 2.5904%.

If you have any questions please feel free to give me a call at (408) 938-4943 or e-mail me at dtilton@greenwaste.com.

Yours very truly,

David Tilton
Chief Financial Officer

Cc: Frank Weigel – w/o enclosures
Jim Moresco – w/o enclosures
Travis Foster
Vanessa Dacpano

Enclosures

Attachment: 2016 GreenWaste Rate Change Letter (1120 : Garbage Collection and Recycling Rates)



Databases, Tables & Calculators by Subject

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Data extracted on: November 24, 2015 (7:27:08 PM)

Consumer Price Index - All Urban Consumers

Series Id: CUURA422SA0
 Not Seasonally Adjusted
Area: San Francisco-Oakland-San Jose, CA
Item: All items
Base Period: 1982-84=100

Download: [xlsx](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2005		201.2		202.5		201.2		203.0		205.9		203.4	202.7	201.5	203.9
2006		207.1		208.9		209.1		210.7		211.0		210.4	209.2	207.9	210.6
2007		213.688		215.842		216.123		216.240		217.949		218.485	216.048	214.736	217.361
2008		219.612		222.074		225.181		225.411		225.824		218.528	222.767	221.730	223.804
2009		222.166		223.854		225.692		225.801		226.051		224.239	224.395	223.305	225.484
2010		226.145		227.697		228.110		227.954		228.107		227.658	227.469	226.994	227.944
2011		229.981		234.121		233.646		234.608		235.331		234.327	233.390	232.082	234.698
2012		236.880		238.985		239.806		241.170		242.834		239.533	239.650	238.099	241.201
2013		242.677		244.675		245.935		246.072		246.617		245.711	245.023	243.894	246.152
2014		248.615		251.495		253.317		253.354		254.503		252.273	251.985	250.507	253.463
2015		254.910		257.622		259.117		259.917		261.019				256.723	

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U.S. Bureau of Labor Statistics | Postal Square Building, 2 Massachusetts Avenue, NE Washington, DC 20212-0001
www.bls.gov | Telephone: 1-202-691-5200 | TDD: 1-800-877-8339 | [Contact Us](#)

Attachment: 2016 GreenWaste Rate Change Letter (1120 : Garbage Collection and Recycling Rates)

**City of Capitola CPI Adjustment Calculations
Contract Year Beginning January 1, 2016**

San Francisco - Oakland - San Jose - CPI (u) - All Items

October 2015	261.019
October 2014	254.503
Increase	6.563
Percentage increase	2.5904%

Tipping Fee Adjustment:

The tipping fee at Marina is adjusted using the same CPI as above.
No special tipping fee adjustment is required.

City of Capitola Residential Rate Structure						
Contract Year Beginning January 1, 2016						
						New Rates
Residential	1/1/2015 Rates			CPI Adj		2.5904%
1) Carts	# of Carts	Monthly	Quarterly	Monthly	Quarterly	To be billed
						1/1/2016
10 Gallon	1	\$ 11.48	\$ 34.44	\$ 11.78	\$ 35.34	35.34
20 Gallon	1	\$ 13.65	\$ 40.95	\$ 14.00	\$ 42.00	42.00
35 Gallon	1	\$ 15.47	\$ 46.41	\$ 15.87	\$ 47.61	47.61
35 Gallon	2	\$ 30.95	\$ 92.85	\$ 31.75	\$ 95.25	95.25
35 Gallon	3	\$ 47.64	\$ 142.92	\$ 48.87	\$ 146.61	146.61
35 Gallon	4	\$ 63.72	\$ 191.16	\$ 65.37	\$ 196.11	196.11
35 Gallon	5	\$ 79.43	\$ 238.29	\$ 81.49	\$ 244.47	244.47
35 Gallon	6	\$ 95.32	\$ 285.96	\$ 97.79	\$ 293.37	293.37
35 Gallon	7	\$ 111.24	\$ 333.72	\$ 114.12	\$ 342.36	342.36
35 Gallon	8	\$ 123.92	\$ 371.76	\$ 127.13	\$ 381.39	381.39
64 Gallon	1	\$ 26.33	\$ 78.99	\$ 27.01	\$ 81.03	81.03
64 Gallon	2	\$ 52.63	\$ 157.89	\$ 53.99	\$ 161.97	161.97
64 Gallon	3	\$ 210.60	\$ 631.80	\$ 216.06	\$ 648.18	648.18
96 Gallon	1	\$ 37.31	\$ 111.93	\$ 38.28	\$ 114.84	114.84
96 Gallon	2	\$ 74.57	\$ 223.71	\$ 76.50	\$ 229.50	229.50
96 Gallon	3	\$ 111.87	\$ 335.61	\$ 114.77	\$ 344.31	344.31
96 Gallon	4	\$ 144.95	\$ 434.85	\$ 148.70	\$ 446.10	446.10
96 Gallon	5	\$ 186.44	\$ 559.32	\$ 191.27	\$ 573.81	573.81
Items 2 through 6 will not be changed during Franchise Term, i.e., will not receive the COLA adjustment as set forth in section 7.1c						
2) <u>Special pick-up for service not on a regular schedule</u>						
\$25.00 plus \$2.50 per bag, \$2.75 per 32 gallon can. For other means of bundling or containing, \$2.75 for each equivalent in volume to a 32 gallon can.						
3) <u>Special Service for walk-in by driver</u>						
\$5.00 per can or bag plus the monthly rate. Except as provided in Section 4.1.B(4).						
4) Extra containers picked up at time of regular service shall be billed as in #2 above, but without the \$25.00 charge.						
5) <u>Bulky Goods Items Pricing</u>						
Furniture		\$ 15.00	per large item		\$ 10.00	
Non-CFC Appliance		\$ 25.00	per large item		\$ 15.00	
Carpet		\$ 0.50	per square foot		\$ 0.50	
6) <u>Service Re-Start</u>						
		\$ 25.00			\$ 25.00	

Attachment: 2016 Capitola Residential GreenWaste Rates (1120 : Garbage Collection and Recycling Rates)

City of Capitola Commercial Rate Structure				
Contract Year Beginning January 1, 2016				
Commercial Bins			Rate	CPI Increase
# of bins	Bin Size	Frequency	1/1/2015	2.5904%
				New Rates
				1/1/2016
1	1 cu yd	1	\$ 157.18	\$ 161.25
1	1 cu yd	2	\$ 237.56	\$ 243.71
1	1 cu yd	3	\$ 317.80	\$ 326.03
1	1 cu yd	4	\$ 398.35	\$ 408.67
1	1 cu yd	5	\$ 478.75	\$ 491.15
1	1 cu yd	6	\$ 559.14	\$ 573.62
2	1 cu yd	1	\$ 237.56	\$ 243.71
2	1 cu yd	2	\$ 398.35	\$ 408.67
2	1 cu yd	3	\$ 559.14	\$ 573.62
2	1 cu yd	4	\$ 719.94	\$ 738.59
2	1 cu yd	5	\$ 880.71	\$ 903.52
2	1 cu yd	6	\$1,041.49	\$1,068.47
3	1 cu yd	1	\$ 317.96	\$ 326.20
3	1 cu yd	2	\$ 559.15	\$ 573.63
3	1 cu yd	3	\$ 800.48	\$ 821.22
3	1 cu yd	4	\$1,041.51	\$1,068.49
3	1 cu yd	5	\$1,282.70	\$1,315.93
3	1 cu yd	6	\$1,523.85	\$1,563.32
4	1 cu yd	1	\$ 398.35	\$ 408.67
4	1 cu yd	2	\$ 719.94	\$ 738.59
4	1 cu yd	3	\$1,041.83	\$1,068.82
4	1 cu yd	4	\$1,363.11	\$1,398.42
4	1 cu yd	5	\$1,684.68	\$1,728.32
4	1 cu yd	6	\$2,006.20	\$2,058.17
1	2 cu yd	1	\$ 237.59	\$ 243.74
1	2 cu yd	2	\$ 398.35	\$ 408.67
1	2 cu yd	3	\$ 559.14	\$ 573.62
1	2 cu yd	4	\$ 719.94	\$ 738.59
1	2 cu yd	5	\$ 880.71	\$ 903.52
1	2 cu yd	6	\$1,041.49	\$1,068.47
2	2 cu yd	1	\$ 398.35	\$ 408.67
2	2 cu yd	2	\$ 719.94	\$ 738.59
2	2 cu yd	3	\$1,041.50	\$1,068.48
2	2 cu yd	4	\$1,363.09	\$1,398.40
2	2 cu yd	5	\$1,684.69	\$1,728.33
2	2 cu yd	6	\$2,006.27	\$2,058.24
3	2 cu yd	1	\$ 559.14	\$ 573.62
3	2 cu yd	2	\$1,041.50	\$1,068.48
3	2 cu yd	3	\$1,523.89	\$1,563.37

Attachment: 2016 Capitola Commercial GreenWaste Rates (1120 : Garbage Collection and Recycling Rates)

City of Capitola Commercial Rate Structure				
Contract Year Beginning January 1, 2016				
Commercial Bins			Rate	CPI Increase
# of bins	Bin Size	Frequency	1/1/2015	2.5904%
			New Rates	
3	2 cu yd	4	\$2,006.27	\$2,058.24
3	2 cu yd	5	\$2,488.62	\$2,553.09
1	3 cu yd	1	\$ 317.94	\$ 326.18
1	3 cu yd	2	\$ 557.54	\$ 571.98
1	3 cu yd	3	\$ 800.33	\$ 821.06
1	3 cu yd	4	\$1,041.50	\$1,068.48
1	3 cu yd	5	\$1,282.72	\$1,315.95
1	3 cu yd	6	\$1,523.89	\$1,563.37
2	3 cu yd	1	\$ 559.14	\$ 573.62
2	3 cu yd	2	\$1,041.50	\$1,068.48
2	3 cu yd	3	\$1,523.89	\$1,563.37
2	3 cu yd	4	\$2,006.27	\$2,058.24
2	3 cu yd	5	\$2,488.62	\$2,553.09
2	3 cu yd	6	\$2,971.01	\$3,047.97
3	3 cu yd	1	\$ 800.32	\$ 821.05
3	3 cu yd	2	\$1,523.89	\$1,563.37
3	3 cu yd	3	\$2,247.45	\$2,305.67
3	3 cu yd	4	\$2,971.01	\$3,047.97
3	3 cu yd	5	\$3,694.58	\$3,790.29
3	3 cu yd	6	\$4,418.13	\$4,532.58
4	3 cu yd	1	\$1,041.50	\$1,068.48
4	3 cu yd	2	\$2,006.27	\$2,058.24
4	3 cu yd	3	\$2,971.01	\$3,047.97
4	3 cu yd	4	\$3,935.75	\$4,037.70
4	3 cu yd	5	\$4,900.53	\$5,027.48
4	3 cu yd	6	\$5,865.23	\$6,017.17
1	4 cu yd	1	\$ 398.35	\$ 408.67
1	4 cu yd	2	\$ 719.94	\$ 738.59
1	4 cu yd	3	\$1,041.50	\$1,068.48
1	4 cu yd	4	\$1,363.09	\$1,398.40
1	4 cu yd	5	\$1,684.69	\$1,728.33
1	4 cu yd	6	\$2,006.27	\$2,058.24
2	4 cu yd	1	\$ 719.94	\$ 738.59
2	4 cu yd	2	\$1,363.09	\$1,398.40
2	4 cu yd	3	\$2,006.27	\$2,058.24
2	4 cu yd	4	\$2,725.72	\$2,796.33
2	4 cu yd	5	\$3,292.57	\$3,377.86
2	4 cu yd	6	\$3,935.75	\$4,037.70
3	4 cu yd	1	\$1,040.99	\$1,067.96
3	4 cu yd	2	\$2,006.27	\$2,058.24

City of Capitola Commercial Rate Structure				
Contract Year Beginning January 1, 2016				
Commercial Bins			Rate	CPI Increase
# of bins	Bin Size	Frequency	1/1/2015	2.5904%
New Rates				
3	4 cu yd	3	\$2,971.01	\$3,047.97
3	4 cu yd	4	\$3,935.75	\$4,037.70
3	4 cu yd	5	\$4,900.53	\$5,027.48
3	4 cu yd	6	\$5,865.23	\$6,017.17
4	4 cu yd	1	\$1,363.09	\$1,398.40
4	4 cu yd	2	\$2,649.44	\$2,718.07
4	4 cu yd	3	\$3,935.76	\$4,037.71
4	4 cu yd	4	\$5,222.07	\$5,357.34
4	4 cu yd	5	\$6,508.47	\$6,677.07
4	4 cu yd	6	\$7,794.72	\$7,996.64
5	4 cu yd	1	\$1,733.17	\$1,778.07
5	4 cu yd	2	\$3,292.58	\$3,377.87
5	4 cu yd	3	\$4,900.52	\$5,027.47
5	4 cu yd	4	\$6,508.40	\$6,677.00
5	4 cu yd	5	\$8,116.40	\$8,326.65
5	4 cu yd	6	\$9,724.22	\$9,976.12
1	6 cu yd	1	\$ 559.14	\$ 573.62
1	6 cu yd	2	\$1,041.50	\$1,068.48
1	6 cu yd	3	\$1,523.89	\$1,563.37
1	6 cu yd	4	\$2,006.27	\$2,058.24
1	6 cu yd	5	\$2,488.62	\$2,553.09
1	6 cu yd	6	\$2,971.01	\$3,047.97
2	6 cu yd	1	\$1,041.50	\$1,068.48
2	6 cu yd	2	\$2,006.27	\$2,058.24
2	6 cu yd	3	\$2,971.01	\$3,047.97
2	6 cu yd	4	\$3,935.72	\$4,037.67
2	6 cu yd	5	\$4,900.52	\$5,027.47
2	6 cu yd	6	\$5,865.26	\$6,017.20
1	8 cu yd	1	\$ 719.94	\$ 738.59
1	8 cu yd	2	\$1,363.09	\$1,398.40
1	8 cu yd	3	\$2,006.27	\$2,058.24
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1	8 cu yd	5	\$3,292.59	\$3,377.88
1	8 cu yd	6	\$3,935.72	\$4,037.67
Commercial Carts				
1	35G		\$ 20.60	\$ 21.13
1	64G		\$ 41.65	\$ 42.73
1	96G		\$ 61.96	\$ 63.57
Commercial Cans				

City of Capitola Commercial Rate Structure				
Contract Year Beginning January 1, 2016				
Commercial Bins			Rate	CPI Increase
# of bins	Bin Size	Frequency	1/1/2015	2.5904%
			New Rates	
1	32G		\$ 15.74	\$ 16.15
2	32G		\$ 31.50	\$ 32.32
3	32G		\$ 47.24	\$ 48.46
Drop Box Rates				
1	15 Yard		\$ 445.36	\$ 456.90
1	20 Yard		\$ 535.12	\$ 548.98
1	30 Yard		\$ 716.70	\$ 735.27
1	40 Yard		\$ 955.32	\$ 980.07
1	Compactor		\$ 340.66	\$ 349.48
per pull plus disposal fees				
Commercial Front Load Compactors				
Front Load Compactors				
# of bins	Bin Size	Frequency		
1	2 cu yd	1	\$ 315.99	\$ 324.18
1	2 cu yd	2	\$ 529.81	\$ 543.53
2	2 cu yd	1	\$ 529.81	\$ 543.53
2	2 cu yd	2	\$ 957.52	\$ 982.32
3	2 cu yd	1	\$ 743.66	\$ 762.92
3	2 cu yd	2	\$1,385.20	\$1,421.08
1	3 cu yd	1	\$ 422.86	\$ 433.81
1	3 cu yd	2	\$ 741.53	\$ 760.74
2	3 cu yd	1	\$ 743.66	\$ 762.92
2	3 cu yd	2	\$1,385.20	\$1,421.08
3	3 cu yd	1	\$1,064.43	\$1,092.00
3	3 cu yd	2	\$2,026.77	\$2,079.28
4	3 cu yd	1	\$1,385.20	\$1,421.08
4	3 cu yd	2	\$2,668.34	\$2,737.46

Attachment: 2016 Capitola Commercial GreenWaste Rates (1120 : Garbage Collection and Recycling Rates)



CITY COUNCIL AGENDA REPORT

MEETING OF DECEMBER 10, 2015

FROM: City Manager Department

SUBJECT: Adopt a Resolution Setting the Interest Rate for Tenant's Security Deposits for 2016 at Zero Percent (0%), as was Set for 2015

RECOMMENDED ACTION: Adopt a Resolution setting the interest rate for tenant's security deposits for 2016 at zero percent (0%), as was set for 2015.

BACKGROUND: The City Council adopted Ordinance No. 804 on February 12, 1998, adding Chapter 5.48 to the Municipal Code requiring interest on security deposits for residential rental properties. Resolution No. 2948 set the interest rate for 1998 at 2%, which became effective March 14, 1998. Pursuant to the first sentence of Municipal Code Section 5.48.025, "*On or before December 31 of each year, the City Council shall set the minimum interest rate (for tenant security deposits) for the next calendar year,*" the City Council reviews the interest rate and adopts a Resolution setting the rate for the next year. It has been the City Council's practice to set its interest rate for tenant security deposits consistent with the amount set by the Board of Supervisors of Santa Cruz County. A history of interest rates since adoption of the implementing Ordinance is also attached for your information.

DISCUSSION: The County's Investment Officer has completed a survey of annual simple interest on passbook savings and will be recommending at the December 8, 2015, County Board of Supervisors meeting that a Resolution be adopted setting the interest rate for tenants' security deposits for 2016 at 0.01%. At the December 10, 2015, Capitola City Council meeting staff will report to the Council results of the December 8, 2015, County Board of Supervisors meeting regarding the adoption of this Resolution. Based on the past Council's action, staff has prepared a Resolution setting the rate at zero percent given the very low passbook savings rate.

Notices will be mailed and/or emailed to all interested parties on Friday, December 4, 2015, along with the agenda report. A copy of the notice is attached.

FISCAL IMPACT: None

ATTACHMENTS:

1. Tenant Security Deposit History (DOCX)
2. Tenant Interest on Security Deposit Notice (DOCX)

Report Prepared By: Susan Sneddon
City Clerk

Tenant's security deposits
December 10, 2015



Jamie Goldstein, City Manager

12/3/2015

Tenant's security deposits
December 10, 2015

DRAFT RESOLUTION NO. ____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
SETTING INTEREST RATE FOR TENANT SECURITY DEPOSITS FOR 2016
AT ZERO PERCENT (0.00 %) IN THE CITY OF CAPITOLA**

WHEREAS, Municipal Code Section 5.48.025 contemplates the City Council setting the minimum interest rate for tenant security deposits; and

WHEREAS, the current rate of interest for residential rental security deposits is Zero Percent (0.0%); and

WHEREAS, the County of Santa Cruz Board of Supervisors, at its meeting to be held December 8, 2015, will vote whether to set the rate at 0.01% as recommended by the County's Investment Officer; and

WHEREAS, although it has been the practice of the Capitola City Council to set its interest rate for tenant security deposits consistent with other jurisdictions within the County of Santa Cruz, the Council finds the rate of 0.01% to be burdensome to property owners in the City of Capitola; and

WHEREAS, based on the Council's action to set the interest rate at zero percent (0.00%) last year, which is the average current rate for savings passbook accounts, the City Council established the interest rate at zero percent (0.00%) for year 2016; and

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Capitola that the rate of simple interest payable annually on residential rental security deposits by landlords shall be zero percent (0.00%) effective January 1, 2016.

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 10th day of December, 2014, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____, Mayor

ATTEST:

_____, CMC
Susan Sneddon, City Clerk



420 Capitola Avenue
Capitola, California 95010
Telephone: (831) 475-7300
FAX: (831) 479-8879
Website: www.ci.capitola.ca.us

HISTORY INFORMATION REGARDING TENANT’S INTEREST ON SECURITY DEPOSITS FOR RESIDENTIAL RENTAL PROPERTIES

ORDINANCES ADOPTED

Ordinance No. 804, Ordinance Adding Chapter 5.48 to the Municipal Code Requiring Interest on Security Deposits for Residential Rental Properties, adopted February 12, 1998, effective March 14, 1998

Ordinance No. 813, Ordinance Amending Section 5.48.040 of the Municipal Code regarding Payment of Tenant’s Interest, adopted December 19, 1999, effective January 18, 2000

RESOLUTIONS ADOPTED

Resolution No. 2948	Two Percent (2.00%)	Effective March 14, 1998
Resolution No. 3007	Two Percent (2.00%)	January 1, 1999
Resolution No. 3067	Two Percent (2.00%)	January 1, 2000
Resolution No. 3107	Two Percent (2.00%)	January 1, 2001
Resolution No. 3180	One Percent (1.00%)	January 1, 2002
Resolution No. 3258	.58 Percent (0.58%)	January 1, 2003
Resolution No. 3322	.32 Percent (0.32%)	January 1, 2004
Resolution No. 3416	.32 Percent (0.32%)	January 1, 2005
Resolution No. 3510	.43 Percent (0.43%)	January 1, 2006
Resolution No. 3594	.34 Percent (0.34%)	January 1, 2007
Resolution No. 3671	.31 Percent (0.31%)	January 1, 2008
Resolution No. 3731	.23 Percent (0.23%)	January 1, 2009
Resolution No. 3791	.10 Percent (0.10%)	January 1, 2010
Resolution No. 3849	Zero Percent (0.00%)	January 1, 2011
Resolution No. 3898	Zero Percent (0.00%)	January 1, 2012
Resolution No. 3945	Zero Percent (0.00%)	January 1, 2013
Resolution No. 3973	Zero Percent (0.00%)	January 1, 2014
Resolution No. 4009	Zero Percent (0.00%)	January 1, 2015

Revised 12/02/15

Attachment: Tenant Security Deposit History (1143 : Tenant’s security deposits)



420 Capitola Avenue
Capitola, California 95010
Telephone: (831) 475-7300
FAX: (831) 479-8879
Website

December 4, 2015

RE: NOTICE OF CAPITOLA CITY COUNCIL CONSIDERATION OF A RESOLUTION
SETTING INTEREST RATE FOR TENANT SECURITY DEPOSITS IN 2016

Interested Parties:

This is to inform you that on Thursday, December 10, 2015, the Capitola City Council will consider a Resolution setting the interest rate for tenant security deposits in 2016. Attached is a copy of the agenda report.

The Santa Cruz County Board of Supervisors, at its meeting to be held December 8, 2015, will vote whether to set the rate at 0.01% as recommended by the County's Investment Officer. Based on the Council's action to set the interest rate a zero percent (0.00%) last year, staff is recommending setting the interest rate at 0.00% for 2016. The item is on the City Council's Consent Calendar; however, it could be pulled for separate discussion.

Please confirm that you still want to be informed of this information and that the name and mailing address on the envelope is correct. A copy of the Council's Resolution will be sent to you once it has been adopted.

Should you have questions regarding this information, please feel free to contact me at 831-475-7300 or email at ssneddon@ci.capitola.ca.us.

Sincerely,

CITY OF CAPITOLA

Susan Sneddon
City Clerk

Enclosure

Attachment: Tenant Interest on Security Deposit Notice (1143 : Tenant's security deposits)



CITY COUNCIL AGENDA REPORT

MEETING OF DECEMBER 10, 2015

FROM: City Manager Department

SUBJECT: Consider a Resolution Urging the State to Provide New Funding for Public Transportation Infrastructure

RECOMMENDATION: Adopt a Resolution of support urging the State of California to provide new funding for transportation and directing the Mayor to write letters in support of funding to the Governor and State Representatives.

BACKGROUND: The unmet funding needs of California's state highway system and local streets and roads are estimated at approximately \$130 billion over the next ten years. These needs must be met to ensure the health and safety of the traveling public, and the vitality of California's economy. California's public transit systems face a \$72 billion shortfall over the next ten years, \$39 billion of which is necessary for the preservation and rehabilitation of existing infrastructure.

DISCUSSION: Earlier this year, Governor Jerry Brown called for the California Legislature to convene a session to address the immense underfunding of California's transportation infrastructure, and proposed the Legislature enact pay-as-you-go, permanent and sustainable funding to: adequately and responsibly maintain and repair the state's transportation and critical infrastructure; improve the state's key trade corridors; and complement local infrastructure efforts.

The Legislature responded to Governor Brown by convening a Special Session on Transportation Infrastructure and establishing a conference committee to assess various legislative proposals for investing new state funding in the maintenance of California's transportation infrastructure, including, but not limited to, state highways and local streets and roads. Without action on transportation funding by the Legislature, these needs will continue to be unmet. The attached Resolution highlights the City's support for action by the State Legislature, and directs the Mayor to write letters to the Governor and our State Representatives in support.

FISCAL IMPACT: Approval of this recommendation will result in no fiscal impact to the General Fund.

Report Prepared By: Susan Sneddon
City Clerk

Metro Resolution
December 10, 2015



Jamie Goldstein, City Manager

12/4/2015

**DRAFT
RESOLUTION ____**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
URGING THE STATE TO PROVIDE NEW FUNDING FOR PUBLIC TRANSPORTATION
INFRASTRUCTURE**

WHEREAS, Governor Edmund G. Brown, Jr. called for the Legislature to convene a session to address the immense underfunding of California's transportation infrastructure, and proposed the Legislature "enact pay-as-you-go, permanent and sustainable funding to: adequately and responsibly maintain and repair the state's transportation and critical infrastructure; improve the state's key trade corridors; and complement local infrastructure efforts"; and

WHEREAS, the Legislature responded to Governor Brown by convening Extraordinary Session 1 on Transportation Infrastructure, and establishing a conference committee to assess various legislative proposals for investing new state funding in the maintenance of California's transportation infrastructure, including, but not limited to, state highways and local streets & roads; and

WHEREAS, the unmet funding needs of California's state highway system and local streets & roads are estimated at approximately \$130 billion over the next ten years, and must be met to ensure the health and safety of the traveling public, and the vitality of California's economy; and

WHEREAS, the cities and counties comprising California's Central Coast, as well as communities across the state, rely on an extensive, but aging, network of public transit to facilitate the movement of people in a manner that is safe, efficient and affordable; and

WHEREAS, the transportation sector is the single largest contributor of greenhouse gas emissions in California, accounting for 38 percent of all emissions in the state; and

WHEREAS, maintaining and expanding public transit, which produces 95 percent less carbon monoxide, 90 percent less volatile organic compounds, 50 percent less carbon dioxide, and 50 percent less NOx, per passenger mile, as passenger vehicles, is vital to meeting the state's air quality and greenhouse gas emission reduction targets; and

WHEREAS, California's public transit systems face a \$72 billion shortfall over the next ten years, \$39 billion of which is necessary for the preservation and rehabilitation of existing infrastructure; and

WHEREAS, Governor Brown's draft framework for a \$3.6 billion transportation funding package acknowledges the unmet funding needs of public transit by directing \$400 million annually to public transit and \$100 million to complete street projects that promote transit and support bicycling and walking; and

WHEREAS, if funding for public transit remains at current levels, the quality, frequency, safety and reliability of transit service will degrade over the next decade, depressing ridership

Metro Resolution
December 10, 2015

and potentially undermining the ambitious environmental goals the state is striving to achieve;
and

WHEREAS, investing new funding in the maintenance and expansion of California’s public transit infrastructure incites mode shift that reduces vehicle miles traveled and helps the state to achieve its air quality and greenhouse gas emissions reductions targets; and

WHEREAS, investing new funding in California’s public transit infrastructure will bolster the state’s economy by creating new construction jobs, reducing traffic congestion and facilitating the efficient movement of people and goods; and

WHEREAS, investing new funding in California’s public transit infrastructure is vital to creating ladders of opportunity for the transit dependent in our state who must rely on regional transit service to access education, workforce development, health care and childcare; and

WHEREAS, investing new funding in California’s public transit infrastructure is essential to bringing our transit systems into a state of good repair, and ensuring a well-functioning and safe transportation network.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the Capitola strongly urges the Legislature to pass a comprehensive transportation funding package that addresses, through significant and ongoing investment, the current and growing needs of our transit, highway and roadway infrastructure, and which contemplates the state’s long-term mobility, economic, and environmental needs.

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 10th day of December, 2015, by the following vote:

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

_____, Mayor

ATTEST:

_____, CMC
Susan Sneddon, City Clerk



CITY COUNCIL AGENDA REPORT

MEETING OF DECEMBER 10, 2015

FROM: Finance Department

SUBJECT: Receive Annual Donations and Contributions Report

RECOMMENDED ACTION: Receive the Annual Donations and Contributions Report.

BACKGROUND: In July of 2013, the City implemented Administrative Policy III-15 which authorizes the City Manager to accept and appropriate donations or grants of \$5,000 or less to support City projects and programs previously approved by Council. The attached Annual Donations and Contributions Report provides information related to grants and contributions received in Fiscal Year 2014/15.

DISCUSSION: In Fiscal Year 2014/15, the City received \$37,462 in donations and contributions with values of \$5,000 or less. A complete list of contributions, their purpose, and recipient programs are provided in Attachment 1. The contributions include continued community sponsorship and support of the Capitola Twilight Concerts, Movies at the Beach, Art & Music at the Beach, McGregor Park and National Night Out.

In Fiscal Year 2014/15, the City also received \$339,423 in State and Federal grants as described in Attachment 2. Not included on the list is the \$500,000 CDBG Grant awarded since the City did not receive any funds in 2014/15.

FISCAL IMPACT: The City of Capitola benefits greatly from the generosity of individual citizens, City businesses, nonprofit agencies and others. As shown in Attachment 1, contributions and sponsorship totaled \$37,462 for Fiscal Year 2014/15. Additionally, the City received State and Federal revenue of \$339,423, for a total of over \$375,000 in grant and donation funding.

ATTACHMENTS:

1. 2014/15 Donations and Contributions under \$5,000
2. 2014/15 Federal and State Grants Fiscal Year

Report Prepared By: Mark Welch
Finance Director

Jamie Goldstein, City Manager

12/4/2015

Donations and Contributions to the City of Capitola

\$5,000 and under
Fiscal Year 2014-15

Purpose	From	To	Contribution	Contribution value
2015 Twilight Concert Sponsor	Capitola Surf and Paddle	Arts & Cultural	Cash	\$ 600
2015 Twilight Concert Sponsor	Aspromonte Hotels, LLC	Arts & Cultural	Cash	1,200
2015 Twilight Concert Sponsor	Capitola Surf and Paddle	Arts & Cultural	Cash	600
2015 Twilight Concert Sponsor	Aspromonte Hotels, LLC	Arts & Cultural	Cash	1,200
2015 Twilight Concert Sponsor	Stockton Bridge	Arts & Cultural	Cash	1,200
2015 Twilight Concert Sponsor	Britannia Arms	Arts & Cultural	Cash	1,200
2015 Twilight Concert Sponsor	Paradise Beach Grille	Arts & Cultural	Cash	1,200
2015 Twilight Concert Sponsor	Monterey Bay Properties	Arts & Cultural	Cash	1,200
2015 Twilight Concert Sponsor	Gayles Bakery	Arts & Cultural	Cash	1,200
2015 Twilight Concert Sponsor	Devcon Construction	Arts & Cultural	Cash	1,200
2015 Twilight Concert Sponsor	Lanai Financial Solutions	Arts & Cultural	Cash	1,200
2015 Twilight Concert Sponsor	Ow Family	Arts & Cultural	Cash	1,200
				<u>\$ 13,200</u>
2015 National Night Out	Bay Federal	PD	Cash	\$ 250
2015 National Night Out	Macerich	PD	Cash	400
2015 National Night Out	El Toro Bravo	PD	Cash	50
2015 National Night Out	New Leaf Community Markets	PD	Cash/Gift Card	100
2015 National Night Out	Safeway	PD	Cash/Gift Card	25
2015 National Night Out	Whole Foods	PD	Cash/Gift Card	100
2015 National Night Out	Target	PD	Cash/Gift Card	200
2015 National Night Out	Nob Hill	PD	Cash/Gift Card	30
2015 National Night Out	Margaritaville	PD	Food	250
2015 National Night Out	Chili's	PD	Water	20
2015 National Night Out	Britannia Arms	PD	Water	20
2015 National Night Out	Trader Joe's	PD	Cash/Gift Card	35
2015 National Night Out	Glacier Ice	PD	Ice	30
2015 National Night Out	Capitola Produce	PD	Food	75
2015 National Night Out	Chipotle	PD	Food	25
2015 National Night Out	Subway	PD	Food	20
2015 National Night Out	Crown Deli	PD	Food	100
				<u>\$ 1,730</u>
Shared Rifle	Capitola Safety Foundation	PD	Cash	\$ 1,500
Police Canine Training	Capitola Safety Foundation	PD	Cash	325
Badges	Capitola Safety Foundation	PD	Cash	3,450
				<u>\$ 5,275</u>
Fundraising (non-book)	Various	Museum	Cash	\$ 3,691
On site donation box	Various	Museum	Cash	1,666
				<u>\$ 5,357</u>
McGregor Park	Joan Leiner/Ozzie Dog Park Inc	Parks	Cash	\$ 8,000
McGregor Park	Ozzie-Plantronics	Parks	Cash	2,000
McGregor Park	Capitola Public Safety & Community	Parks	Cash	1,500
McGregor Park	Kimberly Patrick	Parks	Cash	200
McGregor Park	Penny Mudd	Parks	Cash	25
				<u>\$ 11,725</u>
Canine Donation	Lynn Yocum	PD	Cash	\$ 25
Canine Donation	Mark Kane	PD	Cash	\$ 325

Attachment: 2014/15 Donations and Contributions under \$5,000 (1275 : Annual Donations and Contributions Report)

Attachment 2
 City of Capitola
Federal and State Grants
 Fiscal Year 2014/15

Purpose	Grant	From	To	2014/15 Expenditure Funding
Green Business Challenge	Green Business Challenge &	PG&E	CD	\$ 2,000
General Plan	Proposition 84 Grant	State of CA Dept of Conservation Rev Fd	CDD-GP	\$ 15,682
Police Equipment	Homeland Security	Homeland Security	PD	\$ 12,104
STEP Grant	STEP Grant - OTS	Under NHSA/AFETEA, CA Office of Traffic Safety	PD	\$ 17,413
DUI checkpoints and saturation patrol	Avoid the Nine - 1501	National Highway Traffic Safety Administration	PD	\$ 27,916
DUI checkpoints and saturation patrol	Avoid the Nine - OTS	National Highway Traffic Safety Administration	PD	\$ 21,825
Bullet proof vests for officers	Bullet Proof Vest Partnership	U.S. Department of Justice	PD	\$ 2,073
Police Officer Safety Training	POST Training Reimbursement	State of California	PD	\$ 19,581
Adandoned Vehicles	State of California	State of California	PD	\$ 11,192
Proposition 172 Sales Tax	State of California	State of California	PD	\$ 39,265
Safe Routes to School	Department of Transportation	State of California	PW	\$ 45,500
				\$ 339,423

Attachment: 2014/15 Federal and State Grants Fiscal Year (1275) : Annual Donations and Contributions



CITY COUNCIL AGENDA REPORT

MEETING OF DECEMBER 10, 2015

FROM: City Manager Department

SUBJECT: Consider a Side Agreement Extending Time to Commence Construction of Capitola Branch Library with the County of Santa Cruz

RECOMMENDED ACTION: Authorize the City Manager to execute a Side Agreement extending time to commence construction of Capitola Branch Library with the County of Santa Cruz to extend the time limit to begin construction by one year.

BACKGROUND: In 2004, the City entered into a contract with the County of Santa Cruz to build a new library to replace the existing 4,320 square foot library. The agreement required the City to deposit \$2.64 million of redevelopment monies into a County-held trust account to build the library. The contract requires the City to begin construction of at least a 7,000 square-foot library by June 30, 2018.

The current Capitola Branch Library is housed in a modular, temporary building which opened in 1999. The facility is outdated, undersized to serve the community's needs, and is in a state of disrepair.

DISCUSSION: This fall the City initiated the development process for the new branch library by hosting a public design workshop with Anderson Brule Architects. The Workshop gave community members the opportunity to provide input about the look and feel of the new library.

While the City is committed to developing the new library, a number of factors are still pending resolution and could affect the ultimate timing of construction. Specifically the regional Public Library System is considering a parcel tax measure in 2016 which, if passed, could provide an additional \$8 million to fund the new Capitola library.

The proposed extension to the library agreement would allow enough time to ensure the City can closely coordinate with the regional parcel tax and appropriately plan the new library.

ATTACHMENTS:

1. Side Agreement Extending Time to Commence construction of Capitola Branch Library

Report Prepared By: Susan Sneddon
City Clerk

Jamie Goldstein, City Manager

12/4/2015

SIDE AGREEMENT EXTENDING TIME TO COMMENCE CONSTRUCTION OF CAPITOLA BRANCH LIBRARY

This Side Agreement Extending Time to Commence Construction of Capitola Branch Library (“Side Agreement”) is made and entered into on the date by which it has been approved and executed by the parties hereto (the “Effective Date”) between the City of Capitola (“City”) and County of Santa Cruz (“County”) (each individually a “Party” and collectively the “Parties”).

R E C I T A L S:

A. In 2004, that certain First Implementation Agreement to Redevelopment Pass-Through Agreement and Library Agreement (the “First Implementation Agreement”) was entered into by and among the City of Capitola (the “City”), the Redevelopment Agency of the City of Capitola (the “Agency”), and the County of Santa Cruz (the “County”).

B. Paragraph 4.A of the First Implementation Agreement establishes a timeframe for construction of a library branch of at least 7,000 square feet within the City of Capitola, as follows:

“Subject to the conditions set forth in this Paragraph 4, and in addition to the Agency’s obligations set forth in Paragraphs 1-3, no later than June 30, 2018, the Agency shall design and commence construction or cause to be designed and commenced the construction of a minimum 7,000 square foot library building and related on-site improvements such as driveways, parking, and landscaping (collectively, the “Library”) on the Library Site or other acceptable site, subject to the outcome of public hearings and environmental review conducted by the City and/or the Agency with respect to said project and subject to the further understanding that the City and Agency cannot commit to a particular site prior to completion of the environmental review process and they may designate an alternative site after consultation with the County that serves the same area that is intended to be served by the Library on the Library Site. Once commenced, construction of the Library shall be completed in not more than three (3) years. The Library to be provided by the Agency shall include new fixtures, equipment, including shelving, and any other necessary contents meeting a reasonable standard for new library projects and, in addition, any usable contents from the Capitola interim branch library referred to in Recital G shall be transferred to the new facility upon its completion and title to said property shall be transferred to the County at that time.”

C. The Parties have determined that:

1. To facilitate the conduct of a regional tax initiative in 2016 to support library services, including the Capitola Branch Library construction project, the June 30, 2018 deadline specified in Paragraph 4.A should be extended by one year, to June 30, 2019; and

- 2. Due to the dissolution of the Redevelopment Agency of the City of Capitola and the lack of its needed participation, the City of Capitola, as Successor Agency to the Former Redevelopment Agency of the City of Capitola, is not a necessary party to this Side Agreement.

Based upon the foregoing Recitals, which are incorporated into this Side Agreement by this reference, and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged by all Parties, the City and County agree as follows:

- 1. That as between the City and County, the deadline for completion of design and commencement of construction set forth in the First Implementation Agreement shall be extended for one year, to June 30, 2019.
- 2. That all other terms and conditions of the First Implementation Agreement shall remain in full force and effect.

CITY OF CAPITOLA

Dated: _____, 2015

By: _____

Its: City Manager

COUNTY OF SANTA CRUZ

Dated: _____, 2015

By: _____

Its: _____

Attachment: Side Agreement Extending Time to Commence construction of Capitola Branch Library (1262 : County Library Agreement



CITY COUNCIL AGENDA REPORT

MEETING OF DECEMBER 10, 2015

FROM: City Manager Department

SUBJECT: Consider an Amendment to the Santa Cruz Libraries Facilities Financing Authority Joint Powers Agreement

RECOMMENDED ACTION: Approve the First Amendment to the Santa Cruz Libraries Facilities Financing Authority Joint Exercise of Powers Agreement and authorize the City Manager to sign the Amendment upon approval by the other member entities, and County approval of the City-County library contract extension.

BACKGROUND: On November 25 of 2014 the City entered into the Santa Cruz Libraries Facilities Financing Authority Joint Exercise of Powers Agreement (LFFA) with the cities of Santa Cruz and Scotts Valley and the County of Santa Cruz to provide financing for acquisition, construction, and improvement of public library facilities through the formation of a community facilities district, as well as the authorization and issuance of bonds under the Mello Roos Community Facilities Act of 1982.

At the time the LFFA was created a placeholder was left in the agreement listing the amount of funding that would be allocated to the regional library facilities, with the understanding the LFFA agreement would be amended when a final funding decision was reached.

The need for additional investment in regional libraries was outlined in the *Facilities Master Plan: 2014-2023*, a report prepared by the Regional Library Services JPA. That report called for significant investment in libraries to meet existing maintenance needs and to upgrade the region's libraries to modern standards. The costs discussed in the Master Facilities Plan ranged from a total of \$62.9 to \$83 million.

Additional funding for libraries is particularly important in Capitola as our local branch library is undersized and currently housed in a 16-year old temporary modular building. In addition, the City entered an agreement in 2004 with Santa Cruz County that committed the City to building a 7,000+ square foot permanent home for the Capitola branch, and set aside \$2.6 million in funding for the project. While the City has fully funded the \$2.6 million commitment outlined in the County agreement, additional funding will be necessary to build a new library that meets modern standards.

DISCUSSION: Over the last year Capitola representatives have met with other local jurisdictions to discuss: the size of the potential funding measure, the appropriate division of those proceeds, and the timing of such measure. Based on those discussions the attached amendment to the LFFA has been prepared.

The recommend amendment targets a ballot measure for voters to consider during the June 2016 presidential primary election. The proposed measure has been sized to net \$62 million in

Library Facilities Financing Authority JPA Amendment
December 10, 2015

bond proceeds, of which Capitola would receive \$8 million to build a permanent home for the Capitola Branch Library. This \$8 million would augment the \$2.6 million the City has already set aside to build its new library bringing the total project budget to approximately \$10.6 million.

To generate \$62 million in bond proceeds, voters will be asked to consider an approximately \$49 annual parcel tax on residential units. Commercial properties would be taxed at approximately \$86 annually.

The Friends of Santa Cruz Public Libraries are strongly in support of the bond and plan to participate in the campaign to support the ballot measure.

FISCAL IMPACT: Approving the proposed amendment to the LFFA will not result in any changes in revenue or expenditures to the City. However, if the proposed measure is ultimately passed by voters, the City would receive \$8 million in new funding to help build the Capitola Branch Library.

ATTACHMENTS:

1. Amendment to the Santa Cruz Libraries Facilities Financing Authority JPA

Report Prepared By: Jamie Goldstein
City Manager



Jamie Goldstein, City Manager

12/4/2015

**AMENDMENT TO THE SANTA CRUZ LIBRARIES
FACILITIES FINANCING AUTHORITY
JOINT EXERCISE OF POWERS AGREEMENT**

That certain Joint Exercise of Powers Agreement, with an effective date of December 9, 2014 (the "Agreement"), is hereby amended to specify details regarding the terms and provisions upon which the Public Library Improvements will be funded as follows:

1. Section 1 of the Agreement is hereby amended to read as follows:

SECTION 1. *Definitions.* Unless the context otherwise requires, the terms defined in this Section 2 have the meanings herein specified.

"Agreement" means this Joint Exercise of Powers Agreement, as it may be amended from time to time, creating the Facilities Authority.

"Amendment" means an amendment to this Agreement referenced in Background recital 2 above.

"Board" means the governing board of the Facilities Authority.

"Bond" or "Bonds" means any notes, bonds or other obligations issued by the Facilities Authority for the purpose of financing Public Library Improvements payable from the special tax to be levied.

"Cities" means, collectively, the Cities of Santa Cruz, Scotts Valley and Capitola.

"CFD" means a community facilities district formed under the Mello-Roos Act.

"County" means the County of Santa Cruz.

"Directors" means the members of the Board, as set forth in Section 4(b).

"Facilities Authority" means the joint powers authority created by this Agreement.

"Joint Powers Act" means the Joint Exercise of Powers Act, constituting Chapter 5 of Division 7 of Title 1 of the California Government Code, commencing with Section 6500 of said Code.

"Library Operator" means the Library Joint Powers Authority, the Parties or any other entity established to carry out library operations.

"Mello-Roos Act" means the Mello-Roos Community Facilities Act of 1982, constituting Chapter 2.5 of Part 1 of Division 2 of Title 5 of the Government Code of the State of California, commencing with Section 53311 of said Code.

"Parties" means, collectively, all the parties to the Agreement, being the Cities and the County.

“Public Library Improvements” means physical improvements to the public library facilities which are operated by the Library Operator and for which bonds may be issued pursuant to Section 6546(p) of the Joint Powers Act.

2. Section 2 of the Agreement is hereby amended to read as follows:

SECTION 2. Purpose. This Agreement is entered into under the Joint Powers Act for the purpose of establishing a joint powers authority which is authorized to exercise the powers granted to it under the Joint Powers Act and the Mello-Roos Act for the purpose of:

- (a) Forming a CFD;
- (b) Calling an election under the Mello-Roos Act on, among other things, the issuance of Bonds for the purpose of raising at least \$62,000,000 of net proceeds and net special taxes for the financing of Public Library Improvements;
- (c) Issuing Bonds to finance Public Library Improvements; and
- (d) Carrying out all activities required for the proper management of the Bonds to be issued hereunder.

It is understood and agreed by the Parties that the purpose of the Facilities Authority is to form a single CFD and to conduct a single bond election for the issuance of one or more series of Bonds for the purpose of raising at least \$62,000,000 of net proceeds and net special taxes and that following the initial formation of the CFD and bond election, the purposes of the Facilities Authority shall be to issue the Bonds that have been authorized at such election, to levy a tax to service the debt associated with the issuance and pay for Public Library Improvements on a pay-as-you-go basis and otherwise administer the Bonds and the special tax during the term thereof.

Within ten days of issuance, exclusive of any costs of issuance, which shall be retained by the Facilities Authority to pay costs, and exclusive of any reserve which is funded from the proceeds of the Bonds, the Facilities Authority shall distribute the Bond proceeds to each of the Parties in the amounts or percentages specified below in order to undertake and complete the construction of the Public Library Improvements:

	Amount	Percentage
City of Capitola	\$8,000,000	12.90%
City of Santa Cruz	\$25,000,000	40.32%
City of Scotts Valley	\$3,000,000	4.84%
County of Santa Cruz	\$26,000,000	41.94%
Total	\$62,000,000	100.00%

Changes to the total amount of the Bonds to be issued or to the distribution of Bond proceeds among the Parties shall require an amendment to this Agreement, as set forth in Section 14, and shall be subject to the requirements of the Joint Powers Act.

It is anticipated that the special tax will be levied each year at the maximum amount permitted. Prior to issuance of Bonds, any net special tax collected in excess of amounts needed to administer the CFD shall be distributed twice annually in January and June, or as soon as practical upon receipt (but in no event less than twice annually), to each of the Parties in the percentages shown above. After the issuance of Bonds, any net special tax collected in excess of amounts needed to pay debt service on Bonds and to administer the Bonds and the CFD shall be distributed annually on September 2 to each of the Parties in the percentages shown above. When net special taxes and Bond proceeds distributed to the Parties equals a total of \$62,000,000, further distribution of net special taxes to each of the Parties shall be subject to the affirmative vote of all of the Directors.

Each of the Parties shall deposit or cause to be deposited Bond proceeds into a separate account to track revenues, expenses and fund balance, which will be subject to an independent audit every year during the term of this Agreement. Each of the Parties will be required to execute and deliver certifications and make representations and covenants regarding the administration and investment of Bond proceeds, as may be required by bond counsel in order to ensure compliance with applicable provisions of federal tax law.

Each of the Parties shall deposit or cause to be deposited net special taxes into a separate account to track revenues, expenses and fund balance, which will also be subject to an independent audit every year during the term of this Agreement. Each of the Parties will be required to execute and deliver certifications and make representations and covenants regarding the administration of net special taxes, as may be required by bond counsel in order to ensure compliance with applicable provisions of Mello-Roos Act.

Each of the Parties shall be responsible for overseeing the construction of the Public Library Improvements within its jurisdiction. The Parties shall work with their designated Library Operator to ensure that the Public Library Improvements meet the appropriate minimum deliverables for each project as well as furniture, shelving and signage standards as defined in Attachment A, which may be amended by the affirmative vote of all of the Directors to reflect updated standards.

3. Section 5 of the Agreement is hereby amended to read as follows:

SECTION 5. *Powers.*

The Facilities Authority shall have the power, in its own name, to conduct proceedings under the Mello-Roos Act to form a single CFD within all or a portion of the boundaries of the Parties, to conduct a single bond election for the issuance of one or more series of Bonds for the purpose of raising at least \$62,000,000 of net proceeds and net special taxes to be paid by a special tax within the CFD and to finance Public Library Improvements within the CFD, and to issue Bonds under the Mello-Roos Act for said purposes. The Facilities Authority is not authorized to take any actions inconsistent with or additional to the specific proceedings set forth above.

The Facilities Authority shall have all powers which a joint powers authority may exercise under the Joint Powers Act (including powers which are common to the Parties in accordance with Section 6502 of the Joint Powers Act), and all powers granted to it as a public agency under the laws of the State of California (including but not limited to the powers set forth in Chapter 12, Division 6, Title 1 of the California Government Code, commencing with Section 5920 of said Code), for the purpose of carrying out the purposes

for which the Facilities Authority has been established. The Facilities Authority is hereby authorized, in its own name, to do all acts necessary for the exercise of common powers, including but not limited to making and entering into contracts, suing and being sued in its own name, incurring obligations, and carrying out and enforcing all the provisions of this Agreement.

Notwithstanding anything herein to the contrary, the Facilities Authority shall not complete proceedings under the Mello-Roos Act to form a CFD or to conduct an election for the purpose of authorizing the imposition of a special tax within the CFD and for the purpose of authorizing the issuance of Bonds to finance Public Library Improvements, prior to the execution and delivery of the Amendment to this Agreement by all of the Parties. Such proceedings to form a CFD and call an election on the issuance of bonds shall comply in all respects with the applicable provisions of the Amendment.

All other provisions of the Agreement, in its original form, shall remain the same.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to the Agreement to be executed and attested by their authorized officers on the day and year stated below. This Amendment may be signed in counter-parts, each of which shall be deemed an original, and all of which together shall constitute a single document.

Dated: _____

CITY OF SANTA CRUZ

By _____
City Manager

ATTESTED

City Clerk

Approved as to Form:

City Attorney

Attachment: Amendment to the Santa Cruz Libraries Facilities Financing Authority JPA (1271 : Library Facilities Financing Authority JPA

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to the Agreement to be executed and attested by their authorized officers on the day and year stated below. This Amendment may be signed in counter-parts, each of which shall be deemed an original, and all of which together shall constitute a single document.

Dated: _____

CITY OF SCOTTS VALLEY

By _____
City Manager

ATTESTED

City Clerk

Approved as to Form:

City Attorney

Attachment: Amendment to the Santa Cruz Libraries Facilities Financing Authority JPA (1271 : Library Facilities Financing Authority JPA

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to the Agreement to be executed and attested by their authorized officers on the day and year stated below. This Amendment may be signed in counter-parts, each of which shall be deemed an original, and all of which together shall constitute a single document.

Dated: _____

CITY OF CAPITOLA

By _____
City Manager

ATTESTED

City Clerk

Approved as to Form:

City Attorney

Attachment: Amendment to the Santa Cruz Libraries Facilities Financing Authority JPA (1271 : Library Facilities Financing Authority JPA

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to the Agreement to be executed and attested by their authorized officers on the day and year stated below. This Amendment may be signed in counter-parts, each of which shall be deemed an original, and all of which together shall constitute a single document.

Dated: _____

COUNTY OF SANTA CRUZ

By _____
County Administrative Officer

ATTESTED

Clerk of the Board

Approved as to Form:

County Counsel

Attachment: Amendment to the Santa Cruz Libraries Facilities Financing Authority JPA (1271 : Library Facilities Financing Authority JPA



Santa Cruz Public Libraries

Furniture, Shelving & Signage Standards

March 2015

ANDERSON BRULÉ ARCHITECTS
+
MATTHEW WILLIAMS DESIGN

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TABLE OF CONTENTS

INTRODUCTION..... 5

FURNITURE..... 7

 LOUNGE SEATING..... 9

 CHAIRS..... 13

 BENCHES..... 17

 TABLES..... 21

 MEETING ROOMS..... 25

 STAFF WORK SPACES..... 29

 ACCESSORIES..... 33

SHELVING 37

 METAL SHELVING 39

 SLATWALL SHELVING..... 43

 WOOD SHELVING 45

SIGNAGE 49

 EXTERIOR BUILDING TITLE & ADDRESS 51

 EXTERIOR MOMUMENT SIGN 53

 EXTERIOR BOOK RETURN, COMMUNITY ROOM 55

 INTERIOR AREA IDENTIFICATION..... 5

 INTERIOR RESTROOM IDENTIFICATION..... 61

 INTERIOR ROOM IDENTIFICATION 63

 INTERIOR STACK IDENTIFICATION 65

 EXTERIOR & INTERIOR SIGNAGE TYPEFACE 67

APPENDIX 69

 DEFINITIONS..... 71

Attachment: Amendment to the Santa Cruz Libraries Facilities Financing Authority JPA (1271 : Library Facilities Financing Authority JPA

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INTRODUCTION

Overview

The Santa Cruz Public Libraries (SCPL) system serves four jurisdictions in Santa Cruz County (the Cities of Santa Cruz, Capitola, Scotts Valley and the unincorporated County of Santa Cruz) through a network of 10 neighborhood library branches. The System contracts with the City of Santa Cruz for purchasing services and follows those purchasing policies and procedures accordingly.

In 2012, SCPL initiated a master planning process to modernize the library facilities. The facilities master plan, found here: <http://www.santacruzpl.org/aboutscpl/planning/27/>, details the maintenance and improvement needs for each of the facilities across the county ranging from minor renovations to complete replacement.

Each of the four jurisdictions will be responsible for managing its own facilities and project(s) while the Library staff will be responsible for ongoing maintenance and operations. In an effort to assure quality selections in future projects and consistency among all library facilities, a need to clearly define standards for furniture, shelving and signage has been identified.

Standards Purpose and Use

The Santa Cruz Public Libraries Furniture, Shelving and Signage Design Standards handbook provides written guidelines in each of these three areas with regard to performance, longevity, warranty, maintenance sustainability and ease of cleaning, creating a standard for quality and consistency across jurisdictions. It also offers a best practices guideline for achieving purchasing efficiencies and economies of scale and allows for consistency while bringing the facilities up to 21st century standards for libraries.

The intent of these standards is to offer broad and flexible guidelines for architects, interior designers, consultants and Library representatives. The standards provide efficiency by allowing the Library to centrally store and consolidate products and interchange parts for maintenance of multiple branches. These standards have been developed through an inclusive and participatory process with Library staff for all typical SCPL requirements. For any unique circumstances or situations that require deviation from these standards, the design team will be responsible for obtaining approval from the client.

This handbook is to be used as a set of guidelines and is not necessarily dictated by industry standards or codes. The design professional shall be responsible for compliance with current codes and industry standards and shall attain owner approval for furniture, shelving and signage selections. This handbook is a living document and is intended to evolve as new technology, products, and learning styles progress in order to respond to emerging library trends and the needs of the community. The standards are intended to provide not only a consistent approach for future work, but recognize future programmatic and technical needs not yet defined.

Document Organization

This document is divided into three chapters, covering each of the three areas; furniture, shelving and signage.

- Table of Contents
- Introduction
- Chapter 1 – Furniture
- Chapter 2 – Shelving
- Chapter 3 – Signage
- Appendix

Within each chapter, are sections describing the type of furniture, shelving or signage item and the details about each item including:

- an overview and use for each type
- general information which includes any standards, quality, warranty and sustainability information
- product specific information pertaining to any material or finish preferences
- additional information regarding typical locations used and cleaning preferences

The Appendix contains definitions for the various terms used throughout the document.

Overall Information

The Library would like to meet a LEED Silver level for all buildings. Furniture, shelving and signage should support and feed into this standard. The design professional should confirm this sustainability level with the Library at the time of the project.

The Library requires a furniture fair or sit-test of all furniture items being considered for the library.

As this is intended to be a living document, any reference standards noted should comply with the current standard tests, reference materials, codes, laws etc. applicable to each jurisdiction at the time of the project.

Santa Cruz Public Libraries

CHAPTER 1

Furniture Standards

The design professional shall work diligently to ensure optimal pricing for all furniture. Furniture will be procured from group purchasing agreements including U.S. Communities, NJPA, NIPA and CMAS is preferred. The design professional shall research and provide costs for at least one option for each furniture item from a group purchasing agreement.

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CHAPTER 1 - LOUNGE SEATING

1.1 Overview

There are many types of Lounge Furnishings throughout the Library Spaces, most commonly used in the Public Areas. These can include individual and multi-seat pieces. Some will require mobility for the function within its preferred location while all others should still be able to be relocated, but less frequently. Durability and ease of cleaning are important in maintaining the library.



1.2 General

Reference Standards

- CAL TB117
- SMaRT Sustainable Silver 41-60 minimum
- Level Certification: Level 2 minimum
- FSC Certified Wood
- ANSI/BIFMA X5.4 Lounge and Public Seating

Quality Control

- All lounge furniture shall have tight upholstery with no loose cushions.
- When there are arms, it is preferred that they have an arm cap to protect the upholstery.
- Weight capacity: 300-350lbs minimum
 - 500lbs+ for any bariatric items desired by the Library

Warranty

- Lifetime warranty or a minimum on 10-12 years replacement parts.

LEED Credit Opportunities

- Level 2 Silver
- Greengard Certified – must comply with current highest environmental standards

1.3 Products

Materials / Finishes

- Wood or Urethane Arm Caps
 - Caps should be easily replaceable if they become damaged.
 - Wood is preferred for the arm cap. Urethane may be used on approval of Library.
- Wood or Metal Feet
 - There is a strong preference for natural maple or natural cherry wood tones.
 - There is a strong preference for matte silver-toned metal.

- Glides or Casters
 - Glide and caster selection should be based on floor material type for location of item.
- Upholstery
 - Shall be highly durable and easy to clean.
 - Performance Fabrics ONLY (use a single type throughout the library – Crypton, Nanotex, etc.).
 - Moisture barrier in all public spaces.
 - Textile recycled content 49%-75%.
 - 75, 000 – 150,000+ Double Rubs.
 - Meets CAL TB117.

Other Material Requirements

- If the piece will be in an area where wet mopping will occur, use a material that will not be damaged by water and cleaning solutions.
- The Library has a strong preference for upholstered pieces to be raised off the floor for ease of cleaning underneath.
- Lounge seating feet should be a durable material.

1.4 Execution

Typical Type & Location

No.	Description	Location(s)
L01	Lounge Chairs	Adult Public Spaces, Teen Public Spaces, Children's Public Spaces, Staff Lounge
L02	Love Seat/Sofa	Adult Public Spaces, Teen Public Spaces, Children's Public Spaces, Staff Lounge
L03	Booth	Adult Public Spaces, Teen Public Spaces
L04	Ottoman/Pouf	Adult Public Spaces, Teen Public Spaces, Children's Public Spaces

Additional Information

- All Lounge Seats will be sized for adults, unless directed otherwise by the Library.
 - When needed, some lounge chairs in the Children's area shall be sized for ages 3-5
- Lounge Chairs for Teens & Technology Areas are preferred to have casters and tablet arms.
 - Tablet Arms shall hold a minimum of 150lbs
 - Locking casters
- When specifying a booth lounge, it should have a coordinating table of either desk or coffee table height, see Tables Section.

Protection / Cleaning

- All upholstery in the project should have the same type of cleaning system required. Fabrics should be performance fabrics with some type of stain repellent such as Crypton, Green Crypton, Nanotex, etc.
 - Provide end user with cleaning instructions for fabric type used in project
- No special cleaning or cleaners should be required of any materials or finishes.
- Finishes should not require special maintenance such as reapplication of stain repellents, sealers, etc.
- Ease of ability to clean and repair finishes or parts should be considered.

- Consider using clean outs and crumb catchers for ease of cleaning.
- Consider location of furniture with regards to amount of sunlight in the location. Some locations may require a solution dyed fabric for light fastness.

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CHAPTER 1 - CHAIRS

1.1 Overview

Chairs in the Library serve many different functions such as reading chairs, task chairs for workstations, computer stations, and children's sized chairs. Different functions require different finishes and shapes, but all need to be durable to last in a highly active public environment. Some areas will require lighter weight chairs for the function of the space where as others will need to be very sturdy to withstand highly active spaces. Staff workspaces will need complete ergonomic seating.



1.2 General

Reference Standards

- CAL TB117
- SMaRT Sustainable Silver 41-60 minimum
- Level Certification: Level 2 minimum
- FSC Certified Wood
- ANSI/BIFMA X5.1 Office Seating/X5.4 Lounge and Public Seating

Quality Control

- Ergonomic comfort of all chairs should be considered.
 - Comfort of seat edges
 - Body support in seat pans and backs
 - Breathability
- There is a preference for chairs with four legs.
- There is a strong preference for light weight reading chairs.
- Any stools should have a foot ring or foot rest.
- Light weight stackable chairs should be 10lbs or less.
- Weight capacity: 300-350lbs minimum.
 - 500lbs+ for any bariatric items desired by the Library

Warranty

- Lifetime warranty or a minimum of 10-12 years replacement parts.

LEED Credit Opportunities

- Level 2 Silver
- Greengard Certified – must comply with current highest environmental standards

1.3 Products

Materials / Finishes

- Wood or Urethane Arm Caps
 - Caps should be easily replaceable if they become damaged.
- Wood or Metal Legs & Feet
 - There is a strong preference for natural maple or natural cherry wood tones.
 - There is a strong preference for matte silver-toned metal.
- Glides or Casters
 - Selection should be based on floor material type for location of item.
 - Casters are only on task chairs or computer chairs.
- Seats & Backs
 - Polypropylene
 - Wood
 - Upholstery shall be highly durable and cleanable
 - Performance Fabrics ONLY (use a single type throughout the library – Crypton, Nanotex, etc.).
 - Moisture Barrier in all public spaces.
 - Textile Recycled content 49%-75% minimum.
 - 75, 000 – 150,000+ Double Rubs.
 - Meets CAL TB117

Other Material Requirements

- Frame construction to be welded metal, solid wood or equal.

1.4 Execution

Typical Type & Location

No.	Description	Location(s)
C01	Reading Chairs	Adult Public Spaces, Teen Public Spaces, Children's Public Spaces
C02	Computer Chairs	Adult Public Spaces, Teen Public Spaces, Children's Public Spaces
C03	Non-Stacking Chair	Smaller Meeting Spaces, Staff Workspace, Staff Lounge, Friends of the Library Area
C04	Stacking Chair	Meeting Spaces, Smaller Meeting Spaces
C05	Stools	Adult Public Spaces, Teen Public Spaces
C06	Task Chairs	Staff Workspaces
C07	Task Stools	Staff Workspaces

Additional Information

- Arm and Armless chairs will be used. The design professional will work with the Library to determine the best mix of arm and arm less chairs for the space.
- Computer chairs can have a 5-star base or casters. They should be ergonomic for short term use, and have a limited amount of adjustable parts.
 - Height flexibility is strongly preferred at public computer stations.
- Task chairs should have 5-star bases and be fully ergonomic with a high amount of adjustability. The design professional will work with the Library to determine needs or current requirements.

Protection / Cleaning

- All upholstery in the project should have the same type of cleaning system required. Fabrics should be performance fabrics with some type of stain repellent such as Crypton, Green Crypton, Nanotex, etc.
 - Provide end user with cleaning instructions for fabric type used in project.
- No special cleaning or cleaners should be required of any materials or finishes.
- Finishes should not require special maintenance such as reapplication of stain repellents, sealers, etc.
- Ease of ability to clean and repair finishes or parts should be considered.
- Consider using clean outs and crumb catchers for ease of cleaning.
- Consider location of furniture with regards to amount of sunlight in the location. Some locations may require a solution dyed fabric for light fastness.

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CHAPTER 1 - BENCHES

1.1 Overview

Benches can be used anywhere in the library. They are primarily used in spaces where there will be waiting, such as an entry area, near restrooms or near other busy locations where waiting may be required. There may also be some areas where it is appropriate to add additional seating.



1.2 General

Reference Standards

- CAL TB117
- SMaRT Sustainable Silver 41-60 minimum
- Level Certification: Level 2 minimum
- FSC Certified Wood
- ANSI/BIFMA X5.4 Lounge and Public Seating

Quality Control

- Benches should have durable feet and/or legs.
- Benches may have a back and arms or be backless and armless.
- If upholstered, bench should have tight upholstery, no loose cushions.
- Weight capacity: 300-350lbs Minimum.
 - 500lbs+ for any bariatric items desired by the Library

Warranty

- Lifetime warranty or a minimum of 10-12 years replacement parts.

LEED Credit Opportunities

- Level 2 Silver
- Greengard Certified – must comply with current highest environmental standards

1.3 Products

Materials / Finishes

- Wood or Upholstered Seat, Back and Arms
- Wood, Plastic Laminate or Solid Surface Table Surfaces
- Wood or Metal Frame
- Wood or Metal Feet and/or Legs
 - There is a strong preference for natural maple or natural cherry wood tones.
 - There is a strong preference for matte silver-toned metal.
- Glides
 - Selection should be based on floor material type for location of item.

- Upholstery
 - Shall be highly durable and easy to clean.
 - Performance Fabrics **ONLY** (use a single type throughout the library – Crypton, Nanotex, etc.).
 - Non-woven fabrics are preferred to be PVC-free.
 - Moisture Barrier in all public spaces.
 - Textile Recycled content 49%-75% minimum.
 - 75, 000 – 150,000+ Double Rubs.
 - Meets CAL TB117.

Other Material Requirements

- If the piece will be in an area where wet mopping will occur, use a material that will not be damaged by water and cleaning solutions.
- The Library has a strong preference for upholstered pieces to be raised off the floor for ease of cleaning underneath.

1.4 Execution

Typical Type & Location

No.	Description	Location(s)
B01	Upholstered	Adult Public Spaces, Teen Public Spaces, Children’s Public Spaces, Entry Spaces
B02	Non-Upholstered	Adult Public Spaces, Teen Public Spaces, Children’s Public Spaces, Entry Spaces

Additional Information

- Typical sizing:
 - Typical seat height for a bench is between 16”-18”H
 - Typical seat depth for a bench is +/- 18”D
 - Width will vary, depending on location
- Benches in certain locations may have table surfaces built-in, the design professional will confirm appropriateness with Library.
 - Any built-in table surfaces should be of a highly durable and cleanable material such as solid wood, plastic laminate or solid surface such as Corian. Glass is not allowed.
- Depending on location and appropriateness, built-in power outlets maybe used in bench surfaces for users to plug in devices. The design professional will confirm appropriateness with Library.

Protection / Cleaning

- All upholstery in the project should have the same type of cleaning system required. Fabrics should be performance fabrics with some type of stain repellent such as Crypton, Green Crypton, Nanotex, etc.
 - Provide end user with cleaning instructions for fabric type used in project.
- No special cleaning or cleaners should be required of any materials or finishes.
- Finishes should not require special maintenance such as reapplication of stain repellents, sealers, etc.
- Ease of ability to clean and repair finishes or parts should be considered.
- Consider using clean outs and crumb catchers for ease of cleaning.

- Consider location of furniture with regards to amount of sunlight in the location. Some locations may require a solution dyed fabric for light fastness.

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CHAPTER 1 - TABLES

1.1 Overview

Tables are an important part of the Library and vary in use and location. Tables, as much as any other item in the library need to be durable and withstand the high use of a busy public space. Tables serve many functions throughout the library space – reading tables or carrels for using the library’s materials, highly flexible meeting spaces for large groups, tables equipped to support the use of technology and add some whimsy and fun to Teen or Children’s spaces.



1.2 General

Reference Standards

- SMaRT Sustainable Silver 41-60 minimum
- Level Certification: Level 2 minimum
- FSC Certified Wood
- ANSI/BIFMA X5.5 Desk Products

Quality Control

- All tables should have a protective edge band with a minimum of an eased edge.
- Sharp corners and edges should be minimized and avoided.
- All tables, where appropriate, should have built-in power outlets and wire management.
- All tables shall meet accessibility requirements.
- Weight capacity: 150-250lbs.

Warranty

- Lifetime warranty or a minimum of 10-12 years replacement parts.

LEED Credit Opportunities

- Level 2 Silver
- Greengard Certified – must comply with current highest environmental standards.

1.3 Products

Materials / Finishes

- Wood, Laminate, Linoleum or Solid Surface Table Tops
 - Wood, Laminate or Linoleum tops should have an edge band.
 - Solid wood edge bands are preferred with a minimum eased edge profile.
 - Solid Surface tops will have a self-edge or built-up edge with a minimum eased edge profile.
 - Vinyl edge band is acceptable on tables with high mobility.

- No self-edge allowed on laminates, wood veneers or linoleum.
- Wood or Metal Legs
 - Wire management leg or channel.
- Glides or Casters
 - Selection should be based on floor material type for location of item.
- PETG, Glass, Perforated Metal or Wood Carrel Surround
 - Carrel surround or screen is ideally translucent and no higher than 12"-14"H above the table surface.
 - PETG and Glass should have a texture or pattern. Glass pattern/texture should be easy to clean.

Other Material Requirements

- FSC Certified Wood
 - There is a strong preference for natural maple or natural cherry wood tones.
 - There is a strong preference for matte silver-toned metal.
- If the piece will be in an area where wet mopping will occur, use a material that will not be damaged by water and cleaning solutions.

1.4 Execution

Typical Type & Location

No.	Description	Location(s)
T01	Reading Tables	Adult Public Spaces, Teen Public Spaces, Children’s Public Spaces
T02	Side Tables	Adult Public Spaces, Teen Public Spaces, Children’s Public Spaces
T03	Computer Tables	Adult Public Spaces, Teen Public Spaces, Children’s Public Spaces
T04	Carrel Tables	Adult Public Spaces, Teen Public Spaces, Children’s Public Spaces
T05	Non-Stacking Table	Smaller Meeting Spaces, Staff Workspace, Staff Lounge, Friends of the Library Work Area

Additional Information

- All tables located near power outlets shall be powered tables
 - Table top access to built-in power outlets is preferred.
 - Table should have wire management – clips, surface mounted channels, wire chase legs, etc.
 - Whips should have 3-prong plugs for flexibility. Do NOT hardwire, unless directed by Library.
 - Table mounted lighting may be used. The design professional will confirm if appropriate with Library. Any lighting should comply with current energy and building codes. LED lighting is strongly preferred.
 - Coordinate locations with Electrical Drawings. The design professional will confirm needs with Library.
- All tables with computers or other technology permanently mounted shall have grommets, and below surface power strips with wire management clips, channels, wire chase legs, etc.

- The design professional will coordinate with Library IT for specific power requirements of table top technology.
- Whips for these tables can either have the 3-prong outlet plug or be hardwired. The design professional will confirm needs with Library IT.
- Certain functions may also require a hard data line. The design professional will confirm needs and locations with Library staff and Library IT.
- Typical table heights
 - Adult Areas: 29-30" height is standard
 - Teen Areas: 29-30" height is standard
 - Children's Areas:
 - Toddlers Age 1-5: 12"H
 - School Age 6-12: 22" high
- Square and rectangular shapes are generally preferred in most spaces for modularity and ease of combining together. Some locations may prefer round tables. The design professional will confirm shapes, sizes and locations with Library.

Protection / Cleaning

- No special cleaning or cleaners should be required of any materials or finishes.
- Finishes should not require special maintenance such as reapplication of stain repellants, sealers, etc.
- Ease of ability to clean and repair finishes or parts should be considered.
- Consider using clean outs and crumb catchers for ease of cleaning.
- Consider location of furniture with regards to amount of sunlight in the location. Some finishes may not hold up as well in strong sunlight.

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CHAPTER 1 - MEETING ROOMS

1.1 Overview

Meeting Rooms are significant to libraries as they serve many different sized groups. These spaces require the furniture to accommodate the various needs of different groups using the facility. There are also smaller meeting spaces throughout the library which can include group study and quiet reading rooms. Meeting rooms are not only used for public meeting space, but also for staff meeting space as well.



1.2 General

Reference Standards

- CAL TB117
- SMaRT Sustainable Silver 41-60 minimum
- Level Certification: Level 2 minimum
- FSC Certified Wood
- ANSI/BIFMA X5.1 Office Seating/X5.5 Desk Products

Quality Control

- Lightweight mobile, nesting tables with a flip top. Flip top should be operable with one hand OR Lightweight stackable tables, 50lbs or less
 - Flip top Table: HON Huddle Table or Equal
- Lightweight stackable chairs, 10lbs or less is preferred.
- Lectern should be mobile and include the ability to incorporate technology.
- See Section 2, Chairs for general chair information.
- See Section 4, Tables for general table information.

Warranty

- Lifetime warranty or a minimum of 10-12 years replacement parts

LEED Credit Opportunities

- Level 2 Silver
- Greengard Certified – must comply with current highest environmental standards.

1.3 Products

Materials / Finishes

- Laminate Table Tops
 - Laminate tops should have a vinyl edge band with a minimum eased edge profile.
- Metal Legs
 - Easily folding table legs.
- Glides or Casters
 - Selection of appropriate glide or caster should be based on floor material type for location of item. The design professional will confirm preference of glide or caster with Library.
 - There should be locking casters.
- Laminate or Metal Surfaces
 - All parts of lectern.

Other Material Requirements

- There is a strong preference for natural maple or natural cherry wood tones.
- There is a strong preference for matte silver-toned metal.

1.4 Execution

Typical Type & Location

No.	Description	Location(s)
MR01	Stackable/Mobile Table	Public Meeting Space, Staff Meeting Space
MR02	Stackable/Mobile Chair	Public Meeting Space, Staff Meeting Space
MR03	Lectern	Public Meeting Space, Staff Meeting Space
MR04	Table Dolly	Public Meeting Space, Staff Meeting Space
MR05	Chair Dolly	Public Meeting Space, Staff Meeting Space

Additional Information

- Lectern
 - Does not need a microphone.
 - The design professional will confirm electrical and technology needs with Library IT.
 - Should accommodate a laptop.
 - Meet accessibility requirements.
- Table
 - Tables and chairs should be for standard adult height.
 - Tables should meet accessibility requirements.
 - Table and chair dollies should match the manufacturer of the stacking table or stacking chair.
 - Dollies may not be required for all types of tables or chairs

Protection / Cleaning

- No special cleaning or cleaners should be required of any materials or finishes.
- Finishes should not require special maintenance such as reapplication of stain repellants, sealers, etc.
- Ease of ability to clean and repair finishes or parts should be considered.
- Consider location of furniture with regards to amount of sunlight in the location. Some finishes may not hold up as well in strong sunlight.

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CHAPTER 1 - STAFF WORK SPACES

1.1 Overview

Staff Workspaces are important for staff to complete their work. This area needs to support heads-down individual work but also the team based work as well.



1.2 General

Reference Standards

- CAL TB117
- SMaRT Sustainable Silver 41-60 minimum
- Level Certification: Level 2 minimum
- FSC Certified Wood
- UL
- ANSI/BIFMA X5.1 Office Seating/X5.5 Desk Products/X5.3 Vertical Files/X5.6 Panel Systems/X5.9 Storage

Quality Control

- The design professional will consult with Library for any specific sizes and requirements for staff workstations, work areas and private offices.
- Book return bin requires a depressible tray (spring loaded) and locking casters.
- 30% or greater recycled content in components.
- See Section 2, Chairs for general chair information.

Warranty

- Lifetime warranty or a minimum of 10-12 years replacement parts.

LEED Credit Opportunities

- Level 2 Silver
- Greengard Certified – must comply with current highest environmental standards.

1.3 Products

Materials / Finishes

- High pressure laminate work surfaces
 - Laminate work surfaces should have vinyl edge bands with an eased edge profile.
- Powder coated metal
 - Some components of systems furniture and private office furniture will have powder coated metal such as table supports, bookcases, lateral files, and upper storage.
 - Book trucks and book return bins should be powder coated metal.
- Solid phenolic or powder coated metal lockers

- Panel wall systems and tack panels should be covered in a fabric that will not show dirt and stains and has a high recycled content or is made of sustainable materials.

Other Material Requirements

- Manufactured using clean technology, including water-based adhesives, powder coating on metal, powder coating on wood and UV-cured wood coating, all of which are virtually VOC-free.
- There is a strong preference for matte silver-toned metal.

1.4 Execution

Typical Type & Location

No.	Description	Location(s)
SW01	Staff Workstation	Open Staff Workspace
CH06	Task Chair	Open Staff Workspace, Private Office, Service Desk
CH07	Task Stool	Open Staff Workspace, Service Desk
SW04	Private Office	Staff Office
SW05	Staff Lockers	Staff Lounge
SW06	Book Trucks	Open Staff Workspace, Private Office, Service Desk
SW07	Book Return Bins	Open Staff Workspace, Service Desk

Additional Information

- Typical workstation and private offices sizes are:
 - Typical Workstation: 6'-0" X 6'-0"
 - Supervisor: 6'-0" X 8'-0"
 - Typical Office: 10'-0" X 10'-0"
 - Director: 12'-0" X 12'-0"
 - The design professional will confirm with Library if sizes listed above are appropriate for project
- Workstations and private office furniture should meet accessibility requirements.
- Workstation and Private Office accessories requirements:
 - LED Task lights
 - Adjustable Keyboard trays
 - Tack Panel
- Workstation components – minimum requirements:
 - Panel or desk-based systems, work surfaces, upper storage, 2 drawer locking lateral file, task chair
 - Each workstation has a computer with 2 monitors and a telephone
- Private Office components – minimum requirements:
 - P-shaped desk, bridge and credenza with upper storage, bookcase, lateral file cabinet, task chair
 - Each office has a computer with 2 monitors and a telephone

Protection / Cleaning

- No special cleaning or cleaners should be required of any materials or finishes.
- Finishes should not require special maintenance such as reapplication of stain repellants, sealers, etc.
- Ease of ability to clean and repair finishes or parts should be considered.
- Consider location of furniture with regards to amount of sunlight in the location. Some finishes may not hold up as well in strong sunlight.

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CHAPTER 1 - ACCESSORIES

1.1 Overview

Accessories help to support the function of the Library spaces.



1.2 General

Reference Standards

- CAL TB117
- SMaRT Sustainable Silver 41-60 minimum
- Level Certification: Level 2 minimum
- FSC Certified Wood

Quality Control

- Clocks
 - Analog with easily readable number and hands. Digital is not acceptable.
 - Electric or battery operated. Should not be hardwired. The design professional will confirm preference with Library.
- Step Stools
 - Cramer Kik-Step 1001 or equal.
 - Rolled-steel construction holds up to 300 lb. When you step on it, spring-mounted casters retract and lock in place.
 - Non-marking hidden casters. Rubber bumpers edge bumpers.
- Trash and Recycle Receptacles
 - Rubbermaid Slim Jim 3540 or equal
 - Molded plastic with integrated handles
 - 23 or 15 gallons
 - Wire Mesh Trash Receptacles
 - No-snag curled rim
 - Lightweight steel mesh wastebasket with diamond pattern.
 - Solid steel base and baked-on epoxy finish.
 - Contains a minimum of 30% postconsumer recycled content.
 - 5 gallons
- Children's Board Book Baskets
 - Laundry basket size, no taller than 12-15"H

Warranty

- Step Stools
 - 10-year limited frame warranty

LEED Credit Opportunities

- Level 2 Silver if possible
- Greengard Certified – must comply with current highest environmental standards.

1.3 Products

Materials / Finishes

- Clocks
 - White face with black lettering, readable from 3'-0" away.
 - Metal, Wood or Plastic case.
- Step stool
 - Powder coated metal.
- Plastic Trash or Recycle Receptacles
 - Color as required by use.
 - Include appropriate symbol as needed.
- Wire Mesh Trash Receptacles
 - Baked on epoxy finish.
 - Silver metal color preferred.
- Children's Board Book Baskets
 - Wicker, fabric or wood.
 - The design professional will confirm needs with Library.

Other Material Requirements

- Use Commercial grade products.
- There is a strong preference for natural maple or natural cherry wood tones.
- There is a strong preference for matte silver-toned metal.

1.4 Execution

Typical Type & Location

No.	Description	Location(s)
AC01	Clocks	Adult Public Spaces, Teen Public Spaces, Children's Public Spaces, Staff Workspaces, Staff Lounge, Service Points, Meeting Spaces
AC02	Step Stools	Adult Public Spaces, Staff Workspaces
AC03	Trash Receptacles	Adult Public Spaces, Teen Public Spaces, Children's Public Spaces, Staff Workspaces, Staff Lounge, Meeting Spaces
AC04	Recycle Receptacles	Adult Public Spaces, Teen Public Spaces, Children's Public Spaces, Staff Workspaces, Staff Lounge, Meeting Spaces

AC05	Compost Receptacles	Adult Public Spaces, Teen Public Spaces, Children’s Public Spaces, Staff Workspaces, Staff Lounge, Meeting Spaces
AC06	Children’s Board Book Baskets	Children’s Public Spaces

Additional Information

- The design professional will confirm all accessory needs with Library.

Protection / Cleaning

- No special cleaning or cleaners should be required of any materials or finishes.
- Finishes should not require special maintenance such as reapplication of stain repellants, sealers, etc.
- Ease of ability to clean and repair finishes or parts should be considered.
- Consider location of furniture with regards to amount of sunlight in the location. Some finishes may not hold up as well in strong sunlight.

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Attachment: Amendment to the Santa Cruz Libraries Facilities Financing Authority JPA (1271 : Library Facilities Financing Authority JPA

Santa Cruz Public Libraries

CHAPTER 2

Shelving Standards

The design professional shall take work diligently to ensure optimal pricing for all shelving. Shelving will be procured from group purchasing agreements including U.S. Communities, NJPA, NIPA and CMAS is preferred. The design professional shall research and provide costs for shelving items from a group purchasing agreement.

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CHAPTER 2 - METAL SHELVING

2.1 Overview

Metal shelving is an important part of the library that houses the library's collections. The majority of the shelving in the library will be metal shelving. There are three primary heights used along with a variety of shelf types to house and display the various collections types. Metal shelving requires wood end panels and on lower heights, a wood canopy. Some locations may use integrated lighting. Integrated lighting is not appropriate for all building locations.



2.2 General

Reference Standards

- SMaRT Sustainable Silver 41-60 minimum
- Level Certification: Level 2 minimum
- FSC Certified Wood
- ANSI/BIFMA

Quality Control

- The design professional is responsible for meeting all current jurisdictional requirements including structural requirements for lateral bracing. Provide SafeStak Library Bureau Steel Shelving or equal. Any newly purchased shelving must be interchangeable between branches.
- All shelving must be uniform for the system and interchangeable.
- End Panels and Canopies, see Wood Shelving Section.

Warranty

- Lifetime warranty or a minimum on 10-12 years replacement parts.

LEED Credit Opportunities

- Level 2 Silver
- Greengard Certified – must comply with current highest environmental standards.

2.3 Products

Materials / Finishes

- Sheet Steel: ASTM A366; cold-rolled sheet, commercial quality, Class 1, matte finish, stretcher leveled, free of scale and imperfections, with consistent texture and smoothness.
- Fasteners: Cadmium-plated or zinc-plated steel, manufacturer's standard types and sizes.
- Powder coated metal
 - Preferred color: 340 Almond Commercial
- Wood or Plastic Laminate End Panels and Canopies
 - End Panels should have solid wood edge bands and slatwall panels. See slatwall section

- Canopies should be on shelving units 66”H and lower

Other Material Requirements

- FSC Certified Wood and Wood Composites
- Any metal colors should be neutral, and approved by the Library.

2.4 Execution

Typical Type & Location

No.	Description	Location(s)
SH01	78”H Metal Cantilever Shelving	Adult Public Spaces, Teen Public Spaces, Staff Workspace
SH02	78”H Magazine Shelves	Adult Public Spaces
SH03	78”H CD Drawers	Adult Public Spaces, Teen Public Spaces
SH04	66”H Metal Cantilever Shelving	Teen Public Spaces, Children’s Public Spaces
SH05	42”H Metal Cantilever Shelving	Adult Public Spaces
SH06	78”H Industrial Shelving	Staff Workspaces

Additional Information

- Any shelving units above 60”H require seismic anchoring, and should meet the current code requirements.
- Design components, joints and connections to withstand most severe possible loading condition, with normal safety factor.
- The design professional will confirm below sizes and components with Library.
- Typical shelving unit width is 36”W
- Standard heights used:
 - 78”H Shelving Units in Adult Spaces
 - 48”H Shelving Units in Children’s
 - Confirm with Library if other heights are needed
- Types of Shelves Used
 - Conventional Shelves
 - 12” deep typical
 - 10” deep for paperbacks, DVDs, CDs and playaways
 - Staff Workroom should have either 12” cantilever or industrial shelving. The design professional will confirm preference with Library.
 - Slotted shelves or pull out bins for audiovisual collections.
 - Hinged Periodical Display Shelf with storage behind.
 - Newspaper collection should be on slatwall-type display.
 - Sliding Reference Shelf

- 1 per every 3 shelving units
- Backstops and top panels on all shelves.
- All shelves need to be evenly lit from top to bottom.
- Bottom shelf may be slanted as determined by Library depending on collection housed.
- Freestanding, “regular, old-fashioned” book ends, same color as shelves.
- Special shelving:
 - Micro film cabinets
 - Face out, display shelving for popular, new or rotating/seasonal collections
- End panels and Canopies
 - Should not restrict the accessibility of the aisles between shelving runs.
 - Should cover all metal parts of the shelving unit.
 - Meet Woodwork Institute Custom standards minimum.
 - Be free of sharp edges and corners with a minimum eased edge profile.

Protection / Cleaning

- No special cleaning or cleaners should be required of any materials or finishes.
- Finishes should not require special maintenance such as reapplication of stain repellants, sealers, etc.
- Ease of ability to clean and repair finishes or parts should be considered.
- Consider location of furniture with regards to amount of sunlight in the location. Some locations may require a solution dyed fabric for light fastness.

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CHAPTER 2 - SLATWALL SHELVING

2.1 Overview

Slatwall shelving, in its various forms, serves to display the Library's special collections and to feature seasonal and new collections. It provides extra display and shelving space in children's, adult and teen section. Slatwall can be used to display magazines, newspapers. It provides display space throughout the shelved collections on end caps and on featured wooden shelving such as gondolas. Slatwall can be placed at full height on walls as well.



2.2 General

Reference Standards

- SMaRT Sustainable Silver 41-60 minimum
- Level Certification: Level 2 minimum
- FSC Certified Wood
- Woodwork Institute
- ANSI/BIFMA

Quality Control

- Core Material for Plastic Laminate:
 - Medium density fiberboard complying with ANSI A 208.2-1986
- Plastic Laminate Slatwall Paneling: Medium density fiberboard with engineered grooves designed to fit standard merchandising fixtures.
 - Fiberboard: 48 pcf density; internal bond strength of 110 psi formaldehyde emission of 0.3 ppm or less; complying with 24 CFR 3280.
 - Panel Size: As required.
 - Thickness: 3/4 inch plus/minus 0.008 inch.
 - Groove Spacing: 4 inches (100 mm) on center, plus/minus 0.015 inch (0.4 mm).
 - Surface Finish: High pressure laminate, 0.03 inch thick, cold press bonded with PVA Type II water resistant adhesive.
 - Surface Color/Pattern: As selected from manufacturer's standard selection.
 - Groove Finish: Reinforced with aluminum full-groove insert, factory installed, in color selected from manufacturer's standard selection (6000 series). Silver toned metal preferred.
- Miscellaneous Acrylic Slatwall Accessories, Clear Solutions or Equal.

Warranty

- For pre-manufactured items, lifetime warranty or a minimum on 10-12 years replacement parts.

LEED Credit Opportunities

- Level 2 Silver
- Greengard Certified – must comply with current highest environmental standards.

2.3 Products

Materials / Finishes

- Wood, Wood Veneer or Plastic Laminate Slatwall
 - Slatwall panels should have trim and capping pieces on exposed edges. Solid wood is preferred.
 - There is a strong preference for natural maple or natural cherry wood tones.
- Metal Inserts
 - There is a strong preference for matte silver-toned metal.

Other Material Requirements

- N/A

2.4 Execution

Typical Type & Location

No.	Description	Location(s)
SH01	Slatwall Panels	Adult Public Spaces, Teen Public Spaces, Children's Public Spaces
SH02	6" Display Shelf	Adult Public Spaces, Teen Public Spaces, Children's Public Spaces
SH03	24" Display Shelf	Adult Public Spaces, Teen Public Spaces, Children's Public Spaces
SH04	Magazine/Newspaper Cascade	Adult Public Spaces, Teen Public Spaces, Children's Public Spaces

Additional Information

- General: Install work as specified in WI "Manual of Millwork", Sections 15, 16, 17 and 18
- Confirm with Library which acrylic accessories are needed.
 - Typical uses are for Newspapers and Literature Handouts
- All shelves need to be evenly lit from top to bottom

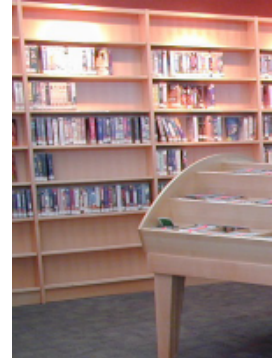
Protection / Cleaning

- Install in strict accordance with manufacturer's instructions, especially in regard to fastening and bracket spacing necessary to achieve optimum capacity.
- Avoid contamination of panel faces with adhesives, solvents, or cleaners; clean as necessary and replace if not possible to repair to original condition.
- Protect installed products until completion of project.
- Touch-up, repair or replace damaged products after Substantial Completion.

CHAPTER 2 - WOOD SHELVING

2.1 Overview

Wood shelving is intended to highlight special areas of the library where books and media displays are desired. It is intended to give a bookstore atmosphere to the display spaces. Freestanding display shelving provides flexibility to change the space as needs or wants arise.



2.2 General

Reference Standards

- SMaRT Sustainable Silver 41-60 minimum
- Level Certification: Level 2 minimum
- FSC Certified Wood
- Woodwork Institute
- ANSI/BIFMA

Quality Control

- Hardwood Lumber for Transparent Finish: Premium Grade Select, meeting the requirements of WI Manual of Millwork, Section 4.
 - Comply with WI Manual of Millwork, Section 25. Finish grade shall match cabinet grade.
 - Comply with WI Manual of Millwork, Section 5 for sanding, filling, sealing concealed surfaces, and similar preparations.
 - Transparent Finish: WI Finish System #2, water-reducible acrylic lacquer.
- Hardwood Veneer for Transparent Finish: Premium Grade, meeting the requirements of WI Manual of Millwork, Section 6, slip match and running match cut.
- Hardwood Veneer Faced Cabinets: Fabricate cabinets to meet WI Construction Style A Frameless, Construction Type I or II. Provide finished end panels of either applied panels or integral members on exposed ends of cabinets. Close gaps at walls with filler panels not to exceed 1-1/2 inches wide.
 - Semi-Exposed Surfaces: Finish semi-exposed surfaces of open cabinets to match exposed surfaces.
 - Shelves: Comply with WI Manual of Millwork and Technical Bulletin 435 for 50 pound per square foot load test.
- Plastic Laminate Countertops: Custom Grade in accordance with WI Section 16, plastic laminate covered, including square butt top to splash joints, exposed edges and ends self-edged
- Adjustable Seismic Shelf Support: Provide the following basis for design product or equal product approved according to Section 01600.
 - Hafele; 282.24.721

Warranty

- For pre-manufactured items, lifetime warranty or a minimum on 10-12 years replacement parts.

LEED Credit Opportunities

- Level 2 Silver
- Greengard Certified – must comply with current highest environmental standards.

2.3 Products

Materials / Finishes

- Wood Shelving, Gondolas, Browsers
 - There is a strong preference for natural maple or natural cherry wood tones.
- Wood, Wood Veneer or Plastic Laminate Canopies
 - Canopies are used on shelving units 66”H or lower and gondolas.
- Metal Glides
 - Use glides on mobile pieces only.

Other Material Requirements

- FSC Certified Wood.
- There is a strong preference for natural maple or natural cherry wood tones.

2.4 Execution

Typical Type & Location

No.	Description	Location(s)
SH01	84”H Wood Display Shelving	Adult Public Spaces, Teen Public Spaces, Children’s Public Spaces
SH02	59”H Wood Gondola	Adult Public Spaces, Teen Public Spaces, Children’s Public Spaces
SH03	59”H Slatwall Pyramids	Children’s Public Spaces
SH04	CD Browser	Adult Public Spaces, Teen Public Spaces, Children’s Public Spaces
SH05	36”H Picture books	Children’s Public Spaces

Additional Information

- General: Install work as specified in WI "Manual of Millwork", Sections 15, 16, 17 and 18.
- Wood Shelving Types:
 - 78”H Slanted wood Shelving
 - 59”H Gondolas
 - 59”H Slatwall Pyramid
 - 48”H CD Browser
 - 36”H Picture Books Shelving with Slatwall above to 7’-0”H AFF. See Slatwall section.
- All shelves need to be evenly lit from top to bottom.

Protection / Cleaning

- No special cleaning or cleaners should be required of any materials or finishes.
- Finishes should not require special maintenance such as reapplication of stain repellants, sealers, etc.
- Ease of ability to clean and repair finishes or parts should be considered.
- Consider location of furniture with regards to amount of sunlight in the location. Some locations may require a solution dyed fabric for light fastness.

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Santa Cruz Public Libraries

CHAPTER 3

Signage Standards

When selecting new shelving for the library, begin by reviewing the available options on the following Group Purchasing Agreements: U.S. Communities, NJPA, NIPA and CMAS. This will allow SCPL to take advantage of the economies of scale available to them.

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CHAPTER 3 - EXTERIOR SIGNAGE: BUILDING TITLE & ADDRESS

1.1 Overview

Exterior building title and address signage is mounted on a prominent area of the building at or near the main entrance. The building title and address should also be lit for maximum visibility at night.



1.2 General

Reference Standards

- California Building Code (CBC).
- State of California, County, and Local Fire Codes.
- Local Sign Ordinances as applicable. Each jurisdiction must meet their respective standards.

Quality Control

- Exterior signage must be designed to complement and reflect the architectural character of the building.
- Care must be taken so signs do not block windows, create glare or reflections, obstruct sight-lines into spaces, or cast shadows from light fixtures.
- Exterior signage must comply with local Sign Ordinances.
- The building address size and visibility must comply with the state, county, and local Fire Codes.

Warranty

- Minimum 5-year warranty on paint, mounting hardware, lighting elements, and adhesive.

LEED Credit Opportunities

- LED lighting elements.

1.3 Products

Materials / Finishes

- Exterior signage must be painted or fabricated with glare-free materials.
- Exterior signage must be fabricated to withstand a wide variety of weather conditions.
- Metal signage and lettering must be carefully selected to withstand the corrosive effects of salt water and ocean weather.
- Copper is expensive, attractive to thieves, and should not be used.
- Lighting elements should be used to improve sign visibility.
- Background graphics or images should not interfere with readability.

1.4 Execution

Typical Type & Location

Description	Location(s)
Building Title	Main Entrance
Address	Main Entrance

Protection / Cleaning

- All signage should be easily cleaned and require the same type of cleaning system. No special cleaning or cleaners should be required of any materials or finishes.
- Finishes should not require special maintenance such as reapplication of stain repellants or sealers.
- Ease of ability to clean and repair finishes or parts should be considered. Signage design, location, and installation should contain measures to minimize opportunities for theft or vandalism.

Additional Information

- The Building Title must be the name of the library's local jurisdiction, with "Branch Library" below the Title e.g.

Scotts Valley
Branch Library

CHAPTER 3 - EXTERIOR SIGNAGE: MONUMENT SIGN

1.1 Overview

Exterior Monument signage is installed near or at the street to identify buildings set back from the street, and is commonly referred to as a “Monument” sign.

Monument signs should have the name of the building, the building address, the logo, and an “Open/Closed” status sign.



1.2 General

Reference Standards

- California Building Code (CBC).
- State of California, County, and Local Fire Codes.
- Local Sign Ordinances as applicable. Each jurisdiction must meet their respective standards.

Quality Control

- Exterior signage must be designed to complement and reflect the architectural character of the building.
- Care must be taken so monument signs do not obstruct traffic sight-lines, create glare or reflections, impede pedestrian paths-of-travel, or create sleeping or hiding places.
- Exterior signage must comply with local Sign Ordinances.
- The building address size and visibility must comply with the State of California, County, and Local Fire Codes.

Warranty

- Minimum 5-year warranty on paint, mounting hardware, lighting elements, and adhesive.

LEED Credit Opportunities

- LED lighting elements.

1.3 Products

Materials / Finishes

- Exterior signage must be painted or fabricated with glare-free materials.
- Exterior signage must be fabricated to withstand a wide variety of weather conditions.
- Metal signage and lettering must be carefully selected to withstand the corrosive effects of salt water and ocean weather.
- Lighting elements should be used to improve sign visibility. Background graphics or images should not interfere with readability.

1.4 Execution

Typical Type & Location

Description	Location(s)
Building Title	Monument sign
Address	Monument sign
Logo	Monument sign

Protection / Cleaning

- All signage should be easily cleaned and require the same type of cleaning system.
- No special cleaning or cleaners should be required of any materials or finishes.
- Finishes should not require special maintenance such as reapplication of stain repellants or sealers.
- Ease of ability to clean and repair finishes or parts should be considered.
- Signage design, location, and installation should contain measures to minimize opportunities for theft or vandalism.

CHAPTER 3 - EXTERIOR SIGNAGE: BOOK RETURN, COMMUNITY ROOM

1.1 Overview

Exterior Book Return and Community room signage is used to designate specialized areas or entrances, such as community meeting rooms, book returns, etc.



1.2 General

Reference Standards

- California Building Code (CBC).
- State of California, County, and Local Fire Codes.
- Local Sign Ordinances as applicable. Each jurisdiction must meet their respective standards.

Quality Control

- Exterior signage must be designed to complement and reflect the architectural character of the building.
- Care must be taken so signs do not block windows, create glare or reflections, obstruct sight-lines into spaces, or cast shadows from light fixtures.
- Exterior signage must comply with local Sign Ordinances.

Warranty

- Minimum 5-year warranty on paint, mounting hardware, lighting elements, and adhesive.

LEED Credit Opportunities

- LED lighting elements.

1.3 Products

Materials / Finishes

- Exterior signage must be painted or fabricated with glare-free materials.
- Exterior signage must also be fabricated to withstand a wide variety of weather conditions.
- Metal signage and lettering must be carefully selected to withstand the corrosive effects of salt water and ocean weather.
- Lighting elements may be used to improve sign visibility.

1.4 Execution

Typical Type & Location

Location	Message/Name
Book return	Returns
Return slot: book-specific	Books
Return slot: media-specific	Audio-Visual

Protection / Cleaning

- All signage should be easily cleaned and require the same type of cleaning system.
- No special cleaning or cleaners should be required of any materials or finishes.
- Finishes should not require special maintenance such as reapplication of stain repellants or sealers.
- Ease of ability to clean and repair finishes or parts should be considered.
- Signage design, location, and installation should contain measures to minimize opportunities for theft or vandalism.

Additional Information

- Each library should be consulted about, and consider opportunities for bilingual signage.

CHAPTER 3 - INTERIOR SIGNAGE: AREA IDENTIFICATION

1.1 Overview

Area Identification signage is used to identify and designate sections or areas of reference or interest, which subcategories may be further organized.

Since sections of the library are often moved or reorganized, Area Identification signage must be designed so its message(s) can be easily changed.



1.2 General

Reference Standards

- California Building Code (CBC).

Quality Control

- Since Area Identification signage is typically mounted in or hung from ceilings, signs should not be smaller than 12" h x 36" w.
- Successful readability and visibility of Area Identification signage depends heavily on the use of placement, color, and contrast. Care must be taken so signs do not block windows, create glare or reflections, obstruct sight-lines into spaces, or cast shadows from light fixtures.
- Overhead signage must be mounted at least 80" AFF.

Warranty

- Minimum 5-year warranty on paint, mounting hardware, lighting elements, and adhesive.

LEED Credit Opportunities

- Use recycled acrylic (3Form or equivalent).

1.3 Products

Materials / Finishes

- Area Identification signs must be painted or fabricated with glare-free materials.
- Flat-cutout (FCO) letters may be used to enhance readability.
- Lighting elements may be used to improve sign visibility.
- Backgrounds graphics or images should not interfere with readability.
- Vinyl lettering may be used to reduce fabrication costs.

1.4 Execution

Preferred Naming For Typical Locations

Where the following areas occur, the following names should be used:

Area/Location	Preferred Name
Teens' reading room	Teen'scape, Teens' Reading Lounge
Children's storytime/reading room	Kidspot
Main reading room	The Commons
Study room(s)	Study Room
Magazines	Magazines
Newspapers	Newspapers
Magazines and newspapers	Magazines & Newspapers
Fiction stacks/adult	Adult Fiction
Fiction stacks/general	Fiction
Nonfiction stacks/adult	Adult Non-Fiction
Nonfiction stacks/general	Non-Fiction
Self-checkout	Express Checkout
Holds and reserves	Holds
Friends of the Library	Friends' Corner
Children's stacks	Children's Books
Teens' stacks	Teen Books
CDs, DVDs, etc.	Media
Information/Help desk	Ask Here OR Library Help <i>(Final decision to be confirmed with the Library)</i>
Book return	Returns
Return slot: book-specific	Books
Return slot: media-specific	Audio-Visual

Protection / Cleaning

- All signage should be easily cleaned and require the same type of cleaning system.
- No special cleaning or cleaners should be required of any materials or finishes.
- Finishes should not require special maintenance such as reapplication of stain repellants or sealers.
- Ease of ability to clean and repair finishes or parts should be considered.
- Signage should not be susceptible to damage from casual use or vandalism.

Additional Information

- Each library should be consulted about, and consider opportunities for bilingual signage.

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CHAPTER 3 - INTERIOR SIGNAGE: RESTROOM IDENTIFICATION

1.1 Overview

Restroom Identification signs are mounted to restroom doors and identify the restroom as a men's, women's, or unisex restroom. Restroom Identification Signage must meet State and Federal requirements for materials, finishes, readability, size, mounting location, and messaging.



1.2 General

Reference Standards

- Americans with Disabilities Act (ADA).
- California Building Code (CBC).
- California Title 24.

Quality Control

- All Restroom Identification signage must comply with ADA, CBC, and Title 24 as required.
- Signage for Universal Access (UA) restrooms must contain the ISA (International Symbol of Accessibility).

Warranty

- Minimum 5-year warranty on paint and adhesive.

LEED Credit Opportunities

- Use recycled acrylic (3Form or equivalent).

1.3 Products

Materials / Finishes

- Restroom sign must have sufficient contrast to the door upon which the sign is mounted.
- ISA
 - May be produced with vinyl, acrylic photopolymer, Rowmark, or other rout-in-place process.
 - Icon must have sufficient contrast to background.
- Background
 - Must be a plain field and free of graphics or images.

1.4 Execution

Typical Type & Location

Description	Location(s)
Men's Restroom	12" triangle mounted to restroom door.
Women's Restroom	12" diameter circle mounted to restroom door.
Unisex Restroom	12" diameter circle with inset triangle mounted to restroom door.

Protection / Cleaning

- All signage should be easily cleaned and require the same type of cleaning system.
- No special cleaning or cleaners should be required of any materials or finishes.
- Finishes should not require special maintenance such as reapplication of stain repellants or sealers.
- Ease of ability to clean and repair finishes or parts should be considered.
- Signage should not be susceptible to damage from casual use or vandalism.

CHAPTER 3 - INTERIOR SIGNAGE: ROOM IDENTIFICATION

1.1 Overview

Room Identification signage identifies rooms or spaces accessed through a door. Room Identification Signage must meet State and Federal requirements for materials, finishes, readability, size, mounting location, and messaging.



1.2 General

Reference Standards

- Americans with Disabilities Act (ADA).
- California Building Code (CBC).
- California Title 24.

Quality Control

- All Room Identification signage must comply with ADA, CBC, and Title 24 as required.
- All Room Identification signage must have clearly legible lettering and Grade II Contracted Braille.
- Signs mounted on glass must have a vinyl backing applied to the glass to hide adhesive.

Warranty

- Minimum 5-year warranty on paint, tactile lettering, Braille, and adhesive.

LEED Credit Opportunities

- Use recycled acrylic (3Form or equivalent).

1.3 Products

Materials / Finishes

- Room identification signs must have sufficient contrast to the wall upon which the sign is mounted.
- Tactile Lettering
 - May be produced with acrylic photopolymer, Rowmark, or other rout-in-place lettering.
 - Lettering must have sufficient contrast to sign background.
- Background
 - Must be a plain field and free of graphics or images.

1.4 Execution

Typical Type & Location

Description	Location(s)
Room Identification	Entrances to rooms with doors: restroom entrances, staff-only entrances, quiet reading rooms, computer labs, etc.

Protection / Cleaning

- All signage should be easily cleaned and require the same type of cleaning system.
- No special cleaning or cleaners should be required of any materials or finishes.
- Finishes should not require special maintenance such as reapplication of stain repellants or sealers.
- Ease of ability to clean and repair finishes or parts should be considered.
- Signage should not be susceptible to damage from casual use or vandalism.

CHAPTER 3 - INTERIOR SIGNAGE: STACK IDENTIFICATION

1.1 Overview

Stack Identification signage identifies stacks and the materials contained therein. Stack Identification signage typically displays the stack number, and a letter designation for either side of the stack. Stack Identification signs also have a slot in which a printed insert may be displayed so librarians can add, remove, or change information about the materials on the shelves.



1.2 General

Reference Standards

- California Building Code (CBC).

Quality Control

- Stack Identification signage must comply with the CBC as required.
- Stack Identification signage must have clearly legible lettering.
- Stack Identification signage should be designed with tamper-proof measures for inserts printed and installed by the librarians.

Warranty

- Minimum 5-year warranty on paint, tactile lettering, Braille, and adhesive.

1.3 Products

Materials / Finishes

- Stack Identification signs may be fabricated from non-glare acrylic with subsurface vinyl lettering and paint.
- Backgrounds should be a plain field and free of graphics or images.

1.4 Execution

Typical Type & Location

Description	Location(s)
A 1 B – A 30 B	Stack end, both sides.

Protection / Cleaning

- All signage should be easily cleaned and require the same type of cleaning system.
- No special cleaning or cleaners should be required of any materials or finishes.
- Finishes should not require special maintenance such as reapplication of stain repellants or sealers.
- Ease of ability to clean and repair finishes or parts should be considered.
- Signage should not be susceptible to damage from casual use or vandalism.

Additional Information

- Stack end signs are typically applied to both ends of a stack.
- Stack end signs must be designed to contain a custom paper insert.
- Inserts must be designed so librarians can create their own inserts without the use of special software. No use of proprietary software except Microsoft Word or its equivalent.

CHAPTER 3 - EXTERIOR & INTERIOR SIGNAGE: TYPEFACE

1.1 Overview

To establish a uniform look and improve way finding throughout the library, all signage should use one typeface. Typefaces have varying weights (Light, Medium, Bold, etc.) for establishing hierarchies of information.

Santa Cruz Public Library
 Santa Cruz Public Library
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 Santa Cruz Public Library
 Santa Cruz Public Library
 Santa Cruz Public Library

1.2 General

Reference Standards

- Americans with Disabilities Act (ADA).
- California Building Code (CBC).
- California Title 24.

Quality Control

- Typeface usage and applications must comply with the ADA, CBC, and Title 24 as required.
- One typeface should be used for all signage.
- Typefaces must work on both Macintosh and PC.
- Different weights of one typeface may be used to organize and establish a hierarchy of information.
- The typeface must be purchased and licensed for use by the Library.
- Free or counterfeit typefaces must not be used.

1.3 Products

Software

- Typeface: Kievit
- OpenType (Cross-platform)

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Santa Cruz Public Libraries

Appendix

Definitions

The following section is intended to be a glossary to define terms related to furniture, shelving and signage that may not be familiar to the reader.

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DEFINITIONS

Term	Definition
ADA	Americans with Disabilities Act Establishes federal standards and specifications to ensure people with disabilities are provided with access.
ADULT PUBLIC SPACES	Spaces primarily for adult use, but can be used by any patron; includes programmatic spaces such as Technology Labs and Areas, “Living Room” Spaces with magazines and newspapers, Quiet Reading Areas, Stack Areas (for New Books, Languages, Fiction, Non-Fiction, Reference), Cafes, Open Seating and Reading areas adjacent to these places.
BIFMA	BIFMA or Business and institutional Furniture Manufacturers BIFMA sponsors the development of safety and performance standards, provides industry statistics and forecasts, advocates for regulatory conditions that foster value and innovation, and serves as a forum for member cooperation and collaboration.
CBC	California Building Code Part 2 of the California Building Standards Code which defines Architectural requirements including fire and life safety, accessibility and structural requirements.
CHILDREN’S PUBLIC SPACES	Spaces primarily for use by children and their families, but can be used by any patron; includes programmatic spaces such as Technology Areas, Family Place/Storytelling, Homework Centers, Craft/Maker Spaces, Stack Areas (for Picture Books, Children’s Fiction, Children’s Non-Fiction, etc.), Open Seating and Reading areas adjacent to these places.
FRIENDS OF THE LIBRARY AREA	Friends of the Library benefit library services by expanding resources and extended library capacity through fundraising, library promotion/marketing, volunteerism, program support and advocacy. The Friends of the Library space should support these activities including space for book sales, donations and workspace. This space can be for public or staff use depending on the function.
FSC CERTIFIED WOOD	FCS or Forrest Stewardship Council supports environmentally appropriate, socially beneficial and economically viable management of the world's forests. FSC promotes responsible forest management by evaluating and accrediting certifiers, by encouraging the development of national and regional forest management standards, and by providing public education and information about independent, third-party certification as a tool for ensuring that the world's forests are protected for future generations.
LEED	LEED or Leadership in Energy and Environmental Design Developed and administered by the USGBC, LEED is the accepted benchmark in North America for the design, construction and operation of high performance green

	buildings. LEED gives building owners and operators the tools they need to have an immediate and measurable impact on their buildings' performance.
LEVEL	level® is the multi-attribute, sustainability standard and third-party certification program for the furniture industry. It has been created to deliver the most open and transparent means of evaluating and communicating the environmental and social impacts of furniture products in the built environment. Taking into account a company's social actions, energy usage, material selection and human and ecosystem health impacts, level addresses how a product is sustainable from multiple perspectives.
MEETING SPACES	Spaces primarily used for meetings. Can be for public use or staff use or both. Includes large meeting spaces and smaller spaces that are for small group study.
TEEN PUBLIC SPACES	Spaces primarily for teen use, but can be used by any patron; includes programmatic spaces such as Technology Labs and Areas, Study Rooms, Cafes, Open Seating and Reading areas adjacent to Young Adult Collections
SMART	SMaRT or Sustainable Materials Rating technology. A set of consensus-based sustainable product standards that cover 80% of the world's products—including building products, fabric, flooring and carpet. SMaRT is to products what LEED® is to buildings.
STAFF LOUNGE	Staff-use space for breaks and meetings, including bathrooms, lockers, kitchen, tables and seating.
TITLE 24	Title 24 of the California Code of Regulations. Also referred to as the California Building Standards Code.



CITY COUNCIL AGENDA REPORT

MEETING OF DECEMBER 10, 2015

FROM: City Manager Department

SUBJECT: Consider Amendments to the Library Service and Library Financing Joint Powers Agreements

RECOMMENDED ACTION:

1. Approve the Fourth Amendment to the Joint Powers Agreement Between the City of Santa Cruz and the County of Santa Cruz and the Cities of Capitola and Scotts Valley, relating to library services; and
2. Direct the City Clerk to advertise the opportunity to serve on the regional Library Advisory Commission; and
3. Approve the Second Amendment to the Joint Exercise of Powers Agreement establishing the Santa Cruz County Library Financing Authority.

BACKGROUND: The City of Capitola participates in two regional Joint Powers Authorities related to library services. The Capitola Branch Library is staffed and managed by the Library Services Joint Powers Authority (LJPA), a collaboration with the cities of Santa Cruz, Scotts Valley, and the County of Santa Cruz. Funding for library services is coordinated by the Santa Cruz Library Financing Authority (LFA) with participation by the four cities and the County.

The LJPA is scheduled to terminate in 2017. With that agreement nearing an end, the LJPB Board appointed a sub-committee to develop recommendations regarding successor agreements. Those proposed changes were reviewed by the City Council on June 11.

DISCUSSION: Over the last several years, the LJPA Board and the regional participants on the Board have met to discuss extending the term of the regional library services partnership. The attached amendments are the result of those discussions and establish a renewed commitment by the member entities to continue to provide our communities with library services through a regional partnership.

The revised agreements extend the term of the LJPA and LFA through June 30, 2021. The new agreements establish a funding arrangement to ensure the participating entities are equitably funding costs for library services. In addition, the amendments reconstitute the Governing Board of the LJPA so that the Board is comprised of the chief administrative office from each member entity, with equal voting rights to each jurisdiction. The composition of the LFA Board is not proposed to change.

The amendments also establish a new Library Advisory Commission comprised of citizens appointed by the member entities. The Commission is intended to be the voice of the community to provide advice and feedback to the Governing Board and the Director of Libraries. The Commission will review programs and services and make recommendations as necessary.

Library Joint Powers Agreements
December 10, 2015

The Commission will prepare an annual report for consideration by the Governing Board. If the amendment is approved, the City Council will be called upon to appoint one member to the regional Library Commission.

FISCAL IMPACT: The proposed amendments do not require the allocation of new funding from the City of Capitola. Property tax revenue paid by Capitola residents into the County Library Fund, and the dedicated 0.25% sales tax, will continue to be allocated to the LFA for distribution to the LJPA and the Watsonville Library System pursuant to the formula identified in the LFA.

ATTACHMENTS:

1. Fourth Amendment to the JPA between the City of Santa Cruz, the County of Santa Cruz, and the Cities of Capitola and Scotts Valley, relating to Library Services
2. Summary of Proposed Changes
3. Second Amendment to the JPA Establishing the Santa Cruz County Library Financing Authority

Report Prepared By: Jamie Goldstein
City Manager



Jamie Goldstein, City Manager

12/4/2015

**FOURTH AMENDMENT TO THE JOINT POWERS AGREEMENT BETWEEN
THE CITY OF SANTA CRUZ AND THE COUNTY OF SANTA CRUZ
AND THE CITIES OF CAPITOLA AND SCOTTS VALLEY,
RELATING TO LIBRARY SERVICES**

This Fourth Amendment to the Joint Powers Agreement is entered into on the date by which it has been duly approved and executed by all parties hereto by and among the County of Santa Cruz ("County"), the City of Santa Cruz ("Santa Cruz"), the City of Capitola ("Capitola"), and the City of Scotts Valley ("Scotts Valley"), each duly organized and existing under the laws of the State of California.

Recitals

Whereas, the Parties executed a Joint Powers Agreement relating to library services with an effective date of June 24, 1996 ("the 1996 Agreement"); and

Whereas, the 1996 Agreement was amended for the first time in or about June 1998, amended for the second time in or about November 1999, and amended for the last time in or about June 2007; and

Whereas, the Parties have determined that it would be to their mutual advantage, and in the best interest of their respective citizens, to continue to join together to provide library services under a single comprehensive Santa Cruz City/County Library System ("Library System"); and

Whereas, the Parties desire to modify the terms and conditions under which the Library System is operated and it is intended that this Agreement shall supersede and replace the 1996 Agreement, including all amendments thereto; and

Whereas, in 2008 the County Board of Supervisors and more than two-thirds of voters approved a permanent extension of the ¼ cent sales tax for public library funding purposes; and

Whereas, the County Library Fund is under the jurisdiction of the County and collects property tax funds from the unincorporated areas of the County as well as the cities of Capitola and Scotts Valley, for the provision of library services to the residents in those areas; and

Whereas, the County and the cities of Capitola and Scotts Valley have authority to provide library services within their jurisdictions; and

Whereas, all Parties agree it would be desirable to include all the cities within the County Library Fund in the governance of the Library System; and

Whereas, pursuant to the Joint Exercise of Powers Act (the "Act") set forth in Chapter 5, Division 7 of Title 1 of the Government Code of the State of California (Sections 6500 et seq.), the Parties may contract for the exercise jointly of any power common to all;

Now, therefore, in consideration of the mutual promises and covenants contained herein, the Parties to this Agreement agree as follows:

1. Definitions

Unless the context otherwise requires, the terms defined in this section have the meanings herein specified.

“1996 Agreement” means the original Joint Powers Agreement Between the City of Santa Cruz and the County of Santa Cruz and the cities of Capitola and Scotts Valley, Relating to Library Services, with an effective date of June 24, 1996.

“Act” means the Joint Exercise of Powers Act, constituting Chapter 5 of Division 7 of Title 1 of the California Government Code, commencing with Section 6500 of said Code.

“Agreement” means this Fourth Amendment to the 1996 Agreement, as it may be amended from time to time.

“Branch” or “Branches” means a facility where library services are delivered.

“Cities” means, collectively, the Cities of Santa Cruz, Capitola and Scotts Valley.

“Commission” means the Library Advisory Commission established in Section 5 (B).

“Commissioner” means an individual member of the Library Advisory Commission, as set forth in Section 5 (B).

“Commissioners” means, collectively, all the members of the Library Advisory Commission, as set forth in Section 5 (B).

“County” means the County of Santa Cruz.

“Director” means an individual member of the Governing Board, as set forth in Section 5 (A).

“Directors” means, collectively, all the members of the Governing Board, as set forth in Section 5 (A).

“Governing Board” means the Library Joint Powers Board established in Section 5 (A).

“Jurisdiction” or “Jurisdictions” means the County, Cities or any combination thereof.

“Library System” means the Santa Cruz City/County Library System.

“Party” means an individual party to the Agreement.

“Parties” means, collectively, all the parties to the Agreement, being the Cities and the County.

“Proposed Budget” means the proposed operating and capital budget for the Library System.

“Services Authority” means the Joint Powers Authority created by the 1996 Agreement, and continued by this Agreement, to provide library services.

2. Purpose of Agreement and Parties

The Parties to this Agreement, with the approval of their respective legislative bodies, hereby join together for the purpose of providing extended library services within their communities by the Services Authority to exercise the powers described herein.

3. Powers and Duties

A. Powers of Services Authority.

The Services Authority shall have all powers which a joint powers authority may exercise under the Joint Powers Act (including powers which are common to the Parties in accordance with Section 6502 of the Joint Powers Act), and all powers granted to it as a public agency under the laws of the State of California (including but not limited to the powers set forth in Chapter 12, Division 6, Title 1 of the California Government Code, commencing with Section 5920 of said Code), solely for the purpose of carrying out the purposes for which the Services Authority has been established. The Services Authority is hereby authorized, in its own name, to do all acts necessary to accomplish the following purposes:

- (1) To exercise jointly the common powers of its Parties to provide public library services.
- (2) With the approval of each Party, to participate in financing or refinancing library facilities or services in accordance with State law.
- (3) To make and enter into contracts necessary to the full exercise of its powers.
- (4) To employ agents and employees including attorneys and other professionals.
- (5) To contract for the services of attorneys, administrative support, planners, financial consultants, and other persons as it deems necessary.
- (6) To manage, maintain, operate, lease and use any library facilities.
- (7) To acquire, hold, lease, receive by grant, gift, devise or bequest and dispose of property, equipment and supplies.
- (8) To incur debts, liabilities or obligations subject to limitations herein set forth.
- (9) With the approval of each Party, to levy and collect taxes or assessments and issue debt as may be statutorily authorized.
- (10) With the approval of each Party, to levy and collect special capital assessments as may be statutorily authorized.
- (11) To sue and be sued in its own name.
- (12) To adopt, modify and collect fees and fines.

- (13) To apply for, accept and receive state, federal or local licenses, permits, grants, loans or other aid necessary for the Services Authority's full exercise of its powers from any agency of the United States of America, the State of California, or any other public or private entity.
- (14) To accept and receive gifts, contributions, donations and bequests of property, funds, services and other forms of assistance as necessary for the Services Authority's full exercise of its powers.
- (15) To administer, to the fullest extent not prohibited by law, any trust declared or created for the Services Authority.
- (16) To receive by grant, gift, devise or bequest and hold in trust or otherwise, property situated in this State or elsewhere and, where not otherwise provided, dispose of the property for the benefit of the Services Authority.
- (17) To perform all acts necessary and properly to carry out fully the purpose of this Agreement and not inconsistent with any other provision of law.
- (18) To join a Joint Powers Authority to pool library services, financing, risk and/or liabilities with other public entities.

B. Limitation on Imposition of Taxes or Assessments.

The provisions of Section 3.A notwithstanding, the Services Authority shall have no power to impose taxes or assessments within any Party's jurisdiction unless the Party's legislative body first passes a resolution consenting to the tax or assessment.

C. Limitation on Issuance of Debt.

The provisions of Section 3.A notwithstanding, the Services Authority shall have no power to issue debt unless the legislative body of each Party first passes a resolution consenting to the issuance of the debt.

D. Additional Powers to be Exercised.

In addition to those powers common to each of the Parties, the Services Authority shall have those powers that may be conferred upon it by subsequently enacted legislation.

E. Restrictions on Exercise of Powers.

The powers of the Services Authority shall be exercised in the manner provided in the Act and as needed to implement the purposes of this Agreement. Only those powers explicitly authorized pursuant to this Agreement may be exercised under this Agreement.

F. Obligations of Services Authority.

Any obligations of the Services Authority shall not be obligations of the Parties.

4. Term

A. Effective Date.

This Agreement shall commence upon the execution of this Agreement by the parties hereto, and shall be operative upon receipt by the Services Authority of funds from the Santa Cruz County Library Financing Authority. The Agreement shall continue and remain in effect through December 31, 2025.

B. Termination/Withdrawal.

An individual Party may withdraw from this Agreement by the giving of one year written notice no later than July 1 of any given year of its intent to withdraw from the Services Authority effective on July 1 of the next year. Upon withdrawal, such Party shall take on the obligation to provide all library services within its jurisdiction. Withdrawal by the County or the City of Santa Cruz shall terminate the Agreement.

C. Effect of Termination/Withdrawal.

Each Party shall, upon termination or withdrawal, remain liable for the branches within its jurisdiction and its share of any outstanding debt service based on the percentage of the proceeds from the debt which was allocated to each jurisdiction. Taxes or assessments that have been imposed within any Party's jurisdiction will continue and be paid to that Party. In addition, each Party shall remain liable for its proportionate share of legal fees and costs, including payment of open claims made after the termination of the Agreement based upon incidents which occurred when the Agreement was in effect. Each Party's proportionate share of legal fees and costs will be based on the then current population ratios of the Parties.

5. Board and Commission

A. Governing Board.

There is hereby created the Library Joint Powers Board, which shall be responsible for administering this Agreement and overseeing the day-to-day operations of the Library System. The Governing Board shall consist of the following Directors:

- (1) The County Administrative Officer, or his/her designee, from the County of Santa Cruz.
- (2) The City Manager, or his/her designee, from the City of Santa Cruz.
- (3) The City Manager, or his/her designee, from the City of Capitola.
- (4) The City Manager, or his/her designee, from the City of Scotts Valley.

Actions of the Governing Board shall be effective upon approval of three Directors with the exception of the following actions which require the unanimous approval of all four Directors:

- (1) Financial transactions as set forth in Section 3 (A) (8), Section 3 (A) (9) and Section 3 (A) (10).
- (2) Appointment of the Director of Libraries as set forth in Section 6 (A).

- (3) Contracts with Parties for library personnel as set forth in Section 6 (B).
- (4) Contracts for support and financial services as set forth in Section 7 and Section 10 (C).
- (5) Approval of the Final Budget as set forth in Section 8.
- (6) Changes in Board adopted service levels as set forth in Section 9.

The Governing Board shall select a chairperson and a vice-chairperson in January of each year, and shall meet quarterly or more frequently as determined by the Governing Board.

A quorum of the Governing Board shall consist of three Directors, or their designee, and shall be necessary to conduct business, except that less than a quorum may adjourn from time to time. The Governing Board may adopt, from time to time, such bylaws, meeting schedules, rules and regulations for the conduct of its meetings as are necessary. The Governing Board shall be governed by the requirements of the Ralph M. Brown Act.

A Director shall cease to participate in the Governing Board if she/he ceases to be an employee in the designated capacity of the Party she/he represents, or if the entity ceases to be a Party to this Agreement.

B. Library Advisory Commission.

The Governing Board shall be advised by a Library Advisory Commission. The Commission shall consist of the following Commissioners who must be registered voters:

- (1) Three residents of unincorporated Santa Cruz County appointed by and serving at the pleasure of the County Board of Supervisors, with one each from Supervisorial Districts 1, 2 and 5.
- (2) Two Santa Cruz city residents appointed by and serving at the pleasure of the Santa Cruz City Council.
- (3) One Capitola resident appointed by and serving at the pleasure of the Capitola City Council.
- (4) One Scotts Valley resident appointed by and serving at the pleasure of the Scotts Valley City Council.

Commissioners should reflect the diverse interests of the Library System including a wide cross-section of ages, ethnicities and backgrounds as well as representation in the areas of technology, education and business, or other areas identified by the Governing Board. Elected members of each jurisdiction are not eligible for appointment to the Commission.

Each Commissioner shall serve a four-year term, except that the terms of the initial Commissioners shall be staggered to end at 36 months and 48 months, respectively, so as to ensure continuity among the Commissioners. The initial Commissioners shall draw lots to establish the lengths of their respective terms. Each Commissioner shall be limited to two terms. Commissioners replacing a Commissioner mid-term shall be limited to serving one additional term after completion of the remainder of the original term.

The Commission is advisory only and is intended to be a voice of the community to provide advice and feedback to the Governing Board and the Director of Libraries. The Commission will review programs and services and make necessary recommendations as they pertain to the provision of these programs and services. The Commission will prepare an annual report for consideration by the Governing Board.

The Commission shall select a chairperson and a vice-chairperson in January of each year, and shall meet at least quarterly to develop recommendations to the Governing Board on Library System hours, organization and services.

A quorum of the Commission shall consist of a majority of Commissioners and shall be necessary to conduct business, except that less than a quorum may adjourn from time to time. The Commission may adopt, from time to time, such bylaws, meeting schedules, rules and regulations for the conduct of its meetings as are necessary. The Commission shall be governed by the requirements of the Ralph M. Brown Act.

6. Employees

A. Director of Libraries.

The Director of Libraries shall be hired by the Services Authority and serve pursuant to the terms of an employment contract. The unanimous approval of the Directors of the Governing Board is required to hire the Director of Libraries. The contract between the Director of Libraries and the Services Authority shall outline details of compensation and benefits. The contract may be administered by a Party under contract with the Services Authority.

The Director of Libraries shall be responsible for the efficient administration and supervision of the Library System. The Director of Libraries shall serve as staff to the Governing Board and Commission, and shall cooperate to assist the Directors and Commissioners in performing their responsibilities. The Director of Libraries shall cause a notice of this Agreement to be filed with the Secretary of State pursuant to the Act.

The Governing Board shall be responsible for the day to day supervision of the Director of Libraries. The performance of the Director of Libraries shall be appraised annually by the Governing Board, which shall solicit written comments from each Director and Commissioner.

The Director of Libraries shall upon request make presentations to the Board of Supervisors and City Councils of each jurisdiction to present matters relative to the Library System. In addition, upon request of a Party, the Director of Libraries shall make written and oral reports to the elected body of each Party on the status of public library services.

In addition to the other powers and duties specified in this Agreement, the Director of Libraries shall have the power:

- (1) Under the policy direction of the Governing Board, to plan, organize and direct all Services Authority activities.
- (2) To develop a proposed operating and capital budget.

- (3) To authorize expenditures within the amounts authorized by the Governing Board and subject to the appropriations and limitations of the approved budget.
- (4) To make recommendations to and requests of the Governing Board concerning all matters that are to be performed, done or carried out by the Governing Board.
- (5) To make recommendations to and requests of the Commission concerning all matters that are to be performed, done or carried out by the Commission.
- (6) To have charge of, handle or have access to any property of the Services Authority.
- (7) To apply and negotiate for and administer grants and subventions from the State or federal governments or other funding sources. All applications requiring matching or contributory funds must be approved by the Governing Board.
- (8) To determine what books and other library materials and equipment shall be purchased, as provided by California Education Code Section 19146, subject to budgetary limitations.
- (9) To serve as the purchasing agent for the Services Authority.
- (10) To hire, supervise, discipline and dismiss as necessary any employees of the Services Authority.
- (11) To work cooperatively with the applicable Parties to hire, supervise, discipline and dismiss as necessary any employees of the Parties contracted to provide staff to the Library System in accordance with the rules and regulations of the contracting Parties.

B. Other Library Staff

The Services Authority may directly employ library personnel or contract with one or more of the Parties to meet the staffing requirements of the Library System. Any contract with a Party or Parties for library staffing shall require the unanimous approval of the Directors of the Governing Board. In the event that the Services Authority begins employing library personnel upon termination of any contract with a Party or Parties previously providing library staffing, the Services Authority will be recognized as a Successor Employer to the Party or Parties in accordance with the National Labor Relations Board (NLRB) successor doctrine.

7. Support Services

The Services Authority may obtain support services including legal counsel, accounting, purchasing, treasury, human resources, payroll and other services from the Parties or private entities at cost by the most cost effective and service efficient method available, as determined by the Governing Board. Any such arrangement shall require a written agreement as to the terms and shall require review annually unless a longer term is agreed to by the unanimous approval of the Directors of the Governing Board.

8. Annual Budget Process

Each year, the Services Authority shall adopt an annual budget no later than June 30 for the upcoming July 1 to June 30 fiscal year that delineates the planned revenues and expenditures of the Library System.

A. Consideration of Library Service and Budget Priorities.

The annual budget process for the Library System shall commence no later than March 31 for each year with a Governing Board meeting for the purpose of considering the service and budget priorities for the upcoming fiscal year.

B. Development of Proposed Library Budget.

The Director of Libraries shall prepare the proposed operating and capital budget for the upcoming fiscal year.

C. Public Hearing on Proposed Budget.

The Services Authority shall hold a public hearing on the Proposed Budget which shall be held no later than May 31. Copies of the Proposed Budget shall be available for public inspection at least ten days prior to the public hearing.

At the conclusion of the public hearing, the Governing Board shall request such supplemental reports as it deems appropriate and schedule final action on the Proposed Budget for a public meeting to be held no later than June 30.

D. Approval of Final Budget.

Notwithstanding any other provision of this Agreement, the unanimous approval of the Directors of the Governing Board shall be required to approve and adopt the Final Library Budget for the upcoming fiscal year. If the Governing Board has not reached agreement by July 1 of the new fiscal year, the previous year's Final Budget will remain in effect until a new budget is approved. However, if the Governing Board has not reached agreement and revenues decline, then the previous year's Final Budget will be in effect with proportionate cuts based on Board adopted service levels.

9. Library Policies

All policies relating to the provision of library services, including hours, organization, staffing levels and type, and other services, shall be determined by the Governing Board with a goal of maintaining a ten (10) branch system, in addition to the bookmobile, virtual services or other service delivery methods as deemed appropriate, that strives to provide equitable service based upon agreed upon metrics. Current policies with respect to the library shall continue in full force and effect until changed by the Governing Board.

10. Finances

A. Revenues.

The library services provided through this Agreement shall be funded through funds made available to the Services Authority by the Santa Cruz County Library Financing Authority. The Parties agree that any resident of Santa Cruz County, regardless of residence location, shall have free access to the library facilities, materials and services of the Library System.

B. Supplemental Revenues.

Each participating City and the County may supplement revenues to provide for enhanced services at individual library facilities.

C. Treasurer-Controller.

Pursuant to Section 6505.5 and 6505.6 of the Joint Powers Act, the Governing Board will select and contract with an individual (hereinafter “the Treasurer-Controller”) to perform the functions of the treasurer and the functions of the auditor of the Services Authority, as such functions are set forth in Section 6505.5 of the Joint Powers Law. Pursuant to Section 6505.1 of the Joint Powers Act, the Treasurer-Controller shall have custody of, handle and have access to all accounts, funds and money of the Services Authority from whatever source and all records of the Services Authority relating thereto.

The Treasurer-Controller of the Services Authority is hereby designated as the public officer or person who has charge of, handles, or has access to any property of the Services Authority. The Treasurer-Controller shall file an official bond in the amount of \$25,000 as required by Section 6505.1 of the Joint Powers Act; provided, that such bond shall not be required if the Services Authority does not possess or own property or funds with an aggregate value of greater than \$500 (excluding amounts held by a trustee or other fiduciary in connection with any Bonds). So long as required by Section 6505 and Section 6505.5 of the Joint Powers Act, every year during the term of this Agreement the Treasurer-Controller of the Services Authority shall prepare or cause to be prepared an independent audit to be made by a certified public accountant, or a public accountant, as required under Sections 6505, 6505.5, and 6505.6 of the Joint Powers Act.

11. Mutual Indemnification and Insurance

A. Mutual Defense and Indemnification of Parties and Employees.

Except as otherwise specified in this Section, each Party and the Services Authority, respectively, shall defend, indemnify, and hold harmless one another against any and all claims, actions, losses, liability or expense (including attorney’s fees) arising out of, or based upon, the acts or omissions of the Services Authority or any Party in executing the powers of the Services Authority. Notwithstanding the foregoing, to the full extent permitted by law, the Services Authority shall defend, indemnify and hold harmless any Party, including but not limited to a party whose employees serve as staff to the Library System, and any person who is or was a Director of the Governing Board, or an officer, employee or other agent of the Services Authority or a Party, against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with any legal proceeding related to the work of the Services Authority, if such person acted in good faith and in the course and scope of his or her office, employment or agency. In the case of a criminal proceeding, the Services Authority may, but is not required to, provide for indemnification and defense of a Director of the Governing Board, or an officer, employee or other agent of the Services Authority to the extent permitted by law.

B. Liability Insurance.

The Services Authority shall purchase a General Liability Insurance policy with coverage in the minimum amount of \$2,500,000 combined single limit, including coverage for: (a) bodily injury, (b) personal injury, (c) broad form property damage, (d) contractual liability, and (e) cross-liability. The named insured shall be the Services Authority and, accordingly, the Services Authority shall have responsibility for exercising all rights conferred by the insurance policy upon the insured.

C. Casualty Insurance.

Each Party shall insure the Library System buildings situated within their respective jurisdictions against casualty losses. The cost for insuring such buildings shall be considered direct costs, and shall be borne by the Party within whose jurisdiction the building is located, provided, however, that the cost of insurance coverage on the Downtown Branch building shall be shared as a system-wide cost.

D. Uninsured Claims

Any uninsured costs of providing liability defense, including payments for legal fees and costs and including payment of adjusted and settled claims and judgments must be approved by the Parties. Where it is necessary to employ special legal counsel given the nature of the claim, the Services Authority shall select said special legal counsel. Legal counsel shall report to the Services Authority with respect to said claims in recognition of the Services Authority's status as defendant and client. Legal counsel shall therefore enjoy an attorney-client privilege with the Services Authority and the Services Authority shall have the authority to make all decisions for which a client is customarily responsible in an attorney-client relationship, including final decisions with respect to the adjustment and settlement of uninsured claims and the rejection of settlement offers.

E. Closed Sessions

All information received by the Governing Board in a closed session related to the information presented to the Governing Board shall remain confidential. In accordance with California Government Code Section 54956.96, however, a Director may disclose information obtained in a closed session that has direct financial or liability implications for a Party to the following individuals:

- (1) Legal counsel to that Party for purposes of obtaining advice on whether the matter has direct financial or liability implications for that Party; and
- (2) Other members of the legislative body of that Party present in a closed session of that Party.

12. Distribution of Assets upon Termination/Withdrawal**A. Services Authority Assets.**

The Services Authority's assets shall be distributed to the Parties upon the termination of this Agreement or withdrawal by a Party as herein provided. Within one hundred and twenty days (120) after notice of termination of this Agreement, or withdrawal

from this Agreement, the Parties shall agree on a method of inventory and valuation of all assets of the Library System to be apportioned to the Parties, and shall cause the completion of such inventory and valuation within six (6) months after notice of termination or withdrawal. The costs of such inventory and valuation shall be a Library System cost under this Agreement. In determining specific assets to be distributed to the Parties, the Parties agree that every effort shall be made to first distribute to each Party those assets then located within that Party's jurisdiction, and ensure the assets are evenly divided based on the then current population ratios of the Parties. The remaining assets shall then be apportioned and distributed as deemed most convenient to the Parties. The Services Authority shall freely share its catalogue and other information regarding library materials with all Parties.

B. Special Collections.

It is understood and agreed that the apportionment and allocation of assets pursuant to this paragraph shall not result in the separation or breaking up of the Downtown Branch reference collection, periodical backfiles, local history collection, or Californiana collection. All of these collections and materials shall remain the property of the City of Santa Cruz. Further, the Parties (or, if necessary, the arbitrator referenced in Section 14) shall honor all special conditions and agreements imposed by donors of special collections to the Library System.

13. Construction of Library Facilities

Whenever a Party remodels, renovates or constructs a facility to be operated by the Services Authority, the Director of Libraries shall advise the Party in all matters regarding the site, design and construction of the facility. The Party and the architects retained by the Party shall consult with the Director of Libraries or his/her designee as often as the latter deems necessary to the proper exercise of his/her responsibilities. The Party shall obtain advance written approval from the Director of Libraries of all plans and specifications, including furnishings, for the inside of the facility.

The Party which selects or approves the architect and oversees the construction of a branch library shall be financially responsible for any and all construction defects and shall have an obligation to correct the defects within a reasonable period following the discovery of the defect.

14. Arbitration

The Parties agree to submit to arbitration in accordance with this paragraph any impasse or other inability to agree upon any of the following matters:

- (A) Division and distribution of assets pursuant to Section 12 of this Agreement;
- (B) Any other matters which the Parties mutually agree to submit to arbitration.

Upon request in writing by any Party that any of the above-listed matters be submitted to arbitration, the Governing Board shall meet to attempt to resolve the dispute and to agree upon an arbitrator if the dispute is not otherwise resolved. In the event the dispute is not resolved and no agreement is reached on the selection of an arbitrator within thirty days of the request for arbitration, then the Parties shall request the Presiding Judge

of the Superior Court of Santa Cruz County appoint an independent arbitrator. Each of the Parties shall pay an equal share of the fees and expenses of the arbitrator.

Except as provided in this Agreement, any arbitration arising hereunder shall be conducted in accordance with the California Arbitration Act (Section 1280, et seq., of the California Code of Civil Procedure.)

15. Amendments

This Agreement may only be amended with the unanimous consent of the Parties. Any Party proposing to amend this Agreement shall give notice of its intent to propose an amendment at any meeting of the Governing Board at least 60 days prior to the date upon which the proposed amendment, if adopted by the Governing Board, would take effect.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested by their proper officers thereunto duly authorized on the day and year stated below. This Agreement may be signed in counter parts, each of which shall be deemed an original, and all of which shall constitute one and the same agreement.

COUNTY OF SANTA CRUZ

County Administrative Officer

Dated: _____, 2015

ATTESTED

Clerk of the Board

Approved as to Form:

County Counsel

Attachment: Fourth Amendment to the JPA between the City of Santa Cruz, the County of Santa Cruz, and the Cities of Capitola and Scotts

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested by their proper officers thereunto duly authorized on the day and year stated below. This Agreement may be signed in counter parts, each of which shall be deemed an original, and all of which shall constitute one and the same agreement.

CITY OF SANTA CRUZ

City Manager

Dated: _____, 2015

ATTESTED

City Clerk

Approved as to Form:

City Attorney

Attachment: Fourth Amendment to the JPA between the City of Santa Cruz, the County of Santa Cruz, and the Cities of Capitola and Scotts

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested by their proper officers thereunto duly authorized on the day and year stated below. This Agreement may be signed in counter parts, each of which shall be deemed an original, and all of which shall constitute one and the same agreement.

CITY OF CAPITOLA

City Manager

Dated: _____, 2015

ATTESTED

City Clerk

Approved as to Form:

City Attorney

Attachment: Fourth Amendment to the JPA between the City of Santa Cruz, the County of Santa Cruz, and the Cities of Capitola and Scotts

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested by their proper officers thereunto duly authorized on the day and year stated below. This Agreement may be signed in counter parts, each of which shall be deemed an original, and all of which shall constitute one and the same agreement.

CITY OF SCOTTS VALLEY

City Manager

Dated: _____, 2015

ATTESTED

City Clerk

Approved as to Form:

City Attorney

Attachment: Fourth Amendment to the JPA between the City of Santa Cruz, the County of Santa Cruz, and the Cities of Capitola and Scotts

Summary of Proposed Changes

Library Services JPA (LJPA)

- **Term and Withdrawal** – The new agreement establishes a 5-year term. Any party may withdraw by giving one year written notice by July 1.
- **Governance**
 - Library Joint Powers Governing Board – Mirroring the composition of the existing 911 JPA Board, a four-member board comprising the County Administrative Officer and the three city managers, or their designees, will constitute the Library Joint Powers Governing Board (Governing Board). The Governing Board will be responsible for hiring and supervising the Library Director, overseeing budget and fiscal management, and adopting service levels. The agreement requires the unanimous approval of the Governing Board for specified actions including to adopt the budget and service levels, approve major financial transactions and to hire the Library Director.
 - Library Advisory Commission – A seven-member board comprising registered voters with three from the County (Districts 1, 2 and 5), two from the City of Santa Cruz, one from the City of Capitola and one from the City of Scotts Valley will constitute the Library Advisory Commission. The Commission is responsible for serving as the voice of the community and providing recommendations to the Governing Board and Library Director.
- **Staff** – The Library Director will be hired by the Governing Board and serve pursuant to the terms of an employment contract. The LJPA may directly employ library personnel or contract with one or more Parties to the LJPA. With the initial implementation of the new agreement, there will be a contract in place with the City of Santa Cruz to continue the current employment services relationship, including human resources and payroll.
- **Service Levels** – The Governing Board will determine all policies relating to the provision of library services, including hours, organization, staffing levels and type, and other services. The goal is to maintain a 10 branch system that strives to provide equitable service based on agreed upon metrics.
- **Support Services** – The LJPA has the power to hire staff or contract for support services, such as legal and financial services, which will be provided on a cost basis.

Library Financing Authority (LFA)

- **Term** – The LFA agreement will be amended to have a five-year term with a cancellation provision that matches the LJ PA agreement.
- **County Library Fund** – The County will contribute a fixed amount of approximately \$5 million for operations from the County Library Fund annually for five years. The County Board of Supervisors will be responsible for programming any excess property taxes in the Library Fund for improvements at Library Fund branches. This will be done in close consultation with the cities of Capitola and Scotts Valley and the Library Director.

- **City of Santa Cruz** – The City of Santa Cruz would contribute an amount that increases by \$70,000 annually for five years. The Santa Cruz City Council would also allocate an additional \$30,000 annually for improvements at City branches in consultation with the Library Director.
- **City of Watsonville** – The City of Watsonville would receive a phased down distribution from the County Library Fund according to a specified schedule. The Watsonville Library and City/County Library System would continue to receive their per capita share of Library Sales Tax.
- **Economic Downturn** – Under the agreement, declining Library Sales Tax would trigger a review of the Maintenance of Effort (MOE) contributions and a process for coming up with appropriate solutions to attempt to minimize the impact on the Library System.

**SECOND AMENDMENT TO THE JOINT EXERCISE OF POWERS
AGREEMENT ESTABLISHING THE SANTA CRUZ COUNTY LIBRARY
FINANCING AUTHORITY**

This Second Amendment to the Joint Exercise Of Powers Agreement Establishing The Santa Cruz County Library Financing Authority is entered into on the date by which it has been duly approved and executed by all parties hereto by and among the County of Santa Cruz ("County"), the City of Santa Cruz ("Santa Cruz"), the City of Watsonville ("Watsonville"), the City of Capitola ("Capitola") and the City of Scotts Valley ("Scotts Valley"), each duly organized and existing under the laws of the State of California.

Recitals

WHEREAS, the County, Santa Cruz, Watsonville, Capitola and Scotts Valley may provide for the financing of library services and wish to form a joint powers authority under the Joint Exercise of Powers Law of the State of California, constituting Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California, for the purpose of establishing a vehicle which will:

1. Ensure that library facilities and services will continue to be provided to the residents of each city and the County unincorporated area without regard to political or jurisdictional boundaries which now exist or may exist in the future;
2. Receive General and Special Purpose Funds budgeted by the cities and the County for library purposes, and any library funds which may become available for library purposes as the result of taxes or fees which are levied in each jurisdiction;
3. Provide for the equitable distribution of funds made available to qualified and participating libraries; and
4. Promote the efficient and effective operation of the libraries in the County and the maintenance of high quality library services.

NOW, THEREFORE, in consideration of the above premises and of the mutual promises herein contained, the County and the cities of Santa Cruz, Watsonville, Capitola and Scotts Valley do hereby agree as follows:

Article I - General Provisions

Section 1.1 – Definitions. Unless the context otherwise requires, the terms defined in this section have the meanings herein specified.

"Act" means the Joint Exercise of Powers Act, constituting Chapter 5 of Division 7 of Title 1 of the California Government Code, commencing with Section 6500 of said Code.

"Agreement" means this Joint Exercise of Powers Agreement, as it may be amended from time to time, creating the Financing Authority.

"Allocated Taxes" include current secured property taxes, current unsecured property taxes, supplemental secured property taxes, supplemental unsecured property

taxes, State Homeowners Property Tax Relief and such funds as the County Library Fund may receive as a result of Redevelopment Pass Through Agreements. Allocated Taxes do not include payments which the County has received from the City of Capitola, as Successor Agency to the former Capitola Redevelopment Agency, in lieu of the construction of a branch library.

“Annual Net Amount of Allocated Taxes” means the Allocated Taxes received by the County Library Fund through the operation of State Law minus the County Library Fund’s share of the Property Tax Administration Fee, General County Overhead and other library costs allocated to the County Library Fund.

“Board” means the Board of Directors of the Financing Authority.

“Branch” or “Branches” means a facility where library services are delivered.

“Cities” means, collectively, the cities of Santa Cruz, Watsonville, Capitola and Scotts Valley.

“County” means the County of Santa Cruz.

“Director” means an individual member of the Board, as set forth in Section 1.4.

“Directors” means, collectively, all the members of the Board, as set forth in Section 1.4.

“Financing Authority” means the Santa Cruz County Library Financing Authority created by this Agreement.

“Governing Body” means the body that oversees and certifies a public library as a Qualified Public Library in accordance with Section 4.4 (A).

“Jurisdiction” or “Jurisdictions” means the County, Cities or any combination thereof.

“MOE” means the Maintenance of Effort amounts set forth in Sections 3.1 and 3.2.

“New City” is not an existing city in the County and means any new city with authority to provide library services.

“New ISD” means any new independent special district with authority to provide library services.

“Party” means an individual party to the Agreement.

“Parties” means, collectively, all the parties to the Agreement, being the Cities and the County.

“Qualified Public Library” means the Santa Cruz City/County Library System, the Watsonville Library, any New City or New ISD that meets the requirements set forth in Section 4.4 (B) or any Party to this Agreement with authority to operate an independent library system that makes the certifications set forth in Section 4.4 (A).

Section 1.2 – Purpose. This Agreement is made pursuant to the Act providing for the joint exercise of powers common to the County and the Cities. The purpose of this Agreement is to provide for the distribution of the various contributions and taxes; to ensure that library services shall remain available to all citizens of this County without regard to jurisdictional boundaries; to provide for the equitable financing of library services in Santa Cruz County; and to promote the efficient and effective provision of high quality library services throughout the County.

Section 1.3 – Creation of Financing Authority. Pursuant to the Act, there is hereby created a public entity to be known as the "Santa Cruz County Library Financing Authority." The Financing Authority shall be a public entity separate and apart from the County and the Cities and shall administer this Agreement.

Section 1.4 – Board of Directors. The Financing Authority shall be administered by a Board of Directors consisting of five Directors, unless and until such number is changed by amendment of this Agreement. The Board shall consist of the following:

(A) One member of the Board of Supervisors, appointed by and serving at the pleasure of the Board of Supervisors.

(B) One member of the Santa Cruz City Council, appointed by and serving at the pleasure of the Santa Cruz City Council.

(C) One member of the Watsonville City Council, appointed by and serving at the pleasure of the Watsonville City Council.

(D) One member of the Capitola City Council, appointed by and serving at the pleasure of the Capitola City Council.

(E) One member of the Scotts Valley City Council, appointed by and serving at the pleasure of the Scotts Valley City Council.

All voting power of the Financing Authority shall reside in the Board.

The appointing entity for each regular member it appoints may also appoint an alternate member to serve in the place of the regular member when the regular member is absent or disqualified from participating in a meeting of the Board. An alternate shall serve at the pleasure of the appointing entity's governing board.

Section 1.5 – Meetings of the Board.

(A) Regular Meetings. The Board shall provide for its regular meetings; provided, however, that at least two regular meetings shall be held each year (usually in January and June) for the purpose of establishing preliminary and final distributions of funds for the upcoming fiscal year. The date, hour and place of the holding of regular meetings may be fixed by the Board and a copy of such action shall be filed with the County and the Cities.

(B) Special Meetings. Special meetings of the Board may be called in accordance with the provisions of Section 54956 of the Government Code of the State of California.

(C) Call, Notice and Conduct of Meetings. All meetings of the Board, including without limitation, regular, adjourned regular and special meetings, shall be called, noticed and conducted in accordance with the provisions of the Ralph M. Brown Act (California Government Code Sections 54950 et. seq.)

Section 1.6 – Minutes. The Secretary shall cause to be kept minutes of the meetings of the Board and shall, as soon as possible after each meeting, cause a copy of the minutes to be filed in the official records of the Financing Authority.

Section 1.7 – Voting. Each Director shall have one vote.

Section 1.8 – Quorum; Required Votes; Approvals. A majority of the total membership of the Board shall constitute a quorum for the transaction of business, except that less than a quorum may adjourn from time to time. The affirmative votes of three of the Directors present at any meeting at which a quorum is present shall be required to take any action by the Board.

Section 1.9 – Bylaws. The Board may adopt, from time to time, such bylaws, rules and regulations for the conduct of its meetings as are necessary for the purposes hereof.

Article II - Officers and Employees

Section 2.1 – Chairperson, Vice-Chairperson and Secretary. The Board shall elect a Chairperson and Vice-Chairperson of the Financing Authority at its annual meeting in January. The Clerk of the Board of Supervisors shall be its Secretary. The officers shall perform the duties normal to said offices. The Chairperson shall sign all contracts on behalf of the Financing Authority and shall perform such other duties as may be imposed by the Board. The Vice-Chairperson shall sign contracts and perform all of the Vice-Chairperson's duties in the absence of the Chairperson. The Secretary shall countersign all contracts signed by the Chairperson or Vice-Chairperson on behalf of the Financing Authority, perform such other duties as may be imposed by the Board and cause a notice of this Agreement to be filed with the Secretary of State pursuant to the Act.

Section 2.2 – Treasurer. Pursuant to Section 6505.5 of the Act, the County Auditor-Controller-Treasurer-Tax Collector is hereby designated as the Treasurer of the Financing Authority. The Treasurer shall be the depository, shall have custody of all funds and money of the Financing Authority from whatever source and shall have the duties and obligations set forth in Sections 6505 and 6505.5 of the Act.

Section 2.3 – Controller. Pursuant to Section 6505.5 of the Act, the County Auditor-Controller-Treasurer-Tax Collector is hereby designated as the Controller of the Financing Authority, and shall assure that there shall be strict accountability of all funds and reporting of all receipts and disbursements of the Financing Authority. As provided in Section 6505 and Section 6505.5 of the Act, the Controller shall make arrangements with a certified public accountant or firm of certified public accountants for the annual audit of accounts and records of the Financing Authority.

Section 2.4 – Officers in Charge of Records, Funds and Accounts. Pursuant to Section 6505.5 of the Act, the Controller shall have charge of, handle and have access to all accounts, funds and money of the Financing Authority and all records of the Financing

Authority relating thereto. The Secretary shall have charge of, handle and have access to all other records of the Financing Authority.

Section 2.5 – Legal Advisor. The Board shall have the power to appoint the legal advisor of the Financing Authority who shall perform such duties as may be prescribed by the Board.

Until such time as there is a different appointment, the County Counsel shall act as legal advisor for the Financing Authority.

Section 2.6 – Other Employees. The Board shall have the power by resolution to appoint and employ such other consultants and independent contractors as may be necessary for the purposes of this Agreement.

All of the privileges and immunities from liability, exemption from laws, ordinances and rules, all pension, relief, disability, workers' compensation and other benefits which apply to the activities of officers, agents, or employees of a public agency when performing its functions shall apply to the officers, agents or employees of the Financing Authority to the same degree and extent while engaged in the performance of any of the functions and other duties of such officers, agents or employees under this Agreement.

None of the officers, agents, or employees directly employed by the Board shall be deemed, by reason of their employment by the Board to be employed by the County or the Cities or, by reason of their employment by the Board, to be subject to any of the requirements of the County or the Cities.

Section 2.7 – Assistant Officers. The Board may by resolution appoint such assistants to act in the place of the Secretary or other officers of the Financing Authority (other than any Director) and may by resolution provide for the appointment of additional officers of the Financing Authority who may or may not be Directors, as the Board shall from time to time deem appropriate.

Article III - Contributions

Section 3.1 – Maintenance of Effort Contributions of the Cities. Commencing with the 2016-17 fiscal year, the City of Santa Cruz shall contribute a MOE amount each year in the amounts shown below:

City of Santa Cruz Maintenance of Effort

Fiscal Year	Amount
2016-17	\$1,464,751
2017-18	\$1,534,751
2018-19	\$1,604,751
2019-20	\$1,674,751
2020-21	\$1,744,751

The City of Santa Cruz shall allocate an additional \$30,000 annually in a City Library Fund for exclusive use on library improvements or services at City branches. Use

of these funds shall be determined by the Santa Cruz City Council with input by library staff.

Commencing with the 2016-17 fiscal year, the City of Watsonville shall contribute a MOE amount each year in the amounts shown below:

City of Watsonville Maintenance of Effort

Fiscal Year	Amount
2016-17	\$541,684
2017-18	\$541,684
2018-19	\$541,684
2019-20	\$541,684
2020-21	\$541,684

Section 3.2 – Maintenance of Effort Contributions of the County. Commencing with the 2016-17 fiscal year, and subject to the terms below, the County of Santa Cruz, on behalf of the Unincorporated Area and the cities of Capitola and Scotts Valley, shall contribute a MOE amount from the County Library Fund each year in the amounts shown below:

County Library Fund Maintenance of Effort

Fiscal Year	Amount
2016-17	\$5,072,541
2017-18	\$5,072,541
2018-19	\$5,072,541
2019-20	\$5,072,541
2020-21	\$5,072,541

If the Annual Net Amount of Allocated Taxes received by the County Library Fund is less than the annual MOE amount shown above, the County shall contribute the lesser amount as its annual MOE contribution. In no instance shall the County’s annual MOE contribution exceed the Annual Net Amount of Allocated Taxes received by the County Library Fund.

If the Annual Net Amount of Allocated Taxes received by the County Library Fund exceeds the annual MOE amount shown above, the County shall allocate any excess funds in the County Library Fund for exclusive use on library improvements or services at County Library Fund branches with input by library staff and the cities of Capitola and Scotts Valley.

Section 3.3 – Library Operating Revenues. In addition to the MOE contributions set forth in the preceding section, it is agreed that Library Operating Revenues such as fines, State grants, donations and bequests shall be retained by the Cities or the County and shall be made available to the libraries to finance library operations or facilities.

Section 3.4 – Contribution of Revenues from Taxes or Fees. The County shall pay to the Financing Authority the net proceeds of any tax or fee levied for library purposes upon receipt if such taxes or fees are directed to the Financing Authority. The net proceeds

of the transaction and use tax authorized on the June 2008 ballot shall be paid to the Financing Authority. If the actual amount received from the transaction and use tax is less than the amount estimated for three consecutive quarters, the Financing Authority shall conduct a review of the MOE contributions and establish a process for developing a solution to minimize the impact on the Santa Cruz City/County Library System, the Watsonville Library and any other Qualified Public Library, as defined in Section 4.4.

Section 3.5 – Method of Payment. The MOE contributions of the Cities and the County provided for in Sections 3.1 and 3.2 shall be payable in twelve equal monthly installments which shall be due to the Financing Authority on the fifteenth day of each month. Interest shall be levied on late payments at rates established by the Financing Authority.

Article IV - Annual Budget/Disbursement of Funds

Section 4.1 – General. The Financing Authority shall adopt an annual budget which provides for allocating the funds it receives to Qualified Public Libraries. The Financing Authority shall allocate and disburse all of the funds it receives each year in accordance with Section 4.3 of this Agreement.

Section 4.2 – Budget Process. On or before January 15th of each year, the County Administrative Office, after consulting with the Financing Authority's Controller, shall provide the Financing Authority's Board with a report including an estimate of the funds available to the Financing Authority for the upcoming fiscal year and the population of the Cities and the County for the preceding January as contained in the Official State Estimates of the Population for California Cities and Counties (Report E-1 or its successor). As used herein, the fiscal year begins on July 1 and ends on June 30. The Report shall include:

- (A) An estimate of the amount available from MOE contributions received by the Financing Authority pursuant to Sections 3.1 and 3.2 of this Agreement;
- (B) An estimate of the amount available from the proceeds of any taxes or fees received by the Financing Authority pursuant to Section 3.4 of this Agreement; and
- (C) An estimate of any carryover balances or surplus funds which may be available from preceding fiscal years.

Based on the Report on funds available, the Board shall make a determination for the upcoming fiscal year of the proposed amount to be distributed to Qualified Public Libraries in accordance with Section 4.3 of this Agreement.

Section 4.3 – Disbursement of Funds. Commencing with the 2016-17 fiscal year, the amounts available from MOE contributions, taxes or fees, and carryover balances or surplus funds shall be disbursed as follows:

- (A) The Watsonville Library shall receive a fixed distribution in the amount of \$1,563,703 annually for five (5) years from the MOE contributions of the City of Watsonville and the County. This amount is equal to the 2015-16 adopted budget for the Watsonville Library's MOE distribution. It is envisioned that the Watsonville Library's MOE distribution will remain fixed for an additional two (2) years after the term of this Agreement

and then be reduced over the next thirteen (13) years so that the Watsonville Library's share of the Annual Net Amount of Allocated Taxes received by the County Library Fund reaches the targeted level of funding based on the population served, as shown in Attachment A.

The remaining amount available from MOE contributions shall be distributed to the Santa Cruz City/County Library System and any other Qualified Public Library, as defined in Section 4.4, on a per capita basis using population figures for the previous January as estimated by the State of California in its Official State Estimates (Report E-1). The final distribution amount for the upcoming fiscal year shall be determined in June following the issuance of updated population numbers by the State.

(B) The estimated amount available from the proceeds of any taxes or fees shall be distributed to the Santa Cruz City/County Library System, the Watsonville Library and any other Qualified Public Library, as defined in Section 4.4, on a per capita basis using population figures for the previous January as estimated by the State of California in its Official State Estimates (Report E-1). The final distribution amount for the upcoming fiscal year shall be determined in June following the issuance of updated population numbers by the State.

(C) The estimated amount available from any carryover balances or surplus funds shall be distributed to the Santa Cruz City/County Library System, the Watsonville Library and any other Qualified Public Library, as defined in Section 4.4, on a per capita basis using population figures for the previous January as estimated by the State of California in its Official State Estimates (Report E-1). The final distribution amount for the upcoming fiscal year shall be determined in June following the issuance of updated population numbers by the State.

Section 4.4 – Qualified Public Library. The Financing Authority shall distribute funds to any jurisdiction or combination of jurisdictions operating a Qualified Public Library in accordance with Subsections (A) or (B) below:

(A) Qualified Public Library Certifications

The Santa Cruz City/County Library System, the Watsonville Library, any New City or New ISD pursuant to Subsection (B) or any Party to this Agreement with authority to operate an independent library system shall be deemed a Qualified Public Library upon certification to the Financing Authority by the Governing Body that the library:

- (1) Is duly organized under the laws of the State of California;
- (2) Will allow free access to its facilities, materials and services to all residents of Santa Cruz County without regard to jurisdictional boundaries on a nondiscriminatory basis;
- (3) Will assign all library operating revenues, including but not limited to fines, state grants, donations and bequests, to the library for library purposes;
- (4) Will use all of the funds received from the Financing Authority exclusively for operating and maintaining its library including the cost of insurance; and

(5) Will establish accounts and accounting procedures acceptable to the Financing Authority's Controller which provide an accounting of all funds made available by the Financing Authority; to provide such reports on the expenditure of the funds made available as the Financing Authority or its Controller may request; and to be subject to examination and audit for a period of five (5) years. Costs for operations and capital expenditures shall be segregated.

(B) A New City or New Independent Special District

It is the policy of the Parties to this Agreement that any New City or New ISD with authority to provide library services to its residents be encouraged to secure library services through the libraries operated by Watsonville and the Santa Cruz City/County Library System. However, the Financing Authority may determine to make a per capita distribution to a Qualified Public Library by a New City or New ISD upon:

(1) The filing of an application with the Financing Authority which contains the certifications in Section 4.4 (A); an enforceable commitment to make a MOE contribution to the Financing Authority each year equal to the property taxes assigned to the New City or New ISD for library services or an amount acceptable to the Financing Authority and the New City or New ISD; and a statement explaining the New City's or New ISD's library facility, and the reasons it believes that a stand-alone New City or New ISD library would contribute to the efficient and effective provision of library services in the County; and

(2) A finding by the Financing Authority that the New City or New ISD has a suitable facility, a sound management plan for operating a stand-alone facility; and that the new library would contribute to the efficient and effective provision of library services in the County.

Section 4.5 – Payments to Qualified Public Libraries. On the last business day of the month the Financing Authority's Controller shall determine the amount available for payment to Qualified Public Libraries as a result of payments made to the Financing Authority pursuant to Sections 3.4 and 3.5 of this Agreement and calculate the proportional amount due to each of the Qualified Public Libraries. Payments shall follow within seven working days.

Article V - Powers and Duties

Section 5.1 – Powers. The Financing Authority shall have powers common to the Parties as set forth in the recitals of this Agreement, to wit: the power to assist in the financing of library services.

The Financing Authority is hereby authorized, in its own name, to do all acts necessary for the exercise of common powers, including but not limited to, any or all of the following:

- (a) To make and enter into contracts;
- (b) To sue and be sued in its own name;

- (c) To incur obligations; and
- (d) To carry out and enforce all the provisions of this Agreement.

Section 5.2 – Restrictions on Exercise of Powers. The powers of the Financing Authority shall be exercised in the manner provided in the Act and only as needed to implement the purposes of this Agreement.

Section 5.3 – Obligations of Financing Authority. Any obligations of the Financing Authority shall not be obligations of the County and of the Cities.

Article VI - Term and Withdrawal

Section 6.1 – Term. This Agreement shall commence upon the execution of the Agreement by the parties hereto. The Agreement shall continue and remain in effect through June 30, 2021.

Section 6.2 – Termination/Withdrawal. An individual Party may withdraw from this Agreement by the giving of one year notice no later than July 1 of any given year of its intent to withdraw from the Financing Authority effective on July 1 of the next year. Withdrawal by the County or the City of Santa Cruz shall terminate the Agreement.

Section 6.3 – Effect of Termination/Withdrawal. Upon termination or withdrawal, each Party shall have a continuing right to a per capita distribution of the transaction and use (sales) tax authorized on the June 2008 ballot provided it makes the certifications required of it in Section 4.4 (A). A withdrawing Party shall cease to have representation on the Board of Directors and will no longer have a MOE obligation or a right to a MOE distribution. A withdrawing Party shall perform all obligations under this Agreement until the effective date of the withdrawal.

Article VII - Disposition of Funds

Section 7.1 – Surplus Funds. Upon any termination of this Agreement, any surplus funds on hand shall be distributed to the County and the Cities in accordance with Sections 4.2 and 4.3 of this Agreement.

Article VIII – Indemnification and Insurance

Section 8.1 – Mutual Defense and Indemnification of Parties and Employees. Except as otherwise specified in this Section, each Party and the Financing Authority, respectively, shall defend, indemnify, and hold harmless one another against any and all claims, actions, losses, liability or expense (including attorney's fees) arising out of, or based upon, the acts or omissions of the Financing Authority or any Party in executing the powers of the Financing Authority. Notwithstanding the foregoing, to the full extent permitted by law, the Financing Authority shall defend, indemnify and hold harmless any Party, including but not limited to a Party whose employees serve as staff to the Financing Authority, and any person who is or was a Director of the Board, or an officer, employee or other agent of the Financing Authority or a Party, against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with any legal proceeding related to the work of the Financing Authority, if such person acted in good faith and in the course and scope of his or her office, employment or agency. In the

case of a criminal proceeding, the Financing Authority may, but is not required to, provide for indemnification and defense of a Director of the Board, or an officer, employee or other agent of the Financing Authority to the extent permitted by law.

Section 8.2 – Liability Insurance. The Financing Authority shall purchase a General Liability Insurance policy with coverage in the minimum amount of \$1,000,000 combined single limit, including coverage for: (a) bodily injury, (b) personal injury, (c) broad form property damage, (d) contractual liability, and (e) cross-liability. The named insured shall be the Financing Authority and, accordingly, the Financing Authority shall have responsibility for exercising all rights conferred by the insurance policy upon the insured.

Section 8.3 – Uninsured Claims. Any uninsured costs of providing liability defense, including payments for legal fees and costs and including payment of adjusted and settled claims and judgments must be approved by the Parties. Where it is necessary to employ special legal counsel given the nature of the claim, the Financing Authority shall select said special legal counsel. Legal counsel shall report to the Financing Authority with respect to said claims in recognition of the Financing Authority’s status as defendant and client. Legal counsel shall therefore enjoy an attorney-client privilege with the Financing Authority and the Financing Authority shall have the authority to make all decisions for which a client is customarily responsible in an attorney-client relationship, including final decisions with respect to the adjustment and settlement of uninsured claims and the rejection of settlement offers.

Section 8.4 – Closed Sessions. All information received by the Board in a closed session related to the information presented to the Board shall remain confidential. In accordance with California Government Code Section 54956.96, however, a Director may disclose information obtained in a closed session that has direct financial or liability implications for a Party to the following individuals:

- (a) Legal counsel to that Party for purposes of obtaining advice on whether the matter has direct financial or liability implications for that Party; and
- (b) Other members of the legislative body of that Party present in a closed session of that Party.

Article IX - Miscellaneous Provisions

Section 9.1 – Notices. Notices hereunder shall be in writing and shall be sufficient if delivered to:

County Administrative Officer
County of Santa Cruz
701 Ocean Street, Room 520
Santa Cruz, CA 95060

City Manager
City of Santa Cruz
809 Center Street
Santa Cruz, CA 95060

City Manager
 City of Watsonville
 275 Main Street, Suite 400
 Watsonville, CA 95076

City Manager
 City of Capitola
 420 Capitola Avenue
 Capitola, CA 95010

City Manager
 City of Scotts Valley
 One Civic Center Drive
 Scotts Valley, CA 95066

Section 9.2 – Section Headings. All section headings in this Agreement are for convenience of reference only and are not to be construed as modifying or governing the language in the section referred to or to define or limit the scope of any provision of this Agreement.

Section 9.3 – Consent. Whenever in this Agreement any consent or approval is required, the same shall not be unreasonably withheld.

Section 9.4 – Law Governing. This Agreement is made in the State of California under the Constitution and laws of the State of California and is to be so construed.

Section 9.5 – Amendments. This Agreement may be amended at any time, or from time to time, only by the unanimous consent of the Parties.

Section 9.6 – Enforcement by Financing Authority. The Financing Authority is hereby authorized to take any or all legal or equitable actions, including but not limited to injunction and specific performance, necessary or permitted by law to enforce this Agreement.

Section 9.7 – Severability. Should any part, term or provision of this Agreement be decided by any court of competent jurisdiction to be illegal or in conflict with any law of the State of California, or otherwise be rendered unenforceable or ineffectual, the validity of the remaining portions or provisions shall not be affected thereby.

Section 9.8 – Successors. Except as otherwise provided in Section 4.4 (B), this Agreement shall be binding upon and shall inure to the benefit of the successors of the County or the Cities, respectively. Neither the County nor the Cities may assign any right or obligation hereunder without the written consent of the other.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested by their proper officers thereunto duly authorized on the day and year stated below. This Agreement may be signed in counter parts, each of which shall be deemed an original, and all of which shall constitute one and the same agreement.

COUNTY OF SANTA CRUZ

County Administrative Officer

Dated: _____, 2015

ATTESTED

Clerk of the Board

Approved as to Form:

County Counsel

Attachment: Second Amendment to the JPA Establishing the Santa Cruz County Library Financing Authority (1241 : Library Joint Powers

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested by their proper officers thereunto duly authorized on the day and year stated below. This Agreement may be signed in counter parts, each of which shall be deemed an original, and all of which shall constitute one and the same agreement.

CITY OF SANTA CRUZ

City Manager

Dated: _____, 2015

ATTESTED

City Clerk

Approved as to Form:

City Attorney

Attachment: Second Amendment to the JPA Establishing the Santa Cruz County Library Financing Authority (1241 : Library Joint Powers

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested by their proper officers thereunto duly authorized on the day and year stated below. This Agreement may be signed in counter parts, each of which shall be deemed an original, and all of which shall constitute one and the same agreement.

CITY OF WATSONVILLE

City Manager

Dated: _____, 2015

ATTESTED

City Clerk

Approved as to Form:

City Attorney

Attachment: Second Amendment to the JPA Establishing the Santa Cruz County Library Financing Authority (1241 : Library Joint Powers

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested by their proper officers thereunto duly authorized on the day and year stated below. This Agreement may be signed in counter parts, each of which shall be deemed an original, and all of which shall constitute one and the same agreement.

CITY OF CAPITOLA

City Manager

Dated: _____, 2015

ATTESTED

City Clerk

Approved as to Form:

City Attorney

Attachment: Second Amendment to the JPA Establishing the Santa Cruz County Library Financing Authority (1241 : Library Joint Powers

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested by their proper officers thereunto duly authorized on the day and year stated below. This Agreement may be signed in counter parts, each of which shall be deemed an original, and all of which shall constitute one and the same agreement.

CITY OF SCOTTS VALLEY

City Manager

Dated: _____, 2015

ATTESTED

City Clerk

Approved as to Form:

City Attorney

Attachment: Second Amendment to the JPA Establishing the Santa Cruz County Library Financing Authority (1241 : Library Joint Powers

Attachment A

10/14/2015	
Total Property tax- County Library Fund FY2016	5,072,541 <-- Change to only the County Ptax Fund (excludes MOE from SC & Wat)
Total County-wide Property & MOE	7,008,976
City of Watsonville share at 22.31% FY2016 (1)	1,563,703
City of Watsonville MOE payment	-541,684
City of Watsonville Net of MOE	1,022,019

Total Sales Tax- Library add-on sales tax FY2016	9,301,363
City of Watsonville share at 22.31% FY2016 (1)	2,075,134

Calculation of City of Watsonville's potential target funding based on population			
Total County Fund population	155,770	152,678	
Watsonville service area for County	10,176	9,974	
County residents served by Watsonville	6.53%	6.53%	
City of Watsonville target funding from County Fund	331,374		
Possible City of Watsonville annual reduction rate	5.50%		<--for 20yr repay
Estimated Library Ptax Fund growth rate (2)	2.00%		
Estimated Library Sales Tax growth rate (2)	3.00%		

	County Property Tax Fund						Sales Tax		TOTAL
	Max available for CoW (3)	CoW Allocation Target (4)	CoW Allocation (5)	Annual Loss on Growth	Annual Cash Flow Change	Property Tax Annual Change	Share of Sales Tax Proceeds (3)	Annual Cash Flow Change	Total Property & Sales Tax annual cash flow change
yr1	1,042,459	331,374	1,022,019	(20,440)	-		2,137,388		
yr2	1,063,308	338,002	1,022,019	(41,289)	-	(41,289)	2,201,510	64,122	64,122
yr3	1,084,574	344,762	1,022,019	(62,555)	-	(62,555)	2,267,555	66,045	66,045
yr4	1,106,265	351,657	1,022,019	(84,246)	-	(84,246)	2,335,582	68,027	68,027
yr5	1,128,390	358,690	1,022,019	(106,371)	-	(106,371)	2,405,649	70,067	70,067
yr6	1,150,958	365,864	1,022,019	(128,939)	-	(128,939)	2,477,818	72,169	72,169
yr7	1,173,977	373,181	1,022,019	(151,958)	-	(151,958)	2,552,153	74,335	74,335
yr8	1,197,457	380,645	965,808	(175,438)	(56,211)	(231,649)	2,628,718	76,565	20,354
yr9	1,221,406	388,258	912,689	(199,387)	(53,119)	(308,717)	2,707,580	78,862	25,743
yr10	1,245,834	396,023	862,491	(223,815)	(50,198)	(383,343)	2,788,807	81,227	31,029
yr11	1,270,751	403,943	815,054	(248,732)	(47,437)	(455,697)	2,872,471	83,664	36,227
yr12	1,296,166	412,022	770,226	(274,147)	(44,828)	(525,940)	2,958,645	86,174	41,346
yr13	1,322,089	420,262	727,863	(300,070)	(42,362)	(594,226)	3,047,404	88,759	46,397
yr14	1,348,531	428,667	687,831	(326,512)	(40,032)	(660,700)	3,138,826	91,422	51,390
yr15	1,375,502	437,240	650,000	(353,483)	(37,831)	(725,502)	3,232,991	94,165	56,334
yr16	1,403,012	445,985	614,250	(380,993)	(35,750)	(788,762)	3,329,981	96,990	61,240
yr17	1,431,072	454,905	580,466	(409,053)	(33,784)	(850,606)	3,429,880	99,899	66,115
yr18	1,459,693	464,003	548,541	(437,674)	(31,926)	(911,152)	3,532,776	102,896	70,970
yr19	1,488,887	473,283	518,371	(466,868)	(30,170)	(970,516)	3,638,759	105,983	75,813
yr20	1,518,665	482,749	489,861	(496,646)	(28,510)	(1,028,804)	3,747,922	109,163	80,653
yr21	1,549,038	492,404	492,404	(527,019)	2,543	(1,056,634)	3,860,360	112,438	114,981
yr22	1,580,019	502,252	502,252	(558,000)	9,848	(1,077,767)	3,976,171	115,811	125,659
yr23	1,611,619	512,297	512,297	(589,600)	10,045	(1,099,322)	4,095,456	119,285	129,330
yr24	1,643,851	522,543	522,543	(621,832)	10,246	(1,121,308)	4,218,320	122,864	133,110
yr25	1,676,728	532,994	532,994	(654,709)	10,451	(1,143,734)	4,344,870	126,550	137,001
yr26	1,710,263	543,654	543,654	(688,244)	10,660	(1,166,609)	4,475,216	130,346	141,006
yr27	1,744,468	554,527	554,527	(722,449)	10,873	(1,189,941)	4,609,472	134,256	145,129
yr28	1,779,357	565,618	565,618	(757,338)	11,091	(1,213,739)	4,747,756	138,284	149,375
yr29	1,814,944	576,930	576,930	(792,925)	11,312	(1,238,014)	4,890,189	142,433	153,745
yr30	1,851,243	588,469	588,469	(829,224)	11,539	(1,262,774)	5,036,895	146,706	158,245

NOTES:

- (1) The City of Watsonville's share can fluctuate based on population changes.
- (2) Property tax and sales tax growth rates are general, long-term estimates. Actual, historical data will be provided by the County to factor in past trends to better predict future outcomes with a higher degree of probability.
- (3) Provides the projected value of the net contribution available to the City of Watsonville under the current Financing Authority agreement
- (4) Assumes Watsonville is due a property tax fund contribution equal to an estimated 6.5% of the COUNTY FUND property tax/MOE funding allocation; based on serving 9,974 of the County's population (2/27/14 GIS map). This base funding grows annually with the estimated property tax growth rate.
- (5) The City's allocation under an alternate proposal for a new funding method would be to (a) cap the current net allocation (total allocation less Watsonville's MOE) for the first seven years of the new agreement; (b) decrease over a 13 year period the City's allocation until it reaches equilibrium with the target funding rate; and (c) allow future allocation to grow according to growth in the county's property tax fund



CITY COUNCIL AGENDA REPORT

MEETING OF DECEMBER 10, 2015

FROM: City Manager Department

SUBJECT: Establishment of the City of Capitola Library Advisory Committee

RECOMMENDED ACTION: Approve a Resolution establishing the City of Capitola Library Advisory Committee, dissolve the Capitola Library Ad Hoc Committee, and direct the City Clerk to advertise the opportunity to serve on the City of Capitola Library Advisory Committee.

BACKGROUND: In 2014 the City reestablished a library Ad Hoc Committee to help guide the development of the new Capitola Branch Library. Over the last two years that Committee has met to help advise the process of library site selection and the process to define the design and character for the new library.

On June 11, 2015 City Council reviewed proposed changes to the regional Library Services Joint Powers Authority (LJPA). As part of that review, Council directed staff to schedule establishment of a standing City library advisory committee in concert with City Council consideration of the final LJPA amendment.

DISCUSSION: The attached resolution establishes the City of Capitola Library Advisory Committee. As recommended by the Ad Hoc Library Committee, the new Committee would include seven voting members and the City's representative on the LJPA Board as an ex-officio member. Specifically:

- Five City Council appointments, each appointed by individual City Council members,
- One City Council representative, a member of the City Council appointed by the entire City Council,
- One Library Commission representative, a standing position for the City's appointed member of the regional Library Commission,
- One Library Services Joint Powers representative, a standing ex officio position for the City's designated member on the regional Library Governing Board.

The Committee is charged with advising the City Council, and the City's representatives on the regional library Governing Board and Commission, regarding issues related to the provision of library services and the development of library facilities in the Capitola community.

FISCAL IMPACT: In the near term, formation of a standing City Library Committee will not increase staffing costs or workloads as the City has included resources for the existing Ad Hoc Library Committee in the Fiscal Year 15/16 and 16/17 workplans. In the long term, staffing this Committee will marginally increase workload and slightly decrease resources available for other priorities.

Establishment of the Capitola Library Committee
December 10, 2015

Report Prepared By: Jamie Goldstein
City Manager



Jamie Goldstein, City Manager

12/4/2015

Establishment of the Capitola Library Committee
December 10, 2015

DRAFT
RESOLUTION NO. ____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
ESTABLISHING THE CITY OF CAPITOLA
LIBRARY ADVISORY COMMITTEE**

WHEREAS, The Capitola Branch Library is part of the Santa Cruz Public Library System; and

WHEREAS, The City of Capitola is working towards building a new public library in the City to replace the existing 4,320 square foot library, housed in a modular, temporary building which opened in 1999; and

WHEREAS, the City desires to establish a committee to advise the City Council, and City's representatives on the Santa Cruz Public Library System Board and Commission, on matters relating to library services; and

WHEREAS, it is the desire of the City Council to establish such a committee and to provide for its regular time and place of meeting and staff; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Capitola as follows:

- Section 1. The Committee shall be called the City of Capitola Library Advisory Committee (Library Committee) and is hereby established.
- Section 2. The purpose of the Library Committee is to provide advice and recommendations to the City Council, and City's representatives on the Santa Cruz Public Library System Board and Commission regarding library: services, facilities and budgetary issues, and to provide a local forum to receive community input regarding libraries.
- Section 3. The Library Committee shall be comprised of seven (7) voting members, consisting of one City Council member and one (1) Library Commissioner appointed by the City Council, and (5) appointees from each of the City Council members, plus the City's representative on the Santa Cruz Public Library System Board who shall serve on the Committee as a nonvoting ex officio member.
- Section 4. The Library Committee members shall reside within the City of Capitola or within two miles of the Capitola Branch Library.
- Section 5. The regular meetings of the Library Committee will be held on a bi-monthly basis (once every two months). Special meetings may be scheduled as needed.
- Section 6: The City will provide staff support to the Library Committee as assigned by the City Manager. The assigned staff will be primarily responsible for assisting the Library Committee with the preparation of agendas and minutes, compilation of material for discussion at meetings and follow-up as necessary.
- Section 7: The appointed members of the Library Committee shall serve for one year terms. There shall be no limit to the number of consecutive terms a Committee member may serve.

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 10th day of December, 2015, by the following vote:

Establishment of the Capitola Library Committee
December 10, 2015

AYES:
NOES:
ABSENT:
ABSTAIN:

_____, Mayor

ATTEST: _____, CMC
Susan Sneddon, City Clerk