

# City of Capitola Agenda



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

## CAPITOLA CITY COUNCIL REGULAR MEETING

THURSDAY, DECEMBER 10, 2020

6 PM

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

### REGULAR MEETING OF THE CAPITOLA CITY COUNCIL - 6 PM

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

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

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

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

#### 2. PRESENTATIONS

*Presentations are limited to eight minutes.*

A. Retirement Proclamation for Senior Mechanic Jim Turcotte

**3. ELECTION BUSINESS**

- A. Recognition of Outgoing Council Member Bottorff
- B. Consider a Resolution Confirming and Approving the Canvass of Returns and Results of the General Municipal Election  
RECOMMENDED ACTION: Adopt the proposed resolution confirming election results.
- C. Oath-of-Office Ceremony for Newly Elected (and Re-elected) Council Members  
RECOMMENDED ACTION: Administer the oath of office and receive comments from new Council Members.
- D. Council Reorganization for 2021  
RECOMMENDED ACTION: City Council members nominate and elect a new Mayor and Vice-Mayor.

**4. ADDITIONAL MATERIALS**

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

**5. ADDITIONS AND DELETIONS TO AGENDA**

**6. PUBLIC COMMENTS**

*Review Notice of Remote Access for instructions.*

**7. CITY COUNCIL / STAFF COMMENTS**

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

**8. CONSENT CALENDAR**

*All items listed in the "Consent Calendar" will be enacted by one motion in the form listed below. There will be no separate discussion on these items prior to the time the Council votes on the action unless members of the 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, 2020, City Council Regular Meeting Minutes  
RECOMMENDED ACTION: Approve minutes.
- B. Consider the 2020 Planning Commission and Architectural and Site Committee Schedule  
RECOMMENDED ACTION: Approve the schedule.
- C. Update Hourly and Seasonal Salary Schedule  
RECOMMENDED ACTION: Adopt the proposed resolution amending the hourly and seasonal Pay Schedule.

CAPITOLA CITY COUNCIL REGULAR MEETING AGENDA  
December 10, 2020

- D. Adopt a Resolution Setting the Interest Rate for Tenants' Security Deposits for 2021 at Zero Percent (0.00%)  
RECOMMENDED ACTION: Adopt proposed resolution.
- E. Receive Update on the City's Pandemic Response  
RECOMMENDED ACTION: Make the determination that all hazards related to the worldwide spread of the coronavirus (COVID-19) as detailed in Resolution No. 4168 adopted by the City Council on March 12, 2020, still exist and that there is a need to continue action.

**9. GENERAL GOVERNMENT / PUBLIC HEARINGS**

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

- A. Review Initial Council Appointments  
RECOMMENDED ACTION: Appoint representatives to City advisory bodies with early January meetings and review appointments on County/Regional boards, committees, and commissions.
- B. FY 2020-21 Budget Update  
RECOMMENDED ACTION: Receive Fiscal Year 2020-21 first quarter budget update and adopt proposed resolution amending the Fiscal Year 2020-21 Budget.
- C. Consider Approval of Memoranda of Understandings with Labor Groups and Adopt Salary Schedule for December 27, 2020 - June, 26, 2021  
RECOMMENDED ACTION:
  - 1. Authorize the City Manager to execute the side letter agreements to existing Memoranda of Understanding (MOU) with negotiated changes from December 27, 2020, through June 26, 2021 for the following:
    - a. Association of Capitola Employees (ACE)
    - b. Mid-Management Employees Bargaining Unit;
    - c. Confidential Employees Bargaining Unit;
    - d. Police Captains
  - 2. Approve changes to the Management Compensation Plan
  - 3. Approve changes to City Manager Employee Contract
  - 4. Adopt a Resolution approving the new salary schedule
- D. Council Compensation  
RECOMMENDED ACTION: Affirm that Council's monthly salary should return to the amount specified in the Municipal Code beginning on December 27, 2020.
- E. Consider Approval of Contract Change Orders No. 9 and 10 for the Capitola Branch Library Project  
RECOMMENDED ACTION: Receive report and approve Contract Change Orders 9 and 10 with Otto Construction for the Capitola Branch Library Project in the total amount of \$89,257.

**10. ADJOURNMENT**

## NOTICE OF REMOTE ACCESS

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

### To watch:

1. Online <http://capitolaca.igm2.com/Citizens/Default.aspx>
2. Spectrum Cable Television channel 8
3. Join the Zoom Meeting (below)

### To Join Zoom:

1. <https://us02web.zoom.us/j/87346144007?pwd=ZkluKzBCT1Z6OS9KU0N3MTNaalAvdz09>
2. If prompted for a passcode, enter **432002**
3. With a landline or mobile phone, call one of the following numbers:
  - a. **1 669 900 6833**  
**1 408 638 0968**  
**1 346 248 7799**
  - b. Enter the meeting ID number: **873 4614 4007**
  - c. When prompted for a Participant ID, press #

### To submit public comment:

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

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

**Note:** Any person seeking to challenge a City Council decision made as a result of a proceeding in which, by law, a hearing is required to be given, evidence is required to be taken, and the discretion in the determination of facts is vested in the City Council, shall be required to commence that court action within ninety (90) days following the date on which the decision becomes final as provided in Code of Civil Procedure §1094.6. Please refer to code of Civil Procedure §1094.6 to determine how to calculate when a decision becomes “final.” Please be advised that in most instances the decision become “final”

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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](http://www.cityofcapitola.org) and at Capitola City Hall prior to the meeting. Agendas are also available at the Capitola Post Office located at 826 Bay Avenue, Capitola. Need more information? Contact the City Clerk's office at 831-475-7300.

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

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

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



## CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF DECEMBER 10, 2020**

FROM: City Manager Department

SUBJECT: Retirement Proclamation for Senior Mechanic Jim Turcotte

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**RECOMMENDED ACTION:** Mayor Kristen Petersen will present Senior Mechanic Jim Turcotte with a proclamation (text, Attachment 1) in honor of his 40 years of service for the City of Capitola.

**ATTACHMENTS:**

1. Jim Turcotte Retirement Proclamation

Report Prepared By: Chloe Woodmansee  
Interim City Clerk

**Reviewed and Forwarded by:**

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

Jamie Goldstein, City Manager 12/3/2020

# City of Capitola

## Mayor's Proclamation

### Honoring Senior Mechanic James Turcotte upon His Retirement for 40 years of service to the City

*WHEREAS, on June 9, 1980 as 19-year old, James Turcotte was hired as part of a Summer Youth Employment Program where Jim exhibited excellent work habits; and*

*WHEREAS, upon his graduation from High School, Jim accepted a full-time position in the Public Works Department as a maintenance worker on November 17, 1980; and*

*WHEREAS, Jim worked as a Maintenance Worker I and II for five years and on July 1, 1985, was promoted to the position of Maintenance Supervisor. Jim typically went above and beyond to take care of all the demands, last minute requests, and emergencies that came along. Jim held this position for 10 years before moving to the position of Mechanic in October of 1995 and finally Senior Mechanic in March of 2015; and*

*WHEREAS, Jim was named the Maintenance Division Employee of the year in 1989 and again in 1995 for "mastering everything there is to master in the Public Works Department"; and*

*WHEREAS, Jim is an excellent athlete who excelled in golf and basketball and helped a Public Works team win many games against all commers; and*

*WHEREAS, Jim has kept his sense of humor through his many years, ensuring that work with a smile, even while comprehending the underbelly of the City's street sweeper, leads to longevity; and*

*WHEREAS, during his many years of service, Jim has represented the City of Capitola with the highest degree of professionalism, always keeping the City's best interests in mind. He has maintained exemplary high work standards; learning, leading, and teaching others the importance of a completed job well done, finishing work within budget and cleaning up in preparation for the next task; and*

*WHEREAS, Jim leaves the City as the longest tenured full-time employee to date, his 40 plus years of service will likely not be equaled or broken; and*

*WHEREAS, Jim Turcotte has decided to move on to the next phase of his life, take off the wristwatch to forget the exact time except a tee-time; and*

*WHEREAS, his coworkers in the Department of Public Works wish Jim and his family nothing but best in retirement life.*

**NOW, THEREFORE, I, Kristen Peterson, Mayor of the City of Capitola, on behalf of the entire City Council, do hereby recognize and commend Jim Turcotte for his 40 years of excellent and dedicated service to the people of the City of Capitola, and wish him well in his retirement.**

*Kristen Petersen, Mayor*  
*Signed and sealed this 10<sup>th</sup> day of December, 2020*



## CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF DECEMBER 10, 2020

FROM: City Manager Department

SUBJECT: Recognition of Outgoing Council Member Bottorff

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BACKGROUND/DISCUSSION: Council Member Bottorff has been a member of City Council for two consecutive terms since 2014.

Report Prepared By: Chloe Woodmansee  
Interim City Clerk

**Reviewed and Forwarded by:**

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

Jamie Goldstein, City Manager

12/4/2020





## CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF DECEMBER 10, 2020**

FROM: City Manager Department

SUBJECT: Consider a Resolution Confirming and Approving the Canvass of Returns and Results of the General Municipal Election

RECOMMENDED ACTION: Adopt the proposed resolution confirming election results.

BACKGROUND/DISCUSSION: The City's General Municipal Election was held on November 3, 2020, consolidated with the statewide general election. The purpose of the election was to elect two City Council Members to four-year terms through December 2024.

The City Council approves the canvass of returns and election results by adoption of the proposed resolution. The certified local election results from Santa Cruz County Clerk Gail Pellerin are included as an exhibit to the resolution. The top two vote totals for council member candidates' are for incumbent Kristen Petersen and Margaux Keiser; they will be sworn into office later in the agenda. Precise vote totals are included in the resolution. The County Clerk's "Certification of the Votes Cast" is included as Attachment 1.

ATTACHMENTS:

1. Capitola Statement of Vote (PDF)

Report Prepared By: Chloe Woodmansee  
Interim City Clerk

**Reviewed and Forwarded by:**

Jamie Goldstein, City Manager

12/4/2020

**RESOLUTION NO. \_\_\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA,  
CALIFORNIA, CONFIRMING AND APPROVING THE CANVASS  
OF RETURNS AND RESULTS OF THE GENERAL MUNICIPAL ELECTION  
HELD IN CAPITOLA ON THE 3<sup>rd</sup> DAY OF NOVEMBER, 2020**

**WHEREAS**, the City Council of the City of Capitola, by Resolution No. 4182 duly passed and adopted on the 25<sup>th</sup> day of June, 2020, called a General Municipal Election to be held in the City of Capitola on November 3, 2020, as required by law for the object and purpose of electing two (2) Members of the Capitola City Council for the full term of four (4) years; and

**WHEREAS**, the General Municipal Election was held on Tuesday, November 6, 2018, in accordance with law, and the votes then were received and canvassed and the returns ascertained, determined and declared in all respects by the Santa Cruz County Clerk as authorized and directed by Resolution No. 4182, and the County Clerk has duly filed with this City Council a "Certification of the Votes Cast," set forth in Exhibit "A," attached hereto and incorporated by this reference, be entered upon the minutes of this Council as a statement of the results of the General Municipal Election.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CAPITOLA, CALIFORNIA, AS FOLLOWS:**

1. Votes were cast for the candidates for the two (2) offices of Member of the City Council for full terms of four (4) years as follows:

<u>Name of Candidate</u>	<u>Total Number of Votes</u>
Kristen Petersen	3,627
Margaux Keiser	2,399
Will "Little Bear" Reising	1,607
Anthony Rovai	1,410

2. The vote totals for the General Municipal Election held on November 3, 2020, in the City of Capitola, as certified by the Santa Cruz County Clerk, shall be and hereby are approved and adopted as the formal vote count of the City of Capitola for said offices and said Measure of said election.
3. The following persons were elected to City Council as follows:

CANDIDATES	VOTES
Kristen Petersen	3,627
Margaux Keiser	2,399

4. The City Clerk is hereby authorized to sign and deliver Certificates of Election to Kristen Petersen and Margaux Keiser and to administer to each the Oath of Office prescribed in the Constitution of the State of California.
5. The City Clerk shall enter on the records of the Capitola City Council, a statement of the result of the election showing: (1) the total number of votes cast for City Council, (2) the

Results of the General Municipal Election  
December 10, 2020

names of the persons voted for: (2) the number of votes given at each precinct to each person, and (3) the total number of votes given to each person.

6. The City Clerk shall certify to the adoption of this Resolution, and thenceforth and thereafter the same shall be in full force and effect.

**I HEREBY CERTIFY** that the foregoing Resolution was passed and adopted by the City Council of the City of Capitola at its regular meeting held on the 10<sup>th</sup> day of December, 2020, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
Kristen Petersen, Mayor

ATTEST:

\_\_\_\_\_  
Chloé Woodmansee, City Clerk

# Statement of Vote



## November 3, 2020 Presidential General Election



Gail L. Pellerin, Santa Cruz County Clerk  
701 Ocean St., Room 310  
Santa Cruz, CA 95060  
831-454-2060 / 1-866-282-5900  
831-454-2445 (FAX)  
[www.votescount.us](http://www.votescount.us)

Attachment: Capitola Statement of Vote (Results of the General Municipal Election)

## Certification of County Clerk of the Results of the Canvass of the November 3, 2020 Presidential General Election

*I, Gail L. Pellerin, County Clerk of the County of Santa Cruz, do hereby certify that, in pursuance to the provisions of Elections Code Section 15300, et. seq., I did canvass the results for the votes cast in the Presidential General Election held in Santa Cruz County on November 3, 2020, for measures and contests that were submitted to the vote of the voters, and that the Statement of Votes Cast to which this certificate is attached, is true and correct.*

*I hereby set my hand and official seal this 1st day of December, 2020 at the County of Santa Cruz.*



Gail L. Pellerin  
Santa Cruz County Clerk



**1 City of Capitola Councilmember**

					1	1	1	1	1	1
		Registered Voters	Voters Cast	Turnout (%)	KRISTEN PETERSEN	MARGAUX KEISER	WILL LITTLE BEAR REISING	ANTHONY J. ROYAL	Write In 1	Write In 2
12010	Election Day	945	65	6.88 %	23	19	15	19		
12010	Vote by Mail	945	781	82.65 %	459	324	210	122	4	3
12010	Total	945	846	89.52 %	482	343	225	141	4	3
12024	Election Day	1918	148	7.72 %	62	51	39	41	2	
12024	Vote by Mail	1918	1546	80.60 %	862	550	377	325	12	
12024	Total	1918	1694	88.32 %	924	601	416	366	14	
22010	Election Day	4280	379	8.86 %	146	146	84	94	5	
22010	Vote by Mail	4280	3472	81.12 %	2075	1309	882	809	15	6
22010	Total	4280	3851	89.98 %	2221	1455	966	903	20	6
Electionwide	Election Day	7143	592	8.29 %	231	216	138	154	7	
Electionwide	Vote by Mail	7143	5799	81.18 %	3396	2183	1469	1256	31	9
Electionwide	Total	7143	6391	89.47 %	3627	2399	1607	1410	38	9
Total - Election Day		7143	592	8.29 %	231	216	138	154	7	
Total - Vote by Mail		7143	5799	81.18 %	3396	2183	1469	1256	31	9
Contest Total		7143	6391	89.47 %	3627	2399	1607	1410	38	9

Attachment: Capitola Statement of Vote (Results of the General Municipal Election)

1 City of Capitola Councilmember										
					1	1	1	1	1	1
		Registered Voters	Voters Cast	Turnout (%)	KRISTEN PETERSEN	MARGAUX KEISER	WILL LITTLE BEAR REISING	ANTHONY J. ROVAI	Write In 1	Write In 2
Electionwide	Total	7143	592	8.29 %	231	216	138	154	7	
CALIFORNIA	Total	7143	592	8.29 %	231	216	138	154	7	
20th Congressional District	Total	7143	592	8.29 %	231	216	138	154	7	
17th Senatorial District	Total	7143	592	8.29 %	231	216	138	154	7	
29th Assembly District	Total	7143	592	8.29 %	231	216	138	154	7	
State Board of Equalization - District 2	Total	7143	592	8.29 %	231	216	138	154	7	
Unincorporated - County Board of Education sub-district	Total	7143	592	8.29 %	231	216	138	154	7	
Unincorporated - Community College sub-district	Total	7143	592	8.29 %	231	216	138	154	7	
Unincorporated - Unified School District	Total	7143	592	8.29 %	231	216	138	154	7	
Unincorporated - Unified School District sub-district	Total	7143	592	8.29 %	231	216	138	154	7	
Unincorporated - School District	Total	7143	592	8.29 %	231	216	138	154	7	
Santa Cruz County	Total	7143	592	8.29 %	231	216	138	154	7	
1st Supervisorial District	Total	2863	213	7.44 %	85	70	54	60	2	
2nd Supervisorial District	Total	4280	379	8.86 %	146	146	84	94	5	
City of Capitola	Total	7143	592	8.29 %	231	216	138	154	7	
Unincorporated - City sub-district	Total	7143	592	8.29 %	231	216	138	154	7	
Unincorporated - Unincorporated	Total	7143	592	8.29 %	231	216	138	154	7	
Unincorporated - Water Agency sub-district	Total	7143	592	8.29 %	231	216	138	154	7	
Soquel Creek Water District	Total	6198	527	8.50 %	208	197	123	135	7	
Unincorporated - Water District	Total	945	65	6.88 %	23	19	15	19		

Attachment: Capitola Statement of Vote (Results of the General Municipal Election)

1 City of Capitola Councilmember										
					1	1	1	1	1	1
		Registered Voters	Voters Cast	Turnout (%)	KRISTEN PETERSEN	MARGAUX KEISER	WILL LITTLE BEAR REISING	ANTHONY J. ROVAI	Write In 1	Write In 2
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29th Assembly District	Total	7143	5799	81.18 %	3396	2183	1469	1256	31	9
State Board of Equalization - District 2	Total	7143	5799	81.18 %	3396	2183	1469	1256	31	9
Unincorporated - County Board of Education sub-district	Total	7143	5799	81.18 %	3396	2183	1469	1256	31	9
Unincorporated - Community College sub-district	Total	7143	5799	81.18 %	3396	2183	1469	1256	31	9
Unincorporated - Unified School District	Total	7143	5799	81.18 %	3396	2183	1469	1256	31	9
Unincorporated - Unified School District sub-district	Total	7143	5799	81.18 %	3396	2183	1469	1256	31	9
Unincorporated - School District	Total	7143	5799	81.18 %	3396	2183	1469	1256	31	9
Santa Cruz County	Total	7143	5799	81.18 %	3396	2183	1469	1256	31	9
1st Supervisorial District	Total	2863	2327	81.28 %	1321	874	587	447	16	3
2nd Supervisorial District	Total	4280	3472	81.12 %	2075	1309	882	809	15	6
City of Capitola	Total	7143	5799	81.18 %	3396	2183	1469	1256	31	9
Unincorporated - City sub-district	Total	7143	5799	81.18 %	3396	2183	1469	1256	31	9
Unincorporated - Unincorporated	Total	7143	5799	81.18 %	3396	2183	1469	1256	31	9
Unincorporated - Water Agency sub-district	Total	7143	5799	81.18 %	3396	2183	1469	1256	31	9
Soquel Creek Water District	Total	6198	5018	80.96 %	2937	1859	1259	1134	27	6
Unincorporated - Water District	Total	945	781	82.65 %	459	324	210	122	4	3

Attachment: Capitola Statement of Vote (Results of the General Municipal Election)



**1 City of Capitola Councilmember**

					1	1	1	1	1	1
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Santa Cruz County	Total	7143	6391	89.47 %	3627	2399	1607	1410	38	9
1st Supervisorial District	Total	2863	2540	88.72 %	1406	944	641	507	18	3
2nd Supervisorial District	Total	4280	3851	89.98 %	2221	1455	966	903	20	6
City of Capitola	Total	7143	6391	89.47 %	3627	2399	1607	1410	38	9
Unincorporated - City sub-district	Total	7143	6391	89.47 %	3627	2399	1607	1410	38	9
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Unincorporated - Water Agency sub-district	Total	7143	6391	89.47 %	3627	2399	1607	1410	38	9
Soquel Creek Water District	Total	6198	5545	89.46 %	3145	2056	1382	1269	34	6
Unincorporated - Water District	Total	945	846	89.52 %	482	343	225	141	4	3

Attachment: Capitola Statement of Vote (Results of the General Municipal Election)



## CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF DECEMBER 10, 2020

FROM: City Manager Department

SUBJECT: Oath-of-Office Ceremony for Newly Elected (and Re-elected) Council Members

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RECOMMENDED ACTION: Administer the oath of office and receive comments from new Council Members.

Report Prepared By: Chloe Woodmansee  
Interim City Clerk

**Reviewed and Forwarded by:**

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

---

Jamie Goldstein, City Manager 12/4/2020



## CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF DECEMBER 10, 2020**

FROM: City Manager Department

SUBJECT: Council Reorganization for 2021

**RECOMMENDED ACTION:** City Council members nominate and elect a new Mayor and Vice-Mayor.

**BACKGROUND/DISCUSSION:** The state Government Code calls for the City Council to select a mayor and mayor pro tempore (vice-mayor) following the general municipal election, and defines those roles: "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" (Government Code Section 36802).

The newly seated City Council should select a new mayor and vice-mayor by motion. The newly selected mayor will then preside over the remainder of the meeting.

**FISCAL IMPACT:** None.

Report Prepared By: Chloe Woodmansee  
Interim City Clerk

**Reviewed and Forwarded by:**

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

Jamie Goldstein, City Manager

12/3/2020



## CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF DECEMBER 10, 2020**

FROM: City Manager Department

SUBJECT: Consider the November 24, 2020, City Council Regular Meeting Minutes

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RECOMMENDED ACTION: Approve minutes.

DISCUSSION: Attached for Council review and approval are the minutes of the regular meeting on November 24, 2020.

ATTACHMENTS:

1. 11-24 draft

Report Prepared By: Chloe Woodmansee  
Interim City Clerk

**Reviewed and Forwarded by:**

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

\_\_\_\_\_  
Jamie Goldstein, City Manager      12/4/2020

**DRAFT CAPITOLA CITY COUNCIL  
REGULAR MEETING MINUTES  
TUESDAY, NOVEMBER 24, 2020 - 7 PM**

**CALL TO ORDER AND ROLL CALL**

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

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

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

**CONFERENCE WITH LABOR NEGOTIATORS  
(Gov't Code § 54957.6)**

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

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

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

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

**2. REPORT ON CLOSED SESSION**

**3. ADDITIONAL MATERIALS – none**

**4. ADDITIONS AND DELETIONS TO AGENDA – none**

**5. PUBLIC COMMENTS – none**

**6. CITY COUNCIL / STAFF COMMENTS**

Clerk Woodmansee announced that several City advisory bodies are recruiting for new members.

**7. CONSENT CALENDAR**

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES  
November 24, 2020

<b>MOTION:</b>	<b>APPROVE, RECEIVE, AND DETERMINE AS RECOMMENDED</b>
<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jacques Bertrand
<b>SECONDER:</b>	Ed Bottorff
<b>AYES:</b>	Bottorff, Bertrand, Storey, Petersen, Brooks

- A. Consider the November 11, 2020, City Council Regular Meeting Minutes  
RECOMMENDED ACTION: Approve minutes.
- B. Approval of City Check Registers Dated October 16, October 23, October 30, November 6, and November 13  
RECOMMENDED ACTION: Approve check registers.
- C. Annual Special Event Update  
RECOMMENDED ACTION: Receive report and direct staff to treat all planned 2020 General Special Event Permits as recurring events for 2021.
- D. Receive Update on the City's Pandemic Response  
RECOMMENDED ACTION: Make the determination that all hazards related to the worldwide spread of the coronavirus (COVID-19) as detailed in Resolution No. 4168 adopted by the City Council on March 12, 2020, still exist and that there is a need to continue action.

## 8. GENERAL GOVERNMENT / PUBLIC HEARINGS

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

Recreation Division Manager Bryant-LeBlond presented the staff report.

Councilmember Bertrand asked Manager Bryant-LeBlond about her vision for the advisory council proposal, Manager Bryant-LeBlond responded that developing the advisory council would begin with exploration of how the group would fit within the Strategic Plan. Councilmember Bertrand confirmed that the agreement with the County Parks for the OST Program is an MOU.

There was no public comment.

Vice-Mayor Brooks commented that diversity should be considered when developing the advisory board.

Councilmember Bertrand asked about the Art and Cultural Commission's comments on the Strategic Plan; Manager Bryant-LeBlond said it was incorporated in her presentation, and that feedback included ideas to encourage a pooling of resources.

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES  
November 24, 2020

<b>MOTION:</b>	<b>ADOPT STRATEGIC PLAN</b>
<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Yvette Brooks
<b>SECONDER:</b>	Jacques Bertrand
<b>AYES:</b>	Bottorff, Bertrand, Storey, Petersen, Brooks

B. Village Bollard Project

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

Chief McManus presented the staff report.

Councilmember Bottorff asked if staff had considered blocking El Camino Medio or Monterey. Chief McManus replied that those are important areas for traffic monitoring, but not bollards due to effectively eliminating concerns by barring Capitola Ave, Stockton, and the Esplanade.

Mayor Petersen asked about the location of one of the bollards and Chief McManus clarified.

Councilmember Storey asked how the street would be modified when the bollards are not in use, and if the holes would be covered. Staff replied that materials like man-hole covers would be used.

Councilmember Bertrand asked if the covers would be sealed so they are unable to remove, Public Works Director Jesberg responded that they are wedged in and difficult to move.

There was no public comment.

Councilmember Bottorff praised the project and its outcome of freeing up officers for better patrol.

<b>MOTION:</b>	<b>ADOPT THE RESOLUTION ACCEPTING FUNDS</b>
<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Ed Bottorff
<b>SECONDER:</b>	Sam Storey
<b>AYES:</b>	Bottorff, Bertrand, Storey, Petersen, Brooks

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

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

Public Works Director Jesberg presented the staff report.

Mayor Petersen asked about sidewalk access for pedestrians walking from the upper parking lots into the Village. Director Jesberg explained that signs will direct pedestrians to cross to the other side of the street before the fire station.

Councilmember Bertrand asked if staff has considered the privately erected concrete wall near the project; Director Jesberg answered that the sidewalk and wall were built separately,

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES  
November 24, 2020

so the wall will not be damaged during the project's construction.

Councilmember Storey asked if the sidewalk would be wider after the project, to which Director Jesberg said no.

Councilmember Bertrand asked if the artistic railing would pose a problem with the project, to which Director Jesberg said no.

There was no public comment.

Councilmember Bottorff complimented the project and thanked the Public Works team.

Councilmember Storey encouraged staff and Council to look for projects that will continue the sidewalk from the point of this project, North towards the Upper parking lots.

<b>MOTION:</b>	<b>APPROVE THE PLANS, SPECIFICATIONS, AND ESTIMATE</b>
<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Ed Bottorff, Council Member
<b>SECONDER:</b>	Jacques Bertrand, Council Member
<b>AYES:</b>	Bottorff, Bertrand, Storey, Petersen, Brooks

**9. ADJOURNMENT**

The meeting was closed at 8:05 pm.

\_\_\_\_\_  
Kristen Petersen, Mayor

ATTEST:

\_\_\_\_\_  
Chloé Woodmansee, City Clerk

Attachment: 11-24 draft (Approve Council Minutes)





## CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF DECEMBER 10, 2020**

FROM: City Manager Department

SUBJECT: Consider the 2020 Planning Commission and Architectural and Site Committee Schedule

RECOMMENDED ACTION: Approve the schedule.

BACKGROUND/DISCUSSION: Regular meetings of the Planning Commission are held on the first Thursday of the month at 7 p.m. in the City Hall Council Chambers. Due to the COVID-19 pandemic, meetings are currently held remotely via Zoom. In 2021, the meetings for January, July, and August are recommended to be held on the third Thursdays, January 21, July 15, and August 19, due to holidays.

Regular meetings of the Architectural & Site Review Committee generally are held on the second and fourth Wednesday of each month at 3:30 p.m., with only one in November and December. If there are no projects for review by the committee, meetings will be canceled and noticed accordingly.

FISCAL IMPACT: None

ATTACHMENTS:

1. 2021 Meeting Schedule - PC + Arch and Site - DRAFT

Report Prepared By: Chloe Woodmansee  
Interim City Clerk

**Reviewed and Forwarded by:**

\_\_\_\_\_  
Jamie Goldstein, City Manager 12/3/2020

**CITY OF CAPITOLA  
2021 REGULAR MEETING SCHEDULES  
PLANNING COMMISSION AND ARCHITECTURAL & SITE REVIEW COMMITTEE**

SUBMITTAL	ARCH & SITE REVIEW	PLANNING COMMISSION
NOVEMBER 23, 2020	DECEMBER 9, 2020	JANUARY 21*
DECEMBER 14, 2020	JANUARY 13	FEBRUARY 4
JANUARY 11	JANUARY 27	
	FEBRUARY 10	MARCH 4
FEBRUARY 5	FEBRUARY 24	
	MARCH 10	APRIL 1
MARCH 5	MARCH 24	
	APRIL 14	MAY 6
APRIL 9	APRIL 28	
	MAY 12	JUNE 3
MAY 7	MAY 26	
	JUNE 9	
JUNE 4	JUNE 23	JULY 15*
	JULY 14	AUGUST 19*
JULY 9	JULY 28	
	AUGUST 11	SEPTEMBER 2
AUGUST 6	AUGUST 25	
	SEPTEMBER 8	OCTOBER 7
SEPTEMBER 3	SEPTEMBER 22	
	OCTOBER 13	NOVEMBER 4
OCTOBER 8	OCTOBER 27	
	NOVEMBER 10	DECEMBER 2
NOVEMBER 19	DECEMBER 8	

**Meetings are held at Capitola City Hall, 420 Capitola Avenue, and are generally scheduled as follows:**

Submittal Date: Submitting an application by the deadline does **not** guarantee a hearing date. Application completeness, staff review, and analysis shall be completed prior to scheduling an application for a meeting date.

Attachment: 2021 Meeting Schedule - PC + Arch and Site - DRAFT (Planning Commission Schedule)

Architectural and Site Review Committee Meetings: Second and fourth Wednesday of each month at 3:30 p.m. in either the City Hall Council Chambers or Community Room. November and December have only one meeting a month.

Planning Commission Meetings: First Thursday\* of each month at 7 p.m. (or in no event earlier than 6 p.m.) in the City Hall Council Chambers.

**NOTE:** \*The January, July, and August Planning Commission meetings will be held on the third Thursday.



## CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF DECEMBER 10, 2020**

FROM: City Manager Department

SUBJECT: Update Hourly and Seasonal Salary Schedule

**RECOMMENDED ACTION:** Adopt the proposed resolution amending the hourly and seasonal Pay Schedule.

**BACKGROUND:** The City's hourly and seasonal employees are primarily in the Recreation Division, but this classification also includes part-time positions such as interns, reserve officers, and annuitant officers who are employed by other departments. Hourly and seasonal employees work either part-time or on a seasonal basis and are not considered regular employees. Hourly and seasonal positions are not represented by any labor union and are not subject to any existing memorandum of understanding. For this reason, any wage increases are put in place by separate City Council action.

**DISCUSSION:** The hourly and seasonal employees pay schedule was last adjusted in August 2020 to add the Recreation Division's Out-of-School-Time (OST) program positions. The California State minimum wage is scheduled to increase on January 1, 2021, to \$14.00 an hour. The City's only classification under the \$14.00 per hour amount is the Camp Capitola Assistant Leader. Incidentally, this position is also no longer needed and will be removed from the hourly and seasonal pay schedule. No other changes are proposed.

**FISCAL IMPACT:** No anticipated financial impact in Fiscal Year 2020/21

Report Prepared By: Chloe Woodmansee  
Interim City Clerk

**Reviewed and Forwarded by:**

Jamie Goldstein, City Manager

12/3/2020

Hourly and Seasonal Salary Schedule  
December 10, 2020

**RESOLUTION NO. \_\_\_\_**  
**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA**  
**AMENDING THE HOURLY/SEASONAL EMPLOYEE PAY SCHEDULES EFFECTIVE**  
**JANUARY 1, 2020,**

**WHEREAS**, the City Council sets the compensation rates for hourly and seasonal employment positions; and

**WHEREAS**, the City Council last amended the Seasonal/Hourly Pay Schedule (Pay Schedule, attached as Exhibit "A") by Resolution No. 4192 on August 27, 2020. That amended Pay Schedule included the newly added positions for OST program; and

**WHEREAS**, the Hourly/Seasonal Pay Schedule adopted on August 27, 2020 in Resolution No. 4192 must be amended to remove the following classification, Camp Capitola Assistant Leader.

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

The Hourly/Seasonal Pay Schedule attached hereto as Exhibit "A," is amended as shown in the Exhibit.

**BE IT FURTHER RESOLVED** that this Resolution becomes effective on January 1, 2021.

**I HEREBY CERTIFY** that the foregoing Resolution was passed and adopted by the City Council of the City of Capitola on the 10th day of December 2020, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Chloé Woodmansee, Interim City Clerk

Hourly and Seasonal Salary Schedule  
December 10, 2020

## EXHIBIT A

Updated January 1, 2021 (Minimum wage \$14.00/hour)

POSITION	0	1	2	3
Afterschool Leader	\$ 15.02	\$ 15.77	\$ 16.56	\$ 17.39
Afterschool Coordinator	\$ 22.20	\$ 23.31	\$ 24.47	\$ 25.70
<del>Camp Capitola Assistant Leader</del>	<del>\$ 13.00</del>	<del>\$ 13.65</del>		
Camp Capitola Leader	\$ 14.31	\$ 15.02	\$ 15.77	\$ 16.56
Camp Capitola Assistant Coordinator	\$ 17.39	\$ 18.26	\$ 19.17	\$ 20.13
Camp Capitola Coordinator	\$ 21.14	\$ 22.20	\$ 23.31	\$ 24.47
Intern	\$ 15.71	\$ 16.49	\$ 17.32	\$ 18.18
Junior Lifeguard Instructor	\$ 15.67	\$ 16.45	\$ 17.28	\$ 18.14
Junior Lifeguard Assistant Coordinator	\$ 18.59	\$ 19.52	\$ 20.50	\$ 21.53
Junior Lifeguard Coordinator	\$ 22.06	\$ 23.17	\$ 24.33	\$ 25.54
Recreation Facility Assistant	\$ 14.16	\$ 14.87	\$ 15.61	\$ 16.39
Seasonal Maintenance	\$ 14.16	\$ 14.87	\$ 15.61	\$ 16.39
Out-of-School Time (OST) Leader	\$ 15.02	\$ 15.77	\$ 16.56	\$ 17.39
Out-of-School Time (OST) Senior Leader	\$ 18.26	\$ 19.17	\$ 20.13	\$ 21.14
Out-of-School Time (OST) Coordinator	\$ 22.20	\$ 23.31	\$ 24.48	\$ 25.70
Sports Scorekeeper	\$ 14.16	\$ 14.87	\$ 15.61	\$ 16.39

## POSITION

Retired Annuitant Officer

Salary will be equivalent to the position for which the individual is working in as per the CALPERS regulations.

However, retired Capitola Police Officers who apply and are accepted as Annuitant Officers will be paid an hourly wage consistent with Step F of the Police Officer salary range.

Reserve Officer Level I

Automatically adjusts to 20% below the Police Officer Pay Scale

Reserve Officer Level II

Automatically adjusts to 20% below the Level I Reserve Officer Pay Scale

Seasonal Recreation Assistant

Salary will be equivalent to the position of Recreation Assistant

Part-Time Parking Enforcement Officer

Salary will be equivalent to the position of Parking Enforcement Officer

Art and Cultural Assistant

Salary will be equivalent to the position of Administrative Assistant



# CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF DECEMBER 10, 2020**

FROM: City Manager Department

SUBJECT: Adopt a Resolution Setting the Interest Rate for Tenants' Security Deposits for 2021 at Zero Percent (0.00%)

RECOMMENDED ACTION: Adopt proposed resolution.

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. It requires the City Council to review the interest rate and adopt a Resolution setting the rate for the next year.

For many years the City Council's practice was to set its interest rate for tenant security deposits consistent with the percent set by the Board of Supervisors of Santa Cruz County. However, in recent years the passbook savings rate has hovered near zero and the City has set the tenant security deposit rate at zero to simplify the process. A history of interest rates since adoption of the implementing Ordinance is Attachment 1. A Santa Cruz County survey of major banks, listing the individual interest rate currently paid on savings passbook accounts, has yet to be published and will be included as additional material for this item.

DISCUSSION: Based on past Council action, staff has prepared a resolution setting the City's 2021 tenant interest rate at zero percent (0.00%) given the continuing very low passbook savings rate.

FISCAL IMPACT: None

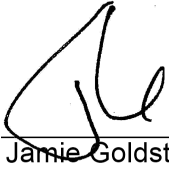
ATTACHMENTS:

1. Tenant Security Deposit History (PDF)

Report Prepared By: Chloe Woodmansee  
Interim City Clerk

Tenants' Security Deposits  
December 10, 2020

**Reviewed and Forwarded by:**



\_\_\_\_\_  
Jamie Goldstein, City Manager      12/3/2020



Tenants' Security Deposits  
December 10, 2020

**RESOLUTION NO. \_\_\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA  
SETTING INTEREST RATE FOR TENANT SECURITY DEPOSITS FOR 2021  
AT ZERO PERCENT (0.00 %) IN THE CITY OF CAPITOLA**

**WHEREAS**, Municipal Code Section 5.48.025 directs the City Council to set the minimum annual interest rate for tenant security deposits at a rate that approximates the current passbook savings account interest rates; and

**WHEREAS**, the current passbook savings account interest rate for residential rental security deposits is approximately zero percent (0.01%);

**WHEREAS**, based on the City Council's action to set the interest rate at zero percent (0.00%) in previous years with similar situations;

**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, 2021.

**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 10<sup>th</sup> day of December, 2010 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Chloé Woodmansee, City Clerk



420 Capitola Avenue  
Capitola, California 95010  
Telephone: (831) 475-7300  
Website: CityofCapitola.org

## HISTORY INFORMATION REGARDING TENANTS' 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
Resolution No. 4040	Zero Percent (0.00%)	January 1, 2016
Resolution No. 4070	Zero Percent (0.00%)	January 1, 2017
Resolution No. 4094	Zero Percent (0.00%)	January 1, 2018
Resolution No. 4133	Zero Percent (0.00%)	January 1, 2019
Resolution No. 4165	Zero Percent (0.00%)	January 1, 2020

Attachment: Tenant Security Deposit History (Tenants' Security Deposits)



## CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF DECEMBER 10, 2020**

FROM: City Manager Department

SUBJECT: Receive Update on the City's Pandemic Response

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

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

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

On August 28, 2020, the State Monitoring List was replaced by the Blueprint for a Safer Economy. In this new system, every county in California is assigned to a tier based on its rate of new COVID-19 cases and positivity. The tiers, from most restrictive to least, are: Purple-Widespread; Red- Substantial; Orange- Moderate; and Yellow- Minimal.

At the start of this new system on August 31, Santa Cruz County was placed in the Purple-Widespread tier. Originally, tier assignments were announced weekly, on Tuesdays. Since the surge in November, the California Department of Public Health (CDPH) has announced that tier assignments may be announced at any time and could occur more than once a week. The table below shows where Santa Cruz County has fallen within the tier system since its implementation.

Date	Tier Assignment	Weeks in Tier
August 31	Widespread Tier	Two
September 8	Substantial Tier	Seven
October 27	Moderate Tier	Two

COVID-19 Emergency- Update 16  
December 10, 2020

November 10	Substantial Tier	Two
November 16	Widespread Tier	Three+

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

On November 25, the COVID-19 total case number within Santa Cruz County was 4,198.

As of December 3, the total case number is 4,750\*, with 1,131 active cases in the County. 128 of the total cases are in the City of Capitola. There have been 37 deaths in our County due to COVID-19.

In Santa Cruz County, the rate of new cases per day per 100k is at 22.5, with an adjusted case rate for tier assignment of 11.3%. There is an overall positivity rate of 4.6%.

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

The limited Stay-Home Order (curfew) issued by Governor Newsom on November 19 remains in effect until 5am on December 21. This order requires all non-essential work, gathering/visiting, and travel to cease between the hours of 10pm and 5am in all Purple-Widespread tier counties.

Most of California has been assigned to the Widespread tier: only five California counties are in the Red- Substantial tier, and one is in the Orange- Moderate tier. Santa Cruz County remains in the Purple tier, along with the bordering Monterey, Santa Clara, and San Mateo counties.

#### *Regional Stay-Home Order*

On December 3, Governor Newsom announced a new Regional Stay-Home Order, to go in effect in any region with less than 15% of Intensive Care Unit (ICU) hospital availability. California has been divided into five regions for the purposes of the order. Santa Cruz County is within the Bay Area Region. A California map showing the regions is Attachment 1. Under this Order, within 48 hours of reaching the <15% threshold, regions will see the following:

- No private gatherings of any size
- Sector operations (except for critical infrastructure and retail) close
- 100% masking and physical distancing in all other sectors

In any region that triggers a Regional Stay Home Order because ICU capacity drops below 15%, the following sectors must close:

- Indoor and outdoor playgrounds
- Indoor recreational facilities
- Hair salons and barbershops
- Personal care services
- Museums, zoos, and aquariums

COVID-19 Emergency- Update 16  
December 10, 2020

- Movie theaters
- Wineries
- Bars, breweries, and distilleries
- Family entertainment centers
- Cardrooms and satellite wagering
- Limited services
- Live audience sports
- Amusement parks

The following sectors will have additional modifications in addition to 100% masking and physical distancing:

- *Outdoor recreational facilities:* Allow outdoor operation only without any food, drink or alcohol sales. Additionally, overnight stays at campgrounds will not be permitted.
- *Retail:* Allow indoor operation at 20% capacity with entrance metering and no eating or drinking in the stores. Additionally, special hours should be instituted for seniors and others with chronic conditions or compromised immune systems.
- *Shopping centers:* Allow indoor operation at 20% capacity with entrance metering and no eating or drinking in the stores. Additionally, special hours should be instituted for seniors and others with chronic conditions or compromised immune systems.
- *Hotels and lodging:* Allow to open for critical infrastructure support only.
- *Restaurants:* Allow only for take-out, pick-up, or delivery.
- *Offices:* Allow remote only except for critical infrastructure sectors where remote working is not possible.
- *Places of worship and political expression:* Allow outdoor services only.
- *Entertainment production including professional sports:* Allow operation without live audiences. Additionally, testing protocol and “bubbles” are highly encouraged.

The following sectors can remain open when a remote option is not possible with appropriate infectious disease preventative measures including 100% masking and physical distancing:

- Critical infrastructure
- Schools
- Non-urgent medical and dental care
- Childcare and pre-K

These restrictions will be in effect for at least 3 weeks and until the region’s projected ICU capacity meets or exceeds 15%. The Bay Area region is not currently predicted to reach less than 15% ICU capacity until mid-to-late December. As of December 4, the Purple-Widespread tier restrictions and the Limited Stay-Home Order (curfew) are the only in effect within Santa Cruz County.

If significant changes occur within Santa Cruz County between the date of agenda publication and the City Council meeting, further updates on the regional and local coronavirus response can be provided in a verbal report at the meeting.

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

COVID-19 Emergency- Update 16  
December 10, 2020

ATTACHMENTS:

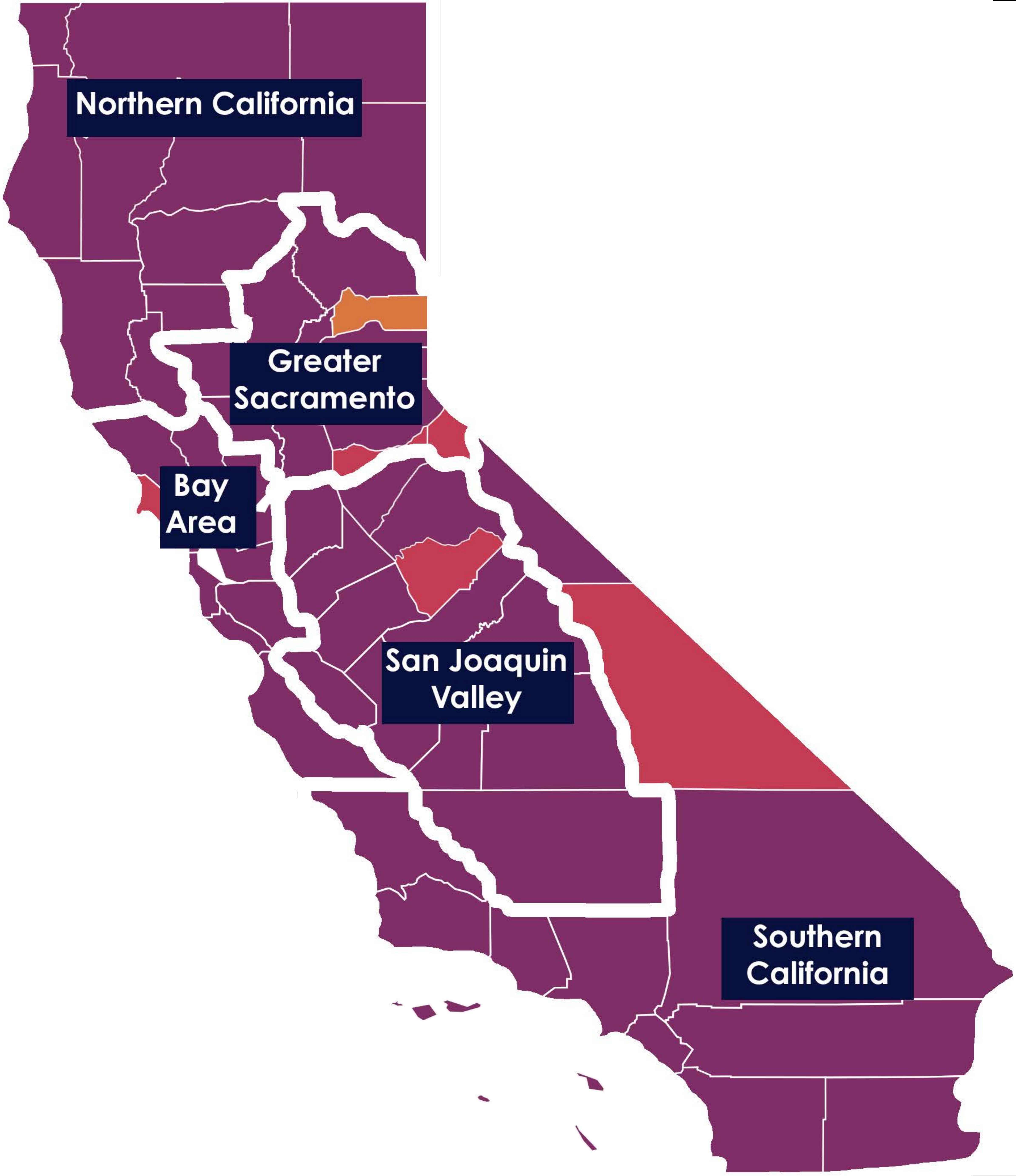
1. CA\_COVIDMap\_Regions

Report Prepared By: Chloe Woodmansee  
Interim City Clerk

**Reviewed and Forwarded by:**



\_\_\_\_\_  
Jamie Goldstein, City Manager      12/4/2020





## CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF DECEMBER 10, 2020**

FROM: City Manager Department  
SUBJECT: Review Initial Council Appointments

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**RECOMMENDED ACTION:** Appoint representatives to City advisory bodies with early January meetings and review appointments on County/Regional boards, committees, and commissions.

**BACKGROUND:** Some of the City of Capitola's advisory bodies have terms that expire in December 2020 and will require the City Council or individual Council members to make appointments for the next term. In addition, Council Members sit on several County and Multi-Jurisdiction boards of which some have open appointments. Although most appointments will be reviewed at the January 14, 2021, Council meeting some require December action to provide representation at meetings in the first half of January.

**DISCUSSION:** Staff recommends appointments to the Capitola Planning Commission, the Advisory Council of the Area Agency on Aging, Association of Monterey Bay Area Governments (AMBAG), Santa Cruz Metropolitan Transit District Board (Metro), and the Santa Cruz Sanitation District. In addition, Council should nominate a member for the Central Coast Clean Energy (formerly MBCP) Board.

### City Agencies:

*Planning Commission:* All five members have terms expiring December 2020. All incumbent Commissioners have indicated their interest in being reappointed for a second two-year term. There were two applications received during open recruitment.

- Courtney Christiansen, Incumbent Brooks appointee
- Ed Newman, Incumbent Bertrand appointee
- Mick Routh, Incumbent Storey appointee
- Peter Wilk, Incumbent Petersen appointee
- Applicant 1: Paul Estey (application is Attachment 1)
- Applicant 2: Susan Westman (application is Attachment 2)

### Multi-Jurisdiction Agencies:

The following appoints do not expire. Staff recommends that Council review their appointments and take action if necessary.



Initial Advisory Body Appointees  
December 10, 2020

*Advisory Council of the Area Agency on Aging:* Meets the second Wednesday of each month at 10am, the first of which for 2021 is January 13. Jacques Bertrand has been serving with Carolyn Sigstedt as alternate.

*Association of Monterey Bay Area Governments:* Meets the second Wednesday of each month at 7pm, the first of which for 2021 is January 13. Current representative Kristen Petersen has been serving with Ed Bottorff as alternate.

*Santa Cruz County Sanitation District:* Meets the first and third Thursday of each month at 4:45pm, the first of which for 2021 is January 7. Current representative Jacques Bertrand has been serving with Sam Storey as alternate.

The following appoint has expired, and staff recommends making a new appointment.

*Santa Cruz Metropolitan Transit District Board:* Meets the third Friday of each month at 9am, the first of which for 2021 is January 15. The City's current representative is Ed Bottorff who has completed his term. Council should appoint a representative for the upcoming four-year term.

The following position is a shared seat with Scotts Valley, which alternates on a two-year cycle.

*Central Coast Clean Energy Policy Board (formerly Monterey Bay Community Power):* The Policy Board for Central Coast Clean Energy's first 2021 meeting is scheduled for February 17, 2021. Capitola shares a seat on the Board with Scotts Valley, with terms alternating every two years. Scotts Valley has held the seat for the last two years. The City Selection Committee is responsible for making the appointment; therefore, staff recommends nominating a member to serve on the Board as soon as possible.

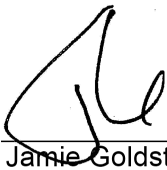
FISCAL IMPACT: None.

ATTACHMENTS:

1. Estey\_PC
2. Westman\_PC

Report Prepared By: Chloe Woodmansee  
Interim City Clerk

**Reviewed and Forwarded by:**



Jamie Goldstein, City Manager 12/3/2020





# 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
- Library Advisory Committee
- Other Committee \_\_\_\_\_

Name: Westman, Susan  
*Last First*

Residential Neighborhood: Riverview Terrace

Occupation: Retired

Describe your qualifications and interest in serving on this Board/Commission/Committee: \_\_\_\_\_  
I have previously served on the Planning Commission and would like to do so again. I care  
deeply for Capitola and its future.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(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.

December 3, 2020  
Date

*Susan Westman*  
Signature of Applicant

Email to: [cwoodmansee@ci.capitola.ca.us](mailto:cwoodmansee@ci.capitola.ca.us)

-OR- Mail/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: Westman\_PC (Initial Advisory Body Appointees)



## CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF DECEMBER 10, 2020**

FROM: Finance Department

SUBJECT: Fiscal Year 2020-21 Budget Update

**RECOMMENDED ACTION:** Receive Fiscal Year 2020-21 first quarter budget update and adopt proposed resolution amending the Fiscal Year 2020-21 Budget.

**BACKGROUND:** The Fiscal Year (FY) 2020-21 first quarter Budget report provides an update on the City's financial status as of September 30, 2020 and recommends budget adjustments for FY 2020-21 that better reflect current projections.

At the on-set of the Coronavirus Pandemic (COVID-19), staff projected major declines in sales tax, transient occupancy tax (TOT), recreation, and parking revenues for the fourth quarter of FY 2019-20 and all of FY 2020-21. The projected revenue shortfall in FY 2019-20 was \$2.4 million and the shortfall in FY 2020-21 was estimated to be \$4 million. Additionally, the planned FY 2020-21 budget included \$449,000 of expenditures in excess of revenues, making the total FY 2020-21 budget gap approximately \$4.5 million. In order to close the budget gap, the City eliminated all non-essential expenditures and froze six vacant positions.

**DISCUSSION:** To date, General Fund revenues during COVID-19 have performed better than originally anticipated, which appears consistent with most jurisdictions around the State. Sales tax, TOT, and parking revenues are performing better than anticipated, though revenue from recreation classes continue to lag behind projections. In addition, the City has received \$124,805 of CARES Act funding to assist with COVID-19 related expenses.

Staff originally projected a General Fund balance of approximately \$151,000 at June 30, 2020; however due to better than anticipated revenue receipts during the fourth quarter of FY 2019-20, staff revised that estimate to \$679,000 in September. Now that we have data for the first quarter General Fund activities, staff recommends increasing the revenue budget an additional \$1.2 million and the expenditure budget to \$767,000. If all budget amendments are approved as presented, the estimated ending General Fund balance on June 30, 2021, will be approximately \$1.5 million. It should be noted the proposed increases to the expenditure budget represents an approximate \$1.2 million increase on an annual basis.

### *Sales Tax:*

The FY 2020-21 adopted budget included approximately \$6.3 million of sales tax revenue. Due to COVID-19, this estimate was reduced from \$8 million in the prior year, representing a reduction of \$1.7 million (or approximately 21%). This assumption was based on the best available sales tax data at the time the budget was adopted.

FY 2020-21 1st Quarter Budget Update final  
December 10, 2020

Staff had budgeted \$1,706,334 of sales tax revenue for the first quarter of FY 2020-21, which was reduced from \$2,250,000 in the prior year. Actual sales tax revenue received totaled \$1,980,046 compared to \$2,024,933 in the prior year. Since sales tax revenue is basically flat compared to the prior year and approximately 16% above budget, staff recommends increasing the sales tax revenue budget by \$700,245 to roughly 10% below the prior year. This will allow the City to add some resources back to the budget while maintaining a conservative approach to continue dealing with the ongoing fiscal impacts associated with COVID-19.

Staff will meet with the City's sales tax consultant in late December or early January to review the first quarter sales tax revenues and trends. While the first quarter performance was better than anticipated, staff believes it is prudent to maintain conservative budget projections and continue to track COVID-19 data as we enter the winter months, due to the dramatic increase in active COVID-19 cases. Staff will return to City Council in March with another update on sales tax revenues and may include another budget amendment at that time.

*Transient Occupancy Tax (TOT):*

The FY 2020-21 adopted budget included \$475,801 of TOT revenue. Due to COVID-19 this estimate was reduced from approximately \$1.6 million in the prior year, representing a shortfall of \$1.2 million (or 71%). This assumption was based on the best available data at the time the budget was adopted.

Due to the performance of TOT revenues in the first few months following the start of the pandemic, Council approved amending the FY 2020-21 TOT revenue budget in September to equal 50% of the originally budgeted amount in FY 2019-20. This increased the FY 2020-21 TOT revenue budget from \$475,801 to \$796,300 (an increase of \$320,929).

In the first five months of FY 2020-21, the City has received a total of \$635,316 or 80% of the budgeted amount of \$796,300. This compares to \$718,421 of TOT revenue during the same period in the prior year representing approximately a 12% decrease. Staff is requesting an additional budget amendment to increase TOT revenues by \$351,731 to equal 70% of the prior year. This will also increase restricted TOT revenue for early childhood/youth programming by approximately \$8,700 and increase the restricted TOT revenue for local business groups by approximately \$9,900. While the restricted TOT for local business groups is disbursed based on actual receipts, the restricted TOT revenue for Early Childhood & Youth Programs must be appropriated by the City Council. For the 2021 calendar year, staff is evaluating how all recreation programs are impacted by COVID-19 and will return in January with a recommended budget amendment to direct those funds to the area of greatest need.

The adjustment proposed by staff also takes into account the potential for future health orders that negatively impact the overnight lodging economy.

*Parking Revenue:*

The FY 2020-21 adopted budget included \$428,963 of parking revenue representing a 50% reduction from the prior year's budgeted amount. Actual parking revenue received through November is \$316,595 (74% of the budgeted amount). This compares to \$437,944 during the same period in the prior year representing a 28% reduction. Council did not approve free Village parking from Thanksgiving to Christmas to help offset the loss of revenue related to outdoor dining. Council did ask staff to return on December 10 for further discussion on suspended parking fees for the remainder of December. Staff requests a budget amendment increasing parking revenue by \$214,481 to equal 75% of the prior year budgeted amount. If Council suspends parking fees for the remainder of December, it represents approximately \$5,000 -

FY 2020-21 1st Quarter Budget Update final  
December 10, 2020

\$10,000 of reduced parking revenue which is not included in this requested budget amendment.

At the November meeting when Council considered the request for free holiday parking, Council suggested staff research the feasibility of creating City pre-paid “parking cards,” which would allow users to utilize the cards to pay for parking. Those cards could be sold or given to Village businesses, potentially in lieu of suspending parking meters throughout the Village. The cards may offer a more strategic mechanism to encourage patrons who shop in the Village to return.

Cale, manufacturer of the pay stations, offers a debit card system; the City could preload cards with a given value and offer them to merchants to give to customers. This would allow businesses to provide free parking to paying customers (like “validating” parking). Each card has a unique number and the City could manage them through an on-line portal provided by Cale. Staff is working with Cale to determine costs associated with this option and hopes to be able to provide this information at the Council meeting.

*Recreation Fees:*

The Recreation Division was able to offer modified Junior Guard and Camp Capitola programs this past summer. Staff is currently evaluating how those programs will need to operate in 2021 and expects to be able to continue offering modified programs in the new year. Staff anticipates returning to Council in January with an update to the programs, with possible budget and fee schedule amendments at that time.

Recreation classes and sports have been the most negatively impacted by COVID-19. The FY 2020-21 adopted budget included \$250,000 of recreation class revenue; however year-to-date we have only received approximately \$23,700 of revenue compared to \$97,100 during the same period in the prior year. The FY 2020-21 budget also included \$15,000 of recreation Sports revenue however we have only received about \$4,455 compared to \$14,916 during the same period in the prior fiscal year. Staff requests budget amendments to reduce recreation Classes revenue by \$175,000 as well as contract services expense for instructors by \$100,000. Additionally, staff requests a reduction in recreation sports revenue by \$5,000.

During the first few months following the onset of COVID-19, recreation staff collaborated with other public agencies and non-profit organizations to develop the Out-of-School-Time (OST) program as a resource for school-aged children with working parent(s) to participate in supervised distance learning. The OST program has gone through multiple iterations since going live in late August. On September 24, 2020, City Council authorized the City Manager to enter an agreement with Santa Cruz County in which the County pledged \$125,000 of their CARES Act funding toward the OST program. This pledge from the County allowed the daily rates for participants to be reduced from \$34-\$37 per day for residents and \$43-\$46 per day for non-residents to \$400 per month for all participants or \$100 per month for anyone receiving CalFresh/MediCal/WIC benefits or \$0 for CalWorks beneficiaries.

In this agreement, the County collects the participant fee and reimburses the City for all program expenses. Staff is projecting that with the County’s contribution, the program will operate with revenues of \$150,000 exceeding expenditures of \$135,000 by about \$15,000 for the first half of the year. The County has indicated they would like to continue to support the OST program during the second half of the fiscal year, however, their CARES Act funding ends on December 31, 2020. The County is currently working on identifying a new source of funding and collaborating with City recreation staff to design the parameters of how the OST program will need to operate from January 2021 – May 2021. Once those details have been resolved, staff will return to Council with an update and possible program budget amendment.

*Staffing:*

FY 2020-21 1st Quarter Budget Update final  
December 10, 2020

One of the first actions taken by the City at the pandemic's start was to institute a hiring freeze on six already vacant positions. During negotiations with the Association of Capitola Employees (ACE), the Receptionist, Accountant I, and a Recreation Coordinator position were vacated. The nine frozen positions were not included in the FY 2020-21 budget; however, all other approved positions were included. Since the start of FY 2020-21, Council has authorized the City Manager to fill vacancies that have occurred during FY 2020-21 which includes a police officer, a parking enforcement officer, the senior mechanic, an account clerk, the records coordinator, and the executive assistant to the city manager. The records coordinator and executive assistant roles will be filled by new (currently half-time) positions: the personnel analyst and deputy city clerk. All these positions are critical to the on-going operations of the City and as mentioned were included in the FY 2020-21 adopted budget.

In addition to freezing vacant positions, the City was able to negotiate with all labor groups agreeing to salary concessions through December 26, 2020. Staff requests a budget amendment as detailed in Exhibit C to increase personnel costs by \$94,500 which will end the salary concessions and institute Cost of Living Adjustments (COLA) as proposed in the various labor agreements. It should be noted that while this action only increases the remaining FY 2020-21 budget by \$112,000 from the adopted budget, the annual increase in personnel cost is approximately \$436,000. In addition, staff requests a budget amendment to increase personnel costs by \$72,500 to fill two vacant positions within the Police Department. This would promote an existing police officer to police sergeant, allowing the City to return to a full complement of five sergeants, and fills one of the two originally frozen police officer positions. It should be noted that filling the two police department positions will have an annual cost increase of approximately \$145,000.

At this time, staff is not requesting to fill the other six positions frozen in the budget; keeping the positions vacant continues to provide budget savings that assists in closing the remaining FY 2020-21 budget gap.

*Community Development Block Grant: Corona Virus 2 (CDBG-CV):*

During the first round of CDBG-CV, the City was allocated \$88,010 in funding and also utilized existing CDBG program income funds of \$80,632. The California Department of Housing and Community Development (HCD) is expected to publish the notice of funding availability (NOFA) for the second and third round of CDBG-CV funding on December 9<sup>th</sup>. HCD has indicated that jurisdictions should expect to receive up to two to three times the original allocation in the next round. Under these assumptions, Capitola could receive between \$160,000 to \$240,000. CDBG grant money can be utilized toward three separate activities. The City Council previously discussed utilizing the second round of funds toward grants for local businesses and regional efforts toward homelessness.

*Additional Budget Requests:*

Staff requests adding back the annual Lifeguard services contract and half of the Homeless Action Partnership annual contribution, as well as increases to janitorial services, eucalyptus tree maintenance along Park Avenue, and return funding to the City's Internal Service Funds. These requests are detailed in the following table:

Amount	Expenditure	Notes
95,000	Lifeguard Contract	Lifeguards summer of 2021

FY 2020-21 1st Quarter Budget Update final  
December 10, 2020

20,000	Homelessness Action Partnership	50% contribution
2,500	Training – City Council	\$500 per Councilmember (1/2 year)
20,000	PW – Janitorial Services	½ year of services
5,000	PW – Eucalyptus Maintenance	½ year of services to reduce fire risks
30,000	ISF – Stores	Restore to planned budget amount
150,000	ISF – Information Technology	Restore to planned budget amount
200,000	ISF - Equipment	Restore to planned budget amount
70,000	ISF – Compensated Absences	Restore to planned budget amount

*Next Budget Review – March 2021:*

Staff recommends delaying further budget amendments until the next budget review scheduled for March 2021. At that hearing, the City will have received sales tax data for the second quarter of the current fiscal year along with eight months of TOT and parking revenue data.

**FISCAL IMPACT:** If approved, these requested budget amendments would increase general fund revenues by roughly \$1.2 million and general fund expenditures by \$767,000 while maintaining a structurally balanced budget in FY 2020-21. This action would result in the FY 2020-21 revenues exceeding budgeted expenditures by approximately \$804,000 and leave an estimated budgeted general fund balance at June 30, 2021 of approximately \$1.5 million. These actions will allow the City to enhance current operations and will position the City well to navigate the ongoing impacts of COVID-19 during the second quarter of FY 2020-21.

**ATTACHMENTS:**

1. 1st. Qtr Budget Amend Reso
2. 2021 Budget - Summary 12.10.20
3. Exhibit B- City Org Chart retirement and frozen 2020
4. 1st Qtr 2021 change requests

Report Prepared By: Jim Malberg  
Finance Director

**Reviewed and Forwarded by:**



Jamie Goldstein, City Manager 12/4/2020



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

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA  
AMENDING THE 2020/2021 FISCAL YEAR CITY BUDGET AND CAPITAL IMPROVEMENT  
PROGRAM BUDGET**

**WHEREAS**, it is necessary to adopt the 2020/2021 Fiscal Year Budget for all City funds and Capital Improvement Program; and

**WHEREAS**, the City Council conducted budget study sessions, heard and considered public comments, had modified and proposed a budget accordingly, and on June 11, 2020 adopted such budget for the Fiscal Year July 1, 2020, through June 30, 2021; and

**WHEREAS**, since the adoption of the budget the City has received CARES Act funding in addition to revenue greater than anticipated, and on September 24, 2020 amended the Fiscal Year 2020/2021 budget to more accurately reflect those revised projections; and

**WHEREAS**, the City has now received revenue data for the first quarter of FY 2020-21 indicating that sales tax, transient occupancy tax and parking meter revenues are outpacing the current projections; and

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the City Council of the City of Capitola that the 2020/2021 Fiscal Year Budget is hereby amended, including Exhibit A (2021 Budget Summary), Exhibit B (City Organization Chart), and Exhibit C (Budget Amendment) to this Resolution; and

**BE IT FURTHER RESOLVED** that the Finance Director is directed to enter the budget into the City's accounting records in accordance with appropriate accounting practices, and the City Manager, with the Finance Director's assistance, shall assure compliance therewith.

**I HEREBY CERTIFY** that the foregoing Resolution was passed and adopted by the City Council of the City of Capitola on the 10<sup>th</sup> day of December 2020, by the following vote:

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

\_\_\_\_\_  
\_\_\_\_\_, Mayor

ATTEST:

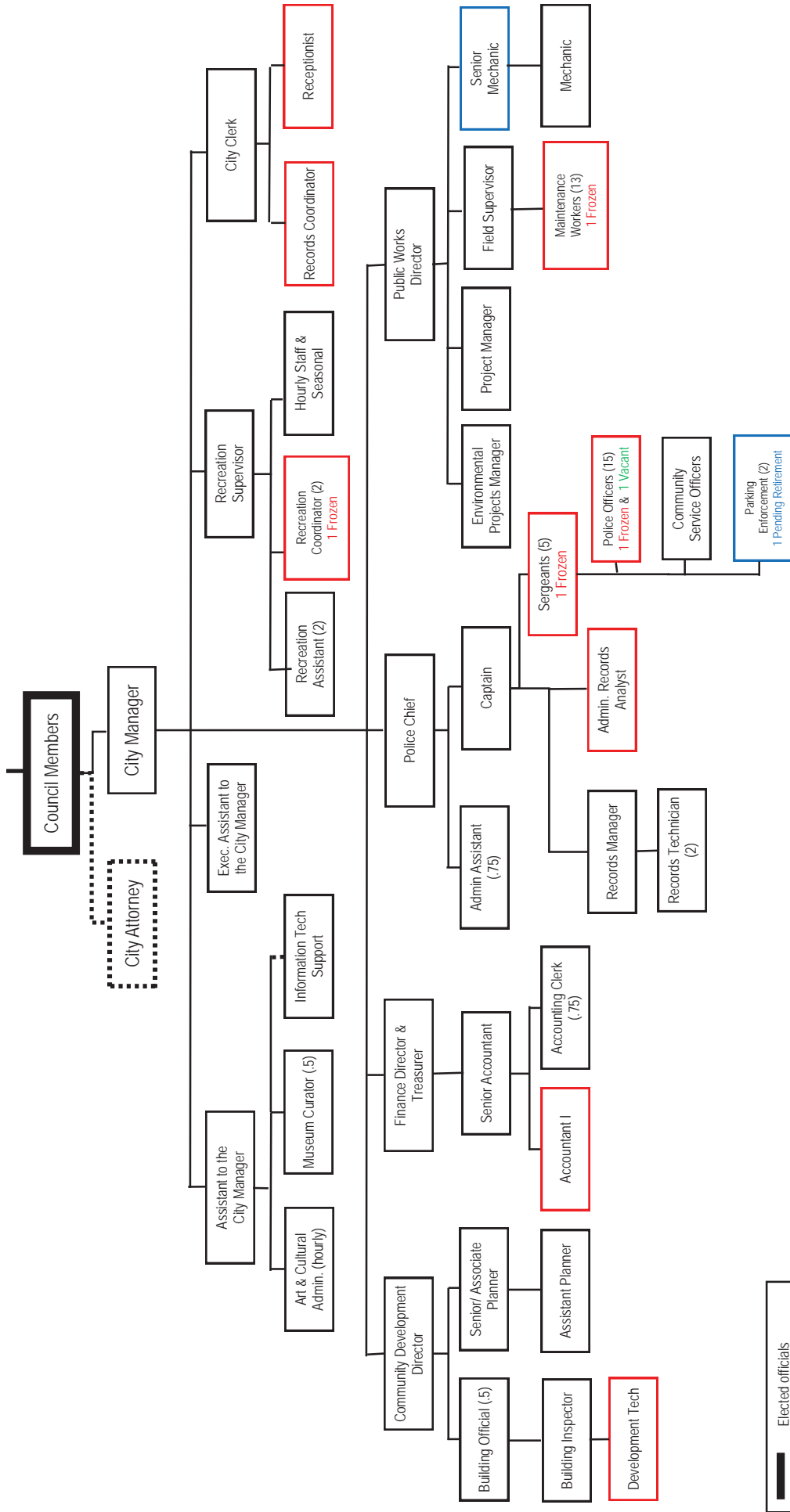
\_\_\_\_\_  
Chloe Woodmansee, City Clerk

Attachment: 1st. Qtr Budget Amend Reso (FY 2020-21 1st Quarter Budget Update final)

**General Fund Summary**

<b>Major Categories</b>	<b>FY17/18 Actual</b>	<b>FY18/19 Actual</b>	<b>FY 19/20 Adopted</b>	<b>FY 19/20 Actual</b>	<b>FY 20/21 Amended</b>	<b>FY21/22 Planned</b>
<b>Revenues</b>						
Taxes	\$ 12,198,312	\$ 12,833,834	\$ 13,104,469	\$ 11,988,155	\$ 11,914,537	\$ 12,266,400
Licenses and permits	680,242	623,076	607,300	673,832	566,100	576,100
Intergovernmental revenues	189,800	119,637	108,000	139,470	347,005	60,200
Charges for services	1,757,663	1,855,473	2,055,925	1,636,853	1,335,312	1,761,954
Fines and forfeitures	556,560	521,939	563,500	519,754	482,900	582,900
Use of money & property	116,268	157,624	96,200	106,706	36,500	41,700
Other revenues	127,844	182,987	111,000	110,523	76,500	43,400
<b>Revenues Totals</b>	<b>\$15,626,689</b>	<b>\$16,294,570</b>	<b>\$16,646,394</b>	<b>\$15,175,293</b>	<b>\$14,758,854</b>	<b>\$15,332,654</b>
<b>Expenditures</b>						
Personnel	\$8,335,863	\$8,982,044	\$9,866,884	\$9,761,056	\$9,139,303	\$9,630,009
Contract services	2,790,989	2,714,577	2,906,368	2,770,747	2,500,399	2,547,730
Training & Memberships	85,108	89,851	128,570	87,559	93,550	93,550
Supplies	544,148	589,981	543,911	500,016	481,375	493,500
Grants and Subsidies	269,884	243,432	269,647	241,612	20,000	249,479
Internal service fund charges	1,246,350	1,209,105	1,176,081	1,176,081	911,210	1,304,859
Other financing uses	3,622,550	1,733,843	2,304,344	2,023,418	809,383	1,691,144
<b>Expenditures Totals</b>	<b>\$16,902,013</b>	<b>\$15,562,833</b>	<b>\$17,195,805</b>	<b>\$16,560,489</b>	<b>\$13,955,220</b>	<b>\$16,010,271</b>
<b>Impact on Fund Balance</b>	<b>\$ (1,275,324)</b>	<b>\$ 731,737</b>	<b>\$ (549,411)</b>	<b>\$ (1,385,196)</b>	<b>\$803,634</b>	<b>\$ (677,617)</b>
<b>Budgetary Fund Balance</b>	<b>\$ 1,335,390</b>	<b>\$ 1,764,013</b>	<b>\$ 1,214,602</b>	<b>\$ 378,817</b>	<b>\$ 1,482,451</b>	<b>\$ 804,835</b>
<b>Employee Down Payment Assistance</b>				<b>\$ 300,000</b>		
<b>Revised Budgetary Fund Balance</b>				<b>\$ 678,817</b>		

# Citizens of the City of Capitola



- Elected officials
- Contract employee (s)
- City staff
- Frozen Position
- Vacant After July 1
- Pending Retirement

MYE - Summary of Changes				
General Fund				
	Incr / (Decr.)\$	Fund	Account	Purpose
<b>Annual Increase</b>	<b>Revenue</b>			
	\$ 700,245	1000-00-00-000	3130.xxx	Sales Tax
	\$ 333,131	1000-00-00-000	3170.xxx	Transient Occupancy Tax
	\$ 214,481	1000-00-00-000	3410.xxx	Parking Meters/Paystations
	\$ (175,000)	1000-00-00-515	3470.001	Recreation Class Fees
	\$ (5,000)	1000-50-50-530	3470.04	Recreation fees Sports Fees
	\$ 160,000	1000-40-40-000	3320.100	State Government Grants - SB2
1,227,857	\$ 1,227,857			
	<b>Restricted Revenues</b>			
	\$ 8,700	1000-00-00-000	3170.xxx	Transient Occupancy Tax - Early Childhood/Youth
	\$ 9,900	1000-00-00-000	3170.xxx	Transient Occupancy tax - Local Business Groups
	\$ 18,600			
1,246,457	\$ 1,246,457	Net increase in revenues		
<b>Annual Increase</b>	<b>Expenditures</b>			
95,000	\$ 95,000	1000-20-22-000	4325.250	Lifeguards
40,000	\$ 20,000	1000-10-18-000	4305.002	HAP
2,500	\$ 2,500	1000-10-10-000	4400.100	Training & Memberships - City Council
30,000	\$ 20,000	1000-30-31-310	4375.300	PW Facilities - CS Prop & Equip Janitorial Services (1/2 year)
10,000	\$ 5,000	1000-30-30-000	4375.251	PW Streets - CS Eucalyptus Maintenance Park Ave. (1/2 year)
30,000	\$ 30,000	1000-99-99-000	4910.210	Interfund Transfer Out - Stores
150,000	\$ 150,000	1000-99-99-000	4910.211	Interfund Transfer Out - Information Technology
200,000	\$ 200,000	1000-99-99-000	4910.212	Interfund Transfer Out - Equipment Acquisition
70,000	\$ 70,000	1000-99-99-000	4910.216	Interfund Transfer Out - Compensated Absences
436,000	\$ 27,000	1000-xx-xx-000	4110.000	Wages - Permanent - End Furlough & COLA
	\$ 2,400	1000-xx-xx-000	4120.100	Wages - Temporary (hourly & seasonal) - End Furlough & COLA
	\$ 3,800	1000-xx-xx-000	4140.010	Specialty Pays - End Furlough & COLA
	\$ 6,300	1000-xx-xx-000	4210.xxx	Cal PERS - End Furlough & COLA
30,000	\$ 15,000	1000-20-20-000	4110.000	Promotion of one officer to sergeant (1/2 year)
115,000	\$ 57,500	1000-20-20-000	4110.000	Fill vacant PD Officer (1/2 year)
	\$ 2,500	1000-50-50-520	4450.500	General Supplies - Lifeguard Tower
	\$ (100,000)	1000-50-50-515	4365.200	CS-Temp. Staff & Instr. Rec contract inst & sports off
	\$ 160,000	1000-40-40-000	4345.202	Housing Grant Admin Consultant - SB2
\$ 1,208,500	\$ 767,000	Net increase in expenditures		
	\$ 479,457	Total net increase in General Fund budget		
	<b>Other Funds</b>			
	<b>Revenue</b>			
	\$ 30,000	2210-00-00-000	3910.100	Interfund Transfer In - General Fund - Stores
	\$ 150,000	2211-00-00-000	3910.100	Interfund Transfer In - General Fund - Information Technology
	\$ 200,000	2212-00-00-000	3910.100	Interfund Transfer In - General Fund - Equip Acquisition
	\$ 70,000	2216-00-00-000	3910.100	Interfund Transfer In - General Fund - Comp Abs
	\$ 450,000			
	<b>Expenditures</b>			
	\$ 25,000	1313-00-00-000	4345.100	CS-PIng & Hsg Consultants - non grant
	\$ 50,000	1300-00-00-000	4450.500	SLESF - Supplies General Supplies (PD radios)
	\$ 75,000			
	\$ 375,000	Total net increase in Other Fund budget		

Attachment: 1st Qtr 2021 change requests (FY 2020-21 1st Quarter Budget Update final)



# CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF DECEMBER 10, 2020**

FROM: City Manager Department

SUBJECT: Consider Approval of Memoranda of Understandings with Labor Groups and Adopt Salary Schedule for December 27, 2020 - June, 26, 2021

**RECOMMENDED ACTION:**

1. Authorize the City Manager to execute the side letter agreements to existing Memoranda of Understanding (MOU) with negotiated changes from December 27, 2020, through June 26, 2021 for the following:
  - a. Association of Capitola Employees (ACE)
  - b. Mid-Management Employees Bargaining Unit;
  - c. Confidential Employees Bargaining Unit;
  - d. Police Captains
2. Approve changes to the Management Compensation Plan
3. Approve changes to City Manager Employee Contract
4. Adopt a Resolution approving the new salary schedule

**BACKGROUND:** In June and July 2020, the City of Capitola came to agreement with employee groups on concessions to help close the projected deficit in Fiscal Year 2020/21. The agreed upon salary concessions are set to expire on December 27, 2020. Only the Capitola Police Officers Association (CPOA) has a Memorandum of Understanding (MOU) that extends beyond December 27, 2020. The CPOA agreement is in place through June 30, 2021.

The City has met and conferred with all groups that have expiring agreements to come up with agreements that extend through June 26, 2021.

**DISCUSSION:** As part of the effort to balance a budget with a projected \$4.5 million deficit, the City began the concession bargaining process with the City's employee groups in April 2020 to achieve savings in the Fiscal Year 20/21 budget.

In June and July 2020, the City came to agreement with all employee groups other than CPOA on the following employee concessions to help with the projected COVID-19 revenue shortfalls:

- 6% salary reduction through December 27, 2020
- Additional 40 hours of paid leave to be used prior to December 31, 2020
- Suspension of the vacation cash-out program for Fiscal Year 2020

MOU Approvals Dec. 2020  
December 10, 2020

The City and the CPOA agreed to an MOU side letter to the following employee concessions:

- 2% salary reduction through December 27, 2020
- Deferral of a contractual 2.25% Cost of Living Adjustment to January 2021
- Suspension of the vacation cash-out program for Fiscal Year 2020

As reported in the budget update, the City revenues through November 2020 have been better than projected.

The City and the Association of Capitola Employees, Mid-Management Employees, Confidential Employees, and Police Captains have agreed to six-month MOUs with the following terms:

- Ending of the 6% salary reduction effective December 27, 2020
- A 2.25% Cost of Living Adjustment effective December 27, 2020
- Continuation of the suspension of the vacation cash-out program for Fiscal Year 2020

The City Council directed staff to modify the Management Compensation Plan and the City Manager Employee Contract with the same terms.

CPOA concessions will expire on December 27, 2020, and the existing MOU includes the following:

- Ending the existing 2% salary reduction
- Two contractual COLAs of 2.25%, each, which will go into effect in January 2021
- Continuation of the suspension of the vacation cash-out program for Fiscal Year 2020/21

The City and employee groups will begin the negotiation process for a successor agreement during the first quarter of 2021.

**FISCAL IMPACT:** The anticipated fiscal impact for Fiscal Year 2020/21 is \$139,500 from the adopted budget, the annual budget increase in personnel cost is approximately \$436,000.

**ATTACHMENTS:**

1. ACE and City Side Letter 12-2020 (PDF)
2. Police Captain and City Side Letter 12-2020 (PDF)
3. 2020-12 Goldstein Sixth Amendment to City Manager Employment Agreement (PDF)
4. Confidential Employees and City Side Letter 12-2020 Edits (PDF)
5. Mid-Management Employees and City Side Letter 12-2020 (PDF)
6. 2020 Management Compensation Plan 12-2020 (PDF)
7. 12-27-2020 updated Salary schedule (PDF)

Report Prepared By: Larry Laurent  
Assistant to the City Manager

MOU Approvals Dec. 2020  
December 10, 2020

**Reviewed and Forwarded by:**



\_\_\_\_\_  
Jamie Goldstein, City Manager

12/3/2020

MOU Approvals Dec. 2020  
December 10, 2020

**RESOLUTION NO. \_\_\_\_\_**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA AUTHORIZING**  
**AND APPROVING PAY RATES AND RANGES (SALARY SCHEDULE)**  
**FOR DECEMBER 27, 2020 – JUNE 26, 2021**

**WHEREAS**, the City Council establishes the legal current salary range from the salary schedule for each class of position; and

**WHEREAS**, the California Public Employee's Retirement Law, at Section 570.5 of the California Code of Regulations Title 2, requires the City to publish pay rates and ranges on the City's internet site and the City Council to approve the pay rates and range in its entirety each time a modification is made; and

**WHEREAS**, the City and the employee groups Mid-management, Police Captains and Confidential have negotiated in good faith on the Memoranda of Understanding (MOUs) that includes ending a previous salary reduction of 6% and a Cost of Living Adjustment of 2.25%; and

**WHEREAS**, Council directed staff to modify the unrepresented, at-will employee agreements with the same reduction; and

**WHEREAS**, the City and the Capitola Police Officers Association had previously negotiated in good faith on for an MOU though June 30, 2021 which ending a salary reduction of 2% and two previously negotiated contractual 2.25% Cost of Living adjustments; and

**WHEREAS**, the attached salary schedule for each group does not go into effect until the MOUs are ratified by both the City Council and the employee groups; and

**WHEREAS**, a salary resolution is adopted annually by the City Council upon review and recommendation of the City Manager.

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

Authorize and approve City of Capitola pay rates and ranges (salary schedule, Exhibit A) for permanent employees from December 27, 2020 – June 26, 2021.

**I HEREBY CERTIFY** that the above and foregoing resolution was passed and adopted by the City Council of the City of Capitola on the 10<sup>th</sup> day of December 2020, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**



MOU Approvals Dec. 2020  
December 10, 2020

**Exhibit A**

POA SALARY SCHEDULE												
DECEMBER 27, 2020 - JUNE 30, 2021												
TWO 2.25% COLAS												
	Monthly						Hourly					
	Step A	Step B	Step C	Step D	Step E	Step F	Step A	Step B	Step C	Step D	Step E	Step F
Community Service Officer	\$5,268.35	\$5,534.02	\$5,809.45	\$6,100.51	\$6,407.19	\$6,727.55	\$30.39	\$31.93	\$33.52	\$35.20	\$36.96	\$38.81
Police Officer Trainee	\$6,338.82											
Police Officer	\$6,655.28	\$6,989.31	\$7,337.02	\$7,704.26	\$8,091.04	\$8,495.39	\$38.40	\$40.32	\$42.33	\$44.45	\$46.68	\$49.01
Records Manager	\$6,071.21	\$6,375.94	\$6,694.35	\$7,028.38	\$7,381.95	\$7,751.14	\$35.03	\$36.78	\$38.62	\$40.55	\$42.59	\$44.72
Sergeant	\$8,151.59	\$8,559.85	\$8,989.61	\$9,436.94	\$9,911.62	\$10,405.83	\$47.03	\$49.38	\$51.86	\$54.44	\$57.18	\$60.03

POLICE CAPTAIN SALARY SCHEDULE												
DECEMBER 27, 2020 - JUNE 26, 2021												
2.25% COLA												
	Monthly						Hourly					
	Step A	Step B	Step C	Step D	Step E	Step F	Step A	Step B	Step C	Step D	Step E	Step F
Police Captain	\$9,548.69	\$10,026.47	\$10,527.51	\$11,055.28	\$11,608.62	\$12,189.87	\$55.09	\$57.85	\$60.74	\$63.78	\$66.97	\$70.33

ACE SALARY SCHEDULE												
DECEMBER 27, 2020 - JUNE 26, 2021												
2.25 % COLA												
	Monthly					Hourly						
	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step F	Step G
ACCOUNT TECHNICIAN	\$4,644.25	\$4,875.41	\$5,118.04	\$5,374.03	\$5,643.40	\$26.79	\$28.13	\$29.53	\$31.00	\$32.56		
ACCOUNTANT I	\$5,610.93	\$5,891.76	\$6,185.97	\$6,495.46	\$6,818.32	\$32.37	\$33.99	\$35.69	\$37.47	\$39.34		
ACCOUNTANT II	\$6,187.88	\$6,497.37	\$6,820.23	\$7,162.20	\$7,521.36	\$35.70	\$37.48	\$39.35	\$41.32	\$43.39		
ACCOUNTS CLERK	\$4,214.40	\$4,424.55	\$4,644.25	\$4,877.32	\$5,119.95	\$24.31	\$25.53	\$26.79	\$28.14	\$29.54		
ADMINISTRATIVE ASSISTANT	\$4,250.70	\$4,464.67	\$4,688.19	\$4,923.17	\$5,169.62	\$24.52	\$25.76	\$27.05	\$28.40	\$29.82		
ADMINISTRATIVE CLERK I	\$3,306.95	\$3,471.25	\$3,643.19	\$3,826.59	\$4,017.63	\$19.08	\$20.03	\$21.02	\$22.08	\$23.18		
ADMINISTRATIVE CLERK II	\$3,826.59	\$4,017.63	\$4,218.23	\$4,430.28	\$4,651.89	\$22.08	\$23.18	\$24.34	\$25.56	\$26.84		
ADMINISTRATIVE RECORDS ANALYST	\$5,018.69	\$5,268.96	\$5,530.69	\$5,809.61	\$6,098.09	\$28.95	\$30.40	\$31.91	\$33.52	\$35.18		
ASSISTANT PLANNER	\$5,417.97	\$5,687.34	\$5,972.00	\$6,270.03	\$6,583.34	\$31.26	\$32.81	\$34.45	\$36.17	\$37.98		
BUILDING INSPECTOR I	\$4,745.50	\$4,984.31	\$5,230.75	\$5,494.39	\$5,769.49	\$27.38	\$28.76	\$30.18	\$31.70	\$33.29		
BUILDING INSPECTOR II	\$5,536.42	\$5,813.43	\$6,105.73	\$6,409.49	\$6,730.44	\$31.94	\$33.54	\$35.23	\$36.98	\$38.83		
DATA ENTRY CLERK	\$3,318.41	\$3,482.71	\$3,658.47	\$3,841.87	\$4,034.82	\$19.14	\$20.09	\$21.11	\$22.16	\$23.28		
DEPUTY CITY CLERK	\$4,250.70	\$4,464.67	\$4,688.19	\$4,923.17	\$5,169.62	\$24.52	\$25.76	\$27.05	\$28.40	\$29.82		
DEVELOPMENT SERVICES TECHNICIAN	\$4,464.67	\$4,688.19	\$4,923.17	\$5,169.62	\$5,427.53	\$25.76	\$27.05	\$28.40	\$29.82	\$31.31		
EQUIPMENT OPERATOR	\$4,447.48	\$4,669.09	\$4,900.25	\$5,146.69	\$5,404.60	\$25.66	\$26.94	\$28.27	\$29.69	\$31.18		
MAINTENANCE WORKER I	\$3,163.67	\$3,322.23	\$3,488.44	\$3,664.20	\$3,845.69	\$18.25	\$19.17	\$20.13	\$21.14	\$22.19		
MAINTENANCE WORKER II	\$4,235.42	\$4,447.48	\$4,669.09	\$4,904.07	\$5,148.60	\$24.44	\$25.66	\$26.94	\$28.29	\$29.70		
MAINTENANCE WORKER III	\$4,447.48	\$4,669.09	\$4,904.07	\$5,148.60	\$5,406.51	\$25.66	\$26.94	\$28.29	\$29.70	\$31.19		
MECHANIC	\$4,648.07	\$4,881.14	\$5,123.77	\$5,379.77	\$5,649.14	\$26.82	\$28.16	\$29.56	\$31.04	\$32.59		
MUSEUM CURATOR	\$4,214.40	\$4,424.55	\$4,648.07	\$4,879.23	\$5,121.86	\$24.31	\$25.53	\$26.82	\$28.15	\$29.55		
PARKING ENFORCEMENT OFFICER	\$3,836.14	\$4,025.27	\$4,227.78	\$4,439.83	\$4,661.44	\$22.13	\$23.22	\$24.39	\$25.61	\$26.89		
RECEPTIONIST	\$3,639.37	\$3,820.86	\$4,011.90	\$4,214.40	\$4,424.55	\$21.00	\$22.04	\$23.15	\$24.31	\$25.53		
RECORDS MANAGEMENT CLERK	\$4,157.09	\$4,365.33	\$4,585.03	\$4,814.28	\$5,054.99	\$23.98	\$25.18	\$26.45	\$27.77	\$29.16		
RECORDS TECHNICIAN	\$4,097.87	\$4,302.28	\$4,518.16	\$4,743.59	\$4,980.49	\$23.64	\$24.82	\$26.07	\$27.37	\$28.73		
RECREATION ASSISTANT	\$3,112.09	\$3,266.83	\$3,433.04	\$3,603.07	\$3,782.65	\$17.95	\$18.85	\$19.81	\$20.79	\$21.82		
RECREATION COORDINATOR	\$4,025.27	\$4,225.87	\$4,437.92	\$4,661.44	\$4,892.61	\$23.22	\$24.38	\$25.60	\$26.89	\$28.23		
RECREATION FACILITY CUSTODIAN	\$3,007.01	\$3,157.94	\$3,316.50	\$3,482.71	\$3,658.47	\$17.35	\$18.22	\$19.13	\$20.09	\$21.11		
RECREATION RECEPTIONIST	\$3,373.82	\$3,541.93	\$3,719.60	\$3,904.92	\$4,101.69	\$19.46	\$20.43	\$21.46	\$22.53	\$23.66		

CONFIDENTIAL SALARY SCHEDULE												
DECEMBER 27, 2020 - JUNE 26, 2021												
2.25% COLA												
	Monthly					Hourly						
	A	B	C	D	E	A	B	C	D	E	F	G
ASSIST TO CITY MGR	\$7,470.16	\$7,843.32	\$8,235.08	\$8,647.76	\$9,080.21	\$43.10	\$45.25	\$47.51	\$49.89	\$52.39		
CITY CLERK	\$6,898.21	\$7,243.47	\$7,605.01	\$7,985.14	\$8,385.04	\$39.80	\$41.79	\$43.88	\$46.07	\$48.38		
INFORMATION SYSTEMS SPECIALIST	\$5,328.85	\$5,595.06	\$5,874.06	\$6,168.17	\$6,476.23	\$30.74	\$32.28	\$33.89	\$35.59	\$37.36		
PERSONNEL ANALYST	\$5,398.60	\$5,668.30	\$5,953.11	\$6,250.71	\$6,563.42	\$31.15	\$32.70	\$34.34	\$36.06	\$37.87		

MOU Approvals Dec. 2020  
December 10, 2020

MID-MANAGEMENT SALARY SCHEDULE										
DECEMBER 27, 2020 - JUNE 26, 2021										
2.25% COLA										
	Monthly					Hourly				
	A	B	C	D	E	A	B	C	D	E
ASSOCIATE PLANNER	\$6,316.97	\$6,633.17	\$6,964.48	\$7,313.22	\$7,679.41	\$36.44	\$38.27	\$40.18	\$42.19	\$44.30
BUILDING OFFICIAL (CAPITOLA)	\$8,352.72	\$8,771.16	\$9,209.65	\$9,669.53	\$10,153.48	\$48.19	\$50.60	\$53.13	\$55.79	\$58.58
BUILDING OFFICIAL (SCOTTS VALLEY)	\$8,352.72	\$8,771.16	\$9,209.65	\$9,669.53	\$10,153.48	\$48.19	\$50.60	\$53.13	\$55.79	\$58.58
CIVIL ENGINEER/PROJECT MANAGER	\$7,263.24	\$7,627.09	\$8,008.39	\$8,408.29	\$8,829.11	\$41.90	\$44.00	\$46.20	\$48.51	\$50.94
ENVIRONMENTAL PROJECTS MANAGER	\$6,316.97	\$6,633.17	\$6,964.48	\$7,313.22	\$7,679.41	\$36.44	\$38.27	\$40.18	\$42.19	\$44.30
MAINTENANCE SUPERINTENDENT	\$6,214.62	\$6,527.93	\$6,852.71	\$7,194.67	\$7,553.83	\$35.85	\$37.66	\$39.53	\$41.51	\$43.58
FIELD SUPERVISOR	\$5,790.51	\$6,078.98	\$6,384.65	\$6,703.69	\$7,036.11	\$33.41	\$35.07	\$36.83	\$38.68	\$40.59
RECREATION SUPERVISOR	\$5,599.46	\$5,880.30	\$6,176.41	\$6,485.90	\$6,808.77	\$32.30	\$33.92	\$35.63	\$37.42	\$39.28
SENIOR PLANNER	\$7,263.24	\$7,627.09	\$8,008.39	\$8,408.29	\$8,829.11	\$41.90	\$44.00	\$46.20	\$48.51	\$50.94
SENIOR ACCOUNTANT	\$7,263.24	\$7,627.09	\$8,008.39	\$8,408.29	\$8,829.11	\$41.90	\$44.00	\$46.20	\$48.51	\$50.94
SENIOR MECHANIC	\$5,379.77	\$5,649.14	\$5,931.88	\$6,228.00	\$6,539.40	\$31.04	\$32.59	\$34.22	\$35.93	\$37.73

MANAGEMENT SALARY SCHEDULE			
DECEMBER 27, 2020 - JUNE 26, 2021			
2.25% COLA			
	Annually	Monthly	Hourly
Admin. Services Director	\$106,102.76	\$8,841.90	\$51.01
City Manager	\$206,709.79	\$17,225.82	\$99.38
Chief of Police	\$170,774.64	\$14,231.22	\$82.10
Director of Public Works	\$156,754.76	\$13,062.90	\$75.36
Director of Finance	\$155,018.22	\$12,918.18	\$74.53
Community Development Director	\$152,040.14	\$12,670.01	\$73.10

## SIDE LETTER BETWEEN CITY OF CAPITOLA AND THE ASSOCIATION OF CAPITOLA EMPLOYEES

Pursuant the provisions of the Meyers-Milias-Brown Act (“MMBA”), this Side Letter of Agreement (“Side Letter Agreement”) is entered between the City of Capitola (“City”) and the Association of Capitola Employees (“ACE”) (collectively, “the Parties”).

WHEREAS, the Parties recognize the impacts of the COVID-19 pandemic on the City’s ability to provide essential services; and

WHEREAS, the Parties reaffirm their commitment to collaborative labor relations; and

WHEREAS, the Parties desire to extend the term of the existing Memorandum of Understanding between ACE and the City, effective July 1, 2018 to June 30, 2020 (“MOU”) with some modifications; and

WHEREAS, the Parties agreed on a MOU side letter effective July 27, 2020 to December 26, 2020, which included a 6% pay reduction agreed upon to help the City in a time of uncertain impacts due to COVID-10; and

WHEREAS, the Parties have met and conferred in good faith, in accordance with the MMBA, concerning the terms and conditions of this Side Letter Agreement;

IT IS HEREBY AGREED that the existing MOU is extended until June 26, 2021 and shall be amended as follows:

1. Effective December 27, 2020, the salary schedule for all classifications in the Association of Capitola Employees and their equivalent positions shall revert to the salaries as of July 26, 2020. The 6% pay reduction effective July 27, 2020 to December 26, 2020 shall be eliminated.
2. Effective December 27, 2020, all classifications in Association of Capitola Employees shall receive a Cost of Living adjustment of 2.25%.
3. The mandatory and optional cash out of vacation hours provided under Sections V.E (Vacation- Mandatory Cash Out Before Termination) and V.F. (Optional Vacation Cash Out) of the MOU is suspended for Fiscal Year 2020-2021.

This Side Letter Agreement is effective December 27, 2020. This Side Letter Agreement shall supersede any inconsistent provisions in the Parties’ MOU and shall be incorporated into the MOU by this reference.

Association of Capitola Employees

City of Capitola

By: \_\_\_\_\_  
Ryan Heron, UPEC, Local 792  
Labor Representative

By: \_\_\_\_\_  
Jamie Goldstein  
City Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attachment: ACE and City Side Letter 12-2020 (MOU Approvals Dec. 2020)

## SIDE LETTER BETWEEN CITY OF CAPITOLA AND CAPITOLA POLICE CAPTAIN EMPLOYEES

Pursuant the provisions of the Meyers-Milias-Brown Act (“MMBA”), this Side Letter of Agreement (“Side Letter Agreement”) is entered between the City of Capitola (City) and the Capitola Police Captain Employees (Police Captain) (collectively, “the Parties”).

WHEREAS, the Parties recognize the impacts of the COVID-19 pandemic on the City’s ability to provide essential services; and

WHEREAS, the Parties reaffirm their commitment to collaborative labor relations; and

WHEREAS, the Parties have met and conferred in good faith, in accordance with the MMBA, concerning the terms and conditions of this Side Letter Agreement;

IT IS HEREBY AGREED that the existing MOU is extended until June 26, 2021 and shall be amended as follows:

1. Effective December 27, 2020, the salary schedule for all classifications in the Police Captain group shall revert to the salaries as of June 27, 2020. The 6% pay reduction effective June 28, 2020 to December 26, 2020 shall be eliminated.
2. Effective December 27, 2020, all classifications in Confidential Employees shall receive a Cost of Living adjustment of 2.25%.
3. The mandatory and optional cash out of vacation hours provided under Section 4.B.(1) and 4.D of the Parties’ MOU is suspended for Fiscal Year 2020-2021;

This Side Letter Agreement is effective December 27, 2020. This Side Letter Agreement shall supersede any inconsistent provisions in the Parties’ MOU and shall be incorporated into the MOU by this reference.

Capitola Police Captain Employees

City of Capitola

By: \_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
Jamie Goldstein  
City Manager

Attachment: Police Captain and City Side Letter 12-2020 (MOU Approvals Dec. 2020)

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

SIXTH AMENDMENT TO  
CITY MANAGER EMPLOYMENT AGREEMENT

This Sixth Amendment to City Manager Employment Agreement (“Fourth Amendment”) is entered into on December 10, 2020 with an effective date of December 27, 2020 (the “Effective Date”) by and between the City of Capitola, a municipal corporation (hereinafter referred to as “City”), and Jamie Goldstein, an individual (hereinafter referred to as “Employee”), and is intended to amend that particular City Manager Employment Agreement (the “Original Agreement”) dated July 12, 2010, as previously amended by that certain First Amendment to City Manager Employment Agreement (“First Amendment”) entered into on July 1, 2012, and that certain Second Amendment to City Manager Employment Agreement (“Second Amendment”) entered into on May 14, 2015, and that certain Third Amendment to City Manager Employment Agreement (“Third Amendment”) entered into on December 8, 2016, and that certain Fourth Amendment to City Manager Employment Agreement (“Fourth Amendment”) entered into on June 28, 2018, and that certain Fifth Amendment to City Manager Employment Agreement (“Fifth Amendment”) entered into on June 28, 2020 (the Original Agreement, First Amendment, Second Amendment, Third Amendment, Fourth Amendment, and Fifth Amendment are hereinafter referred to collectively as the “Agreement”).

Now, therefore City and Employee agree as follows:

1. Section 6—Salary of the Original Agreement is hereby amended to read as follows:

Section 6. Salary

- A. Effective December 27, 2020, the previously agreed to 6% salary reduction due to COVID-19 impacts shall be eliminated and employee’s base monthly salary shall revert to the amount prior to the 6% salary reduction, \$16,847
- C. Effective December 27, 2020, Employee’s base salary shall be adjusted by 2.25%. Employee’s base monthly salary shall be increased to \$17,226

2. Section 7 – Leave/Holidays/Furloughs of the First Amendment to the City Manager Employment Agreement is hereby amended to read as follows

- A. Section 7.A.2 Vacation-CAP “If Employee has accumulated more than 360 hours of vacation as of the last pay period in April of any year, he shall be paid in cash at a rate equal to 100% of his current hourly pay rate for all hours in excess of 360. The payment will be

included with the paycheck for the first pay period in May.” Shall be suspended through June 26, 2021.

2. Except as hereinabove stated, all other terms and conditions of the Agreement remain in full force and effect, are hereby re-stated and are hereby incorporated herein by reference as if fully set forth.

IN WITNESS WHEREOF, the parties have executed this Sixth Amendment to the City Manager Employment Agreement the day and year written above.

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

CITY OF CAPITOLA

By: \_\_\_\_\_

City of Capitola Mayor

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

EMPLOYEE

By: \_\_\_\_\_

Jamie Goldstein

Approved as to Form

\_\_\_\_\_  
Samantha Zutler, City Attorney

Attachment: 2020-12 Goldstein Sixth Amendment to City Manager Employment Agreement (MOU Approvals Dec. 2020)



## SIDE LETTER BETWEEN CITY OF CAPITOLA AND CAPITOLA CONFIDENTIAL EMPLOYEES

Pursuant the provisions of the Meyers-Milias-Brown Act (“MMBA”), this Side Letter of Agreement (“Side Letter Agreement”) is entered between the City of Capitola (“City”) and the Capitola Confidential Employees (“CE”) (collectively, “the Parties”).

WHEREAS, the Parties recognize the impacts of the COVID-19 pandemic on the City’s ability to provide essential services; and

WHEREAS, the Parties reaffirm their commitment to collaborative labor relations; and

WHEREAS, the Parties desire to extend the term of the existing Memorandum of Understanding between CE and the City, effective July 1, 2018 to June 30, 2020 (“MOU”) with some modifications; and

WHEREAS, the Parties have met and conferred in good faith, in accordance with the MMBA, concerning the terms and conditions of this Side Letter Agreement;

IT IS HEREBY AGREED that the existing MOU is extended until June 26, 2021 and shall be amended as follows:

1. Effective December 27, 2020, the salary schedule for all classifications in the Confidential Employees and their equivalent positions shall revert to the salaries as of June 27, 2020. The 6% pay reduction effective June 28, 2020 to December 26, 2020 shall be eliminated.
2. Effective December 27, 2020, all classifications in Confidential Employees shall receive a Cost of Living adjustment of 2.25%.
3. The mandatory and optional cash out of vacation hours provided under Sections II.1.d. (Vacation- Mandatory Cash Out Before Termination) and II.1.e. (Optional Vacation Cash Out) of the MOU is suspended for Fiscal Year 2020-2021;

This Side Letter Agreement is effective December 27, 2020. This Side Letter Agreement shall supersede any inconsistent provisions in the Parties’ MOU and shall be incorporated into the MOU by this reference.

Capitola Confidential Employees

City of Capitola

By: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
City Manager  
Date: \_\_\_\_\_

## SIDE LETTER BETWEEN CITY OF CAPITOLA AND CAPITOLA MID-MANAGEMENT EMPLOYEES

Pursuant the provisions of the Meyers-Milias-Brown Act (“MMBA”), this Side Letter of Agreement (“Side Letter Agreement”) is entered between the City of Capitola (“City”) and the Mid-Management Employees (“MME”) (collectively, “the Parties”).

WHEREAS, the Parties recognize the impacts of the COVID-19 pandemic on the City’s ability to provide essential services; and

WHEREAS, the Parties reaffirm their commitment to collaborative labor relations; and

WHEREAS, the Parties desire to extend the term of the existing Memorandum of Understanding between MME and the City, effective July 1, 2018 to June 30, 2020 (“MOU”) with some modifications; and

WHEREAS, the Parties agreed on a MOU side letter effective June 28, 2020 to December 26, 2020, which included a 6% pay reduction agreed upon to help the City in a time of uncertain impacts due to COVID-10; and

WHEREAS, the Parties have met and conferred in good faith, in accordance with the MMBA, concerning the terms and conditions of this Side Letter Agreement;

IT IS HEREBY AGREED that the existing MOU is extended until June 26, 2021 and shall be amended as follows:

1. Effective December 27, 2020, the salary schedule for all classifications in the Mid-Management Employees and their equivalent positions shall revert to the salaries as of June 27, 2020. The 6% pay reduction effective June 28, 2020 to December 26, 2020 shall be eliminated.
2. Effective December 27, 2020, all classifications in Mid-Management Employees shall receive a Cost of Living adjustment of 2.25%.
3. The mandatory and optional cash out of vacation hours provided under Sections II.1.d. (Vacation- Mandatory Cash Out Before Termination) and II.1.e. (Optional Vacation Cash Out) of the MOU is suspended for Fiscal Year 2020-2021.

This Side Letter Agreement is effective December 27, 2020. This Side Letter Agreement shall supersede any inconsistent provisions in the Parties’ MOU and shall be incorporated into the MOU by this reference.

Mid-Management Employees

City of Capitola

By: \_\_\_\_\_

By: \_\_\_\_\_

Jamie Goldstein  
City Manager

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Attachment: Mid-Management Employees and City Side Letter 12-2020 (MOU Approvals Dec. 2020)



# City of Capitola

## Department Head's and Chief of Police Compensation and Benefits Plan

Effective December 27, 2020

### Purpose and Intent

This Compensation and Benefits Plan (Plan) is intended to establish compensation, benefits and terms and conditions of employment for Department Heads and the Chief of Police. The City Manager has the authority to hire Department Heads and the Chief of Police, and to adjust their compensation consistent with this Plan. Department Heads and Chief of Police are exempt from the Fair Labor Standards Act (FLSA), are at will employees, serve at the pleasure of the City Manager and can be terminated with or without notice or cause and with no rights of appeal.

#### 1) SALARY SCHEDULE

- a) This Plan covers positions in the job classes and salary schedule set forth in Attachment A, incorporated in and made a part of this document.
- b) Longevity: 5% base pay increase following 12 full years of employment. (Does not apply to Chief of Police)

#### 2) SEVERANCE PAY

If a Department Head is terminated by the City Manager, the City will pay the Department Head an amount equal to four months salary and four months Flexible Spending Arrangement Contribution benefits. Additionally, the Department Head will receive payment for all vacation leave accrued to the date of separation. The same terms apply to the Chief of Police with the exception of six months' salary and Flexible Spending Arrangement Contribution. However, if an employee is terminated because of conviction of any criminal offense or "for cause", the City shall have no obligation to continue the employment of the Department Head or pay severance pay.

#### 3) ADMINISTRATIVE LEAVE ACCRUAL

80 hours per calendar year, prorated depending upon date of hire. No accumulation and may not be converted to cash.

#### 4) PERSONAL HOLIDAYS

Three personal holidays per calendar year, prorated depending upon date of hire. No accumulation and may not be converted to cash.

#### 5) VACATION

- a) Vacation Accrual:

<b>Years of Employment</b>	<b>Vacation Days</b>
1 and 2	12
3 and 4	14
5 through 9	17
10 through 19	22
20 and higher	27

- b) The City Manager has the authority to place a new Department Head or Police Chief at a specific accrual rate.

Attachment: 2020 Management Compensation Plan 12-2020 (MOU Approvals Dec. 2020)

## Department Head's and Chief of Police Compensation and Benefits Plan

2

- c) Upon termination, payment will be made for all accumulated vacation to the separation date, at a rate equal to 100% of the current hourly pay rate.
- d) Vacation Cap: Vacation Cap will not be in effect for Fiscal Year 2020/2021
- e) Optional Vacation Cash Out: Optional Vacation Cash Out Program will not be in effect for Fiscal Year 2020/2021.

## 6) SICK LEAVE

Sick leave will accrue at a rate of 12 days per year. Unlimited accumulation and may not be converted to cash.

## 7) FLEXIBLE SPENDING ARRANGEMENT CONTRIBUTIONS

- a) Employees are eligible to enroll in a CalPERS medical plan, Dental and Vision Plan. The City makes a contribution on behalf of each qualified employee (Attachment A).
- b) Cash Out: Employees who can verify to the City's satisfaction that: they have group health coverage for medical (including dental and vision), which will remain in effect until the next enrollment date will be eligible for a cash payment of \$250.00 per month. Employees who purchase a CalPERS Health Plan and dental and vision coverage, but do not use their entire monthly contribution, may use the remaining funds to purchase benefits other than medical (including dental and vision) coverage. (If a cash payment is taken, it is not included in the employee's compensation for the CalPERS retirement plan).

## 8) FLEXIBLE SPENDING ACCOUNTS

The City offers a Healthcare Spending Account with an annual election limit of \$2,500 and a Dependent Care Spending Account with annual election limit of \$5,000.

## 9) RETIREMENT

## a) CalPERS Retirement Benefits for Classic Members:

- i) Miscellaneous Classic Employees: The City participates in the California Public Employees' Retirement System (PERS). Benefits provided are detailed in separate publications. The City agrees to provide 2.5% at 55 Retirement Plan for eligible classic miscellaneous employees in the Unit and the single-highest-year option.

Effective July 1, 2018, Miscellaneous classic employees will contribute 13.392% of their reportable salary to PERS.

- ii) Safety Classic Employees: The City participates in the California Public Employees Retirement System (PERS). Benefits provided are detailed in separate publications. The City agrees to provide 3.0% at 50 Retirement Plan for eligible classic Safety employees in the Unit and the single-highest-year option.

Effective July 1, 2018, sworn classic employees will contribute 14.974% of their reportable salary to PERS.

## b) CalPERS PEPRA Employees:

- i) Individuals that have never been a member of any public retirement system prior to January 1, 2013, or
- ii) Individuals who moved between retirement systems with more than a six month break in service; and

- iii) In compliance with the California Public Employees' Pension Reform Act of 2013, (PEPRA), new members will receive a Local Miscellaneous benefit formula of 2% @ 62, Sworn will receive a benefit of 2.7% @ 55. Employees will contribute 50% of the normal cost as determined by CalPERS. The employee contribution from pay is on a pre-tax basis pursuant to 414(h)(2). Final compensation, for purposes of calculating the retirement benefit, is calculated on the highest average pensionable compensation earned by a member during a period of 36-consecutive months. This is also referred to as the 3-year average.

#### 10) HOLIDAYS

12 Holidays per calendar year, as follows: New Year's Day, Martin Luther King, Lincoln's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Friday following Thanksgiving, Christmas Day. In addition, City Hall will be closed for one week during the Christmas holidays during which employees are permitted to use vacation, personal holiday or sick leave in order not to lose compensation.

#### 11) INSURANCE

The City provides short-term disability for non-sworn and long-term disability insurance for both as well as term life insurance in the amount of \$50,000

#### 12) VEHICLE USE

The Chief of Police will be provided with a vehicle for commuting to and from work within Santa Cruz County and for business purposes.

#### 13) UNIFORM

Chief of Police: City will purchase the initial uniform at a cost not to exceed \$2,500. City will pay for reasonable cleaning of the uniform at a cost not to exceed \$250/yr.

#### 14) POLICE CHIEF DEFFERED COMPENSATION

The City may make contributions to a 457 Deferred Compensation Account (or equivalent account as determined by the City Manager) up to 8.267% of employee's regular salary (not including Flex Credit, cell phone allowance, or other compensation.). These contributions shall not be considered pay rate or special compensation and are not to be reported to PERS as such.

#### 15) POLICE CHIEF RECRUITMENT

The City Council shall approve the recruitment process for the Police Chief at a City Council meeting as recommended by the City Manager.

## DEPARTMENT HEADS AND CHIEF OF POLICE JOB CLASSES AND SALARY SCHEDULE

EFFECTIVE December 27, 2020

### **Positions covered by Plan**

Chief of Police  
 Director of Public Works  
 Director of Finance  
 Community Development Director  
 Administrative Services Director

### Salary Schedule

POSITION	Minimum	Maximum
<u>Chief of Police</u>	<u>\$ 11,159</u>	<u>\$ 14,231</u>
<u>Department Heads</u>	<u>\$ 8,128</u>	<u>\$ 13,063</u>

### Salary: COVID-19 Salary Adjustment

1. The COVID-19 Salary Adjustment which began on June 28, 2020 shall end on December 26, 2020. The above salary schedule includes the ending of the Salary Reduction.

### Cost of Living Adjustment

2. A 2.25% Cost of Living Adjustment shall go into effect for all positions covered by this Compensation plan. The above salary schedule includes the Cost of Living Adjustment.

### **Flexible Spending Arrangement Contribution:**

The City contribution for full-time regular employees is:

Effective 7/1/2019

Employee Only	\$824.00
Employee + 1	\$1,339.00
Employee +2 or more	\$1,751.00



POA SALARY SCHEDULE													
DECEMBER 27, 2020 - JUNE 30, 2021													
TWO 2.25% COLAS													
	Monthly						Hourly						
	Step A	Step B	Step C	Step D	Step E	Step F	Step A	Step B	Step C	Step D	Step E	Step F	
Community Service Officer	\$5,268.35	\$5,534.02	\$5,809.45	\$6,100.51	\$6,407.19	\$6,727.55	\$30.39	\$31.93	\$33.52	\$35.20	\$36.96	\$38.81	
Police Officer Trainee	\$6,338.82												
Police Officer	\$6,655.28	\$6,989.31	\$7,337.02	\$7,704.26	\$8,091.04	\$8,495.39	\$38.40	\$40.32	\$42.33	\$44.45	\$46.68	\$49.01	
Records Manager	\$6,071.21	\$6,375.94	\$6,694.35	\$7,028.38	\$7,381.95	\$7,751.14	\$35.03	\$36.78	\$38.62	\$40.55	\$42.59	\$44.72	
Sergeant	\$8,151.59	\$8,559.85	\$8,989.61	\$9,436.94	\$9,911.62	\$10,405.83	\$47.03	\$49.38	\$51.86	\$54.44	\$57.18	\$60.03	

Attachment: 12-27-2020 updated Salary schedule (MOU Approvals Dec. 2020)

<b>POLICE CAPTAIN SALARY SCHEDULE</b>													
<b>DECEMBER 27, 2020 - JUNE 26, 2021</b>													
<b>2.25% COLA</b>	<b>Monthly</b>						<b>Hourly</b>						
	Step A	Step B	Step C	Step D	Step E	Step F	Step A	Step B	Step C	Step D	Step E	Step F	
Police Captain	\$9,548.69	\$10,026.47	\$10,527.51	\$11,055.28	\$11,608.62	\$12,189.87	\$55.09	\$57.85	\$60.74	\$63.78	\$66.97	\$70.33	

Attachment: 12-27-2020 updated Salary schedule (MOU Approvals Dec. 2020)

<b>ACE SALARY SCHEDULE</b>											
<b>DECEMBER 27, 2020 - JUNE 26, 2021</b>											
<b>2.25 % COLA</b>	<b>Monthly</b>					<b>Hourly</b>					
	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	
ACCOUNT TECHNICIAN	\$4,644.25	\$4,875.41	\$5,118.04	\$5,374.03	\$5,643.40	\$26.79	\$28.13	\$29.53	\$31.00	\$32.56	
ACCOUNTANT I	\$5,610.93	\$5,891.76	\$6,185.97	\$6,495.46	\$6,818.32	\$32.37	\$33.99	\$35.69	\$37.47	\$39.34	
ACCOUNTANT II	\$6,187.88	\$6,497.37	\$6,820.23	\$7,162.20	\$7,521.36	\$35.70	\$37.48	\$39.35	\$41.32	\$43.39	
ACCOUNTS CLERK	\$4,214.40	\$4,424.55	\$4,644.25	\$4,877.32	\$5,119.95	\$24.31	\$25.53	\$26.79	\$28.14	\$29.54	
ADMINISTRATIVE ASSISTANT	\$4,250.70	\$4,464.67	\$4,688.19	\$4,923.17	\$5,169.62	\$24.52	\$25.76	\$27.05	\$28.40	\$29.82	
ADMINISTRATIVE CLERK I	\$3,306.95	\$3,471.25	\$3,643.19	\$3,826.59	\$4,017.63	\$19.08	\$20.03	\$21.02	\$22.08	\$23.18	
ADMINISTRATIVE CLERK II	\$3,826.59	\$4,017.63	\$4,218.23	\$4,430.28	\$4,651.89	\$22.08	\$23.18	\$24.34	\$25.56	\$26.84	
ADMINISTRATIVE RECORDS ANALYST	\$5,018.69	\$5,268.96	\$5,530.69	\$5,809.61	\$6,098.09	\$28.95	\$30.40	\$31.91	\$33.52	\$35.18	
ASSISTANT PLANNER	\$5,417.97	\$5,687.34	\$5,972.00	\$6,270.03	\$6,583.34	\$31.26	\$32.81	\$34.45	\$36.17	\$37.98	
BUILDING INSPECTOR I	\$4,745.50	\$4,984.31	\$5,230.75	\$5,494.39	\$5,769.49	\$27.38	\$28.76	\$30.18	\$31.70	\$33.29	
BUILDING INSPECTOR II	\$5,536.42	\$5,813.43	\$6,105.73	\$6,409.49	\$6,730.44	\$31.94	\$33.54	\$35.23	\$36.98	\$38.83	
DATA ENTRY CLERK	\$3,318.41	\$3,482.71	\$3,658.47	\$3,841.87	\$4,034.82	\$19.14	\$20.09	\$21.11	\$22.16	\$23.28	
DEPUTY CITY CLERK	\$4,250.70	\$4,464.67	\$4,688.19	\$4,923.17	\$5,169.62	\$24.52	\$25.76	\$27.05	\$28.40	\$29.82	
DEVELOPMENT SERVICES TECHNICIAN	\$4,464.67	\$4,688.19	\$4,923.17	\$5,169.62	\$5,427.53	\$25.76	\$27.05	\$28.40	\$29.82	\$31.31	
EQUIPMENT OPERATOR	\$4,447.48	\$4,669.09	\$4,900.25	\$5,146.69	\$5,404.60	\$25.66	\$26.94	\$28.27	\$29.69	\$31.18	
MAINTENANCE WORKER I	\$3,163.67	\$3,322.23	\$3,488.44	\$3,664.20	\$3,845.69	\$18.25	\$19.17	\$20.13	\$21.14	\$22.19	
MAINTENANCE WORKER II	\$4,235.42	\$4,447.48	\$4,669.09	\$4,904.07	\$5,148.60	\$24.44	\$25.66	\$26.94	\$28.29	\$29.70	
MAINTENANCE WORKER III	\$4,447.48	\$4,669.09	\$4,904.07	\$5,148.60	\$5,406.51	\$25.66	\$26.94	\$28.29	\$29.70	\$31.19	
MECHANIC	\$4,648.07	\$4,881.14	\$5,123.77	\$5,379.77	\$5,649.14	\$26.82	\$28.16	\$29.56	\$31.04	\$32.59	
MUSEUM CURATOR	\$4,214.40	\$4,424.55	\$4,648.07	\$4,879.23	\$5,121.86	\$24.31	\$25.53	\$26.82	\$28.15	\$29.55	
PARKING ENFORCEMENT OFFICER	\$3,836.14	\$4,025.27	\$4,227.78	\$4,439.83	\$4,661.44	\$22.13	\$23.22	\$24.39	\$25.61	\$26.89	
RECEPTIONIST	\$3,639.37	\$3,820.86	\$4,011.90	\$4,214.40	\$4,424.55	\$21.00	\$22.04	\$23.15	\$24.31	\$25.53	
RECORDS MANAGMENT CLERK	\$4,157.09	\$4,365.33	\$4,585.03	\$4,814.28	\$5,054.99	\$23.98	\$25.18	\$26.45	\$27.77	\$29.16	
RECORDS TECHNICIAN	\$4,097.87	\$4,302.28	\$4,518.16	\$4,743.59	\$4,980.49	\$23.64	\$24.82	\$26.07	\$27.37	\$28.73	
RECREATION ASSISTANT	\$3,112.09	\$3,266.83	\$3,433.04	\$3,603.07	\$3,782.65	\$17.95	\$18.85	\$19.81	\$20.79	\$21.82	
RECREATION COORDINATOR	\$4,025.27	\$4,225.87	\$4,437.92	\$4,661.44	\$4,892.61	\$23.22	\$24.38	\$25.60	\$26.89	\$28.23	
RECREATION FACILITY CUSTODIAN	\$3,007.01	\$3,157.94	\$3,316.50	\$3,482.71	\$3,658.47	\$17.35	\$18.22	\$19.13	\$20.09	\$21.11	
RECREATION RECEPTIONIST	\$3,373.82	\$3,541.93	\$3,719.60	\$3,904.92	\$4,101.69	\$19.46	\$20.43	\$21.46	\$22.53	\$23.66	

Attachment: 12-27-2020 updated Salary schedule (MOU Approvals Dec. 2020)

<b>CONFIDENTIAL SALARY SCHEDULE</b>											
<b>DECEMBER 27, 2020 - JUNE 26, 2021</b>											
	<b>Monthly</b>						<b>Hourly</b>				
<b>2.25% COLA</b>	A	B	C	D	E		A	B	C	D	E
ASSIST TO CITY MGR	\$ 7,470.16	\$ 7,843.32	\$ 8,235.08	\$ 8,647.76	\$ 9,080.21		\$ 43.10	\$ 45.25	\$ 47.51	\$ 49.89	\$ 52.39
CITY CLERK	\$ 6,898.21	\$ 7,243.47	\$ 7,605.01	\$ 7,985.14	\$ 8,385.04		\$ 39.80	\$ 41.79	\$ 43.88	\$ 46.07	\$ 48.38
INFORMATION SYSTEMS SPECIALIST	\$ 5,328.85	\$ 5,595.06	\$ 5,874.06	\$ 6,168.17	\$ 6,476.23		\$ 30.74	\$ 32.28	\$ 33.89	\$ 35.59	\$ 37.36
PERSONNEL ANALYST	\$ 5,398.60	\$ 5,668.30	\$ 5,953.11	\$ 6,250.71	\$ 6,563.42		\$ 31.15	\$ 32.70	\$ 34.34	\$ 36.06	\$ 37.87

Attachment: 12-27-2020 updated Salary schedule (MOU Approvals Dec. 2020)

MID-MANAGEMENT SALARY SCHEDULE										
DECEMBER 27, 2020 - JUNE 26, 2021	Monthly					Hourly				
2.25% COLA	A	B	C	D	E	A	B	C	D	E
ASSOCIATE PLANNER	\$6,316.97	\$6,633.17	\$6,964.48	\$7,313.22	\$7,679.41	\$36.44	\$38.27	\$40.18	\$42.19	\$44.30
BUILDING OFFICIAL (CAPITOLA)	\$8,352.72	\$8,771.16	\$9,209.65	\$9,669.53	\$10,153.48	\$48.19	\$50.60	\$53.13	\$55.79	\$58.58
BUILDING OFFICIAL (SCOTTS VALLEY)	\$8,352.72	\$8,771.16	\$9,209.65	\$9,669.53	\$10,153.48	\$48.19	\$50.60	\$53.13	\$55.79	\$58.58
CIVIL ENGINEER/PROJECT MANAGER	\$7,263.24	\$7,627.09	\$8,008.39	\$8,408.29	\$8,829.11	\$41.90	\$44.00	\$46.20	\$48.51	\$50.94
ENVIRONMENTAL PROJECTS MANAGER	\$6,316.97	\$6,633.17	\$6,964.48	\$7,313.22	\$7,679.41	\$36.44	\$38.27	\$40.18	\$42.19	\$44.30
MAINTENANCE SUPERINTENDENT	\$6,214.62	\$6,527.93	\$6,852.71	\$7,194.67	\$7,553.83	\$35.85	\$37.66	\$39.53	\$41.51	\$43.58
FIELD SUPERVISOR	\$5,790.51	\$6,078.98	\$6,384.65	\$6,703.69	\$7,036.11	\$33.41	\$35.07	\$36.83	\$38.68	\$40.59
RECREATION SUPERVISOR	\$5,599.46	\$5,880.30	\$6,176.41	\$6,485.90	\$6,808.77	\$32.30	\$33.92	\$35.63	\$37.42	\$39.28
SENIOR PLANNER	\$7,263.24	\$7,627.09	\$8,008.39	\$8,408.29	\$8,829.11	\$41.90	\$44.00	\$46.20	\$48.51	\$50.94
SENIOR ACCOUNTANT	\$7,263.24	\$7,627.09	\$8,008.39	\$8,408.29	\$8,829.11	\$41.90	\$44.00	\$46.20	\$48.51	\$50.94
SENIOR MECHANIC	\$5,379.77	\$5,649.14	\$5,931.88	\$6,228.00	\$6,539.40	\$31.04	\$32.59	\$34.22	\$35.93	\$37.73

Attachment: 12-27-2020 updated Salary schedule (MOU Approvals Dec. 2020)

<b>MANAGEMENT SALARY SCHEDULE</b>			
<b>DECEMBER 27, 2020 - JUNE 26, 2021</b>			
<b>2.25% COLA</b>	<b>Annually</b>	<b>Monthly</b>	<b>Hourly</b>
Admin. Services Director	\$106,102.76	\$8,841.90	\$51.01
City Manager	\$206,709.79	\$17,225.82	\$99.38
Chief of Police	\$170,774.64	\$14,231.22	\$82.10
Director of Public Works	\$156,754.76	\$13,062.90	\$75.36
Director of Finance	\$155,018.22	\$12,918.18	\$74.53
Community Development Director	\$152,040.14	\$12,670.01	\$73.10



## CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF DECEMBER 10, 2020**

FROM: Finance Department  
SUBJECT: Council Compensation

**RECOMMENDED ACTION:** Affirm that Council's monthly salary should return to the amount specified in the Municipal Code beginning on December 27, 2020.

**BACKGROUND:** On September 26, 2019, the City Council voted to adopt Ordinance No. 1032; updating Section 2.04.075: City Council Member Salary of Capitola Municipal Code and increasing Council compensation from \$500 to \$600 per month, beginning in December 2020.

Due to the financial impact of the Coronavirus pandemic, the City Council unanimously approved deferring the increase in Council compensation and reducing their compensation by 6% beginning July 1, 2020.

**DISCUSSION:** On November 20, 2020, staff received the first quarter FY 2020-21 sales tax data showing that while the fiscal impacts from COVID-19 are significant, they are not as severe as originally projected. Additionally, Transient Occupancy Tax (TOT) and parking meter revenues are also performing better than anticipated while City-wide expenditures remain well below prior year levels.

Since receiving the sales tax data and at the direction of City Council, the City labor negotiating team has engaged in conversations with all of the labor groups to discuss ending the agreed upon salary concessions which began July 1, 2020 and instituting agreed upon cost of living adjustments (COLA) for all staff. With the end of salary concessions and institution of COLA's for staff it is equitable to end the City Council salary concession and institute the previously approved increase in Council compensation to \$600 per month.

California Government Code 36516 section (f) allows any or all Council members to waive compensation. Since the Council unanimously agreed to the 6% compensation reduction and deferral of the increase, there were no amendments made to Capitola Municipal Code. Therefore, pursuant to the municipal code the current City Council member salary is \$600 per month.

**FISCAL IMPACT:** If City Council implements the salary adjustment, total compensation costs (including salary and benefits) for all five Council members will increase from \$31,409 to \$40,106 annually.

City Council Compensation II  
December 10, 2020

Report Prepared By: Jim Malberg  
Finance Director

**Reviewed and Forwarded by:**



\_\_\_\_\_  
Jamie Goldstein, City Manager      12/3/2020





## CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF DECEMBER 10, 2020**

FROM: Public Works Department

SUBJECT: Consider Approval of Contract Change Orders No. 9 and 10 for the Capitola Branch Library Project

**RECOMMENDED ACTION:** Receive report and approve Contract Change Orders 9 and 10 with Otto Construction for the Capitola Branch Library Project in the total amount of \$89,257.

**BACKGROUND:** On October 24, 2020, PG&E relocated the last power line that conflicted with the construction of the new library building. The conflicts with the power lines resulted in significant delays to Otto Construction who were unable to complete roof trusses, exterior weatherproofing, and finishes on the building's upper side portion closest to the wires along Wharf Road. With the wires now moved, construction can proceed.

**DISCUSSION:** Two contract change order requests have been submitted by Otto Construction. Change order No. 9 in the amount of \$39,617 covers additional work to modify and install subterranean drainage improvements and for changes to the security systems requested by Santa Cruz Public Libraries. The powerline conflict was not responsible for the costs associated with this change order.

Contract change order No. 10, in the amount of \$49,640, is a result of the delayed work schedule and powerline conflict; and covers costs for the additional work required to complete the roofing structure and coordinate and plan the power line relocation with PG&E, as well as additional paving work required due to the delay in the project.

Change Orders 9 and 10 are included as Attachment 1 and 2.

**FISCAL IMPACT:** The original approved funding for this project was \$15,150,000. Since that time investments earnings and new allocations of funding from the County Library Fund have increased available funding by \$653,997. The table below provides an itemization of the current revenue sources:

Funding Source	Amount
Measure S	\$ 10,269,600
Successor Agency	\$ 2,741,568
City General Fund	\$ 1,552,492

Library Update  
December 10, 2020

Friends (donations)	\$	600,000
County Library Funds	\$	510,337
Investment earnings	\$	130,000
<b>Total</b>	<b>\$</b>	<b>15,803,997</b>

The total approved project cost, including Contract Change Orders (CCO) 9 and 10, is \$14,270,441, itemized below:

<b>Item</b>	<b>Current Budget</b>	
Construction (through CCO No. 7)	\$	11,875,865
CCO No. 9	\$	39,617
CCO No. 10	\$	49,640
Architecture and Engineering Fees	\$	516,755
Permits/Special Inspections	\$	149,816
Project Management	\$	297,061
Misc.	\$	18,494
Furniture, Fixtures, & Equipment	\$	408,000
PG&E Costs	\$	1,450
<b>Total</b>	<b>\$</b>	<b>14,356,698</b>

Based on these budget numbers, the project has a remaining contingency balance of \$1,447,299. Staff estimates that additional delay costs and other change orders will cost \$650,000, or 45%, of the current contingencies.

ATTACHMENTS:

1. Otto CCO No 9
2. Otto CCO No 10

Report Prepared By: Steve Jesberg  
Public Works Director

**Reviewed and Forwarded by:**



\_\_\_\_\_  
Jamie Goldstein, City Manager      12/3/2020

EXHIBIT 9  
CHANGE ORDER  
CITY OF CAPITOLA

Project Name: CAPITOLA BRANCH LIBRARY Change Order No: 9  
Project Permit Number: 20180129 Date: 11/25/2020  
To Contractor: Otto Construction  
Address: 1717 2nd Street Sacramento, CA 95811

You are hereby instructed that the contract in caption is modified as herein specifically set forth, but that in all other respects the Contract remains unaltered.

Description	PCO/Ref. Doc.	Amount	Time
1 Provide all labor and materials to address the unidentified utilities that are creating subterranean water issues at the west side of the new foundation. This includes creation of an impervious curtain, tie-in to existing drain line, addition of a new perforated pipe and rock lenses to capture leaching water and addition of new DI collector next to the sidewalk at Clares Street. This also includes the cost for investigation, temporary dewatering and control of groundwater prior to installation of new work.	PCO 9, RFI 22 and RFI 29	\$ 19,179	0
2 Provide all labor and materials to Based upon review of the PCO 14R1 Submittal and Draft 14R2 pricing, the scope of the Security System was revised. The Team of Otto, Bogard, SCCPL, Collins and RFI met over the course of several months starting in August 2020 to finalize SCCPL preferred scope. Provide all labor and materials to modify specified security intrusion/CCTV system and incorporate and integrate proprietary AMAG security system into the project as requested by the Santa Cruz Public Library (to allow future compatibility between library branch systems). Includes, but is not limited to additional card reader, cameras and adjustments to camera locations.	PCO 14R1/R2, Bulletin 11R1 and 11R2 (including SCPL Comments)	\$ 20,438	0
3 The Contract time is not adjusted per this change order. It should be noted the Contract time will be adjusted/increased due to impacts to PG&E high voltage lines, in a subsequent change order.			
<b>TOTAL</b>		<b>\$ 39,617</b>	<b>0</b>

Contractor waives any claim for further adjustments of the Contract Sum and the Contract Time related to the above described change in the Work. This Change Order is complete accord and satisfaction for all items in this change order.

ADD: Thirty Nine Thousand Six Hundred and Seventeen Dollars (\$39,617)

This change order HAS NOT altered the Contract Completion Date. The Completion Date is: June 30, 2020

Adjustment of Contract Sum	
Original Contract Sum:	\$ 12,325,000
Prior Adjustments:	\$ (446,135)
Contract Sum Prior to this Change:	\$ 11,878,865
Adjustment for this Change:	\$ 39,617
Revised Contract Sum:	\$ 11,918,482

Adjustment of Contract Time	
Original Contract Time:	410 (Days)
Prior Adjustments:	126 (Days)
Contract Time Prior to this Change:	536 (Days)
Adjustment for this Change:	0 (Days)
Revised Contract Time:	536 (Days)

Recommended:  
By: David Tanza 11/25/2020  
Date

David Tanza / Bogard Construction  
City's Representative

Reviewed and Recommended:

By: \_\_\_\_\_ Date  
Steve Jesberg, Public Works Director  
City of Capitola

Approved: City of Capitola

By: \_\_\_\_\_ Date  
Jamie Goldstein, City Manager

Accepted:  
By: \_\_\_\_\_ Date  
(Contractor Signature)

Printed Name  
Otto Construction

Attachment: Otto CCO No 9 (Library Update)

EXHIBIT 9  
CHANGE ORDER  
CITY OF CAPITOLA

Project Name: CAPITOLA BRANCH LIBRARY Change Order No: 10  
Project Permit Number: 20180129 Date: 11/25/2020  
To Contractor: Otto Construction  
Address: 1717 2nd Street Sacramento, CA 95811

You are hereby instructed that the contract in caption is modified as herein specifically set forth, but that in all other respects the Contract remains unaltered.

Description	PCO/Ref. Doc.	Amount	Time
1 Provide all labor and materials to implement high roof steel redesign changes associated with Bulletin #10R1 and subsequent clarifying responses to Requests for Information (RFI), RFI 90, RFI 100, RFI 108, RFI 141, RFI 142 and RFI 143. The revisions to the design allow work to continue (to allow for temporary dry-in of the structure) during delays related to relocation of the PG&E high voltage lines. The costs included in this change are for the structural steel work and detailing costs only, (excluding field labor and equipment for subsequent work - separate costs will be submitted for additional changes associated with Bulletin #10R1.	PCO 10.1R3/Bulletin #10R1, RFI 90, RFI 100, RFI 108, RFI 141, RFI 142, RFI 143,	\$ 6,477	0
2 Provide all labor and materials to add sistered-on truss extensions, revised blocking at the lay-in ceiling areas and change the girder truss from 2-ply to a 5-ply. Includes revision to panel blocking (after demolition of original blocking) to allow for the installation of the sistered trusses. The revisions to the design allow work to continue (to allow for temporary dry-in of the structure) during delays related to relocation of the PG&E high voltage lines.	PCO 10.2R1/Bulletin 10	\$ 16,018	0
3 Provide all labor and materials to coordinate electrical related work with PG&E for relocation of PG&E high voltage lines and to assist with potential undergrounding solution, including coordination of proposed designs, assistance with creating several potential solutions, and coordination up to the point where PGE& allowed the use or alley arms.	PCO 10.3.1	\$ 18,041	0
4 Provide all labor and materials to install two (2) asphaltic concrete (AC) lifts, which includes and additional mobilization for the parking lot. This is required to allow for winter 2021 site stabilization as a result of delays caused by the relocation of the PG&E high voltage lines. This will provide a stable all-weather surface to complete the remaining work interior and exterior work and to avoid damage to the finished parking lot paving. The parking lot AC section is four inches (4") thick, and would allow two inches (2") to be done as a base and two inches (2") to be done once the remaining work is substantially complete. This includes clean and prep of the 1st lift, prior to the second lift, prime coat between lifts and the second mobilization.	PCO 26	\$ 9,104	0
4 The Contract time is not adjusted per this change order. It should be noted the Contract time will be adjusted/increased due to impacts to PG&E high voltage lines, in a subsequent change order.			
<b>TOTAL</b>		<b>\$ 49,640</b>	<b>0</b>

Contractor waives any claim for further adjustments of the Contract Sum and the Contract Time related to the above described change in the Work. This Change Order is complete accord and satisfaction for all items in this change order.

ADD: Forty Nine Thousand Six Hundred and Seventy Six Dollars (\$49,676)

This change order HAS NOT altered the Contract Completion Date. The Completion Date is: June 30, 2020

Adjustment of Contract Sum	
Original Contract Sum:	\$ 12,325,000
Prior Adjustments:	\$ (406,518)
Contract Sum Prior to this Change:	\$ 11,918,482
Adjustment for this Change:	\$ 49,640
Revised Contract Sum:	\$ 11,968,122

Adjustment of Contract Time	
Original Contract Time:	410 (Days)
Prior Adjustments:	126 (Days)
Contract Time Prior to this Change:	536 (Days)
Adjustment for this Change:	0 (Days)
Revised Contract Time:	536 (Days)

Recommended:

By: David Tanza 11/25/2020  
Date

David Tanza / Bogard Construction  
City's Representative

Reviewed and Recommended:

By: \_\_\_\_\_  
Date

Steve Jesberg, Public Works Director  
City of Capitola

Approved: City of Capitola

By: \_\_\_\_\_  
Date

Jamie Goldstein, City Manager

Accepted:

By: \_\_\_\_\_  
(Contractor Signature) Date

Printed Name  
Otto Construction

Attachment: Otto CCO No 10 (Library Update)