

City of Capitola Agenda

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

Treasurer: Peter Wilk



CAPITOLA CITY COUNCIL REGULAR MEETING

THURSDAY, FEBRUARY 22, 2018

7:00 PM

CITY COUNCIL CHAMBERS
420 CAPITOLA AVENUE, CAPITOLA, CA 95010

CLOSED SESSION – 5:30 PM CITY MANAGER’S OFFICE

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

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

[Govt. Code § 54956.9(d)(1)]

(two cases)

City of Capitola v. Water Rock Construction, Inc.
Santa Clara Superior Court Case No. 16CV295795

City of Capitola v. D'Angelo
Santa Cruz County Superior Court Case No. CV 181659

CONFERENCE WITH LABOR NEGOTIATOR [Govt. Code § 54957.6]

Negotiator: Dania Torres Wong

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

REGULAR MEETING OF THE CAPITOLA CITY COUNCIL – 7 PM

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

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

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

2. PRESENTATIONS

A. Santa Cruz METRO State of the District

3. REPORT ON CLOSED SESSION

4. ADDITIONAL MATERIALS

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

5. ADDITIONS AND DELETIONS TO AGENDA

6. PUBLIC COMMENTS

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

7. CITY COUNCIL / CITY TREASURER / STAFF COMMENTS

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

8. CONSENT CALENDAR

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

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

CAPITOLA CITY COUNCIL REGULAR MEETING AGENDA
February 22, 2018

- A. Consider the February 8, 2018, City Council Regular Meeting Minutes
RECOMMENDED ACTION: Approve minutes.
- B. Approval of City Check Registers Dated January 5, January 12, January 19 and January 26, 2018
RECOMMENDED ACTION: Approve check registers.
- C. Consider a Resolution Updating Finance Advisory Committee Membership
RECOMMENDED ACTION: Adopt resolution.
- D. Consider Accepting Grant Funding from the State Controller's Office Budget Act of 2016
RECOMMENDED ACTION: Accept grant funding from the State Controller's Office Budget Act of 2016 in the amount of \$49,239 to be disbursed by the City of Watsonville and authorize amending the Fiscal Year 2017/18 general fund operating budget to increase revenue and expenditures by \$49,239.
- E. Approve Contract for New Auditor
RECOMMENDED ACTION: Authorize the City Manager to execute a three-year agreement for professional auditing services with Vavrinek, Trine, Day & Co., LLP, certified public accountants, to conduct the 2017/18 through 2019/20 fiscal year audits and required reports in the amount not-to-exceed \$48,720 annually.

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. Consider Jewel Box Traffic Calming Implementation and Funding Plans
RECOMMENDED ACTION: Review implementation plan details for a trial of Jewel Box Traffic Calming Project: Option 4 and provide direction to staff.
- B. Mid-Year Budget Report
RECOMMENDED ACTION: Receive Mid-Year Budget Report, amend the Fiscal Year 2017/18 Budget based on the attached budget amendment request, and authorize the staff changes.

10. ADJOURNMENT

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

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

CAPITOLA CITY COUNCIL REGULAR MEETING AGENDA
February 22, 2018

Capitola Avenue, Capitola.

Agenda and Agenda Packet Materials: The City Council Agenda and the complete Agenda Packet are available for review on the City's website: www.cityofcapitola.org and at Capitola City Hall and at the Capitola Branch Library, 2005 Wharf Road, Capitola, prior to the meeting. Agendas are also available at the Capitola Post Office located at 826 Bay Avenue, Capitola. Need more information? Contact the City Clerk's office at 831-475-7300.

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

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

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



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF FEBRUARY 22, 2018

FROM: City Manager Department
SUBJECT: Santa Cruz METRO State of the District

BACKGROUND/DISCUSSION: Santa Cruz METRO is a public agency providing public transportation services that enhance personal mobility and create a sustainable transportation option in Santa Cruz County.

METRO CEO/General Manager Alex Clifford will provide a short annual "State of METRO" presentation.

Report Prepared By: Linda Fridy
City Clerk

Reviewed and Forwarded by:

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

Jamie Goldstein, City Manager

2/15/2018



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF FEBRUARY 22, 2018

FROM: City Manager Department

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

RECOMMENDED ACTION: Approve minutes.

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

ATTACHMENTS:

1. 2-8-18 draft minutes

Report Prepared By: Linda Fridy
City Clerk

Reviewed and Forwarded by:

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

Jamie Goldstein, City Manager

2/15/2018

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

CALL TO ORDER

Mayor Termini called the meeting to order at 6:15 p.m. with the following items to be discussed in Closed Session:

CONFERENCE WITH LABOR NEGOTIATOR [Govt. Code § 54957.6]

Negotiator: Dania Torres Wong

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

LIABILITY CLAIMS (Govt. Code § 54956.95)

Claimant: Richard Willis

Agency claimed against: City of Capitola

There was no public comment; therefore, the City Council recessed to Closed Session in the City Manager's Office.

REGULAR MEETING OF THE CAPITOLA CITY COUNCIL - 7 PM

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

Treasurer Peter Wilk was absent.

2. REPORT ON CLOSED SESSION

City Attorney Tony Condotti said the Council provided instructions to the labor negotiator, and he noted the liability claim is also on the consent calendar for a vote.

3. ADDITIONAL MATERIALS - None

4. ADDITIONS AND DELETIONS TO AGENDA - None

5. PUBLIC COMMENTS

Mayor Termini introduced the comments by noting that the Council Jewel Box traffic calming action on January 11 will come back for additional discussion on February 22.

Neal Savage, Opal, spoke in opposition of the recent decision to reroute traffic in the Jewel Box neighborhood. His full comments are on file.

Mel Vento, Topaz, thanked the Council for addressing safety issues on Topaz.

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
February 8, 2018

Rose Filicetti, Opal, asked for a delay of implementation of Jewel Box traffic changes (full comments on file).

Paul Belina, 49th and Opal, fears that cars will continue to enter and then turn around to exit.

Sue Seeley, Jewel, asked for a safety response review.

Ron Burke, 47th, noted there wasn't consensus for a solution in the neighborhood survey.

Jonathan Cesena, Opal, opposes street closures and requested a full traffic survey.

Jim Sherman, Crystal, questioned the follow up and resulting vote. He asked the Council to revisit its decision.

Dwight Dillon, Jewel, opposed the recent vote and requested increased police presence.

Jim Donaldson, Opal, agreed with Mr. Savage's comments.

Mick Routh, Crystal, acknowledged the traffic concerns on Topaz but disputed the recent decision and its impacts.

Marcos Vasquez, Topaz, worries that a tragic accident can happen and said a solution may be positive for the whole neighborhood

Beverly Martin, Jewel Box, said she will try to use other routes to decrease impacts on Topaz.

6. CITY COUNCIL / CITY TREASURER / STAFF COMMENTS

Council Member Bertrand reported that at the Regional Transportation Commission he discussed the City's concerns about the safety of the trestle and learned there is an overall survey planned.

Council Member Harlan asked for a reprint of a guide to Soquel Creek. Public Works Director Steve Jesberg noted it has been redistributed recently by the Commission on the Environment. Council Member Harlan also asked about the possibility of changing banks.

Mayor Termini asked about looking at replacing the lights on the Jade Street tennis courts for energy saving and improved lighting for the basketball courts.

7. CONSENT CALENDAR

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

- A. Consider the January 25, 2018, City Council Regular Meeting Minutes
RECOMMENDED ACTION: Approve minutes.

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
February 8, 2018

- B. Receive Planning Commission Action Minutes for the Regular Meeting of January 18, 2018.
RECOMMENDED ACTION: Receive minutes.
- C. Consider Adoption of a Revised Conflict of Interest Code
RECOMMENDED ACTION: Adopt **Resolution No. 4104** amending the Conflict of Interest Code to include members of the Historical Museum Board and the Museum Curator.
- D. Liability Claim of Richard Willis [Claims Binder]
RECOMMENDED ACTION: Deny liability claim.

8. GENERAL GOVERNMENT / PUBLIC HEARINGS

- A. Monterey Bay Community Power Update
RECOMMENDED ACTION: Receive report.

City Manager Jamie Goldstein introduced Mike Adato from Monterey Bay Community Power.

Mr. Adato presented an overview of the hybrid model for electricity service and California's first tri-county community choice aggregate program. All customers are automatically enrolled with a rebate, and can contribute back rebates under two programs or return to PG&E service. Events and outreach are planned for all three counties as the program rolls out.

Council Member Bertrand asked about plans for a community advisory board, and Mr. Adato said there is interest but no specifics have been determined.

RESULT:	RECEIVED REPORT
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- B. Review of Marijuana Sales, Processing, and Cultivation Ordinance
RECOMMENDED ACTION: Provide direction.

Community Development Director Rich Grunow provided an overview of state and local actions regarding marijuana use, production, and sales. Staff requested direction to either maintain current prohibitions or to develop options for permitted uses.

Council Member Bottorff asked about the potential impact on the police force, increased crime, and safety if uses were permitted. Police Chief Terry McManus responded that there is not much data yet on commercial sales calls for service. He does not feel there are best practices established yet.

Chief McManus read the state's definition of delivery service, a commercial transfer of cannabis to a consumer, and distribution, which is between license holders. He believes delivery has the highest potential for criminal activity because of the lack of security between points. He agreed with Council Member Petersen that language in the state's delivery definition referencing "any technology platform" is unclear.

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
February 8, 2018

He also noted that Colorado reports that sales are still 70 percent black market after 2012 legalization.

Chief McManus said his primary concern is access by youth.

Sam Laforte, a cannabis-related permitting consultant, offered to work with the City. He noted delivery can be through the mail. He recommends brick-and-mortar locations that appeal to tourist traffic.

Council Member Harlan said her outreach to the public has received mixed responses. Cultivation is not practical. Council Member Bertrand echoed a lack of community input thus far. Council Member Petersen suggested the Council eliminate all uses but retail, limiting the number and establishing distance between locations. Signage should prohibit the green cross. Council Member Bottorff prefers maintaining the current prohibition, saying the Police Department is stretched currently.

The Council reached consensus direction to prohibit manufacturing, cultivation, and delivery except perhaps to medical patients. Members favored locating retail only in the regional commercial zone.

Members asked staff to return with more information on fiscal impacts and tax options, zoning, and any available statistics from Santa Cruz or other jurisdictions.

RESULT:	PROVIDED DIRECTION AS ABOVE.
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9. ADJOURNMENT

Prior to adjournment, Mayor Termini noted that a group is discussing a water festival to replace the Begonia Festival.

Council Member Harlan asked about hosting a reception for the student artists.

The meeting adjourned at 9:14 p.m.

Michael Termini, Mayor

ATTEST:

Linda Fridy, City Clerk

Attachment: 2-8-18 draft minutes (Approval of City Council Minutes)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF FEBRUARY 22, 2018

FROM: Finance Department

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

RECOMMENDED ACTION: Approve check registers.

Account: City Main				
Date	Starting Check #	Ending Check #	Check/EFT Count	Amount
1/5/2018	88497	88554	66	\$303,282.10
1/12/2018	88555	88591	43	\$256,888.35
1/19/2018	88592	88638	47	\$40,418.95
1/26/2018	88639	88681	48	\$491,311.07

The general account check register dated December 22, 2017, ended with check #88496.

Account: Library				
Date	Starting Check #	Ending Check #	Check/EFT Count	Amount
1/5/2018	50	50	1	\$17,873.30
1/12/2018	51	51	1	\$120

The library account check register dated December 22, 2017, ended with check #49.

Account: Payroll				
Date	Starting Check #	Ending Check #	Check/EFT Count	Amount
1/5/2018	5274	5278	90	\$143,880.89
1/19/2018	5280	5284	91	\$147,762.29

The payroll account check register dated December 22, 2017, ended with check #5273.
Check #5279 was voided due to printer error.

Following is a list of checks issued for more than \$10,000 and a brief description of the expenditure:

Check	Issued to	Dept	Description	Amount
88502	Alvarez Technology Group	CM	December and February IT services, ERP VPN setup	\$14,725

Approval of City Check Registers
February 22, 2018

88519	Donald W. Alley	PW	Soquel creek fish and wildlife monitoring	\$11,497.80
88550	U.S. Bank	FN	Pacific Cove facility lease	\$12,935.82
88552	U.S. Bank PARS	FN	Quarterly PARS trust contribution	\$125,000
EFT 544	CalPERS	FN	Employee contributions PPE 12/16/17	\$46,530.09
EFT 546	IRS	FN	Federal taxes & Medicare	\$29,970.08
50	Noll and Tam Architects	PW	Library design development	\$17,873.30
88560	Chrisp Company	PW	Street striping	\$21,520.70
88591	Visit Santa Cruz County	FN	Quarterly tourism marketing district payment (pass thru)	\$50,264.78
EFT 552	CalPERS Health	FN	January health insurance	\$60,220.93
EFT 553	CalPERS	FN	Employee contributions PPE 12/30/17	\$45,689.90
EFT 555	IRS	FN	Federal taxes & Medicare	\$27,668.73
88594	Atchison Barisone Condotti and Kovacevich	CM	December legal services	\$10,891.40
88665	Monterey Bay Area Self Insurance Authority	CM	Workers' compensation and liability premiums	\$393,510.50
EFT 559	IRS	FN	Federal taxes & Medicare	\$28,694.75

ATTACHMENTS:

1. 01/05/18 City Check Register
2. 01/12/18 City Check Register
3. 01/19/18 City Check Register
4. 01/26/18 City Check Register

Report Prepared By: Maura Herlihy
Account Technician

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

2/15/2018

City Main account checks dated January 26, 2018, numbered 88639 to 88681, plus 5 EFTs, totaling \$491,311.07, have been reviewed and authorized for distribution by the City Manager.

As of January 26, 2018, the unaudited cash balance is \$4,641,688.36.

CASH POSITION - CITY OF CAPITOLA 1/26/18

	<u>Net Balance</u>
General Fund	\$967,846.85
Payroll Payables	\$124,908.69
Contingency Reserve Fund	\$1,969,845.66
Facilities Reserve Fund	\$394,145.00
Capital Improvement Fund	\$644,748.47
Stores Fund	\$26,892.08
Information Technology Fund	\$83,967.75
Equipment Replacement	\$305,870.33
Self-Insurance Liability Fund	\$2,803.89
Workers' Comp. Ins. Fund	\$71,141.79
Compensated Absences Fund	\$49,517.85
TOTAL UNASSIGNED GENERAL FUNDS	<u>\$4,641,688.36</u>


The Emergency Reserve Fund balance is \$1,310,705.54 (not included above).
 The PERS Contingency Fund balance is \$565,408.56 (not included above).
 The Library Fund balance is \$747,243.66 (not included above).




 Jamie Goldstein, City Manager



 Peter Wilk, City Treasurer



 Date



 Date

Attachment: 01/05/18 City Check Register (Approval of City Check Registers)

City Checks Issued January 26, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
88639	01/26/2018	Open			AFLAC	\$1,723.96
	Invoice		Date	Description		Amount
	991719		01/25/2018	January supplemental insurance 1001 - Payroll Payables		\$1,723.96
88640	01/26/2018	Open			ALVAREZ TECHNOLOGY GROUP INC	\$909.00
	Invoice		Date	Description		Amount
	44727		01/04/2018	Dell powervault renewal 2211 - ISF - Information Technology		\$909.00
88641	01/26/2018	Open			ANDREW DALLY	\$183.43
	Invoice		Date	Description		Amount
	DALY11118		01/11/2018	Training reimbursement - Role of the Chief		\$183.43
88642	01/26/2018	Open			ASCAP	\$348.00
	Invoice		Date	Description		Amount
	100004871269		12/20/2017	2018 license fee		\$348.00
88643	01/26/2018	Open			BEAR ELECTRICAL SOLUTIONS INC.	\$1,009.00
	Invoice		Date	Description		Amount
	5800		12/28/2017	Traffic signal maintenance - routine		\$616.00
	5809		12/28/2017	Traffic signal maintenance - response 1310 - Gas Tax		\$393.00
88644	01/26/2018	Open			CA DEPARTMENT OF CONSERVATION	\$617.66
	Invoice		Date	Description		Amount
	CDC123117		12/31/2017	Strong motion instrumentation & seismic hazard mapping fee		\$617.66
88645	01/26/2018	Open			CALE AMERICA INC.	\$1,100.75
	Invoice		Date	Description		Amount
	148225		01/17/2018	Paystation service and parts		\$1,100.75
88646	01/26/2018	Open			CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,581.25
	Invoice		Date	Description		Amount
	POA011918		01/19/2018	POA and gym dues PPE 1/13/18 1001 - Payroll Payables		\$1,581.25
88647	01/26/2018	Open			CLEAN BUILDING MAINTENANCE CO.	\$3,935.63
	Invoice		Date	Description		Amount
	19042		12/31/2017	December janitorial services		\$3,935.63
				1000 - General Fund	\$3,670.13	
				1311 - Wharf	\$265.50	

Attachment: 01/05/18 City Check Register (Approval of City Check Registers)

City Checks Issued January 26, 2018

Invoice	Date	Description	Amount	
88648	01/26/2018	Open	FBI LEEDS CA	\$1,485.00
FLC041918	01/24/2018	Law enforcement executive seminar - Held, Sloma,Gonzalez	\$1,485.00	
88649	01/26/2018	Open	FIRST SECURITY	\$325.50
548126	12/21/2017	January skate park security services	\$325.50	
88650	01/26/2018	Open	FRANCHISE TAX BOARD	\$495.17
DW011918	01/19/2018	Employee garnishment PPE 1/13/18 1001 - Payroll Payables	\$495.17	
88651	01/26/2018	Open	FRANCHISE TAX BOARD	\$362.81
FD011918	01/19/2018	Employee garnishment PPE 1/13/18 1001 - Payroll Payables	\$362.81	
88652	01/26/2018	Open	GEORGE McMENAMIN	\$800.00
2018-4	01/23/2018	Riparian restoration services	\$800.00	
88653	01/26/2018	Open	HOLLISTER HONDA	\$1,532.25
205608	01/09/2018	2014 Honda service, replace battery, seals, fix brake lights	\$1,374.47	
205226	01/09/2018	2012 Honda routine service	\$157.78	
88654	01/26/2018	Open	HOUSING AUTHORITY OF SCC	\$1,150.00
18-6CSD	01/12/2018	December security deposit program 5552 - Cap Hsg Succ- Program Income	\$1,150.00	
88655	01/26/2018	Open	HUMBOLDT PETROLEUM LLC	\$71.50
087118	12/31/2017	Car wash charges	\$32.50	
087160	01/15/2018	Car wash charges	\$39.00	
88656	01/26/2018	Open	HYDROSCIENCE ENGINEERS INC.	\$5,637.50
331013001	01/02/2018	#17-097 New Brighton parking lot stormwater review services	\$2,087.50	
331011007	01/02/2018	#17-054 3400 Clares St. stormwater services	\$3,550.00	

Attachment: 01/05/18 City Check Register (Approval of City Check Registers)

City Checks Issued January 26, 2018

Invoice #	Date	Description	Amount	
88657	01/26/2018	Open	ICMA RETIREMENT TRUST 457	\$5,750.43
41552989	01/19/2018	Employee 457 contributions PPE 1/13/18 1001 - Payroll Payables	\$5,750.43	
88658	01/26/2018	Open	INTERSTATE ALL BATTERY CENTER	\$89.38
537846	01/17/2018	Batteries	\$89.38	
88659	01/26/2018	Open	KIMLEY HORN AND ASSOCIATES INC	\$8,371.30
097763120-1217	12/31/2017	December engineering consultant services	\$2,168.80	
10550217	12/31/2017	Park Avenue sidewalk improvements 1200 - Capital Improvement Fund	\$6,202.50	
88660	01/26/2018	Open	LAW ENFORCEMENT TARGETS INC.	\$439.16
0363402-IN	12/13/2017	Range supplies	\$439.16	
88661	01/26/2018	Open	LIFE INSURANCE CO OF NORTH AMERICA	\$2,233.59
CIGNA010118	01/19/2018	January LTD, STD, AD&D, Life insurance 1000 - General Fund (\$0.11) 1001 - Payroll Payables \$2,233.70	\$2,233.59	
88662	01/26/2018	Open	LIUNA PENSION FUND	\$902.40
CS3678	01/19/2018	January LIUNA Pension Dues 1001 - Payroll Payables	\$902.40	
88663	01/26/2018	Open	LP POLICE	\$2.99
917LP31150	09/30/2017	Live search	\$2.99	
88664	01/26/2018	Open	MAR-KEN K-9 TRAINING CENTER	\$240.00
0004-18	01/15/2018	January K-9 training	\$240.00	
88665	01/26/2018	Open	MONTEREY BAY AREA SELF INSURANCE AUTHORITY	\$393,510.50
180101-1	01/01/2018	Workers' compensation and liability premiums 2213 - ISF - Self-Insurance \$179,813.50 2214 - ISF - Workers \$213,697.00	\$393,510.50	

Attachment: 01/05/18 City Check Register (Approval of City Check Registers)

City Checks Issued January 26, 2018

Invoice	Date	Description	Amount	
88666	01/26/2018	Open	PALACE OFFICE SUPPLIES	\$377.20
461329-0	01/19/2018	Coin bags, evidence bag	\$183.43	
461040-0	01/18/2018	File storage boxes	\$166.16	
9462140-0	01/17/2018	Art and culture supplies	\$27.61	
88667	01/26/2018	Open	PET PALS DISCOUNT PET SUPPLIES	\$573.07
1851428	12/10/2017	K-9 food	\$84.93	
1831147	11/01/2017	K-9 food	\$488.14	
88668	01/26/2018	Open	PHOENIX GROUP INFORMATION SYSTEMS	\$1,194.90
122017070	01/15/2018	December citation processing	\$1,194.90	
88669	01/26/2018	Open	ROBERT SEELEY & ASSOCIATES	\$760.00
2018-009	01/04/2018	October - December parking citation hearings (19)	\$760.00	
88670	01/26/2018	Open	SANTA CRUZ COUNTY ANIMAL SHELTER	\$7,675.40
1718-3CA	01/09/2018	Animal services contribution	\$7,675.40	
88671	01/26/2018	Open	SPECTRUM BUSINESS	\$3,667.85
0000178121917	12/19/2017	December internet service	\$3,667.85	
		1000 - General Fund	\$1,366.05	
		2211 - ISF - Information	\$2,301.80	
88672	01/26/2018	Open	STAPLES ADVANTAGE	\$268.55
8048249613	01/13/2018	Flash drives and clip boards	\$268.55	
88673	01/26/2018	Open	SUMMIT UNIFORMS	\$642.39
45929	11/29/2017	Jacket and star for Evans	\$326.66	
45876	11/27/2017	Jacket for Quolas	\$315.73	
88674	01/26/2018	Open	TERRENCE MCMANUS	\$330.54
TM010418	01/04/2018	Training expenses	\$330.54	
88675	01/26/2018	Open	TOTLCOM INC.	\$225.00
265403	01/09/2018	Safe Ride Home phone lines service	\$225.00	

Attachment: 01/05/18 City Check Register (Approval of City Check Registers)

City Checks Issued January 26, 2018

Invoice	Date	Description	Amount
88676	01/26/2018	Open	
		U.S. BANK EQUIPMENT FINANCE	\$288.85
347835431	01/03/2018	PD copier lease	\$288.85
88677	01/26/2018	Open	
		UNITED WAY OF SANTA CRUZ COUNTY	\$30.00
UW011918	01/19/2018	Employee contributions PPE 1/13/18 1001 - Payroll Payables	\$30.00
88678	01/26/2018	Open	
		UPEC LIUNA LOCAL 792	\$1,255.50
1687	01/05/2018	January UPEC dues 1001 - Payroll Payables	\$1,255.50
88679	01/26/2018	Open	
		US BANK PARS	\$328.58
PARS011918	01/19/2018	PARS contributions PPE 1/13/18 1001 - Payroll Payables	\$328.58
88680	01/26/2018	Open	
		WATSONVILLE BLUEPRINT	\$25.46
74978	01/24/2018	Library tot lot scan	\$25.46
88681	01/26/2018	Open	
		WE ALL RIDE SANTA CRUZ	\$1,330.16
4155476	01/09/2018	2003 BMW engine service	\$1,330.16
Type Check Totals:			\$453,781.61

Attachment: 01/05/18 City Check Register (Approval of City Check Registers)

City Checks Issued January 26, 2018

EFT

Invoice	Date	Description	Amount
558	01/24/2018	EMPLOYMENT DEVELOPMENT DEPT	\$7,197.51
0-255-265-856	01/24/2018	State taxes PPE 1/13/18 1001 - Payroll Payables	\$7,197.51
559	01/24/2018	INTERNAL REVENUE SERVICE	\$28,694.75
14632387	01/24/2018	Federal taxes & Medicare PPE 1/13/18 1001 - Payroll Payables	\$28,694.75
560	01/22/2018	STATE DISBURSEMENT UNIT	\$1,232.76
5X757916657	01/22/2018	Employee garnishments PPE 1/13/18 1001 - Payroll Payables	\$1,232.76
561	01/26/2018	ADP LLC	\$265.44
507760277	01/19/2018	ez Labor processing charges 2211 - ISF - Information Technology	\$265.44
562	01/25/2018	DISCOVERY BENEFITS	\$139.00
0000832153-IN	12/31/2017	December COBRA and FSA	\$139.00
Type EFT Totals:			\$37,529.46

Attachment: 01/05/18 City Check Register (Approval of City Check Registers)

CITY - Main City Totals	Counts:	Totals:
Checks	43	\$453,781.61
EFTs	5	\$37,529.46
All	48	\$491,311.07

City Main account checks dated January 12, 2018, numbered 88555 to 88591 plus 6 EFTs, totaling \$256,888.35, plus 1 Library account check, totaling \$120.00, for a grand total of \$257,008.35, have been reviewed and authorized for distribution by the City Manager.

As of January 12, 2018, the unaudited cash balance is \$4,331,639.77.


CASH POSITION - CITY OF CAPITOLA 1/12/18

	<u>Net Balance</u>
General Fund	\$325,428.48
Payroll Payables	\$48,916.65
Contingency Reserve Fund	\$1,969,845.66
Facilities Reserve Fund	\$394,145.00
Capital Improvement Fund	\$653,119.77
Stores Fund	\$27,397.71
Information Technology Fund	\$89,942.14
Equipment Replacement	\$305,870.33
Self-Insurance Liability Fund	\$182,617.39
Workers' Comp. Ins. Fund	\$284,838.79
Compensated Absences Fund	\$49,517.85
TOTAL UNASSIGNED GENERAL FUNDS	<u>\$4,331,639.77</u>


The Emergency Reserve Fund balance is \$1,310,705.54 (not included above).

The PERS Contingency Fund balance is \$440,408.56 (not included above).

The Library Fund balance is \$745,657.61 (not included above).



 Jamie Goldstein, City Manager



 Date

 Peter Wilk, City Treasurer

 Date

Attachment: 01/12/18 City Check Register (Approval of City Check Registers)

City Checks Issued January 12, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transactio Amou
88555	01/12/2018	Open			ORCHARD SUPPLY HARDWARE	\$1,426.6
	Invoice		Date	Description		Amount
	024438		12/01/2017	Container		\$5.17
	042205		12/02/2017	Painting supplies		\$14.45
	150848		12/04/2017	Gloves, knife, wrenches		\$79.68
	150878		12/04/2017	Gloves, faceshield, paint		\$37.03
	031154		12/04/2017	Broom, graffiti remover		\$33.62
	151055		12/05/2017	Painting supplies		\$24.30
	026268		12/06/2017	Gloves		\$22.77
	056918		12/08/2017	Caulk gun, tools - Cooper		\$65.71
	151584		12/08/2017	Lightning cable, screws		\$29.15
	032251		12/08/2017	Chain		\$15.47
	032471		12/09/2017	Floor scraper, broom, brush		\$42.41
	152027		12/11/2017	Lightning cable, usb car charger		\$48.64
	152219		12/12/2017	Acrylic		\$39.34
	028353		12/12/2017	Extension cord, batteries, wood screws		\$30.71
	044704		12/12/2017	Batteries		\$28.97
	152002		12/11/2017	Washers, plumbers tape, hex bolts		\$6.26
	028614		12/13/2017	Wood screws		\$31.05
	028988		12/14/2017	Spray paint		\$3.10
	029033		12/14/2017	Duct tape and plastic		\$24.83
	028931		12/14/2017	Drain cleaner		\$27.41
	045663		12/16/2017	Batteries		\$20.69
	029018		12/14/2017	Poly sheet		\$33.13
	046201		12/18/2017	Painting supplies		\$28.73
	020694		12/19/2017	Bearings		\$10.33
	035211		12/19/2017	Nuts, tube		\$25.23
	026024		12/05/2017	Bolts		\$2.44
	028613b		12/13/2017	Deck scrubber, sprayer and extension pole		\$42.42
	153547		12/20/2017	Ball bearings		\$7.43
	153559		12/20/2017	Cell pouch and notebook		\$19.65
	153721		12/21/2017	Sockets		\$55.68
	058388		12/21/2017	Adhesive, flange, nut, bolt, washer		\$15.45
	035832		12/21/2017	Plumbing supplies		\$58.81
	153764		12/21/2017	Batteries		\$57.94
	022559		12/26/2017	Screwdrivers		\$8.27
	036777		12/26/2017	Plumbing supplies		\$108.62
	Invoice		Date	Description		Amount
	154460		12/26/2017	Calibrate		\$11.37
	036962		12/27/2017	Carabiner & sunglasses		\$14.06
	020627		12/19/2017	Painting supplies		\$19.64
	046344		12/19/2017	Painting supplies		\$9.09
	020675		12/19/2017	Painting supplies		\$25.31
	037187		12/28/2017	Sandpaper		\$11.37
	023073		12/28/2017	Sandpaper		\$12.40
	023398		12/29/2017	Handtruck		\$69.35
	023442		12/29/2017	Paint, shelves - CPD		\$53.60
	023820		12/30/2017	Painting supplies		\$34.51
	022966		12/27/2017	Tongs		\$34.14
	029278-2017		12/15/2017	earphones, stripping tools		\$26.88
				1000 - General Fund	\$1,363.07	
				1311 - Wharf	\$63.54	

Attachment: 01/12/18 City Check Register (Approval of City Check Registers)

City Checks Issued January 12, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transactio Amount
88556	01/12/2018	Open			B & B SMALL ENGINE REPAIR	\$161.7
	Invoice		Date	Description		Amount
	388861		01/08/2018	Stihl blower carburetor repairs		\$161.70
88557	01/12/2018	Open			BEAR ELECTRICAL SOLUTIONS INC.	\$8,570.0
	Invoice		Date	Description		Amount
	5705		12/31/2017	Replaced crosswalk sign at Wharf Rd./Woosley Cir. 1310 - Gas Tax		\$8,570.00
88558	01/12/2018	Open			BIG CREEK LUMBER	\$176.3
	Invoice		Date	Description		Amount
	887954		01/04/2018	Grand Ave. fence lumber, screws		\$176.30
88559	01/12/2018	Open			CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,581.2
	Invoice		Date	Description		Amount
	POA010518		01/05/2018	POA and gym dues PPE 12/30/17 1001 - Payroll Payables		\$1,581.25
88560	01/12/2018	Open			CHRISP COMPANY	\$21,520.7
	Invoice		Date	Description		Amount
	11711409		11/24/2017	Street striping 1310 - Gas Tax		\$21,520.70
88561	01/12/2018	Open			CODE PUBLISHING COMPANY INC.	\$673.5
	Invoice		Date	Description		Amount
	58689		01/03/2018	December municipal code web update		\$673.50
88562	01/12/2018	Open			D & G SANITATION	\$92.6
	Invoice		Date	Description		Amount
	247106		12/31/2017	McGregor park portable toilets (less \$160 credit)		\$92.65
88563	01/12/2018	Open			Division of the State Architect	\$157.0
	Invoice		Date	Description		Amount
	DSA123117		12/31/2017	Quarterly disability access & education fee		\$157.00
88564	01/12/2018	Open			EXTREME TOWING	\$200.0
	Invoice		Date	Description		Amount
	11842		12/18/2017	tow 2000 Ford F150		\$200.00
88565	01/12/2018	Open			FERGUSON ENTERPRISES INC.	\$816.1
	Invoice		Date	Description		Amount
	5675467-1		12/20/2017	Zurn flange & gasket kit		\$32.41
	5762855		12/21/2017	Wharf bathroom repair kit		\$26.50
	5769093		12/29/2017	Village bathroom faucet sensors		\$757.29
				1000 - General Fund	\$789.70	
				1311 - Wharf	\$26.50	

Attachment: 01/12/18 City Check Register (Approval of City Check Registers)

City Checks Issued January 12, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
88566	01/12/2018	Open			FLYERS ENERGY LLC	\$4,192.6
	Invoice		Date	Description		Amount
	18-617690		01/08/2018	326 gallons ethanol		\$1,117.89
	17-613024		12/29/2017	369 gallons diesel		\$1,260.26
	17-609651		12/22/2017	340 gallons ethanol		\$1,166.24
	17-609653		12/22/2017	185 gallons diesel		\$648.29
88567	01/12/2018	Open			FRANCHISE TAX BOARD	\$848.85
	Invoice		Date	Description		Amount
	DW010518		01/05/2018	Employee garnishment PPE 12/30/17 1001 - Payroll Payables		\$848.85
88568	01/12/2018	Open			FRANCHISE TAX BOARD	\$362.81
	Invoice		Date	Description		Amount
	FD010518		01/05/2018	Employee garnishment PPE 12/30/17 1001 - Payroll Payables		\$362.81
88569	01/12/2018	Open			GRAPPLERS INC.	\$479.76
	Invoice		Date	Description		Amount
	17031		12/27/2017	Grapplers (24)		\$479.76
88570	01/12/2018	Open			HOME DEPOT CREDIT SERVICES	\$544.12
	Invoice		Date	Description		Amount
	2015561		12/07/2017	LED lights		\$379.50
	9570170		12/20/2017	Rubber screw protectors & cutoff wheels		\$17.06
	7010004		12/22/2017	Mop refill, drain gun, hand warmer		\$72.26
	4011223		01/04/2018	Concrete mix		\$51.95
	3592234		01/05/2018	Markers and light bulbs		\$23.80
88571	01/12/2018	Open			HUB INTERNATIONAL	\$66.12
	Invoice		Date	Description		Amount
	HUB123117		12/31/2017	Community center event insurance		\$66.12
88572	01/12/2018	Open			ICMA RETIREMENT TRUST 457	\$5,727.39
	Invoice		Date	Description		Amount
	41543831		01/05/2018	Employee 457 contributions PPE 12/30/18 1001 - Payroll Payables		\$5,727.39
88573	01/12/2018	Open			JIM CLARK	\$123.50
	Invoice		Date	Description		Amount
	1318		01/03/2018	Backflow testing		\$123.50
88574	01/12/2018	Open			KOTILA, MATT	\$119.00
	Invoice		Date	Description		Amount
	MK010918		01/09/2018	asphalt pavement 101 course		\$119.00
88575	01/12/2018	Open			KRAFT'S BODY SHOP	\$2,292.45
	Invoice		Date	Description		Amount
	RO46199		01/04/2018	2011 Camry damage repairs		\$2,292.45

Attachment: 01/12/18 City Check Register (Approval of City Check Registers)

City Checks Issued January 12, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transactio Amou
88576	01/12/2018	Open			MACKAY METERS INC	\$213.51
	Invoice		Date	Description		Amount
	1049275		12/31/2017	December parking meter fees		\$213.51
88577	01/12/2018	Open			MAURA HERLIHY	\$256.97
	Invoice		Date	Description		Amount
	MH010518		01/05/2018	Education reimbursement - ACCT. 151A		\$256.97
88578	01/12/2018	Open			MID COUNTY AUTO SUPPLY	\$56.10
	Invoice		Date	Description		Amount
	61903		12/28/2017	tire supplies		\$28.01
	61408		12/21/2017	auto light bulbs		\$17.20
	62616		12/05/2017	multifunctional sock		\$11.04
88579	01/12/2018	Open			MISSION LINEN SUPPLY	\$531.10
	Invoice		Date	Description		Amount
	506390782		12/20/2017	Linen service		\$112.64
	506436807		12/27/2017	Linen service		\$95.44
	506468132		01/01/2018	Community center mats and mops		\$72.71
	506479135		01/03/2018	Linen service		\$121.42
	506436806		12/27/2017	fleet linen service		\$44.18
	506479134		01/03/2018	fleet linen service		\$44.18
	506390781		12/20/2017	fleet linen service		\$41.25
88580	01/12/2018	Open			NORTH BAY FORD	\$428.65
	Invoice		Date	Description		Amount
	321782		12/21/2017	spark plug replacement 2000 Ford F150		\$428.65
88581	01/12/2018	Open			O'REILLY AUTO PARTS	\$35.96
	Invoice		Date	Description		Amount
	2763-339257		12/20/2017	hood prop		\$35.96
88582	01/12/2018	Open			PALACE OFFICE SUPPLIES	\$193.10
	Invoice		Date	Description		Amount
	458975-0		01/05/2018	Paper, pens, pencils, disinfecting wipes		\$158.44
	9458081-0		01/05/2018	Museum banker boxes, envelopes		\$21.00
	459028-0		01/08/2018	hole punch		\$4.35
	459239-0		01/08/2018	document covers		\$9.27
				1000 - General Fund	\$21.00	
				2210 - ISF - Stores Fund	\$172.06	
88583	01/12/2018	Open			ROYAL WHOLESALE ELECTRIC	\$130.80
	Invoice		Date	Description		Amount
	7719-623921		01/02/2018	Hooper stairs lights		\$130.80
88584	01/12/2018	Open			SAN LORENZO LUMBER	\$111.41
	Invoice		Date	Description		Amount
	56-0070363		12/20/2017	Planting mix, plants, pruners		\$100.23
	55-0330274		01/02/2018	Sound board		\$11.41
				1000 - General Fund	\$100.23	
				1311 - Wharf	\$11.41	

Attachment: 01/12/18 City Check Register (Approval of City Check Registers)

City Checks Issued January 12, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
88585	01/12/2018	Open			SANTA CRUZ COUNTY AUDITOR-CONTROLLER	\$3,848.50
	Invoice		Date	Description		Amount
	SCCAUD12312017		12/31/2017	December citation processing		\$3,848.50
88586	01/12/2018	Open			SANTA CRUZ MUNICIPAL UTILITIES	\$79.76
	Invoice		Date	Description		Amount
	SCMU122817		12/28/2017	December water service for medians		\$79.76
88587	01/12/2018	Open			SANTA CRUZ SENTINEL	\$910.00
	Invoice		Date	Description		Amount
	0001099553		12/31/2017	December public notices		\$910.00
88588	01/12/2018	Open			SOQUEL CREEK WATER DISTRICT	\$4,549.81
	Invoice		Date	Description		Amount
	SCWD122717		12/27/2017	December water usage and irrigation fees		\$4,549.81
				1000 - General Fund	\$4,161.79	
				1311 - Wharf	\$388.02	
88589	01/12/2018	Open			SUPPLYWORKS	\$2,676.65
	Invoice		Date	Description		Amount
	423098276		12/19/2017	Cleaning supplies		\$2,039.80
	424080711		01/02/2018	Cleaning supplies		\$636.65
88590	01/12/2018	Open			US BANK PARS	\$295.81
	Invoice		Date	Description		Amount
	PARS010518		01/05/2018	PARS contributions PPE 12/30/17		\$295.81
				1001 - Payroll Payables		
88591	01/12/2018	Open			VISIT SANTA CRUZ COUNTY	\$50,264.78
	Invoice		Date	Description		Amount
	VSCC123117		12/31/2017	October - December TMD receipts		\$50,264.78
Type Check Totals:						\$114,716.81
<u>EFT</u>						
552	01/05/2018	Open			CalPERS Health Insurance	\$60,220.93
	Invoice		Date	Description		Amount
	PERS121417-2		01/05/2018	January health insurance		\$60,220.93
				1000 - General Fund	\$2,495.39	
				1001 - Payroll Payables	\$57,725.54	
553	01/09/2018	Open			CalPERS Member Services Division	\$45,689.90
	Invoice		Date	Description		Amount
	PERS010518		01/09/2018	PERS contributions PPE 12/30/17		\$45,689.90
				1000 - General Fund	(\$0.18)	
				1001 - Payroll Payables	\$45,690.08	
554	01/09/2018	Open			EMPLOYMENT DEVELOPMENT DEPT	\$6,750.59
	Invoice		Date	Description		Amount
	0-944-411-712		01/09/2018	State taxes PPE 12/30/17		\$6,750.59
				1001 - Payroll Payables		

Attachment: 01/12/18 City Check Register (Approval of City Check Registers)

City Checks Issued January 12, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Amount	Transactio Amou
555	01/09/2018	Open			INTERNAL REVENUE SERVICE		\$27,668.7
	Invoice		Date	Description		Amount	
	51210129		01/09/2018	Federal taxes & Medicare deposit PPE 12/30/17 1001 - Payroll Payables		\$27,668.73	
556	01/08/2018	Open			STATE DISBURSEMENT UNIT		\$1,232.7
	Invoice		Date	Description		Amount	
	88USXMG6657		01/08/2018	Employee garnishments PPE 12/30/17 1001 - Payroll Payables		\$1,232.76	
557	01/11/2018	Open			WELLS FARGO BANK		\$608.6
	Invoice		Date	Description		Amount	
	WF011118		01/11/2018	Monthly client analysis charges		\$608.63	
Type EFT Totals:							\$142,171.5

Library - Library

Check	Invoice Number	Status	Invoice Date	Description	Payee Name	Amount	Total
51	01/12/2018	Open			BOGARD CONSTRUCTION INC		\$120.0
	Invoice		Date	Description		Amount	
	160707-16		12/31/2017	Library construction services 1360 - Library Fund		\$120.00	
Type Check Totals:							\$120.0

CITY - Main City Totals

	Counts:	Total
Checks	37	\$114,716.1
EFTs	6	\$142,171.1
All	43	\$256,888.1

Library - Library Totals

	Counts:	Total
Checks	1	\$120.0
EFTs	0	\$0.0
All	1	\$120.0

Grand Totals:

	Counts:	Total
Checks	38	\$114,836.1
EFTs	6	\$142,171.1
All	44	\$257,008.1

Attachment: 01/12/18 City Check Register (Approval of City Check Registers)

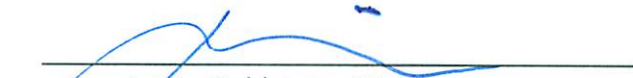
City Main account checks dated January 19, 2018, numbered 88592 to 88638, totaling \$40,418.95, plus 5 Payroll account checks and 86 Payroll efts, totaling \$147,762.29, for a grand total of \$188,181.24, have been reviewed and authorized for distribution by the City Manager.

As of January 19, 2018, the unaudited cash balance is \$4,626,918.46.


CASH POSITION - CITY OF CAPITOLA 1/19/18

	Net Balance
General Fund	\$623,710.95
Payroll Payables	\$48,916.65
Contingency Reserve Fund	\$1,969,845.66
Facilities Reserve Fund	\$394,145.00
Capital Improvement Fund	\$653,119.77
Stores Fund	\$26,892.08
Information Technology Fund	\$87,443.99
Equipment Replacement	\$305,870.33
Self-Insurance Liability Fund	\$182,617.39
Workers' Comp. Ins. Fund	\$284,838.79
Compensated Absences Fund	\$49,517.85
TOTAL UNASSIGNED GENERAL FUNDS	\$4,626,918.46

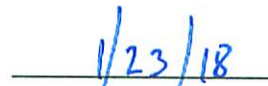
The Emergency Reserve Fund balance is \$1,310,705.54 (not included above).
The PERS Contingency Fund balance is \$440,408.56 (not included above).
The Library Fund balance is \$747,243.66 (not included above).



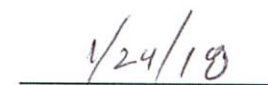
 Jamie Goldstein, City Manager



 Peter Wilk, City Treasurer



 Date



 Date

Attachment: 01/19/18 City Check Register (Approval of City Check Registers)

City Checks Issued January 19, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Amount	Transaction
88592	01/19/2018	Open			ALVAREZ TECHNOLOGY GROUP INC		\$495.00
	Invoice		Date	Description		Amount	
	44786		01/12/2018	deploy webroot 2211 - ISF - Information Technology		\$495.00	
88593	01/19/2018	Open			AT&T		\$4.64
	Invoice		Date	Description		Amount	
	ATT010118		01/18/2018	monthly longdistance charges 2211 - ISF - Information Technology		\$4.64	
88594	01/19/2018	Open			ATCHISON BARISONE CONDOTTI & KOVACEVICH		\$10,891.40
	Invoice		Date	Description		Amount	
	ABCK011018		01/10/2018	December legal services less credit		\$10,891.40	
88595	01/19/2018	Open			B & B SMALL ENGINE REPAIR		\$329.97
	Invoice		Date	Description		Amount	
	388198		12/22/2017	Oil		\$329.97	
88596	01/19/2018	Open			CA DEPARTMENT OF JUSTICE		\$32.00
	Invoice		Date	Description		Amount	
	276483		01/01/2018	fingerprinting		\$32.00	
88597	01/19/2018	Open			CA DEPARTMENT OF TRANSPORTATION		\$1,535.98
	Invoice		Date	Description		Amount	
	SL180462		01/09/2018	street signals and lighting FY17/18 QTR 2 1310 - Gas Tax		\$1,535.98	
88598	01/19/2018	Open			CADILLAC DESIGNS INC.		\$1,361.25
	Invoice		Date	Description		Amount	
	7497		01/18/2018	deposit of sign refurbishing		\$1,361.25	
88599	01/19/2018	Open			CALE AMERICA INC.		\$1,829.00
	Invoice		Date	Description		Amount	
	147958		12/31/2017	December active meters		\$1,829.00	
88600	01/19/2018	Open			CALIFORNIA COAST UNIFORM COMPANY		\$76.90
	Invoice		Date	Description		Amount	
	6019		01/08/2018	stripes for Ryan		\$30.00	
	6018		01/08/2018	gloves for Yeung		\$46.90	
88601	01/19/2018	Open			COMMUNITY PRINTERS		\$158.16
	Invoice		Date	Description		Amount	
	20004011		12/20/2017	traffic court forms		\$158.16	
88602	01/19/2018	Open			CPS		\$502.70
	Invoice		Date	Description		Amount	
	SOP45603		01/04/2018	hiring exam PD		\$502.70	
88603	01/19/2018	Open			CRYSTAL SPRINGS WATER CO.		\$290.00
	Invoice		Date	Description		Amount	
	CSW123117		01/18/2018	monthly drinking water		\$290.00	

Attachment: 01/19/18 City Check Register (Approval of City Check Registers)

City Checks Issued January 19, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
88604	01/19/2018	Open			ED MORRISON	\$1,720.0
	Invoice		Date	Description		Amount
	2018-05-6		01/16/2018	17/18 PW Inspection Services		\$1,720.00
88605	01/19/2018	Open			EWING IRRIGATION	\$274.6
	Invoice		Date	Description		Amount
	4624971		01/04/2018	Flexdrain supplies - Grand Ave.		\$352.34
	4629562		01/05/2018	Flexdrain return		(\$77.66)
88606	01/19/2018	Open			FBINAA Member Services	\$360.0
	Invoice		Date	Description		Amount
	TM2018		01/04/2018	Terry McManus 2018 membership #41364		\$120.00
	TH2018		01/08/2018	Tom Held 2018 membership #33505		\$120.00
	CS2018		01/04/2018	Cliff Sloma 2018 membership #47705		\$120.00
88607	01/19/2018	Open			FLYERS ENERGY LLC	\$97.8
	Invoice		Date	Description		Amount
	cfs-1543914		12/31/2017	December gas card usage		\$97.80
88608	01/19/2018	Open			GARDAWORLD	\$185.5
	Invoice		Date	Description		Amount
	10364410		01/01/2018	armored transportation service Jan 2018		\$185.56
88609	01/19/2018	Open			INTERNATIONAL ASSOC. OF CHIEFS OF POLICE	\$300.0
	Invoice		Date	Description		Amount
	1001288652		10/17/2017	T Held 2018 membership #1636206		\$150.00
	1001284788		10/17/2017	T McManus 2018 membership #1632357		\$150.00
88610	01/19/2018	Open			INTERNATIONAL BRONZE PLAQUE COMPANY	\$417.0
	Invoice		Date	Description		Amount
	17-54277		12/21/2017	Memorial Plaques		\$417.00
88611	01/19/2018	Open			INTERSTATE ALL BATTERY CENTER	\$139.0
	Invoice		Date	Description		Amount
	537841		01/09/2018	rifle batteries		\$139.02
88612	01/19/2018	Open			LEAGUE OF CALIFORNIA CITIES	\$150.0
	Invoice		Date	Description		Amount
	8184		01/04/2018	membership 2018		\$150.00
88613	01/19/2018	Open			MADELINE C HORN	\$705.0
	Invoice		Date	Description		Amount
	014		01/11/2018	museum cataloging and organizing		\$705.00
88614	01/19/2018	Open			MARK GONZALEZ	\$493.0
	Invoice		Date	Description		Amount
	MG011418		01/14/2018	FBI National Academy registration and uniform		\$493.00
88615	01/19/2018	Open			MARQUIS BOOTH	\$455.6
	Invoice		Date	Description		Amount
	MB010518		01/05/2018	tuition and textbook Political Science Intro to Government		\$455.69

Attachment: 01/19/18 City Check Register (Approval of City Check Registers)

City Checks Issued January 19, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transactio Amount
88616	01/19/2018	Open			MASTER CAR WASH	\$15.9
	Invoice		Date	Description		Amount
	MCW011118		01/11/2018	December car wash		\$15.99
88617	01/19/2018	Open			MASTER CLEANERS	\$788.8
	Invoice		Date	Description		Amount
	MC010718		01/07/2018	dry cleaning for uniform		\$788.88
88618	01/19/2018	Open			PACIFIC PRODUCTS AND SERVICES, INC.	\$376.0
	Invoice		Date	Description		Amount
	22943		01/09/2018	Steel drive rivets 1310 - Gas Tax		\$376.02
88619	01/19/2018	Open			PALACE OFFICE SUPPLIES	\$323.3
	Invoice		Date	Description		Amount
	458697-0		01/04/2018	office supplies		\$90.62
	c458188-0		01/03/2018	credit		(\$60.26)
	459599-0		01/10/2018	office supplies		\$121.83
	458188-0		12/27/2017	envelopes		\$60.26
	458390-0		01/02/2018	office supplies		\$60.26
	460319-0		01/16/2018	invoice approval stamp		\$50.63
				1000 - General Fund	\$272.71	
				2210 - ISF - Stores Fund	\$50.63	
88620	01/19/2018	Open			PARKMOBILE LLC	\$479.4
	Invoice		Date	Description		Amount
	inv8197		12/31/2017	December processing fee		\$479.40
88621	01/19/2018	Open			PROFORCE LAW ENFORCEMENT	\$928.8
	Invoice		Date	Description		Amount
	332886		01/05/2018	tasers		\$928.89
88622	01/19/2018	Open			QUILL CORPORATION	\$24.2
	Invoice		Date	Description		Amount
	3569530		12/29/2017	name plate - Sloma		\$24.29
88623	01/19/2018	Open			RENNE SLOAN HOLTZMAN SAKAI LLP	\$696.0
	Invoice		Date	Description		Amount
	36765		11/30/2017	November legal services 2018 negotiations		\$696.03
88624	01/19/2018	Open			SACRAMENTO BAG MANUFACTURING CO.	\$1,304.0
	Invoice		Date	Description		Amount
	0000172959		11/16/2017	Sandbags		\$1,304.00
88625	01/19/2018	Open			SCC LAW ENFORCEMENT CHIEFS ASSOC.	\$50.0
	Invoice		Date	Description		Amount
	SCCLEC011218		01/12/2018	T McManus membership 2018		\$50.00
88626	01/19/2018	Open			SANTA CRUZ FIRE EQUIPMENT CO.	\$125.8
	Invoice		Date	Description		Amount
	102454		12/22/2017	fire extinguishers		\$125.89

Attachment: 01/19/18 City Check Register (Approval of City Check Registers)

City Checks Issued January 19, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transactio Amount
88627	01/19/2018	Open			SUMMIT UNIFORMS	\$199.9
	Invoice		Date	Description		Amount
	46081		12/04/2017	uniform for Yeung		\$84.12
	46567		12/19/2017	Kim Hogan uniform		\$115.81
88628	01/19/2018	Open			TIMES PUBLISHING GROUP	\$1,320.0
	Invoice		Date	Description		Amount
	10175		11/27/2018	BIA advertising 1321 - BIA - Capitola Village-Wharf BIA		\$1,320.00
88629	01/19/2018	Open			U.S. BANK EQUIPMENT FINANCE	\$481.8
	Invoice		Date	Description		Amount
	347835068		01/03/2018	office equipment rental contract payments		\$481.80
				1000 - General Fund	\$26.80	
				2210 - ISF - Stores Fund	\$455.00	
88630	01/19/2018	Open			U.S. BANK EQUIPMENT FINANCE	\$103.5
	Invoice		Date	Description		Amount
	347834863		01/03/2018	office equipment rental contract payments		\$103.56
88631	01/19/2018	Open			UNITED PARCEL SERVICE	\$26.3
	Invoice		Date	Description		Amount
	0000954791527		12/30/2017	shipping		\$14.02
	0000954791447		11/04/2017	shipping		\$12.28
88632	01/19/2018	Open			WATSONVILLE BLUEPRINT	\$75.0
	Invoice		Date	Description		Amount
	74771		01/16/2018	PW plans		\$75.05
88633	01/19/2018	Open			WELLS FARGO BANK	\$5,538.9
	Invoice		Date	Description		Amount
	WF010218		01/02/2017	December credit card purchases		\$5,538.90
				Purchases over \$500 threshold:		
				Criss Cross directory	\$845.00	
				message archiver	\$524.00	
				employee holiday party supplies	\$1,371.60	
				1000 - General Fund	\$3,251.39	
				2211 - ISF - Information Technology	\$2,287.51	
88634	01/19/2018	Open			WESTERN EXTERMINATOR COMPANY	\$114.0
	Invoice		Date	Description		Amount
	5711853		12/31/2017	City Hall - rodent control		\$57.00
	5715134		12/31/2017	Turnouts - rodent control		\$57.00
88635	01/19/2018	Open			ZEP SALES & SERVICE	\$401.6
	Invoice		Date	Description		Amount
	9003170811		12/11/2017	Graffiti remover and lubricant		\$401.68

Attachment: 01/19/18 City Check Register (Approval of City Check Registers)

City Checks Issued January 19, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
88636	01/19/2018	Open			ZUMAR INDUSTRIES INC.	\$3,240.2
	Invoice		Date	Description		Amount
	0174034		01/11/2018	Street name signs 1310 - Gas Tax		\$3,240.25
88637	01/19/2018	Open			Lindsey Roscoe	\$500.0
	Invoice		Date	Description		Amount
	17-0355		01/17/2018	refund tree permit 17-0355		\$500.00
88638	01/19/2018	Open			Sidney Bruce	\$500.0
	Invoice		Date	Description		Amount
	17-0414		01/02/2018	refund tree permit 17-0414		\$500.00
Type Check Totals:						\$40,418.9

Attachment: 01/19/18 City Check Register (Approval of City Check Registers)

	Counts:	Total
CITY - Main City Totals		
Checks	47	\$40,418.9
EFTs	0	\$0.0
All	47	\$40,418.9
WELLS - Pavroll Totals		
Checks	5	\$2,065.0
EFTs	86	\$145,696.0
All	91	\$147,762.0
Grand Totals:		
Checks	52	\$42,484.0
EFTs	86	\$145,696.0
All	138	\$188,181.0

City Main account checks dated January 26, 2018, numbered 88639 to 88681, plus 5 EFTs, totaling \$491,311.07, have been reviewed and authorized for distribution by the City Manager.

As of January 26, 2018, the unaudited cash balance is \$4,641,688.36.


CASH POSITION - CITY OF CAPITOLA 1/26/18

	<u>Net Balance</u>
General Fund	\$967,846.85
Payroll Payables	\$124,908.69
Contingency Reserve Fund	\$1,969,845.66
Facilities Reserve Fund	\$394,145.00
Capital Improvement Fund	\$644,748.47
Stores Fund	\$26,892.08
Information Technology Fund	\$83,967.75
Equipment Replacement	\$305,870.33
Self-Insurance Liability Fund	\$2,803.89
Workers' Comp. Ins. Fund	\$71,141.79
Compensated Absences Fund	\$49,517.85
TOTAL UNASSIGNED GENERAL FUNDS	<u>\$4,641,688.36</u>


The Emergency Reserve Fund balance is \$1,310,705.54 (not included above).
The PERS Contingency Fund balance is \$565,408.56 (not included above).
The Library Fund balance is \$747,243.66 (not included above).




 Jamie Goldstein, City Manager



 Peter Wilk, City Treasurer



 Date



 Date

Attachment: 01/26/18 City Check Register (Approval of City Check Registers)

City Checks Issued January 26, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
88639	01/26/2018	Open			AFLAC	\$1,723.96
	Invoice		Date	Description		Amount
	991719		01/25/2018	January supplemental insurance 1001 - Payroll Payables		\$1,723.96
88640	01/26/2018	Open			ALVAREZ TECHNOLOGY GROUP INC	\$909.00
	Invoice		Date	Description		Amount
	44727		01/04/2018	Dell powervault renewal 2211 - ISF - Information Technology		\$909.00
88641	01/26/2018	Open			ANDREW DALLY	\$183.43
	Invoice		Date	Description		Amount
	DALY11118		01/11/2018	Training reimbursement - Role of the Chief		\$183.43
88642	01/26/2018	Open			ASCAP	\$348.00
	Invoice		Date	Description		Amount
	100004871269		12/20/2017	2018 license fee		\$348.00
88643	01/26/2018	Open			BEAR ELECTRICAL SOLUTIONS INC.	\$1,009.00
	Invoice		Date	Description		Amount
	5800		12/28/2017	Traffic signal maintenance - routine		\$616.00
	5809		12/28/2017	Traffic signal maintenance - response 1310 - Gas Tax		\$393.00
88644	01/26/2018	Open			CA DEPARTMENT OF CONSERVATION	\$617.66
	Invoice		Date	Description		Amount
	CDC123117		12/31/2017	Strong motion instrumentation & seismic hazard mapping fee		\$617.66
88645	01/26/2018	Open			CALE AMERICA INC.	\$1,100.75
	Invoice		Date	Description		Amount
	148225		01/17/2018	Paystation service and parts		\$1,100.75
88646	01/26/2018	Open			CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,581.25
	Invoice		Date	Description		Amount
	POA011918		01/19/2018	POA and gym dues PPE 1/13/18 1001 - Payroll Payables		\$1,581.25
88647	01/26/2018	Open			CLEAN BUILDING MAINTENANCE CO.	\$3,935.63
	Invoice		Date	Description		Amount
	19042		12/31/2017	December janitorial services 1000 - General Fund 1311 - Wharf	\$3,670.13 \$265.50	\$3,935.63

Attachment: 01/26/18 City Check Register (Approval of City Check Registers)

City Checks Issued January 26, 2018

Invoice	Date	Description	Amount	
88648	01/26/2018	Open	FBI LEEDS CA	\$1,485.00
FLC041918	01/24/2018	Law enforcement executive seminar - Held, Sloma,Gonzalez	\$1,485.00	
88649	01/26/2018	Open	FIRST SECURITY	\$325.50
548126	12/21/2017	January skate park security services	\$325.50	
88650	01/26/2018	Open	FRANCHISE TAX BOARD	\$495.17
DW011918	01/19/2018	Employee garnishment PPE 1/13/18 1001 - Payroll Payables	\$495.17	
88651	01/26/2018	Open	FRANCHISE TAX BOARD	\$362.81
FD011918	01/19/2018	Employee garnishment PPE 1/13/18 1001 - Payroll Payables	\$362.81	
88652	01/26/2018	Open	GEORGE McMENAMIN	\$800.00
2018-4	01/23/2018	Riparian restoration services	\$800.00	
88653	01/26/2018	Open	HOLLISTER HONDA	\$1,532.25
205608	01/09/2018	2014 Honda service, replace battery, seals, fix brake lights	\$1,374.47	
205226	01/09/2018	2012 Honda routine service	\$157.78	
88654	01/26/2018	Open	HOUSING AUTHORITY OF SCC	\$1,150.00
18-6CSD	01/12/2018	December security deposit program 5552 - Cap Hsg Succ- Program Income	\$1,150.00	
88655	01/26/2018	Open	HUMBOLDT PETROLEUM LLC	\$71.50
087118	12/31/2017	Car wash charges	\$32.50	
087160	01/15/2018	Car wash charges	\$39.00	
88656	01/26/2018	Open	HYDROSCIENCE ENGINEERS INC.	\$5,637.50
331013001	01/02/2018	#17-097 New Brighton parking lot stormwater review services	\$2,087.50	
331011007	01/02/2018	#17-054 3400 Clares St. stormwater services	\$3,550.00	

Attachment: 01/26/18 City Check Register (Approval of City Check Registers)

City Checks Issued January 26, 2018

Invoice #	Date	Description	Amount	
88657	01/26/2018	Open	ICMA RETIREMENT TRUST 457	\$5,750.43
Invoice	Date	Description	Amount	
41552989	01/19/2018	Employee 457 contributions PPE 1/13/18 1001 - Payroll Payables	\$5,750.43	
88658	01/26/2018	Open	INTERSTATE ALL BATTERY CENTER	\$89.38
Invoice	Date	Description	Amount	
537846	01/17/2018	Batteries	\$89.38	
88659	01/26/2018	Open	KIMLEY HORN AND ASSOCIATES INC	\$8,371.30
Invoice	Date	Description	Amount	
097763120-1217	12/31/2017	December engineering consultant services	\$2,168.80	
10550217	12/31/2017	Park Avenue sidewalk improvements 1200 - Capital Improvement Fund	\$6,202.50	
88660	01/26/2018	Open	LAW ENFORCEMENT TARGETS INC.	\$439.16
Invoice	Date	Description	Amount	
0363402-IN	12/13/2017	Range supplies	\$439.16	
88661	01/26/2018	Open	LIFE INSURANCE CO OF NORTH AMERICA	\$2,233.59
Invoice	Date	Description	Amount	
CIGNA010118	01/19/2018	January LTD, STD, AD&D, Life insurance	\$2,233.59	
		1000 - General Fund (\$0.11)		
		1001 - Payroll Payables	\$2,233.70	
88662	01/26/2018	Open	LIUNA PENSION FUND	\$902.40
Invoice	Date	Description	Amount	
CS3678	01/19/2018	January LIUNA Pension Dues 1001 - Payroll Payables	\$902.40	
88663	01/26/2018	Open	LP POLICE	\$2.99
Invoice	Date	Description	Amount	
917LP31150	09/30/2017	Live search	\$2.99	
88664	01/26/2018	Open	MAR-KEN K-9 TRAINING CENTER	\$240.00
Invoice	Date	Description	Amount	
0004-18	01/15/2018	January K-9 training	\$240.00	
88665	01/26/2018	Open	MONTEREY BAY AREA SELF INSURANCE AUTHORITY	\$393,510.50
Invoice	Date	Description	Amount	
180101-1	01/01/2018	Workers' compensation and liability premiums	\$393,510.50	
		2213 - ISF - Self-Insurance	\$179,813.50	
		2214 - ISF - Workers	\$213,697.00	

Attachment: 01/26/18 City Check Register (Approval of City Check Registers)

City Checks Issued January 26, 2018

Invoice	Date	Description	Amount	
88666	01/26/2018	Open	PALACE OFFICE SUPPLIES	\$377.20
461329-0	01/19/2018	Coin bags, evidence bag	\$183.43	
461040-0	01/18/2018	File storage boxes	\$166.16	
9462140-0	01/17/2018	Art and culture supplies	\$27.61	
88667	01/26/2018	Open	PET PALS DISCOUNT PET SUPPLIES	\$573.07
1851428	12/10/2017	K-9 food	\$84.93	
1831147	11/01/2017	K-9 food	\$488.14	
88668	01/26/2018	Open	PHOENIX GROUP INFORMATION SYSTEMS	\$1,194.90
122017070	01/15/2018	December citation processing	\$1,194.90	
88669	01/26/2018	Open	ROBERT SEELEY & ASSOCIATES	\$760.00
2018-009	01/04/2018	October - December parking citation hearings (19)	\$760.00	
88670	01/26/2018	Open	SANTA CRUZ COUNTY ANIMAL SHELTER	\$7,675.40
1718-3CA	01/09/2018	Animal services contribution	\$7,675.40	
88671	01/26/2018	Open	SPECTRUM BUSINESS	\$3,667.85
0000178121917	12/19/2017	December internet service	\$3,667.85	
		1000 - General Fund	\$1,366.05	
		2211 - ISF - Information	\$2,301.80	
88672	01/26/2018	Open	STAPLES ADVANTAGE	\$268.55
8048249613	01/13/2018	Flash drives and clip boards	\$268.55	
88673	01/26/2018	Open	SUMMIT UNIFORMS	\$642.39
45929	11/29/2017	Jacket and star for Evans	\$326.66	
45876	11/27/2017	Jacket for Quolas	\$315.73	
88674	01/26/2018	Open	TERRENCE MCMANUS	\$330.54
TM010418	01/04/2018	Training expenses	\$330.54	
88675	01/26/2018	Open	TOTLCOM INC.	\$225.00
265403	01/09/2018	Safe Ride Home phone lines service	\$225.00	

Attachment: 01/26/18 City Check Register (Approval of City Check Registers)

City Checks Issued January 26, 2018

Invoice	Date	Description	Amount
88676	01/26/2018	Open	
		U.S. BANK EQUIPMENT FINANCE	\$288.85
347835431	01/03/2018	PD copier lease	\$288.85
88677	01/26/2018	Open	
		UNITED WAY OF SANTA CRUZ COUNTY	\$30.00
UW011918	01/19/2018	Employee contributions PPE 1/13/18 1001 - Payroll Payables	\$30.00
88678	01/26/2018	Open	
		UPEC LIUNA LOCAL 792	\$1,255.50
1687	01/05/2018	January UPEC dues 1001 - Payroll Payables	\$1,255.50
88679	01/26/2018	Open	
		US BANK PARS	\$328.58
PARS011918	01/19/2018	PARS contributions PPE 1/13/18 1001 - Payroll Payables	\$328.58
88680	01/26/2018	Open	
		WATSONVILLE BLUEPRINT	\$25.46
74978	01/24/2018	Library tot lot scan	\$25.46
88681	01/26/2018	Open	
		WE ALL RIDE SANTA CRUZ	\$1,330.16
4155476	01/09/2018	2003 BMW engine service	\$1,330.16
Type Check Totals:			\$453,781.61

Attachment: 01/26/18 City Check Register (Approval of City Check Registers)

City Checks Issued January 26, 2018

EFT

Invoice	Date	Description	Amount
558	01/24/2018	EMPLOYMENT DEVELOPMENT DEPT	\$7,197.51
0-255-265-856	01/24/2018	State taxes PPE 1/13/18 1001 - Payroll Payables	\$7,197.51
559	01/24/2018	INTERNAL REVENUE SERVICE	\$28,694.75
14632387	01/24/2018	Federal taxes & Medicare PPE 1/13/18 1001 - Payroll Payables	\$28,694.75
560	01/22/2018	STATE DISBURSEMENT UNIT	\$1,232.76
5X757916657	01/22/2018	Employee garnishments PPE 1/13/18 1001 - Payroll Payables	\$1,232.76
561	01/26/2018	ADP LLC	\$265.44
507760277	01/19/2018	ez Labor processing charges 2211 - ISF - Information Technology	\$265.44
562	01/25/2018	DISCOVERY BENEFITS	\$139.00
0000832153-IN	12/31/2017	December COBRA and FSA	\$139.00
Type EFT Totals:			\$37,529.46

Attachment: 01/26/18 City Check Register (Approval of City Check Registers)

CITY - Main City Totals	Counts:	Totals:
Checks	43	\$453,781.61
EFTs	5	\$37,529.46
All	48	\$491,311.07



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF FEBRUARY 22, 2018

FROM: City Manager Department

SUBJECT: Consider a Resolution Updating Finance Advisory Committee Membership

RECOMMENDED ACTION: Adopt resolution.

BACKGROUND/DISCUSSION: The City Council adopted Administrative Policy I-38 at its September 28, 2017, meeting to allow youth participation on various City advisory bodies. With the policy in place, staff began the process of updating the resolutions that establish membership for these bodies.

Membership for the Capitola Finance Advisory Committee is defined in Resolution No. 3770. The amended resolution would permit youth members on the Capitola Library Advisory Committee in accordance with Administrative Policy I-38. It would also increase terms for appointed members from one to two years and remove an outdated reference to the Redevelopment Agency Treasurer.

FISCAL IMPACT: None.

Report Prepared By: Linda Fridy
City Clerk

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

2/15/2018

Resolution Updating Finance Advisory Membership
February 22, 2018

RESOLUTION NO. ____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
AMENDING RESOLUTION NO. 3770 REGARDING MEMBERSHIP OF THE CAPITOLA
FINANCE ADVISORY COMMITTEE**

WHEREAS, on February 26, 2009, the Capitola City Council adopted Resolution No. 3770 clarifying the membership and mandate of the Finance Advisory Committee; and

WHEREAS, Section 2.a of this Resolution lists as a member the Redevelopment Agency Treasurer, a position that no longer exists; and

WHEREAS, other City advisory bodies have terms of at least two years; and

WHEREAS, the City Council, at its September 28, 2017, meeting, directed staff to apply Administrative Policy I-38 for youth members to the Finance Advisory Committee;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Capitola that Resolution No. 3770 Section 2 is hereby amended to read as follows:

- a. The Finance Advisory Committee shall be comprised of the following representation:

The Mayor and Vice Mayor shall serve on this committee. When either or both the Mayor and Vice Mayor do not want to serve on this committee, other member(s) of the City Council shall be appointed by the Mayor, with the concurrence of the City Council.

The Capitola City Treasurer

Four additional members, serving at the pleasure of the City Council for a term of two years ending in December of each even-numbered year, as follows:

Three Capitola Residents, each appointed by the remaining Capitola City Council Members not on the committee at the time of appointment

One Capitola Businessperson and/or Capitola Resident representing the business community appointed by the Capitola City Council with consideration given to a recommendation from the Capitola Soquel Chamber of Commerce

The Committee may also recruit youth members pursuant to Administrative Policy I-38.

I HEREBY CERTIFY that the foregoing resolution was passed and adopted by the City Council of the City of Capitola on the 22nd day of February, 2018, by the following vote:



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF FEBRUARY 22, 2018

FROM: Capitola Police Department

SUBJECT: Consider Accepting Grant Funding from the State Controller's Office Budget Act of 2016

RECOMMENDED ACTION: Accept grant funding from the State Controller's Office Budget Act of 2016 in the amount of \$49,239 to be disbursed by the City of Watsonville and authorize amending the Fiscal Year 2017/18 general fund operating budget to increase revenue and expenditures by \$49,239.

BACKGROUND: The Budget Act of 2016, Chapter 23, Statue of 2016 allocates \$20 million to cities to increase positive outcomes between municipal law enforcement and high-risk populations. The State Controller's Office is authorized to disburse these funds between agencies. The fiscal year 2016-2017 awards were determined based on a combination of factors including size of police departments in each county as well as mental health and homeless population data. Consistent with historical practice for this grant, the City of Watsonville is the fiscal agent for local disbursement. Disbursement of these funds shall be the collective decision of the city police departments within Santa Cruz County.

DISCUSSION: Funding is provided for supplementing, not supplanting, the following programs: homeless outreach teams, Crisis Intervention Training (CIT) for officers, Gang Resistance Education and Training (GREAT) program, resources for drug-endangered children, outreach to high-risk youth, youth diversion programs, and gang and violence prevention programs.

FISCAL IMPACT: The Police Department's budget will be amended to reflect additional revenues and expenditures of \$49,239.

ATTACHMENTS:

1. BSCC grant budget amendment

Report Prepared By: Andy Dally

BSCC Grant
February 22, 2018

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

2/15/2018

City of Capitola Budget Adjustment Form



Date 2/9/2018

Requesting Department Police

Administrative Council

Item #
Council Date: 2/22/2018
Council Approval

Revenues		
Account #	Account Description	Increase/Decrease
1000-20-20-000-3320.100	State Government Grants - Operating Category	\$ 49,239.00
Total		\$ 49,239.00

Expenditures		
Account #	Account Description	Increase/Decrease
1000-20-20-000-4130.200	Overtime Grant Funded	\$ 29,239.00
1000-20-20-000-4400.100	Training & Memberships Registration/Material	\$ 10,000.00
1000-20-20-000-4450.100	Supplies Grant Funded	\$ 10,000.00
Total		\$ 49,239.00

Net Impact -

Purpose: FY 2017-18 BSCC Grant Awarded

Department Head Approval *[Signature]*

Finance Department Approval *[Signature]*

City Manager Approval _____

Attachment: BSCC grant budget amendment (BSCC Grant)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF FEBRUARY 22, 2018

FROM: Finance Department
SUBJECT: Approve Contract for New Auditor

RECOMMENDED ACTION: Authorize the City Manager to execute a three-year agreement for professional auditing services with Vavrinek, Trine, Day & Co., LLP, certified public accountants, to conduct the 2017/18 through 2019/20 fiscal year audits and required reports in the amount not-to-exceed \$48,720 annually.

BACKGROUND: With completion of the FY2016/17 financial statements and reports, the City of Capitola completed its sixth year with the firm of Rogers, Anderson, Malody & Scott (RAMS), at which time the City's current contract with RAMS ended. Generally Accepted Accounting Principles (GAAP) regarding auditor objectivity and rotation recommend a change of auditors periodically as a best management practice. The impact of the Sarbanes-Oxley Act (SOA) of 2002 has led many local government agencies to change financial audit services every five to seven years. Section 203 of the SOA requires a five-year rotation cycle for the external lead and reviewing audit partners. Similarly, a California Society of Municipal Financial Officers survey of cities revealed that most rotate their audit firm on average every five years

DISCUSSION: On December 14, 2017, the Finance Department issued a Request for Proposals (RFP) for Professional Auditing Services. The RFP was sent electronically to 20 audit firms, with seven firms submitting proposals for consideration. The proposals were evaluated by the City Treasurer, a member of the Finance Advisory Committee (FAC), and Finance Department staff. The top three ranked firms were invited to participate in an interview. Reference checks were conducted on the top firm. Particular attention was paid to the level of support provided and the methodology employed during the audit.

All three of the top firms are highly regarded within the governmental audit industry. However, the selection committee agreed that based on the proposal, the interview, and overall cost of services that Vavrinek, Trine, Day & Co., LLP (VTD) offered the best overall value to the City.

The following table summarizes the Audit and Comprehensive Annual Financial Report costs as well as the cost for all optional services quoted by each of the top three firms:

Approve Contract for New Auditor
February 22, 2018

Firm	FY 2017/18	FY 2018/19	FY 2019/20	Total 3-Year Cost
Vavrinek, Trine, Day & Co. LLP	\$ 48,720	\$ 49,794	\$ 50,890	\$ 149,404
Badawi & Associates	\$ 45,500	\$ 46,880	\$ 48,290	\$ 140,670
Maze & Associates	\$ 56,390	\$ 56,390	\$ 56,390	\$ 169,170

Based on an analysis of the proposals and associated costs, staff recommends contracting with Vavrinek, Trine, Day & Co., LLP as our new auditors for the City financial audits beginning in FY2017/18 and continuing through FY2019/20, with an option to renew for FY2020/21 and FY2021/22.

FISCAL IMPACT: The adopted 2017/18 fiscal year budget for auditing services is \$48,750. The total new contract cost for auditing and all optional services is \$48,720, which includes \$6,155 of services that staff does not anticipate will be needed. If those extra services are not needed, the City will not incur those costs. The costs associated with the audits in subsequent years under this agreement will be included in the proposed annual budgets subject to City Council approval each year.

Report Prepared By: Jim Malberg
Finance Director

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

2/15/2018



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF FEBRUARY 22, 2018

FROM: Public Works Department

SUBJECT: Consider Jewel Box Traffic Calming Implementation and Funding Plans

RECOMMENDED ACTION: Review implementation plan details for a trial of Jewel Box Traffic Calming Project: Option 4 and provide direction to staff.

BACKGROUND: On January 25, 2018, the City Council approved a six-month trial of Jewel Box Traffic Calming measures identified as Option 4, which entailed the placement of barriers along 47th Avenue between Topaz Street and Crystal Street to divert cut-through vehicle traffic away from the Jewel Box neighborhood. Following the Council's action, staff has reviewed the steps necessary to implement the project and determined a Coastal Development Permit and compliance with CEQA (California Environmental Quality Act) will be required.

Following consultation with Coastal Commission staff, City staff determined the project would require a Coastal Development Permit. In addition, there is no clear CEQA exemption for a six-month trial project, therefore CEQA would require an analysis of potential traffic impacts and identification of potential mitigation measures. However, there is a CEQA exemption which would allow for shorter-term installation of project elements to collect data and better gauge potential project impacts. Staff interprets "short term installation" to be no longer than 45 days.

DISCUSSION: Public Works staff has requested assistance from Kimley-Horn to prepare the necessary design sheet that details the barriers, signage, and striping required by highway design standards and to develop a traffic monitoring analysis program to determine the impacts of the traffic calming measures. The proposal prepared by Kimley-Horn (Attachment 1) will cost \$37,200 and includes the direct costs necessary to obtain a Coastal Development permit for a 30- to 45-day trial project¹.

Based on available information, staff estimates that the project will require the installation of 60 pylons (10 per intersection), 20 signs, and some minor road striping. The cost of this work, done by Public Works crews, is estimated at \$10,000 for materials.

A breakdown of the costs is as follows:

Permit Support	\$ 2,400
Plan Development	\$ 6,200
Traffic Counts	\$14,100

¹ A longer-term trial project would require a traffic study and CEQA evaluation of the project, which would cost between \$75,000-100,000 depending on impacts and mitigation measures identified in the traffic study.

Jewel Box Traffic Calming Implementation
February 22, 2018

Traffic Analysis	\$ 9,300
<u>Reporting</u>	<u>\$ 5,200</u>
Total Kimley-Horn	\$37,200
<u>Project Implementation</u>	<u>\$10,000</u>
Total Project Cost Estimate	\$47,200

The recommended traffic counts and modeling necessary to determine the impacts of the traffic calming include three single-day counts at seven intersections as well as volume and speed counts on six streets. A map showing the proposed locations is included in Attachment 2. The collection and use of single-day counts is the standard established and used in the Caltrans 2002 Guide for the Preparation of Traffic Impact Studies, the ITE Manual of Transportation Engineering Studies, 2nd Edition, and the ITE Traffic Engineering Handbook 7th Edition.

Jewel Box Traffic Calming Implementation
February 22, 2018

The proposed traffic counts will provide the necessary data for a CEQA determination, should the City propose implementing the project on a permanent basis. Based on the analysis of the data and the impacts on the street volumes and level of service impacts at the intersections, it may be necessary to develop mitigation measures in addition to completing further studies, potentially including an Environmental Impact Report to permanently install the traffic calming measures.


FISCAL IMPACT: There are no budgeted funds for this project. A 30 to 45-day data collection trial project could be completed for approximately \$50,000. Alternatively, to proceed with the six-month trial as previously envisioned, the traffic study would need to be completed in advance of the project construction using traffic modeling. Based on traffic study data, staff would make a CEQA determination and proceed with preparation of an environmental document. If an Environmental Impact Report is required, staff estimates the costs for the studies and EIR would be in the \$75,000 to \$100,000 range. Funding for either option would need to be provided by an allocation of available fund balance.

ATTACHMENTS:

1. Kimley-Horn Services Proposal
2. Traffic Monitoring Map

Report Prepared By: Steve Jesberg
Public Works Director

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

2/15/2018

February 12, 2018

Steve Jesberg, PE
Public Works Director
City of Capitola
420 Capitola Ave.
Capitola, CA 95010

Subject: Proposal for Jewel Box Neighborhood Traffic Calming and Feasibility Study

Dear Steve,

Kimley-Horn and Associates, Inc. (“Kimley-Horn” or “Consultant”) is pleased to submit this letter agreement (the “Agreement”) to the City of Capitola (“Client”) for providing traffic engineering services per the Master Agreement for Continuing Professional Services First Amendment dated March 24, 2016 which is incorporated herein by reference. The following outlines our scope of services for this project.

Project Understanding

The City of Capitola is investigating whether a traffic calming solution to control cut-through traffic and vehicle speeds through the Jewel Box neighborhood can be designed to meet the expectation of the greater Jewel Box area. These concerns were raised by residents along Topaz Street, and public discussion on the matter was conducted by the Traffic and Parking Commission (TPC).

In 2017, Kimley-Horn was retained by the City to collect daily traffic volume and speed counts from the study area, conduct an online survey to gauge community feedback on the depth of traffic issues, and outline potential traffic calming solutions for the Jewel Box neighborhood. Results of the study and a recommendation of the potential traffic control options for the Jewel Box area was presented to City Council on January 25, 2018.

From the meeting, the City Council directed Public Works to implement a trial program to test the traffic calming effect of diagonal diverters installed on 47th Avenue in the Jewel Box area (Option 4). The application of temporary traffic calming features on 47th Avenue would be used to analyze neighborhood traffic impacts and determine whether the option is a feasible solution to reducing cut-through traffic before permanent changes are considered. This traffic control option would be applied to the following study locations:

- 47th Avenue and Topaz Street
- 47th Avenue and Opal Street
- 47th Avenue and Jewel Street
- 47th Avenue and Garnet Street
- 47th Avenue and Emerald Street
- 47th Avenue and Crystal Street

The City would require a Coastal Development Permit from Santa Cruz County before the temporary traffic calming features are installed in the Jewel Box neighborhood. Traffic volumes, speed data, and turning movement counts would be collected before and during the trial period, and a traffic analysis of the Jewel Box area would be conducted. The traffic study would serve as a data collection and feasibility analysis for future CEQA EIR documentation if the City decides to permanently implement the traffic calming features.

Scope of Services

Kimley-Horn will provide the services specifically set forth below.

Task 1 Coastal Development Permit Support:

Kimley-Horn will provide documentation support and coordination to prepare a Coastal Development Permit with the County for the proposed project. Project details will be obtained via City and County staff guidance. Kimley-Horn will support the City to complete all required application documents and figures and will work with the City to refine the project description, project timelines, and data requirements. The Consultant has budgeted up to 16 hours for this task.

Deliverables:

- *Draft and Final Coastal Development Permit Application*

Task 2 Traffic Calming Design and Implementation Plan:

Kimley-Horn will prepare a design level construction document for implementation of the temporary traffic calming features proposed in the Jewel Box neighborhood for the study intersections listed above. The construction document will be prepared in general accordance with the City of Capitola policies, procedures, manuals, and standards. The layout and design of the diagonal diverter traffic calming features on 47th Avenue will be prepared to a 30% PS&E level and will be developed using aerial photography, right-of-way GIS mapping, and any as-built information available from the City. Layout exhibits will identify proposed lane widths, signing and striping, traffic control features, curb and roadway modifications, and typical sections.

The Consultant will prepare quantity takeoffs and an opinion of probable construction cost (OPCC) for the proposed temporary traffic calming improvements. Unit costs will be established using recent contractor bids for construction projects located in the surrounding area. The Consultant cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its OPCC. A project contingency will be included in the engineer's OPCC to provide for cost increases and unknown issues that may arise but cannot be specifically identified at this stage. It is assumed that Caltrans, and AASHTO Greenbook Specifications are sufficient for the project design parameters and will be incorporated into the City's Master Spec format. It is assumed that no additional specifications or special provisions will be required for this project.

Additional documentation needed to construct and implement the temporary roadway design will be provided on an as needed basis. The design and methodology will be reviewed first with the City before proceeding with the traffic calming design submittal. The Consultant has budgeted up to 35 hours for this task.

Deliverables:

- *One (1) 30% PS&E design submittal in PDF format including plans, specifications, and estimate*

Task 3 Data Gathering and Traffic Counts:

The Kimley-Horn team will coordinate its efforts to gather readily available data/information for the trial program. This task will consist of data collection including field investigation, assembling readily available information provided by the City, and gathering intersection and roadway counts. The Consultant has budgeted up to 6 hours for this task.

Implementation of temporary diagonal diverters and traffic calming features on 47th Avenue will shift traffic flow and likely increase traffic to adjacent neighborhood streets, primarily on Capitola Road and 45th Avenue. To analyze neighborhood traffic impacts of the trial program, intersection and roadway data will be collected for three study scenarios for one (1) day each. The final section of study segments and dates of data collection for each scenario will be determined with the City.

- **Existing** conditions for study intersection and roadways before installing the traffic calming features
- **Three Week Project** conditions after the temporary traffic calming plan has been implemented
- **Four Week Project** conditions after the temporary traffic calming plan has been implemented

Proposed Study Intersections: (To be determined by the City)

- | | |
|--|---------------------------|
| 1. Capitola Road / 41 st Avenue | (Signalized) |
| 2. Capitola Road / 42 nd Avenue | (Two-Way Stop Controlled) |
| 3. Capitola Road / 45 th Avenue | (All-Way Stop Controlled) |
| 4. Capitola Road / 49 th Avenue | (All-Way Stop Controlled) |
| 5. Jade Street / 41 st Avenue | (Signalized) |
| 6. Jade Street / 42 nd Avenue | (Two-Way Stop Controlled) |
| 7. Jade Street / 45 th Avenue | (All-Way Stop Controlled) |

To determine existing traffic operations and level of service at the project intersections, Kimley-Horn will collect weekday AM and PM peak period intersection turning movement counts at the study intersections between 7:00am-9:00am and 4:00pm-6:00pm on a Tuesday, Wednesday, or Thursday when local schools are in session and not during a holiday week.

Proposed Study Roadway Segments: (To be determined by the City)

1. Capitola Road between 44th and 45th Avenue
2. Capitola Road between 46th and 47th Avenue
3. 45th Avenue between Garnet Street and Jewel Street
4. 49th Avenue between Garnet Street and Jewel Street
5. Jade Street between 42nd and 45th Avenue
6. Topaz Street between 45th Avenue and 47th Avenue

Twenty four-hour tube counts will be placed at the project roadways to determine level of service, average daily traffic, and 85th percentile vehicle speeds on a Tuesday, Wednesday, or Thursday when local schools are in session and not during a holiday week.

Deliverables:

- *Existing condition peak hour intersection counts and roadway segment ADT / speed counts (1-day data collection)*
- *Three Week Project condition peak hour intersection counts and roadway segment ADT / speed counts (1-day data collection)*
- *Four Week Project condition peak hour intersection counts and roadway segment ADT / speed counts (1-day data collection)*

Task 4 Traffic Analysis and Modeling:

Kimley-Horn will conduct an analysis of weekday AM and PM peak hour traffic conditions using the collected turning movement and volume data in the Jewel Box neighborhood. Synchro software, City of Capitola, and 2010 HCM technical procedures will be used to determine level of service at the study intersections and roadway segments for Existing, Three Week Project, and Four Week Project conditions. The Consultant has budgeted up to 56 hours for this task.

Deliverables:

- *Level of service results for each study roadway and intersection shown in comparison tables and graphs for report and presentation*

Task 5 Report and Recommendations:

Kimley-Horn will prepare a stand-alone traffic report for preliminary review to the City. The draft report will include text, charts, and figures describing our process, assumptions, results, and recommendations for the Jewel Box traffic calming program. The report will be provided in electronic format (PDF) and will specifically detail the qualitative and quantitative evaluation of each study scenario and traffic impacts of temporary traffic calming features in the Jewel Box neighborhood. It is assumed that the Consultant will meet with City staff to review comments on the draft report submitted.

Based on one (1) set of consolidated comments received on the draft traffic report from the City, the report will be revised and a final report will be provided in electronic format (PDF). If the City decides to implement permanent traffic calming features for the Jewel Box neighborhood, the traffic analysis study can be prepared for future CEQA EIR documentation. The Consultant has budgeted up to 28 hours for this task.

Deliverables:

- *Draft and Final Traffic Analysis Report in PDF format*

Additional Services

Any services not specifically provided for in the above scope will be billed as additional services and performed at our then current hourly rates. Additional services we can provide include, but are not limited to, the following:

- Public Outreach, Community Workshop, or City Council Meetings
- Community Feedback Surveys
- Topographic Mapping and Survey
- Environmental Support and Permitting

Information Provided by the Client

We shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client's consultants or representatives. The Client shall provide all information requested by Kimley-Horn during the project, including but not limited to the following:

- Signal timing and phasing for study signalized intersections on 41st Avenue
- As-builts, survey data, and relevant project files
- Supporting documentation (meeting minutes with staff, review comments, etc.)

Schedule

We will provide our services as expeditiously as practicable to meet a mutually agreed upon schedule.

Fee and Expenses

Kimley-Horn will perform the scope of services on a labor fee plus expense basis with the maximum labor fee shown below.

Task 1 Coastal Development Permit Support	\$2,400
Task 2 Traffic Calming Design and Implementation Plan	\$6,200
Task 3 Data Gathering and Traffic Counts	\$14,100
Task 4 Traffic Analysis and Modeling	\$9,300
Task 5 Report and Recommendations	\$5,200
Total Maximum Labor Fee	\$37,200

Kimley-Horn will not exceed the total maximum labor fee shown without authorization from the Client. Individual task amounts are provided for budgeting purposes only. Kimley-Horn reserves the right to reallocate amounts among tasks as necessary.

Labor fee will be billed on an hourly basis according to our then-current rates. As to these tasks, direct reimbursable expenses such as express delivery services, fees, air travel, and other direct expenses will be billed at 1.10 times cost. A percentage of labor fee will be added to each invoice to cover certain other expenses as to these tasks such as telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage. Administrative time related to the project may be billed hourly. All permitting, application, and similar project fees will be paid directly by the Client. Should the Client request Kimley-Horn to advance any such project fees on the Client's behalf, a separate invoice for such fees, with a ten percent (10%) markup, will be immediately issued to and paid by the Client.

Payment will be due within 30 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

Closure

In addition to the matters set forth herein, our Agreement shall include and be subject to, and only to, the attached Standard Provisions, which are incorporated by reference. As used in the Standard Provisions, "Consultant" shall refer to Kimley-Horn and Associates, Inc., and "Client" shall refer to City of Monterey.

Kimley-Horn, in an effort to expedite invoices and reduce paper waste, submits invoices via email in an Adobe PDF format. We can also provide a paper copy via regular mail if requested. Please include the invoice number and Kimley-Horn project number with all payments. Please provide the following information:

____ Please email all invoices to _____

____ Please copy _____

If you concur in all the foregoing and wish to direct us to proceed with the services, please have authorized persons execute both copies of this Agreement in the spaces provided below, retain one copy, and return the other to us. We will commence services only after we have received a fully-executed agreement. Fees and times stated in this Agreement are valid for sixty (60) days after the date of this letter.

To ensure proper set up of your projects so that we can get started, please complete and return with the signed copy of this Agreement the attached Request for Information. Failure to supply this information could result in delay in starting work on your project.

We appreciate the opportunity to provide these services to you. Please contact me if you have any questions.

Very truly yours,

KIMLEY-HORN AND ASSOCIATES, INC.

Frederik Venter P.E.
#64621

Derek Wu P.E.
#81401

Attachment: Kimley-Horn Services Proposal (Jewel Box Traffic Calming Implementation)

Kimley-Horn and Associates, Inc. Standard Provisions

(1) **Consultant's Scope of Services and Additional Services.** The Consultant's undertaking to perform professional services extends only to the services specifically described in this Agreement. However, if requested by the Client and agreed to by the Consultant, the Consultant will perform Additional Services, which shall be governed by these provisions. Unless otherwise agreed to in writing, the Client shall pay the Consultant for any Additional Services an amount based upon the Consultant's then-current hourly rates plus an amount to cover certain direct expenses including telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage. Other direct expenses will be billed at 1.10 times cost.

(2) **Client's Responsibilities.** In addition to other responsibilities described herein or imposed by law, the Client shall:

- (a) Designate in writing a person to act as its representative with respect to this Agreement, such person having complete authority to transmit instructions, receive information, and make or interpret the Client's decisions.
- (b) Provide all information and criteria as to the Client's requirements, objectives, and expectations for the project including all numerical criteria that are to be met and all standards of development, design, or construction.
- (c) Provide to the Consultant all previous studies, plans, or other documents pertaining to the project and all new data reasonably necessary in the Consultant's opinion, such as site survey and engineering data, environmental impact assessments or statements, upon all of which the Consultant may rely.
- (d) Arrange for access to the site and other private or public property as required for the Consultant to provide its services.
- (e) Review all documents or oral reports presented by the Consultant and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of the Consultant.
- (f) Furnish approvals and permits from governmental authorities having jurisdiction over the project and approvals and consents from other parties as may be necessary for completion of the Consultant's services.
- (g) Cause to be provided such independent accounting, legal, insurance, cost estimating and overall feasibility services as the Client may require.
- (h) Give prompt written notice to the Consultant whenever the Client becomes aware of any development that affects the scope, timing, or payment of the Consultant's services or any defect or noncompliance in any aspect of the project.
- (i) Bear all costs incidental to the responsibilities of the Client.

(3) **Period of Services.** Unless otherwise stated herein, the Consultant will begin work timely after receipt of a properly executed copy of this Agreement and any required retainer amount. This Agreement is made in anticipation of conditions permitting continuous and orderly progress through completion of the services. Times for performance shall be extended as necessary for delays or suspensions due to circumstances that the Consultant does not control. If such delay or suspension extends for more than six months (cumulatively), Consultant's compensation shall be renegotiated.

(4) **Method of Payment.** Compensation shall be paid to the Consultant in accordance with the following provisions:

- (a) Invoices will be submitted periodically for services performed and expenses incurred. Invoices are due and payable upon presentation. Client shall pay Consultant a time-price differential of one and one-half percent (1.5%) of the outstanding amount of each invoice that is overdue for more than 30 days. The Client shall also pay any applicable sales tax. All retainers will be held by the Consultant for the duration of the project and applied against the final invoice. If the Client fails to make any payment due to the Consultant under this or any other agreement within 30 days after presentation, the Consultant may, after giving notice to the Client, suspend services and withhold deliverables until all amounts due are paid in full and may commence proceedings, including recording liens, to secure its right to payment under this Agreement.
- (b) If the Client relies on payment or proceeds from a third party to pay Consultant and Client does not pay Consultant's invoice within 60 days of receipt, Consultant may communicate directly with such third party to secure payment.
- (c) If the Client objects to an invoice, it must advise the Consultant in writing giving its reasons within 14 days of receipt of the invoice or the Client's objections will be waived, and the invoice shall conclusively be deemed due and owing. If the Client objects to only a portion of the invoice, payment for all other portions remains due within 25 days of receipt.
- (d) The Client agrees that the payment to the Consultant is not subject to any contingency or condition. The Consultant may negotiate payment of any check tendered by the Client, even if the words "in full satisfaction" or words intended to have similar effect appear on the check without such negotiation being an accord and satisfaction of any disputed debt and without prejudicing any right of the Consultant to collect additional amounts from the Client.

(5) **Use of Documents.** All documents, including but not limited to drawings, specifications, reports, and data or programs stored electronically, prepared by the Consultant are related exclusively to the services described in this Agreement, and may be used only if the Client has satisfied all of its obligations under this Agreement. They are not intended or represented to be suitable for use, partial use or reuse by the Client or others on extensions of this project or on any other project. Any modifications made by the Client to any of the Consultant's documents, or any use, partial use or reuse of the documents without written authorization or adaptation by the Consultant will be at the Client's sole risk and without liability to the Consultant, and the Client shall indemnify, defend and hold the Consultant harmless from all claims, damages, losses and expenses, including but not limited to attorneys' fees, resulting therefrom. The

Consultant's electronic files and source code developed in the development of application code remain the property of the Consultant and shall be provided to the Client only if expressly provided for in this Agreement. Any electronic files not containing an electronic seal are provided only for the convenience of the Client, and use of them is at the Client's sole risk. In the case of any defects in the electronic files or any discrepancies between them and the hardcopy of the documents prepared by the Consultant, the hardcopy shall govern. Because data stored in electronic media format can deteriorate or be modified without the Consultant's authorization, the Client has 60 days to perform acceptance tests, after which it shall be deemed to have accepted the data.

(6) **Opinions of Cost.** Because the Consultant does not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to opinions as to the costs of construction and materials, shall be made on the basis of its experience and represent its judgment as an experienced and qualified professional, familiar with the industry. The Consultant cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost. If the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator. Consultant's services required to bring costs within any limitation established by the Client will be paid for as Additional Services.

(7) **Termination.** The obligation to provide further services under this Agreement may be terminated by either party upon seven days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party, or upon thirty days' written notice for the convenience of the terminating party. If any change occurs in the ownership of the Client, the Consultant shall have the right to immediately terminate this Agreement. In the event of any termination, the Consultant shall be paid for all services rendered and expenses incurred to the effective date of termination, and other reasonable expenses incurred by the Consultant as a result of such termination. If the Consultant's compensation is a fixed fee, the amount payable for services will be a proportional amount of the total fee based on the ratio of the amount of the services performed, as reasonably determined by the Consultant, to the total amount of services which were to have been performed.

(8) **Insurance.** The Consultant carries Workers' Compensation insurance, professional liability insurance, and general liability insurance. If the Client directs the Consultant to obtain increased insurance coverage, the Consultant will take out such additional insurance, if obtainable, at the Client's expense.

(9) **Standard of Care.** The standard of care applicable to Consultant's services will be the degree of care and skill ordinarily exercised by consultants performing the same or similar services in the same locality at the time the services are provided. No warranty, express or implied, is made or intended by the Consultant's undertaking herein or its performance of services, and it is agreed that the Consultant is not a fiduciary with respect to the Client.

(10) **LIMITATION OF LIABILITY.** In recognition of the relative risks and benefits of the Project to the Client and the Consultant, the risks have been allocated such that the Client agrees, to the fullest extent of the law, and notwithstanding any other provisions of this Agreement or the existence of applicable insurance coverage, that the total liability, in the aggregate, of the Consultant and the Consultant's officers, directors, employees, agents, and subconsultants to the Client or to anyone claiming by, through or under the Client, for any and all claims, losses, costs or damages whatsoever arising out of, resulting from or in any way related to the services under this Agreement from any cause or causes, including but not limited to, the negligence, professional errors or omissions, strict liability or breach of contract or any warranty, express or implied, of the Consultant or the Consultant's officers, directors, employees, agents, and subconsultants, shall not exceed twice the total compensation received by the Consultant under this Agreement or \$50,000, whichever is greater. Higher limits of liability may be negotiated for additional fee. Under no circumstances shall the Consultant be liable for extra costs or other consequences due to changed conditions, or for costs related to the failure of contractors to perform work in accordance with the plans and specifications. This Section 10 is intended solely to limit the remedies available to the Client or those claiming by or through the Client, and nothing in this Section 10 shall require the Client to indemnify the Consultant.

(11) **Mutual Waiver of Consequential Damages.** In no event shall either party be liable to the other for any consequential, incidental, punitive, or indirect damages including but not limited to loss of income or loss of profits.

(12) **Certifications.** The Consultant shall not be required to execute certifications or third-party reliance letters that are inaccurate, that relate to facts of which the Consultant does not have actual knowledge, or that would cause the Consultant to violate applicable rules of professional responsibility.

(13) **Dispute Resolution.** All claims by the Client arising out of this Agreement or its breach shall be submitted first to mediation in accordance with the Construction Industry Mediation Procedures of the American Arbitration Association as a condition precedent to litigation. Any mediation or civil action by Client must be commenced within one year of the accrual of the cause of action asserted but in no event later than allowed by applicable statutes.

(14) **Hazardous Substances and Conditions.** In no event shall Consultant be a custodian, transporter, handler,

arranger, contractor, or remediator with respect to hazardous substances and conditions. Consultant's services will be limited to professional analysis, recommendations, and reporting, including, when agreed to, plans and specifications for isolation, removal, or remediation. The Consultant shall notify the Client of hazardous substances or conditions not contemplated in the scope of services of which the Consultant actually becomes aware. Upon such notice by the Consultant, the Consultant may stop affected portions of its services until the hazardous substance or condition is eliminated.

(15) Construction Phase Services.

(a) If the Consultant's services include the preparation of documents to be used for construction and the Consultant is not retained to make periodic site visits, the Client assumes all responsibility for interpretation of the documents and for construction observation, and the Client waives any claims against the Consultant in any way connected thereto.

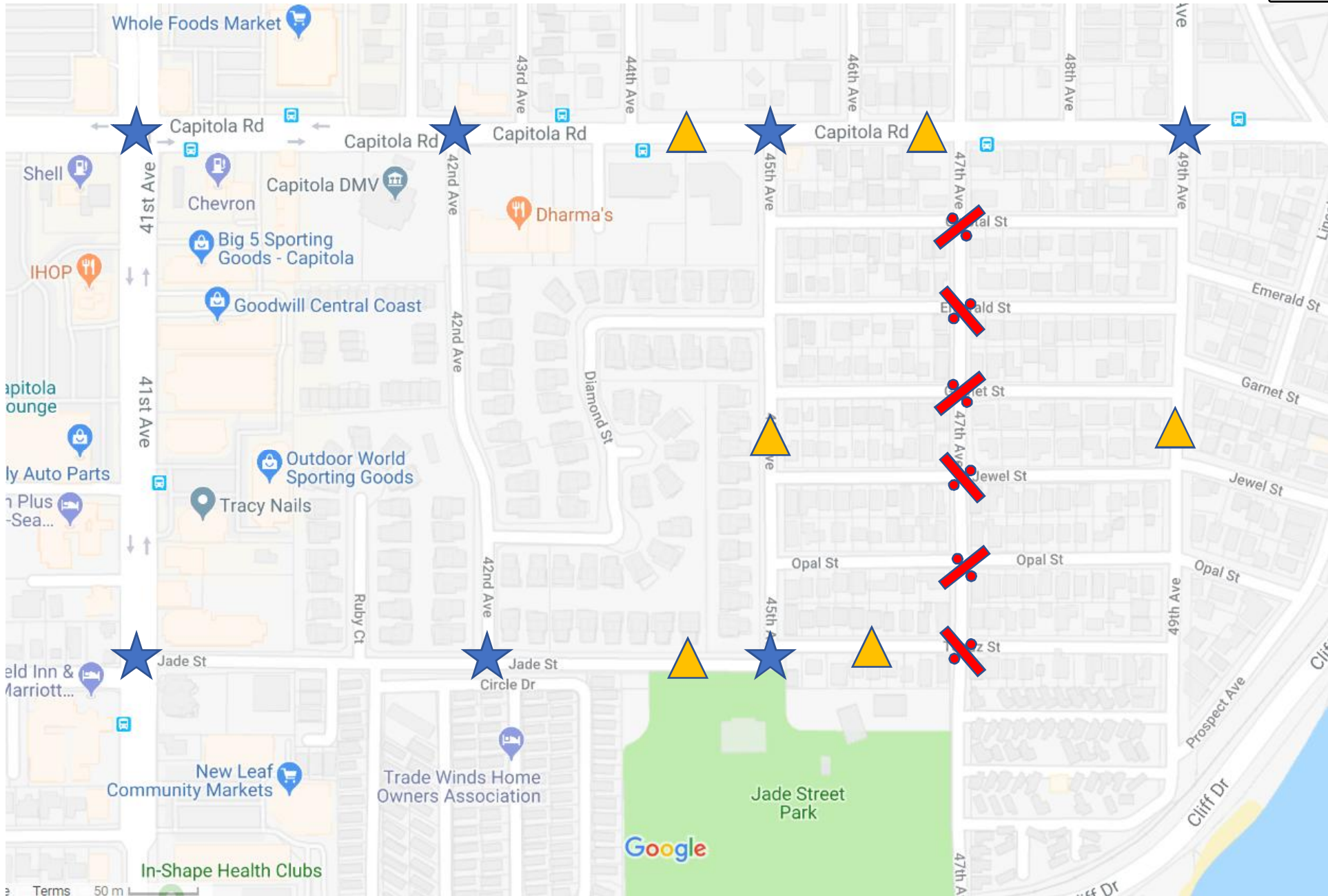
(b) If the Consultant provides construction phase services, the Consultant shall have no responsibility for any contractor's means, methods, techniques, equipment choice and usage, sequence, schedule, safety programs, or safety practices, nor shall Consultant have any authority or responsibility to stop or direct the work of any contractor. The Consultant's visits will be for the purpose of endeavoring to provide the Client a greater degree of confidence that the completed work of its contractors will generally conform to the construction documents prepared by the Consultant. Consultant neither guarantees the performance of contractors, nor assumes responsibility for any contractor's failure to perform its work in accordance with the contract documents.




(c) The Consultant is not responsible for any duties assigned to the design professional in the construction contract that are not expressly provided for in this Agreement. The Client agrees that each contract with any contractor shall state that the contractor shall be solely responsible for job site safety and for its means and methods; that the contractor shall indemnify the Client and the Consultant for all claims and liability arising out of job site accidents; and that the Client and the Consultant shall be made additional insureds under the contractor's general liability insurance policy.

(16) No Third-Party Beneficiaries; Assignment and Subcontracting. This Agreement gives no rights or benefits to anyone other than the Client and the Consultant, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole benefit of the Client and the Consultant. The Client shall not assign or transfer any rights under or interest in this Agreement, or any claim arising out of the performance of services by Consultant, without the written consent of the Consultant. The Consultant reserves the right to augment its staff with subconsultants as it deems appropriate due to project logistics, schedules, or market conditions. If the Consultant exercises this right, the Consultant will maintain the agreed-upon billing rates for services identified in the contract, regardless of whether the services are provided by in-house employees, contract employees, or independent subconsultants.

(17) Confidentiality. The Client consents to the use and dissemination by the Consultant of photographs of the project and to the use by the Consultant of facts, data and information obtained by the Consultant in the performance of its services. If, however, any facts, data or information are specifically identified in writing by the Client as confidential, the Consultant shall use reasonable care to maintain the confidentiality of that material.

(18) Miscellaneous Provisions. This Agreement is to be governed by the law of the State of California. This Agreement contains the entire and fully integrated agreement between the parties and supersedes all prior and contemporaneous negotiations, representations, agreements or understandings, whether written or oral. Except as provided in Section 1, this Agreement can be supplemented or amended only by a written document executed by both parties. Provided, however, that any conflicting or additional terms on any purchase order issued by the Client shall be void and are hereby expressly rejected by the Consultant. Any provision in this Agreement that is unenforceable shall be ineffective to the extent of such unenforceability without invalidating the remaining provisions. The non-enforcement of any provision by either party shall not constitute a waiver of that provision nor shall it affect the enforceability of that provision or of the remainder of this Agreement.



	Intersection		Roadway Segment		Traffic Calming Feature
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Attachment: Traffic Monitoring Map (Jewel Box Traffic Calming Implementation)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF FEBRUARY 22, 2018

FROM: Finance Department
SUBJECT: Mid-Year Budget Report

RECOMMENDED ACTION: Receive Mid-Year Budget Report, amend the Fiscal Year 2017/18 Budget based on the attached budget amendment request, and authorize the staff changes.

BACKGROUND/DISCUSSION: The Mid-Year Budget Report provides an update on the City's financial status and recommends budget adjustments to better reflect current projections. The City's major revenue sources continue to perform well and currently match or exceed budget estimates. Staff is recommending a \$75,000 increase in sales tax revenue, and \$25,000 increase in investment earnings revenue. General Fund expenditures are projected to end the year below budget. The mid-year budget adjustment includes a net negative \$160,870 expenditure amendment to the budget based on current trends. Staff remains cautiously optimistic that the local economy will maintain moderate growth for the remainder of this fiscal year.

Based on these trends, and other changes outlined below, there is potentially \$282,000 available for the library project based on mid-year budget amendments. In addition, staff identifies several additional options to help close the remaining library funding gap for Council's consideration.

Revenues

General Fund revenues are projected to increase by \$100,000 over the original FY 2017-18 Adopted Budget. The increase is due to an increase of \$75,000 in sales tax revenue and \$25,000 in investment income revenue. The City currently maintains reserve fund balances at the Local Agency Investment Fund (LAIF) held by the State and interest rates have increased from 0.75 percent in January 2017 to their current rate of 1.41 percent, which has resulted in higher than anticipated interest income revenue.

Sales Tax: The City's sales tax continues to experience steady growth. The Bradley Burns sales tax performance for the first two quarters of Fiscal Year 2017-18 improved approximately 3.1 percent over the prior year's receipts compared to the budgeted 1.6 percent increase. The performance of the two district taxes (0.25 percent each) is relatively flat and matching current budget estimates. The primary driver of the difference between the two taxes is due to strong sales growth in firms who sell products to buyers outside of the City limits. Projected sales tax receipts through December 31, 2017, are expected to exceed budget projections by approximately \$60,000 and staff is recommending an increase of \$75,000 for the fiscal year.

Mid-Year Budget Report
February 22, 2018

Property Tax: With increased housing valuations, the City's property tax collections have increased 5.5 percent, which matches the FY 2017-18 budget. Staff is not recommending any changes to the budget.

Transient Occupancy Tax (TOT): The City's TOT collections continue to grow at a modest rate following several years of strong growth. Year to date receipts are 2.7 percent above the prior year, which matches the budgeted increase for FY 2017-18. Staff is not recommending any changes to the budget.

Expenditures

City Departments have consistently maintained expenditures within the adopted budget. Through December the General Fund has expended 51 percent of the Budget, while being 50 percent through the year. The City prepaid the Unfunded Actuarial Pension Liability again this year, instead of making monthly payments, which makes the personnel line item roughly \$485,000 higher at this time of year compared to where we expect personnel cost to end the year.

Account Classification	2017-18 Budget	YTD Transactions	% Used	Prior Year YTD
Personnel	8,568,620.00	3,451,445.83	52	4,502,886.63
Contract services	2,975,500.00	1,459,203.54	53	1,446,001.41
Training & Memberships	120,050.00	53,745.19	45	44,024.70
Supplies	552,860.00	260,069.06	48	245,665.19
Grants and Subsidies	275,000.00	133,143.50	48	130,065.50
Capital outlay	10,000.00	7,121.36	71	.00
Internal service fund	1,190,050.00	595,025.00	50	579,500.00
Other financing uses	3,290,550.00	1,658,452.50	50	803,152.50
Expense Totals	\$16,982,630.00	\$8,589,558.98	51%	\$7,751,295.93

The major budget amendment reductions proposed are to decrease personnel costs by \$185,000 due to salary savings from vacancies related to Police Officer and Parking Enforcement Officer positions, and \$50,000 for the vacant Civil Engineer/Project Manager position in Public Works. Staff is also proposing to reduce the budget by \$35,000 for contract services for property repair and maintenance that we do not anticipate spending during the current fiscal year.

The proposed increases to the FY 2017-18 budget are \$6,130 for lifeguard expenses that have already been paid and a \$25,000 addition to wages related to the Junior Guard Program. In addition, the Police Department is requesting funding in the amount of \$78,000 for the purchase of two vehicles needed to replace vehicles that have been taken out of service earlier than expected. The first vehicle is a police patrol car with an estimated cost of \$56,300 when fully equipped and the second vehicle is an unmarked police vehicle with an estimated cost of \$21,700 that was originally scheduled for replacement in FY 2018-19; however, the existing unmarked vehicle experienced a major failure and replacement is needed sooner than expected.

For the patrol vehicle, staff is requesting an additional appropriation in the current year. However, for the unmarked car staff is requesting using Equipment ISF fund balance in the current fiscal year and reducing the planned FY 2018-19 Equipment ISF expenditures.

The attached budget amendment proposes adjustments for the identified increases, as well as the reductions. Proposed adjustments to other funds are also presented. The other fund adjustments reflect changes originally approved at the December 14, 2017, City Council meeting.

Staffing Changes

Staff is proposing to convert one police officer position to a police sergeant. The conversion of one officer to a sergeant will provide better oversight and operational efficiency over the Police Investigations Unit. In addition, the fifth sergeant position provides long-term relief coverage for vacancies created during sick and vacation time off. The cost associated with this change is approximately a \$3,400 increase in the current fiscal year, which will be covered by additional salary savings and will grow to approximately \$11,000 annually over the next four fiscal years.

Staff is also proposing to shift parking meter maintenance responsibilities from the Police Department to Public Works. This will reduce the number of parking enforcement officers (PEO) from three full-time staff to two full-time and one hourly PEO. Public Works will increase the number of hours for mechanic work, and increase the seasonal staffing line item to hire more hourly staff during the busy summer months. The change is recommended due to the increasingly technical nature of parking meter maintenance.

Other Funds

Supplemental Law Enforcement Services Funds (SLESF): Increased budget \$55,000 to purchase replacement laptops for Police Vehicles. This item was approved at the Council meeting on December 14, 2017.

Facilities Reserve: Increased budget \$30,000 for the purchase of a generator related to the police radio infrastructure project approved at the December 14, 2017, City Council meeting.

Library: The current budget for the library project is \$13,150,000 with multiple funding sources identified totaling approximately \$12,277,500. This leaves an estimated funding gap of approximately \$870,000. Staff expects to award a construction contract for the library in late spring of 2018, at which time all funding sources will need to be identified.

Options for Council to consider to close the funding gap include the following:

- \$282,000 in fund balance based on mid-year revenue/expenditure adjustments
- \$50,000 in PW ADA compliance. These funds are budgeted each year to help the City meet ADA standards. The cost associated with meeting ADA standards in the new library exceeds \$50,000.
- \$42,000 Hill Street project surplus. The project was completed under-budget using City crews.
- \$92,000 Esplanade Park retaining walls. The project was completed under-budget using City crews.
- \$40,000 senior exercise equipment. Project has not yet commenced and could be re-budgeted in future fiscal years.

Mid-Year Budget Report
February 22, 2018

ATTACHMENTS:

1. Mid-year change requests

Report Prepared By: Jim Malberg
Finance Director

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

2/15/2018

MYE - Summary of Changes

General Fund			
Incr / (Decr.)\$	Fund	Account	Purpose
\$ 25,000.00	1000-00-00	3130.102	General sales and use taxes - Q2
\$ 25,000.00	1000-00-00	3130.103	General sales and use taxes - Q3
\$ 25,000.00	1000-00-00	3130.104	General sales and use taxes - Q4
\$ 25,000.00	1000-00-00	3610.100	LAIF Interest YE Estimate
\$ 21,700.00	2212-00-00	2850.000	Contribution from Equip ISF Fund Balance
<u>\$ 121,700.00</u>			
\$ (150,000.00)	1000-20-20	4110.000	Salary Savings - Law Enforcement
\$ (35,000.00)	1000-20-21	4110.000	Salary savings - Parking Enforcement
\$ 6,130.00	1000-20-22	4325.250	Lifeguard expenditures
\$ (50,000.00)	1000-30-30	4110.000	Salary Savings - Civil Engineer / Project Mgr.
\$ (35,000.00)	1000-30-31	4375.501	CS-PW & Trans Property Repairs
\$ 25,000.00	1000-50-50	4120.100	Jr. Guard Wages
\$ 56,300.00	1000-20-20	4625.212	ISF Charges - Equip - PD Patrol Vehicle
\$ 21,700.00	2212-00-00	4650.400	Capital Outlay Machinery & Equipment - PD Unmarked Vehicle
<u>\$ (160,870.00)</u>			
<u>\$ 282,570.00</u>			
Other Funds			
\$ 55,000.00	1300-00-00	4650.400	Police Vehicle Laptops
\$ 30,000.00	1025-00-00	4390.100	Construction Service-Project services-Generator

Attachment: Mid-year change requests (Mid-Year Budget Report)