

# City of Capitola Agenda

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



## CAPITOLA CITY COUNCIL REGULAR MEETING

**THURSDAY, MARCH 28, 2019**

**7:00 PM**

**CITY COUNCIL CHAMBERS  
420 CAPITOLA AVENUE, CAPITOLA, CA 95010**

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

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

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

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

**2. PRESENTATIONS**

*Presentations are limited to eight minutes.*

A. Introduce New Information Technology Specialist

B. Introduce New Assistant Planner

**3. ADDITIONAL MATERIALS**

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

**4. ADDITIONS AND DELETIONS TO AGENDA**

**5. PUBLIC COMMENTS**

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

**6. CITY COUNCIL / STAFF COMMENTS**

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

**7. CONSENT CALENDAR**

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

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

A. Consider the March 14, 2019, City Council Regular and Special Meeting Minutes  
RECOMMENDED ACTION: Approve minutes.

B. Planning Commission Action Minutes  
RECOMMENDED ACTION: Receive minutes.

C. Approval of City Check Registers Dated February 1, February 8, February 15 and February 22, 2019  
RECOMMENDED ACTION: Approve check registers.

D. Employee Criminal Background Check Resolution  
RECOMMENDED ACTION: Adopt resolution.

**8. GENERAL GOVERNMENT / PUBLIC HEARINGS**

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

A. Santa Cruz County Youth Violence Prevention Task Force Report  
RECOMMENDED ACTION: Receive report.

CAPITOLA CITY COUNCIL REGULAR MEETING AGENDA  
March 28, 2019

- B. 835 BAY AVE. #17-003 APNs: 035-011-03, 035-381-01  
Temporary Use Permit for the Storage of Vehicles for the Toyota Dealership in the CC (Community Commercial) Zoning District.  
Environmental Determination: Categorical Exemption  
Property Owner: Redtree Properties  
Representative: Bruce Feinberg, filed: 2/13/19  
RECOMMENDED ACTION: Approve the requested permit extension for two additional years.
- C. Consider Fiscal Year 2019/20 Budget Principles and Goals (Cont' d from March 14)  
RECOMMENDED ACTION: Adopt the Fiscal Year 2019/20 Budget Principles and Goals, and identify related key projects-programs.
- D. Consider Updated Capitola Village and Wharf Business Improvement Area Contract  
RECOMMENDED ACTION: Authorize the City Manager to enter into an updated agreement with the Capitola Village and Wharf Business Improvement Area and approve revised budget.
- E. Removal of Optional CalPERS Membership for Future Council Members  
RECOMMENDED ACTION: Adopt Resolution and pass the first reading of the related ordinance.

## 9. ADJOURNMENT

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

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

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

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

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

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





## CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF MARCH 28, 2019**

FROM: City Manager Department

SUBJECT: Introduce New Information Technology Specialist

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DISCUSSION: The City Manager Department is pleased to announce Heather Haggerty as the new Information Systems Specialist. Ms. Haggerty has more than 20 years of technology experience, primarily in education. Ms. Haggerty is a resident of Capitola and is the proud parent of four daughters.

Report Prepared By: Larry Laurent  
Assistant to the City Manager

**Reviewed and Forwarded by:**

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

Jamie Goldstein, City Manager

3/22/2019



## CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MARCH 28, 2019

FROM: Community Development  
SUBJECT: Introduce New Assistant Planner

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DISCUSSION: The Community Development Department is pleased to announce Sean Sesanto as the new assistant planner. Mr. Sesanto has been working as a planning intern for the City since July 2018. He received his bachelor's degree in environmental science from Humboldt State University, and grew up along the Monterey Bay in Pacific Grove and Aptos.

Report Prepared By: Katie Herlihy  
Community Development Director

**Reviewed and Forwarded by:**

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Jamie Goldstein, City Manager

3/22/2019



# CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF MARCH 28, 2019**

FROM: City Manager Department

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

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RECOMMENDED ACTION: Approve minutes.

DISCUSSION: Attached for City Council review and approval are the minutes of the regular and special meetings of March 14, 2019.

ATTACHMENTS:

1. 3-14 draft
2. 3-14 draft special mtg

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

3/22/2019

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

**CALL TO ORDER AND ROLL CALL**

Mayor Bertrand called the meeting to order at 6:30 p.m.

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

No members of the public were present and the Council adjourned to the City Manager's Office with the following item to be discussed in Closed Session:

**CONFERENCE WITH LABOR NEGOTIATOR [Govt. Code § 54957.6]**

Negotiator: Larry Laurent

Employee Organizations: (1) Association of Capitola Employees; (2) Confidential Employees; and (3) Mid-Management Group

**REGULAR MEETING OF THE CAPITOLA CITY COUNCIL – 7 PM**

**1. PLEDGE OF ALLEGIANCE**

**2. PRESENTATIONS**

A. Red Cross Month Proclamation [120-40]

Mayor Bertrand read the proclamation declaring March 2019 as Red Cross Month in Capitola. Dane Lobb and Cherie Robideaux accepted the award.

B. Historical Museum Update

Dave Peyton, vice president of the Historical Museum Board of Trustees, joined by other board members, presented an update. He invited the community to the opening reception of the "Capitola Obscura" exhibit this Saturday. He noted more than 8,400 people local to international visited last year's display, and more than 80 volunteers donate their time.

**3. REPORT ON CLOSED SESSION**

Deputy City Attorney Reed Gallogly said there was no reportable action taken.

**4. ADDITIONAL MATERIALS - None**

**5. ADDITIONS AND DELETIONS TO AGENDA - None**

**6. PUBLIC COMMENTS**

Gary Richard Arnold spoke about various theories.

Victorious Alexander spoke about freedom of speech.

**7. CITY COUNCIL / STAFF COMMENTS**

Council Member Brooks reported she met with public health educators about the uptick in use of vaping products by middle and high school students, and asked staff to explore policies to prohibit sale of flavored pods. She also requested a review of Council compensation.

Council Member Petersen announced the Community Action Board will hold a fundraiser for the dayworker center March 23.

Mayor Bertrand will attend a workshop in human trafficking this week. He will not be present for the June 27 Council meeting. He asked staff to look into how other jurisdictions have called for removal of records for those arrested and convicted of marijuana use.

City Manager Jamie Goldstein noted that a special meeting takes place at 8:30 p.m. and this meeting may need to recess and resume to accommodate it.

Public Works Director Steve Jesberg reported that Jewel Box traffic counts were conducted today and speed tables will be installed next week. On March 26 there will be a community meeting at the Fairfield Inn and Suites regarding the Brommer Street improvement project.

**8. BOARDS, COMMISSIONS AND COMMITTEES APPOINTMENTS**

- A. Santa Cruz County Hazardous Materials Advisory Commission Appointment  
RECOMMENDED ACTION: Make appointment.

Council Member Petersen recused herself due to a personal relationship with the applicant and left the dais.

<b>MOTION:</b>	<b>APPOINT NICHOLAS BROWN TO THE FOUR-YEAR TERM AS CAPITOLA'S REPRESENTATIVE TO THE SANTA CRUZ COUNTY HAZARDOUS WASTE ADVISORY COMMITTEE.</b>
<b>RESULT:</b>	<b>ADOPTED [4 TO 0]</b>
<b>MOVER:</b>	Sam Storey, Council Member
<b>SECONDER:</b>	Ed Bottorff, Council Member
<b>AYES:</b>	Yvette Brooks, Ed Bottorff, Sam Storey, Jacques Bertrand
<b>RECUSED:</b>	Kristen Petersen

**9. CONSENT CALENDAR**

<b>MOTION:</b>	<b>APPROVE AS RECOMMENDED</b>
<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Ed Bottorff, Council Member
<b>SECONDER:</b>	Kristen Petersen, Vice Mayor
<b>AYES:</b>	Brooks, Bottorff, Storey, Petersen, Bertrand

- A. Consider the February 28, 2019, City Council Regular Meeting Minutes  
RECOMMENDED ACTION: Approve minutes.

Attachment: 3-14 draft (Approval of City Council Minutes)

**10. GENERAL GOVERNMENT / PUBLIC HEARINGS**

- A. Art and Cultural Commission Annual Report [1010-60]  
RECOMMENDED ACTION: Receive report.

Assistant to the City Manager Larry Laurent presented the 2018 annual report of both ongoing and new projects. Upcoming projects will include public art commemorating the Begonia Festival, matched by a donation from the festival, and work on the public art portion of the new library. Council Member and Commission Representative Storey added the library project is a proposed trellis over one of the decks and encouraged the public to make suggestions for locations for other projects.

<b>RESULT:</b>	<b>RECEIVED REPORT</b>
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- B. Consider General Plan Land Use Element and Land Use Map Update  
RECOMMENDED ACTION: Staff recommends the City Council take the following actions:
  1. Adopt the Addendum to the General Plan Update Environmental Impact Report;
  2. Approve a Resolution adopting amendments to the City of Capitola General Plan land use element and the General Plan land use map.

Community Development Director Katie Herlihy presented the staff report, identifying the eight areas where language in the 2014 General Plan Update does not reflect the more recent Zoning Code Update. The Council took straw votes on each amendment, which were unanimously supported. It did not agree with the Planning Commission recommendation to allow standards for a hotel in the Village to apply to parcels other than the former Capitola Theater site.

<b>MOTION:</b>	<b>ADOPT THE ADDENDUM TO THE GENERAL PLAN UPDATE ENVIRONMENT IMPACT REPORT AND APPROVE THE RESOLUTION ADOPTING AMENDMENTS TO THE GENERAL PLAN LAND USE ELEMENT AND LAND USE MAP AS RECOMMENDED.</b>
<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Ed Bottorff, City Council Member
<b>SECONDER:</b>	Sam Storey, Council Member
<b>AYES:</b>	Brooks, Bottorff, Storey, Petersen, Bertrand

- C. Consider Fiscal Year 2019/20 Budget Principles and Goals [330-05]  
RECOMMENDED ACTION: Adopt the Fiscal Year 2019/20 Budget Principles and Goals, and identify related key projects.

City Manager Goldstein presented the staff report and the purpose behind the process. He requested direction for format and, if desired, selection of key projects.

There was general Council support to complete projects carried over from the current fiscal year into the next.

The meeting was recessed at 8:30 p.m. to hold a noticed special meeting, and resumed at 8:37 p.m.

There was broad support to find funding for Clares Street improvements, perhaps

Attachment: 3-14 draft (Approval of City Council Minutes)

breaking those up and starting with crosswalks. Council asked for additional information and agreed to continue the discussion at the next meeting.

**RESULT: CONTINUED** **Next: 3/28/2019 7:00 PM**

D. Update on the Capitola Branch Library Project  
RECOMMENDED ACTION: Receive report.

Director Jesberg presented the staff report, noting that this is a two-month update as promised in the change order policy. Rain has had a major impact on work, but the site is protected. The budget looks on track to exceed the value engineering goals for costs. The completion date estimate is now March 2020. The budget contingency is expected to grow based on lower than expected furniture costs.

**RESULT: RECEIVED REPORT**

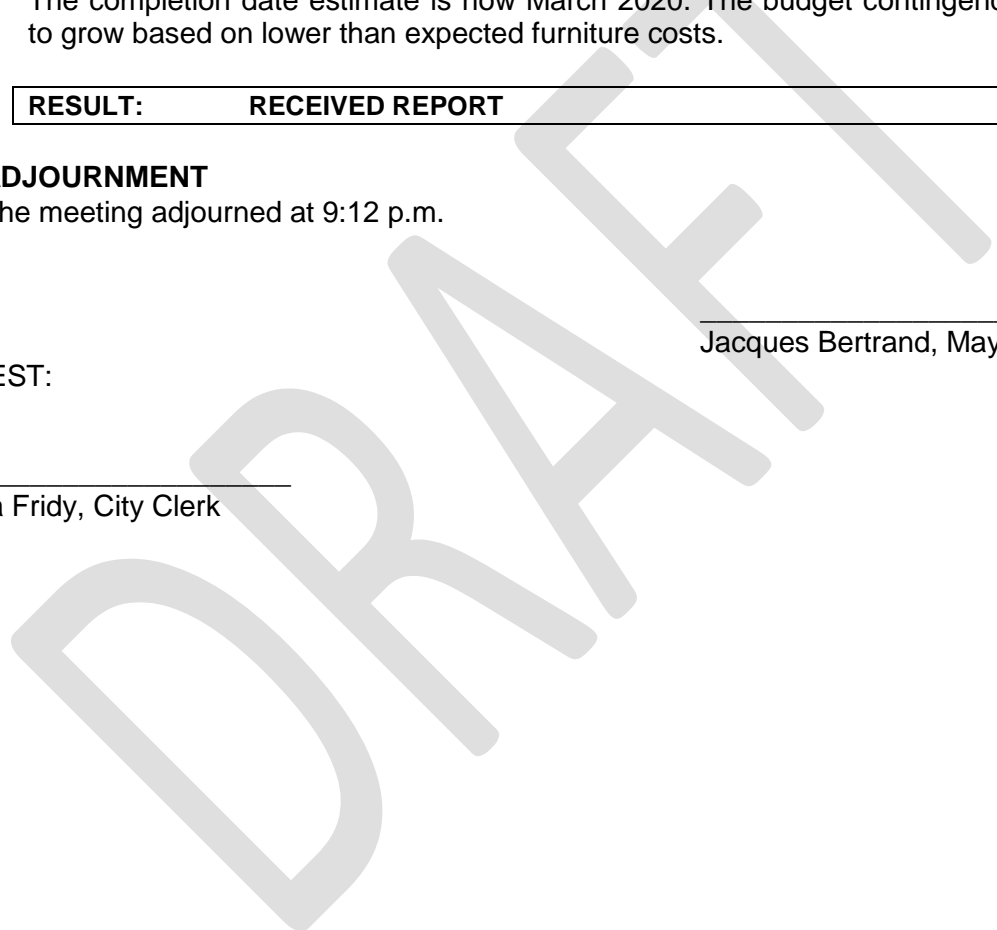
**11. ADJOURNMENT**

The meeting adjourned at 9:12 p.m.

\_\_\_\_\_  
Jacques Bertrand, Mayor

ATTEST:

\_\_\_\_\_  
Linda Fridy, City Clerk



Attachment: 3-14 draft (Approval of City Council Minutes)

# CAPITOLA CITY COUNCIL SPECIAL MEETING MINUTES THURSDAY, MARCH 14, 2019

Mayor Bertrand called the meeting to order at 8:30 p.m.

**1. ROLL CALL**

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

**2. ADDITIONAL MATERIALS - None**

**3. GENERAL GOVERNMENT / PUBLIC HEARINGS**

A. Consider a Budget Amendment To Fund Emergency Tree Removal at City Hall, 420 Capitola Avenue

RECOMMENDED ACTION: Receive report and authorize the City Manager to contract for the removal of seven trees on City Hall property as detailed in a report by James Allen dated March 4, 2019, and approve a budget transfer of \$33,000 from identified funds to the Parks Tree Fund to cover the expenses.

Public Works Director Steve Jesberg presented the staff report, noting the seven trees were rated as likely to fail at any point and emergency action is needed. For public safety, some spaces in the lower Beach and Village Parking Lot have been blocked off below one identified oak tree. The remainder are close to City Hall.

Following the motion to approve the recommended action, Council Member Bottorff successfully added a friendly amendment to include the two trees rated nine, which is still within the high-risk category.

<b>MOTION:</b>	<b>AUTHORIZE THE CITY MANAGER TO CONTRACT FOR THE REMOVAL OF NINE TREES AND APPROVE THE RECOMMENDED BUDGET TRANSFER OF \$33,000</b>
<b>RESULT:</b>	<b>ADOPTED AS AMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Kristen Petersen, Vice Mayor
<b>SECONDER:</b>	Sam Storey, Council Member
<b>AYES:</b>	Brooks, Bottorff, Storey, Petersen, Bertrand

**4. ADJOURNMENT**

The meeting adjourned at 8:37 p.m.

\_\_\_\_\_  
Jacques Bertrand, Mayor

ATTEST:

\_\_\_\_\_  
Linda Fridy, City Clerk

Attachment: 3-14 draft special mtg (Approval of City Council Minutes)





## CAPITOLA CITY COUNCIL AGENDA REPORT

### MEETING OF MARCH 28, 2019

FROM: Finance Department

SUBJECT: Approval of City Check Registers Dated February 1, February 8, February 15 and February 22, 2019

**RECOMMENDED ACTION:** Approve check registers.

<b>Account: City Main</b>				
Date	Starting Check #	Ending Check #	Payment Count	Amount
2/1/2019	91631	91699	71	\$71,371.68
2/8/2019	91700	91777	83	\$281,403.43
2/15/2019	91778	91839	63	\$169,657.86
2/22/2019	91840	91908	73	\$164,530.42

The main account check register dated January 25, 2019, ended with check #91630.

<b>Account: Library</b>				
Date	Starting Check #	Ending Check #	Payment Count	Amount
2/1/2019	103	103	1	\$84,338
2/8/2019	104	106	3	\$22,757.35
2/15/2019	107	107	1	\$1,150

The library account check register dated January 25, 2019, ended with check #102.

<b>Account: Payroll</b>				
Date	Starting Check #	Ending Check #	Payment Count	Amount
2/1/2019	5489	5490	88	\$157,924.59
2/8/2019	5491	5491	1	\$46.17
2/15/2019	5492	5495	95	\$162,013.46
2/22/2019	5496	5497	2	\$170.45

The payroll account check register dated January 18, 2019, ended with check #5488.

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

Check	Issued to	Dept	Description	Amount
91653	Donald W. Alley	PW	Lagoon water quality	\$15,450.66

Approval of City Check Registers  
March 28, 2019

			monitoring and draft report	
103	Soquel Creek Water District	PW	Library water main extension	\$84,338
91747	Moffatt and Nichol	PW	Wharf, groin and flume design and permitting	\$16,836.63
91756	Santa Cruz County Animal Shelter	CM	Quarterly animal services contribution	\$10,722.20
EFT 734	CalPERS Health Insurance	FN	February health insurance	\$57,760.54
EFT 735	CalPERS Member Services	FN	PERS contributions PPE 1/26/19	\$48,778.57
EFT 737	IRS	FN	Federal taxes and Medicare PPE 1/26/19	\$24,896.63
106	John F. Otto Inc. Escrow	PW	Library contract retention paid into escrow	\$14,867.35
91780	Atchison Barisone & Condotti	CM	January legal services	\$22,677.04
91809	Kimley Horn and Associates	PW	Brommer Street project management; Park Avenue sidewalk improvements	\$23,327.35
91825	Santa Cruz County Bank	FN	Pacific Cove financing lease	\$82,532.87
91862	Granite Rock Company	PW	Repair damaged wall reimbursed by insurance	\$13,527.65
EFT 742	IRS	FN	Federal taxes and Medicare PPE 2/9/19	\$24,503.50
EFT 744	CalPERS Member Services	FN	PERS contributions PPE 2/9/19	\$48,731.93

ATTACHMENTS:

1. 2/1/19 City Check Register
2. 2/8/19 City Check Register
3. 2/15/19 City Check Register
4. 2/22/19 City Check Register

Report Prepared By: Maura Herlihy  
Accountant I

**Reviewed and Forwarded by:**

Jamie Goldstein, City Manager

3/22/2019

City main account checks dated February 1, 2019, numbered 91631 to 91699 and 2 EFTs, totaling \$71,371.68, plus 1 Library account check, totaling \$84,338, plus 2 payroll account checks and 86 EFTs, totaling \$157,924.59, for a grand total of \$313,634.27, have been review and authorized for distribution by the City Manager.

As of February 1, 2019, the unaudited cash balance is \$4,433,317.98.

CASH POSITION - CITY OF CAPITOLA 2/1/19

	<u>Net Balance</u>
General Fund	\$167,228.96
Payroll Payables	\$190,188.03
Contingency Reserve Fund	\$2,036,345.66
Facilities Reserve Fund	\$404,433.06
Capital Improvement Fund	\$1,173,225.95
Stores Fund	\$36,594.04
Information Technology Fund	\$102,070.98
Equipment Replacement	\$246,311.91
Self-Insurance Liability Fund	(\$20,443.78)
Workers' Comp. Ins. Fund	\$79,234.29
Compensated Absences Fund	\$18,128.88
TOTAL UNASSIGNED GENERAL FUNDS	<u>\$4,433,317.98</u>

The Emergency Reserve Fund balance is \$1,344,205.54 (not included above).  
The PERS Contingency Fund balance is \$815,855.98 (not included above).  
The Library Fund balance is \$2,239,137 (not included above).

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

2/2/19  
\_\_\_\_\_  
Date

Attachment: 2/1/19 City Check Register (Approval of City Check Registers)

# City Checks Issued February 1, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
91631	01/28/2019			CA DEPARTMENT OF CONSERVATION	\$293.30
	Invoice	Date	Description		Amount
	CDC123118	12/31/2018	October - December strong motion & seismic hazard fees		\$293.30
91632	01/28/2019			CA DEPT OF TAX AND FEE ADMINISTRATION	\$241.00
	Invoice	Date	Description		Amount
	CDTFA123118	12/31/2018	Use tax on PD supplies & parking permits		\$241.00
91633	01/28/2019			CALIFORNIA BUILDING STANDARDS COMMISSION	\$106.20
	Invoice	Date	Description		Amount
	CBSC123118	12/31/2018	October - December building standards admin. fee		\$106.20
91634	01/30/2019			DOLLAR TREE	\$38.00
	Licensee Type	Licensee Nur	Transaction Type		
	Business	2178	License Refund		
91635	01/30/2019			EL TORO BRAVO	\$50.00
	Licensee Type	Licensee Nur	Transaction Type		
	Food Business	614	License Refund		
91636	01/30/2019			SANTA CRUZ APPAREL	\$250.00
	Licensee Type	Licensee Nur	Transaction Type		
	Business	117	License Refund		
91637	02/01/2019			A TOOL SHED	\$672.67
	Invoice	Date	Description		Amount
	1325321-5	01/24/2019	Tool rentals		\$544.25
	1326598-5	01/23/2019	Tool rentals		\$54.42
	1326636-5	01/24/2019	Tool rentals		\$74.00
91638	02/01/2019			AFLAC	\$1,705.46
	Invoice	Date	Description		Amount
	115944	01/26/2019	Supplemental employee insurance 1001 - Payroll Payables		\$1,705.46
91639	02/01/2019			ALLSAFE LOCK COMPANY	\$15.82
	Invoice	Date	Description		Amount
	51240	01/30/2019	Lifeguard room keys		\$15.82

Attachment: 2/1/19 City Check Register (Approval of City Check Registers)

# City Checks Issued February 1, 2019

Invoice	Date	Description	Amount
91640	02/01/2019	AT&T/CALNET 3	\$1,943.76
000012479478	01/13/2019	January telephone service plus T-1 amount	\$1,943.76
		1000 - General Fund	\$1,624.72
		2211 - ISF - Info Tech	\$319.04
91641	02/01/2019	AT&T/CALNET 3	\$1,098.75
000012480146	01/13/2019	January T-1 access less credit	\$1,098.75
91642	02/01/2019	AUTOMATION TEST ASSOCIATES	\$40.00
47023	01/22/2019	January wharf meter reading	\$40.00
		1311 - Wharf	
91643	02/01/2019	B & B SMALL ENGINE REPAIR	\$624.89
412216	01/29/2019	Cut off saw repair	\$69.55
411970	01/25/2019	Cordless blower, battery pack, charger	\$542.43
411971	01/25/2019	File pack	\$12.91
91644	02/01/2019	BAY PHOTO LAB	\$292.41
13918301	01/23/2019	Photo prints for museum	\$33.62
13926524	01/27/2019	Photo prints for museum	\$258.79
91645	02/01/2019	BELLOWS PLUMBING HEATING & SEWER	\$150.00
83484	01/18/2019	Esplanade bathrooms plumbing diagnostic	\$150.00
91646	02/01/2019	C AND N TRACTORS	\$158.21
17958W	01/25/2019	Tractor parts	\$158.21
91647	02/01/2019	CALE AMERICA INC.	\$3,141.03
152861	01/24/2019	Paystation paper	\$3,141.03

Attachment: 2/1/19 City Check Register (Approval of City Check Registers)

# City Checks Issued February 1, 2019

Invoice	Date	Description	Amount
91648 02/01/2019 CALIFORNIA COAST UNIFORM COMPANY \$3,101.29			
6850	01/17/2019	Uniform shirts, pants, cap, tailoring charges	\$614.50
6639	11/26/2018	Volunteer uniforms	\$2,005.46
6791	12/18/2018	Magazine holder	\$46.82
6810	01/03/2019	Uniform jacket	\$346.51
6862	01/22/2019	Embroider charges	\$9.00
6863	01/22/2019	Tailoring charges	\$22.00
6861	01/22/2019	Hem pants, embroider charges	\$57.00
91649 02/01/2019 CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS \$330.00			
CSMFO010119-JI	01/01/2019	Annual membership - Finance Director	\$110.00
CSMFO010119-M	01/01/2019	Annual membership - Accountant	\$110.00
CSMFO010119-M	01/01/2019	Annual membership - Sr. accountant	\$110.00
91650 02/01/2019 CAPITOLA-SOQUEL CHAMBER OF COMMERCE \$7,500.00			
2153	01/24/2019	Quarterly contract payment	\$7,500.00
91651 02/01/2019 CODE PUBLISHING COMPANY INC. \$566.50			
62393	01/21/2019	Municipal code web update	\$566.50
91652 02/01/2019 COMMUNITY PRINTERS \$1,555.78			
23557011	01/22/2019	City newsletter printing	\$1,555.78
91653 02/01/2019 DONALD W ALLEY \$15,450.66			
119-01	01/28/2019	Lagoon water quality monitoring, draft report	\$15,450.66
91654 02/01/2019 EWING IRRIGATION \$246.21			
6761761	01/17/2019	Rake, fork, cultivator, scoop	\$190.21
6770636	01/19/2019	Rispin path channel grates	\$56.00
91655 02/01/2019 FERGUSON ENTERPRISES INC. \$40.81			
6468559	01/18/2019	Wrench, pliers	\$40.81
91656 02/01/2019 FIRST SECURITY \$344.93			
579161	01/21/2019	February Jade St. park patrol	\$344.93

Attachment: 2/1/19 City Check Register (Approval of City Check Registers)



# City Checks Issued February 1, 2019

Invoice	Date	Description	Amount
91657	02/01/2019	FLYERS ENERGY LLC	\$2,509.02
18-822054C	01/15/2019	Refund 3 gallons gasoline	(\$10.39)
18-822054A	12/20/2018	386 gallons gasoline	\$1,335.44
19-833585	01/10/2019	250 gallons gasoline	\$823.02
19-833586	01/10/2019	100 gallons diesel	\$360.95
91658	02/01/2019	GEORGE McMENAMIN	\$557.50
2019-6	01/30/2019	Riparian restoration services	\$557.50
91659	02/01/2019	HOME DEPOT CREDIT SERVICES	\$608.59
7013535	01/16/2019	10 pc hex keys, hammer, wax rings, screw driver set, tools	\$263.82
4014871	01/29/2019	Wax rings	\$19.46
3014999	01/30/2019	Threadlocker, shoe glue, epoxy	\$25.15
0014386	01/23/2019	Roller frame, pole, roll cover, hard hats	\$128.00
9526800	01/24/2019	Plastic rollers, tape, brush, comet, glass cleaner, bin	\$72.20
8351268	01/25/2019	Gloves, punch set, marker	\$18.31
0526722	01/23/2019	Esplanade supplies	\$43.36
0060750	01/23/2019	Graffiti cleanup supplies	\$8.64
4624141	01/29/2019	Community Center supplies	\$29.65
91660	02/01/2019	HOSE SHOP	\$18.95
413317	01/23/2019	Swivel repair kit	\$18.95
91661	02/01/2019	JAMIE GOLDSTEIN	\$179.80
JG011819	01/18/2019	League of CA Cities conference mileage reimbursement	\$179.80
91662	02/01/2019	JETMULCH INC.	\$2,850.00
10812-OL	01/25/2019	Playground base cover - Jade St. park	\$2,850.00
91663	02/01/2019	JIM CLARK	\$123.50
12319	01/23/2019	Annual backflow prevention device tests	\$123.50
91664	02/01/2019	KELLY MOORE PAINT COMPANY INC.	\$193.41
803-00000803745	01/24/2019	Street paint supplies	\$193.41

Attachment: 2/1/19 City Check Register (Approval of City Check Registers)

# City Checks Issued February 1, 2019

Invoice	Date	Description	Amount
91665	02/01/2019	LABORMAX STAFFING	\$459.40
26-102709	01/25/2019	Public works seasonal labor	\$459.40
91666	02/01/2019	LIFE INSURANCE CO OF NORTH AMERICA-CIGNA	\$2,347.62
CIGNA010119	01/01/2019	January LTD, STD, AD&D, life insurance	\$2,347.62
		1000 - General Fund	\$36.00
		1001 - Payroll Payables	\$2,311.62
91667	02/01/2019	LIUNA PENSION FUND	\$979.20
DL1062	01/31/2019	January LIUNA pension dues	\$979.20
		1001 - Payroll Payables	
91668	02/01/2019	LLOYDS TIRE SERVICE	\$56.00
314867	01/22/2019	Flat repair	\$28.00
314915	01/25/2019	Flat repair	\$28.00
91669	02/01/2019	MADLINE C HORN	\$1,290.00
028	01/25/2019	Cataloging and organizing museum artifacts	\$1,170.00
029	01/25/2019	Cataloging and organizing museum artifacts	\$120.00
91670	02/01/2019	MALLORY SAFETY AND SUPPLY LLC	\$29.18
4579906	01/11/2019	Safety vests	\$29.18
91671	02/01/2019	MID COUNTY AUTO SUPPLY	\$11.90
MID-138568	01/22/2019	Standard capsules	\$11.90
91672	02/01/2019	MISSION LINEN SUPPLY	\$282.72
509087203	01/21/2019	Mat service	\$55.23
509106140	01/23/2019	Shop linen service	\$49.50
509040152	01/14/2019	Community Center mats and mops	\$78.06
509106141	01/23/2019	Corp Yard linen service	\$99.93
91673	02/01/2019	NATIONAL RECREATION & PARKS ASSOCIATION	\$175.00
NRPA103118	10/31/2018	Annual membership	\$175.00

Attachment: 2/1/19 City Check Register (Approval of City Check Registers)



# City Checks Issued February 1, 2019

Invoice	Date	Description	Amount
91674	02/01/2019	OUTDOOR WORLD INC.	\$2,397.44
38121	01/24/2019	Public works uniforms	\$2,397.44
91675	02/01/2019	PACIFIC GAS & ELECTRIC	\$0.76
PGE102218-acct	10/22/2018	Wharf Road Rispin Mansion utilities	(\$29.34)
PGE111618-acct	11/16/2018	Wharf Road Rispin Mansion utilities	\$9.53
PGE121818-acct	12/18/2018	Wharf Road Rispin Mansion utilities	\$10.61
PGE012219-acct	01/22/2019	Wharf Road Rispin Mansion utilities	\$9.96
91676	02/01/2019	PK SAFETY SUPPLY	\$132.91
377110	01/24/2019	Respirators, disposable gloves	\$117.11
377137	01/23/2019	Disposable gloves	\$15.80
91677	02/01/2019	ROYAL WHOLESALE ELECTRIC	\$14.95
7719-640358	01/24/2019	Electrical supplies	\$14.95
91678	02/01/2019	SAN LORENZO LUMBER	\$56.09
55-0429130	01/29/2019	Wharf lumber	\$56.09
91679	02/01/2019	SANTA CRUZ COUNTY TAX COLLECTOR	\$1,014.02
1121300-2	02/01/2019	City Hall sanitation district charges - 2nd installment	\$1,014.02
91680	02/01/2019	SANTA CRUZ COUNTY TAX COLLECTOR	\$218.60
1122373-2	02/01/2019	Esplanade sanitation district charges - 2nd installment	\$218.60
91681	02/01/2019	SANTA CRUZ COUNTY TAX COLLECTOR	\$424.44
1122664-2	02/01/2019	Library sanitation district charges - 2nd installment	\$424.44
91682	02/01/2019	SANTA CRUZ COUNTY TAX COLLECTOR	\$3,257.07
1122896-2	02/01/2019	Wharf sanitation district charges - 2nd installment 1311 - Wharf	\$3,257.07
91683	02/01/2019	SHMUEL THALER	\$261.00
ST012519	01/25/2019	Council member photos	\$261.00

Attachment: 2/1/19 City Check Register (Approval of City Check Registers)

# City Checks Issued February 1, 2019

Invoice	Date	Description	Amount
91684 02/01/2019 SPORT ABOUT GRAPHICS \$769.92			
7819	01/22/2019	Public works uniforms	\$769.92
91685 02/01/2019 STAPLES ADVANTAGE \$105.46			
8052855515	01/12/2019	USB cables	\$105.46
91686 02/01/2019 STATE STEEL COMPANY \$541.93			
125184	01/23/2019	Sheet metal, rebar	\$299.19
125177	01/23/2019	Sheet metal	\$242.74
91687 02/01/2019 SUMMIT UNIFORMS \$3,776.23			
51582	07/16/2018	Polo shirt, embroider name, patches	\$83.58
54540	11/08/2018	Vest	\$872.91
54725	11/16/2018	Uniform items for new officer	\$2,408.96
54728	11/16/2018	Uniform item for new officer	\$18.57
55022	11/29/2018	Uniform items for new officer	\$30.59
52346	08/15/2018	Wool pants, shirts, zipper, hash marks, adjust waist	\$361.62
91688 02/01/2019 SUPPLYWORKS \$125.95			
474060571	01/18/2019	Trash liners	\$125.95
91689 02/01/2019 TOTAL COMPENSATION SYSTEMS INC. \$990.00			
6923	01/25/2019	OPEB valuation services	\$990.00
91690 02/01/2019 TOTLCOM INC. \$225.00			
279501	01/14/2019	"Safe Ride" phone programming	\$225.00
91691 02/01/2019 TRANSPORTATION ALLIANCE BANK INC. \$1,051.70			
648360	01/23/2019	Sweeper blended filaments, G.B. set 1310 - Gas Tax	\$1,051.70
91692 02/01/2019 UNITED WAY OF SANTA CRUZ COUNTY \$30.00			
UW012019	01/31/2019	Employee United Way contributions 1001 - Payroll Payables	\$30.00

Attachment: 2/1/19 City Check Register (Approval of City Check Registers)

# City Checks Issued February 1, 2019

Invoice	Date	Description	Amount
91693	02/01/2019	UPEC LIUNA LOCAL 792	\$1,282.50
UPEC010119	01/01/2019	January UPEC dues 1001 - Payroll Payables	\$1,282.50
91694	02/01/2019	US BANK PARS Acct 6746022400	\$209.84
PARS011819	01/12/2019	PARS contributions PPE 1/12/2019 1001 - Payroll Payables	\$209.84
91695	02/01/2019	V & V MANUFACTURING INC	\$378.75
47593-A	12/17/2018	Badges	\$378.75
91696	02/01/2019	VERIZON WIRELESS	\$343.77
9822000290	01/10/2019	January telephone charges	\$343.77
91697	02/01/2019	WESTERN EXTERMINATOR COMPANY	\$121.00
6648207	12/31/2018	City Hall rodent control	\$60.50
6648208	12/31/2018	Turnouts - rodent control	\$60.50
91698	02/01/2019	YVETTE BROOKS	\$230.95
YB011819	01/18/2019	League of CA cities conference expenses	\$230.95
91699	02/01/2019	Joe and Gloria McLean	\$372.80
18-0264	01/18/2019	#18-0264 116 Grand Ave. design permit refund	\$372.80

Type Check Totals: \$70,962.55

EFT

732	01/25/2019	DISCOVERY BENEFITS	\$135.00
0000960010-IN	12/31/2018	December COBRA & FSA admin. fees	\$135.00
733	02/01/2019	ADP LLC	\$274.13
529216986	01/25/2019	EZ Labor processing charges 2211 - ISF - Information Technology	\$274.13

Type EFT Totals: \$409.13

Attachment: 2/1/19 City Check Register (Approval of City Check Registers)

# City Checks Issued February 1, 2019

Library - Library

Check

103	02/01/2019		SOQUEL CREEK WATER DISTRICT		\$84,338.00
	Invoice	Date	Description		Amount
	SCWD010919	01/09/2019	Library water main extension		\$84,338.00
			1360 - Library Fund		
Type Check Totals:					\$84,338.00

<b>CITY - Main City Totals</b>	<b>Counts:</b>	<b>Totals:</b>
Checks	69	\$70,962.55
EFTs	2	\$409.13
All	71	\$71,371.68
<b>Library - Library Totals</b>		
Checks	1	\$84,338.00
EFTs	0	\$0.00
All	1	\$84,338.00
<b>WELLS - Payroll Totals</b>		
Checks	2	\$2,004.80
EFTs	86	\$155,919.79
All	88	\$157,924.59
<b>Grand Totals:</b>		
Checks	72	\$157,305.35
EFTs	88	\$156,328.92
All	160	\$313,634.27

Attachment: 2/1/19 City Check Register (Approval of City Check Registers)

City main account checks dated February 8, 2019, numbered 91700 to 91777 and 5 EFTs, totaling \$281,403.43, plus 3 Library account checks, totaling \$22,757.35, plus 1 payroll account check reissued, totaling \$46.17, for a grand total of \$304,206.95, have been review and authorized for distribution by the City Manager.

As of February 8, 2019, the unaudited cash balance is \$4,248,778.31.

**CASH POSITION - CITY OF CAPITOLA 2/8/19**

	<u>Net Balance</u>
General Fund	\$234,224.32
Payroll Payables	\$42,346.49
Contingency Reserve Fund	\$2,036,345.66
Facilities Reserve Fund	\$404,433.06
Capital Improvement Fund	\$1,147,170.57
Stores Fund	\$36,504.08
Information Technology Fund	\$94,591.37
Equipment Replacement	\$246,311.91
Self-Insurance Liability Fund	(\$20,443.78)
Workers' Comp. Ins. Fund	\$79,234.29
Compensated Absences Fund	<u>(\$51,939.66)</u>
<b>TOTAL UNASSIGNED GENERAL FUNDS</b>	<u><u>\$4,248,778.31</u></u>

The Emergency Reserve Fund balance is \$1,344,205.54 (not included above).  
The PERS Contingency Fund balance is \$815,855.98 (not included above).  
The Library Fund balance is \$2,743,079.90 (not included above).

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

2/12/19  
Date

Attachment: 2/8/19 City Check Register (Approval of City Check Registers)



# City Checks Issued February 8, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
91700	02/04/2019			TROWBRIDGE ENT. dba PALACE ART & OFFICE S	\$160.00
	Licensee Type	Licensee Number	Business license refund		Amount
	Business	1265			\$160.00
91701	02/07/2019			BRASILIA BIKINIS	\$85.00
	Licensee Type	Licensee Number	Business license refund		Amount
	Business	3103			\$85.00
91702	02/08/2019			ADT SECURITY SERVICES INC.	\$205.46
	Invoice	Date	Description		Amount
	688313916	01/29/2019	Corp. yard & museum ADT monitoring		\$205.46
91703	02/08/2019			ALVAREZ TECHNOLOGY GROUP INC	\$7,330.00
	Invoice	Date	Description		Amount
	49998	02/01/2019	March IT services & antivirus		\$7,330.00
			2211 - ISF - Information Technology		
91704	02/08/2019			APTOS LANDSCAPE SUPPLY INC.	\$101.99
	Invoice	Date	Description		Amount
	482844	01/30/2019	Sod mix		\$101.99
91705	02/08/2019			B & B SMALL ENGINE REPAIR	\$329.67
	Invoice	Date	Description		Amount
	412522	02/04/2019	Air filters		\$76.01
	412513	02/04/2019	Fuel tank, backplate		\$114.03
	412386	02/01/2019	Bar, sling, blade, cryket		\$139.63
91706	02/08/2019			BAY PHOTO LAB	\$173.76
	Invoice	Date	Description		Amount
	13942744	01/30/2019	Photo prints & foam mounting for museum		\$88.36
	13942743	01/30/2019	Photo prints & foam mounting for museum		\$85.40
91707	02/08/2019			BEAR ELECTRICAL SOLUTIONS INC.	\$3,695.00
	Invoice	Date	Description		Amount
	7497	01/25/2019	Electrical pole foundation and installation		\$3,695.00
			1310 - Gas Tax		
91708	02/08/2019			BOBBY'S PIT STOP INC.	\$1,331.02
	Invoice	Date	Description		Amount
	0362214	01/28/2019	2014 Ford Interceptor replace spark plugs and ignition coils		\$1,331.02

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# City Checks Issued February 8, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
91709	02/08/2019			BOWMAN & WILLIAMS INC.	\$9,218.75
	Invoice	Date	Description		Amount
	13199REV	01/18/2019	Rispin Peery construction admin., as-built & topographic survey 1200 - Capital Improvement Fund		\$9,218.75
91710	02/08/2019			CALE AMERICA INC.	\$1,421.13
	Invoice	Date	Description		Amount
	152879	01/28/2019	Pay station bill validator		\$1,421.13
91711	02/08/2019			CALIFORNIA COAST UNIFORM COMPANY	\$27.00
	Invoice	Date	Description		Amount
	6880	01/31/2019	Uniform tailoring		\$27.00
91712	02/08/2019			CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,658.00
	Invoice	Date	Description		Amount
	POA020119	02/01/2019	POA dues PPE 1/26/19 1001 - Payroll Payables		\$1,658.00
91713	02/08/2019			CAPITOLA-SOQUEL CHAMBER OF COMMERCE	\$3,000.00
	Invoice	Date	Description		Amount
	2154	01/24/2019	BIA 2019 events and services 1321 - BIA - Capitola Village-Wharf BIA		\$3,000.00
91714	02/08/2019			CASEY PRINTING	\$5,336.07
	Invoice	Date	Description		Amount
	38014011	01/25/2019	Spring brochure printing		\$5,336.07
91715	02/08/2019			CLEAN BUILDING MAINTENANCE CO.	\$3,719.13
	Invoice	Date	Description		Amount
	21580	01/31/2019	January janitorial services 1000 - General Fund 1311 - Wharf	\$3,453.63 \$265.50	\$3,719.13
91716	02/08/2019			CODE PUBLISHING COMPANY INC.	\$451.50
	Invoice	Date	Description		Amount
	62461	01/28/2019	Municipal code web update		\$451.50
91717	02/08/2019			COMMUNITY ACTION BOARD	\$4,000.00
	Invoice	Date	Description		Amount
	CAB01082019	01/08/2019	December program admin. & rent assistance 5552 - Cap Hsg Succ- Program Income		\$4,000.00

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# City Checks Issued February 8, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
91718	02/08/2019			COMPLETE MAILING SERVICE INC.	\$1,468.36
	Invoice	Date	Description		Amount
	4121	01/29/2019	Spring brochure mailing service		\$1,468.36
91719	02/08/2019			D & G SANITATION	\$500.09
	Invoice	Date	Description		Amount
	257017	01/31/2019	Esplanade park portable toilets		\$247.44
	257016	01/31/2019	Skate park portable toilets		\$252.65
91720	02/08/2019			ECOLOGICAL CONCERNS INC	\$306.39
	Invoice	Date	Description		Amount
	26751	12/06/2018	Plants - 41st median		\$306.39
91721	02/08/2019			EWING IRRIGATION	\$119.26
	Invoice	Date	Description		Amount
	6797349	01/26/2019	Trash grabbers (4)		\$72.86
	6792245	01/25/2019	Saw blades, pvc parts		\$46.40
91722	02/08/2019			FERESHTEH FATEMI	\$156.00
	Invoice	Date	Description		Amount
	FF020419	02/04/2019	Instructor payment		\$156.00
91723	02/08/2019			FLYERS ENERGY LLC	\$2,127.51
	Invoice	Date	Description		Amount
	CFS-1817714	01/31/2019	Fuel		\$27.76
	19-840383	01/18/2019	480 gallons gasoline		\$1,729.24
	19-840384	01/18/2019	106 gallons diesel		\$370.51
91724	02/08/2019			GALLERY SYSTEM ART DISPLAYS INC.	\$349.93
	Invoice	Date	Description		Amount
	37331	01/31/2019	Community Center art display		\$349.93
91725	02/08/2019			GINA ENRIQUEZ	\$6,259.36
	Invoice	Date	Description		Amount
	GE020619	02/06/2019	Instructor payment		\$6,259.36
91726	02/08/2019			GOLDFARB & LIPMAN LLP	\$140.00
	Invoice	Date	Description		Amount
	129888	01/31/2019	Zoning code update legal services		\$140.00

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# City Checks Issued February 8, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
91727	02/08/2019			GRANICUS LLC	\$1,190.70
	Invoice	Date	Description		Amount
	108752	02/01/2019	February legislative management software 1320 - PEG - Public Education and Govt		\$1,190.70
91728	02/08/2019			GRANITE ROCK COMPANY	\$913.44
	Invoice	Date	Description		Amount
	1153012	01/26/2019	Granite patch for street repairs		\$913.44
91729	02/08/2019			HO KUK MU SUL CORPORATION	\$31.85
	Invoice	Date	Description		Amount
	HKMSC02041	02/04/2019	Instructor payment		\$31.85
91730	02/08/2019			HOME DEPOT CREDIT SERVICES	\$528.69
	Invoice	Date	Description		Amount
	1613366	02/01/2019	Grabber tool, hammer		\$38.20
	7520466	02/05/2019	Grill brush, fender washer		\$23.01
	4014872	01/29/2019	Bucket, gloves, storage bin, socket adapters, small tools		\$82.41
	3053342	01/30/2019	Pro gear cart, screwdriver set, putty knife, spackling		\$83.34
	2613320	01/31/2019	Auger, valve		\$75.32
	2514658	01/31/2019	Wrench		\$12.99
	1636120	02/01/2019	Tool set, mop refill, gloves, headlamp, batteries, screwdrivers		\$213.42
91731	02/08/2019			HUB INTERNATIONAL	\$109.46
	Invoice	Date	Description		Amount
	HUB010619	01/06/2019	Community Center event insurance		\$109.46
91732	02/08/2019			ICMA RETIREMENT TRUST 457	\$6,182.95
	Invoice	Date	Description		Amount
	41730652	02/01/2019	457 contributions PPE 1/26/19 1001 - Payroll Payables		\$6,182.95
91733	02/08/2019			IN-SITU Inc.	\$1,737.63
	Invoice	Date	Description		Amount
	00123816	12/31/2018	Stockton Bridge creek monitoring device final payment		\$1,737.63
91734	02/08/2019			JANICE THERESA ENSMINGER	\$114.40
	Invoice	Date	Description		Amount
	JE020419	02/04/2019	Instructor payment		\$114.40

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# City Checks Issued February 8, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
91735	02/08/2019			JIM MALBERG - PETTY CASH CUSTODIAN	\$496.78
	Invoice	Date	Description		Amount
	PC020619	02/06/2019	Replenish petty cash		\$496.78
			1000 - General Fund	\$462.80	
			2210 - ISF - Stores Fund	\$33.98	
91736	02/08/2019			KBA Document Solutions LLC	\$448.58
	Invoice	Date	Description		Amount
	INV755205	02/01/2019	City Hall & Recreation copier leases		\$118.39
	INV755206	02/01/2019	City Hall copier lease		\$330.19
91737	02/08/2019			KINGS PAINT AND PAPER INC.	\$116.74
	Invoice	Date	Description		Amount
	A0278560	01/30/2019	Painting supplies		\$90.10
	A0278548	01/30/2019	Painting supplies		\$26.64
91738	02/08/2019			LABORMAX STAFFING	\$459.40
	Invoice	Date	Description		Amount
	26-102951	02/01/2019	Seasonal labor		\$459.40
91739	02/08/2019			LARRY LAURENT	\$82.40
	Invoice	Date	Description		Amount
	LL011619	01/16/2019	CCRMC meeting mileage reimbursement		\$31.90
	LL012419	01/24/2019	HR meeting in Monterey travel reimbursement		\$50.50
91740	02/08/2019			LEAGUE OF CALIFORNIA CITIES Monterey Bay Div	\$5,990.00
	Invoice	Date	Description		Amount
	189172	01/31/2019	2019 membership dues		\$5,990.00
91741	02/08/2019			MALLORY SAFETY AND SUPPLY LLC	\$71.00
	Invoice	Date	Description		Amount
	4588278	01/28/2019	Safety overalls		\$71.00
91742	02/08/2019			MASTER CLEANERS	\$1,073.14
	Invoice	Date	Description		Amount
	MC013119	02/05/2019	Uniform cleaning		\$1,073.14
91743	02/08/2019			MAUREEN KANE AND ASSOCIATES INC	\$1,550.00
	Invoice	Date	Description		Amount
	MKA020719	02/07/2019	Technical training for clerks conference		\$1,550.00

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# City Checks Issued February 8, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
91744	02/08/2019			MID COUNTY AUTO SUPPLY	\$176.28
	Invoice	Date	Description		Amount
	STMT020119	07/31/2018	Adjustment on account		(\$10.27)
	MID-151552	01/30/2019	Belts, pronto jug		\$85.39
	MID-132050	01/17/2019	Gas shock, link kit		\$101.16
91745	02/08/2019			MISSION LINEN SUPPLY	\$177.50
	Invoice	Date	Description		Amount
	509153233	01/30/2019	Shop linen service		\$49.50
	509153234	01/30/2019	Corp. yard linen service		\$128.00
91746	02/08/2019			MISSION PRINTERS	\$196.53
	Invoice	Date	Description		Amount
	58501	01/29/2019	Council members business cards		\$196.53
91747	02/08/2019			MOFFATT AND NICHOL	\$16,836.63
	Invoice	Date	Description		Amount
	739128	01/17/2019	Wharf design, groin & flume permitting		\$1,072.50
	738211	12/06/2018	Wharf, flume and jetty design & permitting 1200 - Capital Improvement Fund		\$15,764.13
91748	02/08/2019			MV TRANSPORTATION INC.	\$2,392.20
	Invoice	Date	Description		Amount
	95866	09/14/2018	September beach shuttle services		\$2,392.20
91749	02/08/2019			PACIFIC EDGE INDOOR CLIMBING	\$600.08
	Invoice	Date	Description		Amount
	00233465	01/31/2019	Camp Capitola program climbing		\$600.08
91750	02/08/2019			PALACE OFFICE SUPPLIES	\$135.35
	Invoice	Date	Description		Amount
	C516550-0	01/23/2019	Return napkins		(\$54.70)
	9573527-0	01/27/2019	Museum supplies		\$5.84
	517016-0	01/23/2019	Wall calendar, pens, paper		\$99.36
	517435-0	01/24/2019	Pens		\$28.87
	518302-0	01/30/2019	Paper reams		\$55.98
			1000 - General Fund	\$79.37	
			2210 - ISF - Stores Fund	\$55.98	
91751	02/08/2019			PHOENIX GROUP INFORMATION SYSTEMS	\$2,118.83
	Invoice	Date	Description		Amount
	122018070	01/23/2019	December citation processing		\$2,118.83

Attachment: 2/8/19 City Check Register (Approval of City Check Registers)

# City Checks Issued February 8, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
91752	02/08/2019			PRAXAIR DISTRIBUTION INC.	\$122.41
	Invoice	Date	Description		Amount
	87220964	01/21/2019	Acetylene rental		\$122.41
91753	02/08/2019			PRINTING SYSTEMS INC	\$153.19
	Invoice	Date	Description		Amount
	206317	02/05/2019	Business license envelopes		\$153.19
91754	02/08/2019			ROBERT IVERS	\$300.00
	Invoice	Date	Description		Amount
	5019	01/18/2019	1991 Ford F800 opacity test		\$75.00
	5020	01/18/2019	2013 sweeper opacity test		\$75.00
	5021	01/18/2019	2007 Alliance 3000 sweeper opacity test		\$75.00
	5022	01/18/2019	2008 Ford F450 opacity test		\$75.00
91755	02/08/2019			SAN LORENZO LUMBER	\$52.48
	Invoice	Date	Description		Amount
	55-0429984	01/31/2019	Sawz-all blade		\$19.52
	55-0429971	01/31/2019	Supplies - Nobel Gulch		\$32.96
91756	02/08/2019			SANTA CRUZ COUNTY ANIMAL SHELTER	\$10,722.20
	Invoice	Date	Description		Amount
	18/19-3CA	01/25/2019	Quarterly animal services contribution		\$10,722.20
91757	02/08/2019			SANTA CRUZ COUNTY AUDITOR-CONTROLLER	\$5,331.00
	Invoice	Date	Description		Amount
	SCAUD013111	01/31/2019	January citation processing		\$5,331.00
91758	02/08/2019			SANTA CRUZ COUNTY INFORMATION SERVICES	\$633.68
	Invoice	Date	Description		Amount
	SCC012819	01/28/2019	February open query scan charges		\$633.68
91759	02/08/2019			SANTA CRUZ COUNTY MENTAL HEALTH	\$3,000.00
	Invoice	Date	Description		Amount
	19H1412	01/24/2019	Children's mental health outpatient matching funds		\$3,000.00
91760	02/08/2019			SANTA CRUZ LIVE SCAN INC	\$120.00
	Invoice	Date	Description		Amount
	1094	02/01/2019	New hire live scan		\$60.00
	1073	01/01/2019	New hire live scan		\$60.00

Attachment: 2/8/19 City Check Register (Approval of City Check Registers)



# City Checks Issued February 8, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
91761	02/08/2019			SANTA CRUZ MUNICIPAL UTILITIES	\$391.03
	Invoice	Date	Description		Amount
	SCMU011119	01/28/2019	January water service for medians		\$391.03
91762	02/08/2019			SANTA CRUZ SHAKESPEARE	\$450.00
	Invoice	Date	Description		Amount
	201901	01/24/2019	Camp Capitola tickets to Santa Cruz shakespeare		\$450.00
91763	02/08/2019			SERVPRO OF SANTA CRUZ	\$344.27
	Invoice	Date	Description		Amount
	155	01/29/2019	Biohazard cleanups (2)		\$344.27
91764	02/08/2019			SOQUEL CREEK WATER DISTRICT	\$4,131.19
	Invoice	Date	Description		Amount
	SCWD012819	01/31/2019	January water usage and irrigation fees		\$4,131.19
			1000 - General Fund	\$3,500.32	
			1311 - Wharf	\$630.87	
91765	02/08/2019			SOUTH BAY REGIONAL TRAINING	\$665.00
	Invoice	Date	Description		Amount
	119770rec	01/03/2019	Basic academy class fees		\$665.00
91766	02/08/2019			SPRINT	\$9,095.31
	Invoice	Date	Description		Amount
	788070596-01	12/03/2018	Novmeber cell phone charges		\$3,035.71
	788070596-01	01/02/2019	December cell phone charges		\$3,028.84
	788070596-01	02/02/2019	January cell phone charges		\$3,030.76
91767	02/08/2019			STAPLES ADVANTAGE	\$132.82
	Invoice	Date	Description		Amount
	8053029540	01/26/2019	PD office supplies		\$132.82
91768	02/08/2019			SUPPLYWORKS	\$2,400.90
	Invoice	Date	Description		Amount
	475111621	01/25/2019	Cleaning supplies		\$620.43
	474942356	01/25/2019	Cleaning supplies		\$1,570.23
	474893187	01/24/2019	Cleaning supplies		\$27.69
	474660768	01/23/2019	Cleaning supplies		\$182.55

Attachment: 2/8/19 City Check Register (Approval of City Check Registers)

# City Checks Issued February 8, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
91769	02/08/2019			T&T PAVEMENT MARKINGS AND PRODUCTS INC	\$2,079.39
	Invoice	Date	Description		Amount
	2019037	02/04/2019	30 gallons green bike lane paint		\$866.66
	2019036	02/04/2019	Green bike lane paint, stencil guard, glass beads 1310 - Gas Tax		\$1,212.73
91770	02/08/2019			TRANSPORTATION ALLIANCE BANK INC.	\$1,957.39
	Invoice	Date	Description		Amount
	648431	01/28/2019	Sweeper alternator, water pump, tensioner belt 1310 - Gas Tax		\$1,957.39
91771	02/08/2019			TYLER BUSINESS FORMS	\$50.70
	Invoice	Date	Description		Amount
	29293	02/01/2019	Envelopes for 1095-C forms		\$50.70
91772	02/08/2019			UNITED CAMPS CONFERENCES AND RETREATS	\$150.00
	Invoice	Date	Description		Amount
	40054	01/03/2019	Deposit for camp site		\$150.00
91773	02/08/2019			US BANK PARS Acct 6746022400	\$234.51
	Invoice	Date	Description		Amount
	PARS020119	02/01/2019	PARS contributions PPE 1/26/19 1001 - Payroll Payables		\$234.51
91774	02/08/2019			WATSONVILLE POLICE DEPARTMENT	\$375.00
	Invoice	Date	Description		Amount
	R18-CPD-003	01/18/2019	November and December range usage		\$375.00
91775	02/08/2019			Corrine Zorra	\$380.00
	Invoice	Date	Description		Amount
	244124679	02/04/2019	Parking citation refund		\$380.00
91776	02/08/2019			Gerry Jensen	\$513.00
	Invoice	Date	Description		Amount
	17-042	02/06/2019	Tree deposit refund		\$513.00
91777	02/08/2019			Kyle Adney	\$500.00
	Invoice	Date	Description		Amount
	18-0626	02/05/2019	Tree deposit refund		\$500.00

Type Check Totals: \$141,686.41

Attachment: 2/8/19 City Check Register (Approval of City Check Registers)

# City Checks Issued February 8, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
<u>EFT</u>					
734	02/05/2019			CalPERS Health Insurance	\$57,760.54
	Invoice	Date	Description		Amount
	1001255225	02/05/2019	February health insurance		\$57,760.54
			1000 - General Fund	\$2,888.92	
			1001 - Payroll Payables	\$54,871.62	
735	02/06/2019			CalPERS Member Services Division	\$48,778.57
	Invoice	Date	Description		Amount
	1001255669-7	02/06/2019	PERS contributions PPE 1/26/19		\$48,778.57
			1000 - General Fund	\$0.29	
			1001 - Payroll Payables	\$48,778.28	
736	02/06/2019			EMPLOYMENT DEVELOPMENT DEPT	\$7,048.52
	Invoice	Date	Description		Amount
	0-438-267-712	02/06/2019	State taxes PPE 1/26/19		\$7,048.52
			1001 - Payroll Payables		
737	02/05/2019			INTERNAL REVENUE SERVICE	\$24,896.63
	Invoice	Date	Description		Amount
	34678163	02/05/2019	Federal taxes and Medicare PPE 1/26/19		\$24,896.63
			1001 - Payroll Payables		
738	02/04/2019			STATE DISBURSEMENT UNIT	\$1,232.76
	Invoice	Date	Description		Amount
	6FJC21B6657	02/04/2019	Employee garnishments PPE 1/26/19		\$1,232.76
			1001 - Payroll Payables		
Type EFT Totals:					\$139,717.02
Library - Library					
<u>Check</u>					
104	02/08/2019			BOGARD CONSTRUCTION INC.	\$7,740.00
	Invoice	Date	Description		Amount
	160707-29	01/31/2019	Library project management services		\$7,740.00
			1360 - Library Fund		
105	02/08/2019			BUTANO GEOTECHNICAL ENGINEERING	\$150.00
	Invoice	Date	Description		Amount
	3051	09/13/2018	Library construction engineering services		\$150.00
			1360 - Library Fund		
106	02/08/2019			JOHN F OTTO INC ESCROW NO 02-701154	\$14,867.35
	Invoice	Date	Description		Amount
	Retention0115	02/05/2019	Library contract retention paid into escrow		\$14,867.35
			1360 - Library Fund		
Type Check Totals:					\$22,757.35

Attachment: 2/8/19 City Check Register (Approval of City Check Registers)

# City Checks Issued February 8, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
CITY - Main City Totals					
Checks				78	\$141,686.41
EFTs				5	\$139,717.02
All				83	\$281,403.43
Library - Library Totals					
Checks				3	\$22,757.35
EFTs				0	\$0.00
All				3	\$22,757.35
WELLS - Payroll Totals					
Checks				1	\$46.17
EFTs				0	\$0.00
All				1	\$46.17
<b>Grand Totals:</b>					
Checks				82	\$164,489.93
EFTs				5	\$139,717.02
All				87	\$304,206.95

Attachment: 2/8/19 City Check Register (Approval of City Check Registers)




City main account checks dated February 15, 2019, numbered 91778 to 91839 and 1 EFT, totaling \$169,657.86, plus 1 Library account check, totaling \$1,150.00, plus 4 payroll account checks and 91 EFTS, totaling \$162,013.46, for a grand total of \$332,821.32, have been reviewed and authorized for distribution by the City Manager.

As of February 15, 2019, the unaudited cash balance is \$4,286,923.32.

**CASH POSITION - CITY OF CAPITOLA 2/15/19**

	<u>Net Balance</u>
General Fund	\$178,745.61
Payroll Payables	\$164,149.84
Contingency Reserve Fund	\$2,036,345.66
Facilities Reserve Fund	\$404,433.06
Capital Improvement Fund	\$1,124,026.72
Stores Fund	\$35,984.39
Information Technology Fund	\$93,854.28
Equipment Replacement	\$246,311.91
Self-Insurance Liability Fund	(\$24,222.78)
Workers' Comp. Ins. Fund	\$79,234.29
Compensated Absences Fund	(\$51,939.66)
<b>TOTAL UNASSIGNED GENERAL FUNDS</b>	<u><u>\$4,286,923.32</u></u>

The Emergency Reserve Fund balance is \$1,344,205.54 (not included above).  
The PERS Contingency Fund balance is \$815,855.98 (not included above).  
The Library Fund balance is \$2,751,058.27 (not included above).

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

2/19/19  
\_\_\_\_\_  
Date

Attachment: 2/15/19 City Check Register (Approval of City Check Registers)

# City Checks Issued February 15, 2019

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91778	02/15/2019	Open			ARCADIA PUBLISHING COMPANY	\$287.63
	Invoice		Date	Description		Amount
	21095852		01/26/2019	Museum collection books		\$287.63
91779	02/15/2019	Open			AT&T	\$9.12
	Invoice		Date	Description		Amount
	ATT020119		02/01/2019	February long distance charges		\$9.12
				1000 - General Fund	\$4.48	
				2211 - ISF - Info Tech	\$4.64	
91780	02/15/2019	Open			ATCHISON BARISONE CONDOTTI KOVACEVICH	\$22,677.04
	Invoice		Date	Description		Amount
	33170		02/08/2019	January general council services		\$11,407.47
	33169		02/08/2019	January litigation services		\$11,269.57
91781	02/15/2019	Open			B & B SMALL ENGINE REPAIR	\$129.32
	Invoice		Date	Description		Amount
	412697		02/07/2019	Lawn mower parts		\$129.32
91782	02/15/2019	Open			BAY PHOTO LAB	\$178.36
	Invoice		Date	Description		Amount
	13985866		02/11/2019	Photo prints for museum		\$26.24
	13953900		02/02/2019	Photo prints, foam mounting for museum		\$152.12
91783	02/15/2019	Open			BELLOWS PLUMBING HEATING & SEWER	\$1,386.00
	Invoice		Date	Description		Amount
	83825		02/01/2019	Community Center hydrojetting service		\$1,386.00
91784	02/15/2019	Open			BOBBY'S PIT STOP INC.	\$40.75
	Invoice		Date	Description		Amount
	0362143		01/22/2019	2011 Chevy Tahoe smog inspection		\$40.75
91785	02/15/2019	Open			CA DEPARTMENT OF JUSTICE	\$130.00
	Invoice		Date	Description		Amount
	353153		02/05/2019	January background check, fingerprinting, indexing		\$66.00
	354714		02/05/2019	Recreation fingerprinting		\$64.00
91786	02/15/2019	Open			CALE AMERICA INC.	\$1,829.00
	Invoice		Date	Description		Amount
	152938		01/30/2019	January active meters		\$1,829.00

Attachment: 2/15/19 City Check Register (Approval of City Check Registers)

# City Checks Issued February 15, 2019

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91787	02/15/2019	Open			CERTIFIED FOLDER DISPLAY SERVICE INC	\$959.16
	Invoice		Date	Description		Amount
	559944		01/31/2019	BIA advertising 1321 - BIA - Capitola Village-Wharf BIA		\$959.16
91788	02/15/2019	Open			COASTAL WATERSHED COUNCIL	\$3,787.82
	Invoice		Date	Description		Amount
	1697		01/31/2019	September - January stormwater education services		\$3,787.82
91789	02/15/2019	Open			COMMUNITY TELEVISION OF SCC	\$500.50
	Invoice		Date	Description		Amount
	2612		02/12/2019	January televised meetings		\$500.50
91790	02/15/2019	Open			CRYSTAL SPRINGS WATER CO.	\$343.50
	Invoice		Date	Description		Amount
	CSW020119		02/01/2019	January drinking water		\$343.50
91791	02/15/2019	Open			DAVE CLARK	\$127.40
	Invoice		Date	Description		Amount
	DC021319		02/13/2019	Instructor payment		\$127.40
91792	02/15/2019	Open			DOUG PENNY	\$83.20
	Invoice		Date	Description		Amount
	DP021319		02/13/2019	Instructor payment		\$83.20
91793	02/15/2019	Open			ELITE K-9 INC.	\$279.65
	Invoice		Date	Description		Amount
	180774		11/06/2018	K-9 supplies		\$279.65
91794	02/15/2019	Open			EMERGENCY VEHICLE SPECIALISTS INC.	\$353.63
	Invoice		Date	Description		Amount
	9511		02/12/2019	2011 Chevy Tahoe camera system installed		\$353.63
91795	02/15/2019	Open			EMPLOYMENT DEVELOPMENT DEPT	\$3,779.00
	Invoice		Date	Description		Amount
	L0933221472		01/30/2019	October - December unemployment insurance charges 2213 - ISF - Self-Insurance Liability		\$3,779.00
91796	02/15/2019	Open			FERGUSON ENTERPRISES INC.	\$136.23
	Invoice		Date	Description		Amount
	6491911		02/01/2019	City Hall faucet		\$136.23

Attachment: 2/15/19 City Check Register (Approval of City Check Registers)

# City Checks Issued February 15, 2019

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91797	02/15/2019	Open			FLYERS ENERGY LLC	\$2,111.56
	Invoice		Date	Description		Amount
	19-843324		01/28/2019	505 gallons gasoline		\$1,814.10
	19-843333		01/28/2019	70 gallons diesel		\$297.46
91798	02/15/2019	Open			GARDAWORLD	\$201.55
	Invoice		Date	Description		Amount
	10462550		02/01/2019	February armored car service		\$201.55
91799	02/15/2019	Open			GAYLORD ARCHIVAL	\$111.62
	Invoice		Date	Description		Amount
	2581041		01/28/2019	Museum storage box		\$12.27
	2580024		01/22/2019	Museum archiving supplies		\$99.35
91800	02/15/2019	Open			HELEN KLEE	\$500.50
	Invoice		Date	Description		Amount
	HK021319		02/13/2019	Instructor payment		\$500.50
91801	02/15/2019	Open			HOME DEPOT CREDIT SERVICES	\$301.05
	Invoice		Date	Description		Amount
	1011070		02/11/2019	Hose cap		\$2.41
	1054882		02/11/2019	Street painting supplies		\$17.62
	1284236		02/11/2019	Mulch		\$20.34
	4010806		02/08/2019	Phone charging cables (3)		\$42.21
	4613959		02/08/2019	Level		\$43.37
	5050537		01/08/2019	Graffiti cleaning supplies		\$2.10
	5054306		02/07/2019	Phone stand, charger		\$30.36
	5371324		02/07/2019	Respirator, gloves		\$21.66
	6636942		02/06/2019	Duct tape, orange high visibility tape		\$42.01
	7034515		02/05/2019	Mop handle		\$10.27
	7061987		02/05/2019	Skate park paint supplies		\$15.14
	8624833		02/04/2019	Broom, hooks, ties		\$53.56
91802	02/15/2019	Open			HOSE SHOP	\$135.40
	Invoice		Date	Description		Amount
	413728		02/07/2019	Pressure washer hose and fittings		\$135.40
91803	02/15/2019	Open			HUMBOLDT PETROLEUM LLC	\$52.00
	Invoice		Date	Description		Amount
	088085		01/31/2019	January car wash services		\$52.00

Attachment: 2/15/19 City Check Register (Approval of City Check Registers)

# City Checks Issued February 15, 2019

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91804	02/15/2019	Open			HYDROSCIENCE ENGINEERS INC.	\$3,052.50
	Invoice		Date	Description		Amount
	331013006		02/04/2019	#17-097 New Brighton stormwater review services		\$3,052.50
91805	02/15/2019	Open			INTERNATIONAL BRONZE PLAQUE CO	\$139.00
	Invoice		Date	Description		Amount
	19-51346		01/29/2019	Memorial bench plaque		\$139.00
91806	02/15/2019	Open			JESSICA SCHROEDER	\$247.00
	Invoice		Date	Description		Amount
	JS021319		02/13/2019	Instructor payment		\$247.00
91807	02/15/2019	Open			JOHANNA WEINSTEIN	\$403.65
	Invoice		Date	Description		Amount
	JW021319		02/13/2019	Instructor payment		\$403.65
91808	02/15/2019	Open			KBA Document Solutions LLC	\$47.15
	Invoice		Date	Description		Amount
	INV759097		02/12/2019	City Hall copier usage charges		\$47.15
				2211 - ISF - Information Technology		
91809	02/15/2019	Open			KIMLEY HORN AND ASSOCIATES INC	\$23,327.35
	Invoice		Date	Description		Amount
	13040310		01/31/2019	Brommer st. project management, construction documents		\$780.00
	13100926		01/31/2019	Park Ave. sidewalk improvements		\$22,547.35
				1200 - Capital Improv	\$22,547.35	
				1309 - RTC Streets	\$780.00	
91810	02/15/2019	Open			LORRAINE KINNAMON	\$409.50
	Invoice		Date	Description		Amount
	LK021319		02/13/2019	Instructor payment		\$409.50
91811	02/15/2019	Open			MACKAY METERS INC	\$218.22
	Invoice		Date	Description		Amount
	1052756		01/31/2019	January meter and credit card transaction fees		\$218.22
91812	02/15/2019	Open			METRO MOBILE COMMUNICATIONS	\$102.19
	Invoice		Date	Description		Amount
	43135		01/28/2019	Single pocket charger		\$102.19

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# City Checks Issued February 15, 2019

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91813	02/15/2019	Open			MID COUNTY AUTO SUPPLY	\$120.09
	Invoice		Date	Description		Amount
	MID-163738		02/07/2019	Fuel pump		\$109.57
	MID-159836		02/05/2019	Fuses		\$10.52
91814	02/15/2019	Open			MISSION LINEN SUPPLY	\$286.89
	Invoice		Date	Description		Amount
	509183394		02/04/2019	Police station mat service		\$55.23
	509134288		01/28/2019	Community Center mats and mops		\$78.06
	509200821		02/06/2019	Corp. yard linen service		\$104.10
	509200820		02/06/2019	Shop linen service & towels		\$49.50
91815	02/15/2019	Open			MOFFATT AND NICHOL	\$596.50
	Invoice		Date	Description		Amount
	739569		02/06/2019	Wharf design, jetty permitting, coordination & meetings 1200 - Capital Improvement Fund		\$596.50
91816	02/15/2019	Open			NANCY HOWELLS	\$191.10
	Invoice		Date	Description		Amount
	NH021319		02/13/2019	Instructor payment		\$191.10
91817	02/15/2019	Open			NICHOLE BRYANT LEBLOND	\$48.26
	Invoice		Date	Description		Amount
	NB011719		01/17/2019	American Camp Assoc. meeting mileage reimbursement		\$48.26
91818	02/15/2019	Open			NORTH BAY FORD	\$44.53
	Invoice		Date	Description		Amount
	270469		01/22/2019	Wire assembly		\$44.53
91819	02/15/2019	Open			PACIFIC EDGE INDOOR CLIMBING	\$1,319.84
	Invoice		Date	Description		Amount
	00233463		01/31/2019	Camp Capitola program climbing		\$659.92
	00233466		01/31/2019	Camp Capitola program climbing		\$659.92

Attachment: 2/15/19 City Check Register (Approval of City Check Registers)

# City Checks Issued February 15, 2019

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91820	02/15/2019	Open			PALACE OFFICE SUPPLIES	\$253.91
	Invoice		Date	Description		Amount
	C517016-0		01/25/2019	Return pens		(\$28.87)
	4821925-0		12/21/2018	Frames		\$98.71
	519873-0		02/08/2019	Note pads, letter opener, paper, document flags		\$74.45
	519831-0		02/08/2019	Employee record folders, labels		\$58.25
	519872-0		02/08/2019	Folders		\$5.44
	9577142-0		02/08/2019	Corp yard office supplies		\$21.60
	9574881-0		01/31/2019	Museum adhesive, foam board		\$24.33
				1000 - General Fund	\$190.22	
				2210 - ISF - Stores Fund	\$63.69	
91821	02/15/2019	Open			PEDRO ZAMORA	\$28.00
	Invoice		Date	Description		Amount
	PD120518		12/05/2018	Deposition parking fee reimbursement		\$28.00
91822	02/15/2019	Open			PROFORCE LAW ENFORCEMENT	\$354.25
	Invoice		Date	Description		Amount
	367361		01/29/2019	Law enforcement magazine		\$354.25
91823	02/15/2019	Open			RAVI KEN LAMB	\$205.40
	Invoice		Date	Description		Amount
	RL021319		02/13/2019	Instructor payment		\$205.40
91824	02/15/2019	Open			SAN LORENZO LUMBER	\$43.48
	Invoice		Date	Description		Amount
	55-0432905		02/05/2019	Skate park lumber		\$27.52
	55-0431720		02/07/2019	Hook bolts, gloves		\$15.96
91825	02/15/2019	Open			SANTA CRUZ COUNTY BANK	\$82,532.87
	Invoice		Date	Description		Amount
	SCCB020619		01/15/2019	Pacific Cove financing lease loan #90038-04-00		\$82,532.87
				1420 - Pac Cove Lease Financing		
91826	02/15/2019	Open			SCC DISTRICT ATTORNEY	\$5,887.00
	Invoice		Date	Description		Amount
	1819MDIC-CPD		02/07/2019	Multi-disciplinary Interview Center annual contribution		\$5,887.00
91827	02/15/2019	Open			SANTA CRUZ SENTINEL	\$283.20
	Invoice		Date	Description		Amount
	0001172905		01/31/2019	Planning commission public notices		\$283.20

Attachment: 2/15/19 City Check Register (Approval of City Check Registers)

# City Checks Issued February 15, 2019

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91828	02/15/2019	Open			SERVPRO OF SANTA CRUZ	\$158.32
	Invoice		Date	Description		Amount
	175		02/06/2019	Biohazard cleaning service car #182		\$158.32
91829	02/15/2019	Open			SESE EGAN GEDDES	\$105.30
	Invoice		Date	Description		Amount
	SG021319		02/13/2019	Instructor payment		\$105.30
91830	02/15/2019	Open			SOFTWARE ONE INC	\$490.39
	Invoice		Date	Description		Amount
	US-PSI-760841		02/11/2019	Community Center adobe license 2211 - ISF - Information Technology		\$490.39
91831	02/15/2019	Open			SUPPLYWORKS	\$1,233.14
	Invoice		Date	Description		Amount
	476667118		01/29/2019	Trash can liners		\$182.55
	475167649		01/28/2019	Return touch free dispensers		(\$407.70)
	475766028		01/30/2019	Trash can liners		\$273.83
	476012398		02/01/2019	Cleaning & restroom supplies		\$1,184.46
91832	02/15/2019	Open			TRACTOR SUPPLY COMPANY	\$278.58
	Invoice		Date	Description		Amount
	200227816		01/03/2019	Space heater		\$278.58
91833	02/15/2019	Open			US BANK EQUIPMENT FINANCE	\$103.56
	Invoice		Date	Description		Amount
	377366828		02/01/2019	Recreation copier lease		\$103.56
91834	02/15/2019	Open			US BANK EQUIPMENT FINANCE	\$481.80
	Invoice		Date	Description		Amount
	377366901		02/01/2019	City Hall & Recreation copier leases		\$481.80
				1000 - General Fund	\$25.80	
				2210 - ISF - Stores Fund	\$456.00	
91835	02/15/2019	Open			US BANK EQUIPMENT FINANCE	\$288.85
	Invoice		Date	Description		Amount
	377367123		02/01/2019	PD copier lease		\$288.85

Attachment: 2/15/19 City Check Register (Approval of City Check Registers)



# City Checks Issued February 15, 2019

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
91836	02/15/2019	Open			WELLS FARGO BANK	\$4,956.71
	Invoice		Date	Description		Amount
	WF020319		02/03/2019	January credit card purchases		\$4,956.71
				1000 - General Fund		\$4,761.80
				2211 - ISF - Info Tech		\$194.91
				Purchases over \$500 threshold:		
				Hotel for New Council Academy	\$537.70	
				Stickers for pay stations	\$775.68	
				Hotel for New Council Academy	\$757.07	
				New Council Academy Reg	\$575.00	
				New Council Academy Reg	\$575.00	
91837	02/15/2019	Open			WESTERN EXTERMINATOR COMPANY	\$121.00
	Invoice		Date	Description		Amount
	6724343		01/31/2019	City Hall rodent control		\$60.50
	6735436		01/31/2019	Turnouts rodent control		\$60.50
91838	02/15/2019	Open			ZEP SALES & SERVICE	\$259.68
	Invoice		Date	Description		Amount
	9004011630		02/05/2019	Graffiti cleaning supplies, auto glass cleaner		\$259.68
91839	02/15/2019	Open			Jamar Coleman	\$139.00
	Invoice		Date	Description		Amount
	245899		02/08/2019	Citation refund		\$139.00
Type Check Totals:						\$169,189.20
<u>EFT</u>						
740	02/11/2019	Open			WELLS FARGO BANK	\$468.66
	Invoice		Date	Description		Amount
	WF021119		02/11/2019	Monthly client analysis charges		\$468.66
Type EFT Totals:						\$468.66
Library - Library						
<u>Check</u>						
107	02/15/2019	Open			BUTANO GEOTECHNICAL ENGINEERING	\$1,150.00
	Invoice		Date	Description		Amount
	4066		02/07/2019	Library construction phase observation & testing		\$1,150.00
				1360 - Library Fund		
Type Check Totals:						\$1,150.00

Attachment: 2/15/19 City Check Register (Approval of City Check Registers)

# City Checks Issued February 15, 2019

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
<b>CITY - Main City Totals</b>					<b>Counts:</b>	<b>Totals:</b>
Checks						\$169,189.20
EFTs						\$468.66
All						\$169,657.86
<b>Library - Library Totals</b>						
Checks						\$1,150.00
EFTs						\$0.00
All						\$1,150.00
<b>WELLS - Payroll Totals</b>						
Checks						\$4,788.67
EFTs						\$157,224.79
All						\$162,013.46
<b>Grand Totals:</b>						
Checks						\$175,127.87
EFTs						\$157,693.45
All						\$332,821.32

Attachment: 2/15/19 City Check Register (Approval of City Check Registers)


City main account checks dated February 22, 2019, numbered 91840 to 91908 and 4 EFTs, totaling \$164,530.42, plus 2 reissued Payroll account checks, totaling \$170.45, for a grand total of \$164,700.87, have been reviewed and authorized for distribution by the City Manager.

As of February 22, 2019, the unaudited cash balance is \$4,193,527.80.

**CASH POSITION - CITY OF CAPITOLA 2/22/19**

	<u>Net Balance</u>
General Fund	\$201,254.45
Payroll Payables	\$74,840.33
Contingency Reserve Fund	\$2,036,345.66
Facilities Reserve Fund	\$404,433.06
Capital Improvement Fund	\$1,124,026.72
Stores Fund	\$35,984.39
Information Technology Fund	\$90,364.07
Equipment Replacement	\$246,561.91
Self-Insurance Liability Fund	(\$46,391.27)
Workers' Comp. Ins. Fund	\$79,234.29
Compensated Absences Fund	(\$53,125.81)
<b>TOTAL UNASSIGNED GENERAL FUNDS</b>	<u><u>\$4,193,527.80</u></u>

The Emergency Reserve Fund balance is \$1,344,205.54 (not included above).  
The PERS Contingency Fund balance is \$815,855.98 (not included above).  
The Library Fund balance is \$2,776,283.27 (not included above).

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

2/22/19  
Date

  
\_\_\_\_\_  
James Malberg, Finance Director

2/22/19  
Date

Attachment: 2/22/19 City Check Register (Approval of City Check Registers)

# City Checks Issued February 22, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
91840	02/19/2019	Reissued		BECKY ADAMS	\$176.80
	Invoice	Date	Description		Amount
	BA050718	05/07/2018	Late Spring Instructor Payments 2018		\$176.80
91841	02/19/2019	Reissued		Catherin and Gabriel Vesce	\$1,500.00
	Invoice	Date	Description		Amount
	18-0168	08/28/2018	#18-0168 324 Riverview Ave. variance withdrawal refund		\$1,500.00
91842	02/19/2019	Reissued		CHRISTINA MAE McDADE	\$187.20
	Invoice	Date	Description		Amount
	CM112918	11/29/2018	Late Fall Instructor Payment		\$187.20
91843	02/19/2019	License Refund		CLUB ED, INC.	\$18.50
	Licensee Type	Licensee Number			
	Surf School	25			
91844	02/22/2019			ADRIENNE HARRELL	\$1,055.60
	Invoice	Date	Description		Amount
	AH021919	02/19/2019	Instructor payment		\$1,055.60
91845	02/22/2019			ALLSAFE LOCK COMPANY	\$2.70
	Invoice	Date	Description		Amount
	51306	02/13/2019	Lifeguard room keys		\$2.70
91846	02/22/2019			AMAZON CAPITAL SERVICES	\$171.23
	Invoice	Date	Description		Amount
	11VF-4G9N-7GVY	02/18/2019	Dry erase board		\$52.09
	13QR-YPVC-7JKF	02/20/2019	Battery backups and surge protectors		\$119.14
			1000 - General Fund		\$52.09
			2211 - ISF - Info Tech		\$119.14
91847	02/22/2019			BECKY ADAMS	\$395.20
	Invoice	Date	Description		Amount
	BA021919	02/19/2019	Instructor payment		\$395.20
91848	02/22/2019			BREIGE WALBRIDGE	\$325.00
	Invoice	Date	Description		Amount
	BW21319	02/13/2019	Instructor payment		\$325.00
91849	02/22/2019			CALIFORNIA COAST UNIFORM COMPANY	\$305.18
	Invoice	Date	Description		Amount
	6879	01/31/2019	Uniform shirts and pants		\$305.18

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# City Checks Issued February 22, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
91850	02/22/2019			CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,550.50
	Invoice	Date	Description		Amount
	POA021519	02/15/2019	POA dues PPE 2/9/19 1001 - Payroll Payables		\$1,550.50
91851	02/22/2019			CARIN HANNA	\$1,227.54
	Invoice	Date	Description		Amount
	CH02142019	02/14/2019	BIA sip & stroll wine/supplies reimbursement		\$604.37
	CH021419	02/14/2019	BIA website hosting, storage, mailing, advertising reimbursement 1321 - BIA - Capitola Village-Wharf BIA		\$623.17
91852	02/22/2019			CHUCK DICKS	\$111.15
	Invoice	Date	Description		Amount
	CD021919	02/19/2019	Instructor payment		\$111.15
91853	02/22/2019			CLAUDIO FRANCA	\$192.40
	Invoice	Date	Description		Amount
	CF021919	02/19/2019	Instructor payment		\$192.40
91854	02/22/2019			COASTAL WATERSHED COUNCIL	\$4,595.00
	Invoice	Date	Description		Amount
	1702	02/17/2019	December/January pollution prevention		\$4,595.00
91855	02/22/2019			EWING IRRIGATION	\$334.24
	Invoice	Date	Description		Amount
	6849157	02/08/2019	Monterey Park supplies		\$55.98
	6843896	02/07/2019	Herbicide sprayer, nozzles, fluid		\$278.26
91856	02/22/2019			FARWEST NURSERY	\$87.78
	Invoice	Date	Description		Amount
	028097	01/14/2019	Esplanade landscape supplies		\$35.11
	028008	02/19/2019	Bark		\$52.67
91857	02/22/2019			FASTENAL COMPANY	\$230.30
	Invoice	Date	Description		Amount
	CASAT51586	02/13/2019	Safety gear		\$230.30
91858	02/22/2019			FEDERAL EXPRESS	\$71.12
	Invoice	Date	Description		Amount
	6-461-88360	02/15/2019	Shipping charges		\$71.12

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# City Checks Issued February 22, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
91859	02/22/2019			FIRST ALARM	\$215.16
	Invoice	Date	Description		Amount
	450909	02/15/2019	Community Center quarterly alarm monitoring		\$215.16
91860	02/22/2019			FLYERS ENERGY LLC	\$2,838.27
	Invoice	Date	Description		Amount
	19-849257	02/06/2019	536 gallons gasoline		\$1,875.52
	19-849260	02/07/2019	90 gallons diesel		\$336.16
	19-853313	02/14/2019	Bulk engine oil		\$626.59
91861	02/22/2019			GRAINGER	\$42.68
	Invoice	Date	Description		Amount
	9086083376	02/12/2019	Motor start capacitors		\$42.68
91862	02/22/2019			GRANITE ROCK COMPANY	\$13,527.65
	Invoice	Date	Description		Amount
	5834-02-19	02/05/2019	Repair damaged wall - reimbursed by insurance		\$13,527.65
91863	02/22/2019			HILTON SANTA BARBARA BEACHFRONT RESORT	\$809.96
	Invoice	Date	Description		Amount
	3475853304	11/16/2018	Lodging & parking for training		\$809.96
91864	02/22/2019			HOME DEPOT CREDIT SERVICES	\$311.18
	Invoice	Date	Description		Amount
	9638082	02/13/2019	Sandpaper, stain, broom		\$57.11
	7638357	02/15/2019	Paint, earmuffs		\$42.24
	6626069	02/16/2019	Wire pro frame, roller covers, gloves		\$54.49
	3614899	02/19/2019	Rispin bathroom supplies		\$96.51
	1642659	02/11/2019	Cable ring, receiver pin, mount		\$60.83
91865	02/22/2019			ICMA RETIREMENT TRUST 457	\$6,183.21
	Invoice	Date	Description		Amount
	41735133	02/15/2019	457 contributions PPE 2/9/19 1001 - Payroll Payables		\$6,183.21
91866	02/22/2019			JANELLE COX	\$2,305.54
	Invoice	Date	Description		Amount
	JC021419	02/14/2019	BIA sip & stroll expense reimbursement 1321 - BIA - Capitola Village-Wharf BIA		\$2,305.54
91867	02/22/2019			JEANI MITCHELL	\$460.85
	Invoice	Date	Description		Amount
	JM021919	02/19/2019	Instructor payment		\$460.85

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# City Checks Issued February 22, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
91868	02/22/2019			JODI CHRISTIANSEN DESIGNS	\$447.20
	Invoice	Date	Description		Amount
	JC021919	02/19/2019	Instructor payment		\$447.20
91869	02/22/2019			KBA Document Solutions LLC	\$8.17
	Invoice	Date	Description		Amount
	INV759935	02/14/2019	Recreation copier charges		\$8.17
91870	02/22/2019			LABORMAX STAFFING	\$459.40
	Invoice	Date	Description		Amount
	26-103449	02/15/2019	Public works seasonal labor		\$459.40
91871	02/22/2019			LAW ENFORCEMENT PSYCHOLOGICAL SERVICES INC.	\$400.00
	Invoice	Date	Description		Amount
	1902468	02/06/2019	New hire psychological assessment		\$400.00
91872	02/22/2019			LESLIE CHAVEZ	\$100.00
	Invoice	Date	Description		Amount
	18	02/15/2019	BIA consulting 1321 - BIA - Capitola Village-Wharf BIA		\$100.00
91873	02/22/2019			MALLORY SAFETY AND SUPPLY LLC	\$560.72
	Invoice	Date	Description		Amount
	4598562	02/15/2019	Safety rain jackets		\$560.72
91874	02/22/2019			MICHAEL G LEW	\$257.40
	Invoice	Date	Description		Amount
	ML021919	02/19/2019	Instructor payment		\$257.40
91875	02/22/2019			MICHELE FAIA	\$1,137.50
	Invoice	Date	Description		Amount
	MF021919	02/19/2019	Instructor payment		\$1,137.50
91876	02/22/2019			MID COUNTY AUTO SUPPLY	\$18.72
	Invoice	Date	Description		Amount
	MID-172034	02/13/2019	Wrench, gaskets		\$11.23
	MID-172848	02/13/2019	Trigger		\$7.49
91877	02/22/2019			MILLER'S TRANSFER & STORAGE CO.	\$175.80
	Invoice	Date	Description		Amount
	90791	02/06/2019	February record storage and January warehouse handling		\$175.80

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# City Checks Issued February 22, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
91878	02/22/2019			MISSION LINEN SUPPLY	\$385.53
	Invoice	Date	Description		Amount
	508617547	11/12/2018	Police mats		\$51.57
	509275824	02/15/2019	Police mats		\$55.23
	509248535	02/13/2019	Shop linen service, towels		\$49.50
	509248536	02/13/2019	Corp. yard linen service		\$156.52
	508759523	12/03/2018	Community Center mats and mops		\$72.71
91879	02/22/2019			MONTEREY BAY AREA SELF INSURANCE AUTHORITY	\$2,046.71
	Invoice	Date	Description		Amount
	17-0811-5	02/07/2019	Liability claim		\$2,046.71
			2213 - ISF - Self-Insurance Liability		
91880	02/22/2019			MONTEREY BAY AREA SELF INSURANCE AUTHORITY	\$768.17
	Invoice	Date	Description		Amount
	17-0811-6	02/07/2019	Liability claim		\$768.17
			2213 - ISF - Self-Insurance Liability		
91881	02/22/2019			MONTEREY BAY AREA SELF INSURANCE AUTHORITY	\$2,733.26
	Invoice	Date	Description		Amount
	17-0811-7	02/07/2019	Liability claim		\$2,733.26
			2213 - ISF - Self-Insurance Liability		
91882	02/22/2019			MONTEREY BAY AREA SELF INSURANCE AUTHORITY	\$4,563.86
	Invoice	Date	Description		Amount
	17-0905-2	02/07/2019	Liability claim		\$4,563.86
			2213 - ISF - Self-Insurance Liability		
91883	02/22/2019			MONTEREY BAY AREA SELF INSURANCE AUTHORITY	\$1,028.10
	Invoice	Date	Description		Amount
	17-0905-3	02/07/2019	Liability claim		\$1,028.10
			2213 - ISF - Self-Insurance Liability		
91884	02/22/2019			MONTEREY BAY AREA SELF INSURANCE AUTHORITY	\$1,794.97
	Invoice	Date	Description		Amount
	17-0905-4	02/07/2019	Liability claim		\$1,794.97
			2213 - ISF - Self-Insurance Liability		
91885	02/22/2019			MONTEREY BAY AREA SELF INSURANCE AUTHORITY	\$2,811.76
	Invoice	Date	Description		Amount
	17-0913-2	02/07/2019	Liability claim		\$2,811.76
			2213 - ISF - Self-Insurance Liability		

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# City Checks Issued February 22, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
91886	02/22/2019			MONTEREY BAY AREA SELF INSURANCE AUTHORITY	\$5,139.39
	Invoice	Date	Description		Amount
	17-0913-1	02/07/2019	Liability claim		\$5,139.39
			2213 - ISF - Self-Insurance Liability		
91887	02/22/2019			MONTEREY BAY AREA SELF INSURANCE AUTHORITY	\$1,282.27
	Invoice	Date	Description		Amount
	17-0905-5	02/07/2019	Liability claim		\$1,282.27
			2213 - ISF - Self-Insurance Liability		
91888	02/22/2019			PACIFIC GAS & ELECTRIC	\$1,929.99
	Invoice	Date	Description		Amount
	PGE021919-acct5	02/19/2019	Pac cove parking lot electricity		\$974.75
	PGE012319-acct5	01/23/2019	Pac cove parking lot electricity		\$955.24
91889	02/22/2019			PALACE OFFICE SUPPLIES	\$16.84
	Invoice	Date	Description		Amount
	9578560-0	02/12/2019	Museum office supplies		\$16.84
91890	02/22/2019			PAPA	\$240.00
	Invoice	Date	Description		Amount
	PAPA03212019	02/19/2019	Pesticide application seminar		\$80.00
	PAPA32119	02/19/2019	Pesticide application seminar		\$80.00
	PAPA032119	02/19/2019	Pesticide application seminar		\$80.00
91891	02/22/2019			PAT EVANS	\$111.15
	Invoice	Date	Description		Amount
	PE021919	02/19/2019	Instructor payment		\$111.15
91892	02/22/2019			PAULA BLISS	\$1,012.70
	Invoice	Date	Description		Amount
	PB021919	02/19/2019	Instructor payment		\$1,012.70
91893	02/22/2019			PHIL ALLEGRI ELECTRIC INC.	\$4,658.53
	Invoice	Date	Description		Amount
	25115	02/14/2019	Wharf pumps electrical repairs		\$4,658.53
			1311 - Wharf		
91894	02/22/2019			QUEST SOFTWARE INC.	\$3,371.07
	Invoice	Date	Description		Amount
	1000875178	02/19/2019	Rapid recovery backup & replication support		\$3,371.07
			2211 - ISF - Information Technology		

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# City Checks Issued February 22, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
91895	02/22/2019			QUILL CORPORATION	\$16.98
	Invoice	Date	Description		Amount
	5050812	02/13/2019	Sign holder		\$16.98
91896	02/22/2019			ROBERT M PATTERSON	\$200.00
	Invoice	Date	Description		Amount
	RMP021219	02/12/2019	Parking citation admin. hearings		\$200.00
91897	02/22/2019			ROYAL WHOLESALE ELECTRIC	\$38.75
	Invoice	Date	Description		Amount
	7719-641230	02/13/2019	15 in 1 screwdriver		\$38.75
91898	02/22/2019			SAN LORENZO LUMBER	\$200.94
	Invoice	Date	Description		Amount
	55-0434225	02/19/2019	Wharf lumber		\$93.18
	55-0434105	02/19/2019	Wharf lumber, nuts and bolts 1311 - Wharf		\$107.76
91899	02/22/2019			SANDY MARRUJO	\$655.20
	Invoice	Date	Description		Amount
	SM021919	02/19/2019	Instructor payment		\$655.20
91900	02/22/2019			STEPHANIE HARLAN	\$856.53
	Invoice	Date	Description		Amount
	SH091518	09/15/2018	League of CA cities annual conference expenses		\$856.53
91901	02/22/2019			SUPPLYWORKS	\$978.92
	Invoice	Date	Description		Amount
	477184816	02/08/2019	Cleaning supplies		\$978.92
91902	02/22/2019			TRENISE POT	\$2,195.05
	Invoice	Date	Description		Amount
	TP021919	02/19/2019	Instructor payment		\$2,195.05
91903	02/22/2019			US BANK PARS Acct 6746022400	\$302.37
	Invoice	Date	Description		Amount
	PARS021519	02/15/2019	PARS contributions PPE 2/9/19 1001 - Payroll Payables		\$302.37
91904	02/22/2019			VISUAL INK PUBLISHING	\$540.00
	Invoice	Date	Description		Amount
	BIA-19	02/17/2019	BIA 1/2 page ad for summer magazine 1321 - BIA - Capitola Village-Wharf BIA		\$540.00

Attachment: 2/22/19 City Check Register (Approval of City Check Registers)

# City Checks Issued February 22, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
91905	02/22/2019			Larson Graff	\$124.00
	Invoice	Date	Description		Amount
	2003529.002	02/19/2019	Class refund		\$124.00
91906	02/22/2019			Local Government Commission	\$350.00
	Invoice	Date	Description		Amount
	LGC020719	02/19/2019	California Adaptation Forum check reissue		\$350.00
91907	02/22/2019			Misako Matsuoka	\$75.00
	Invoice	Date	Description		Amount
	2003530.002	02/19/2019	Class refund		\$75.00
91908	02/22/2019			Violation Processing Dept.	\$32.75
	Invoice	Date	Description		Amount
	T581990573918	02/07/2019	Toll fee & penalty		\$32.75
Type Check Totals:					\$83,257.64
<u>EFT</u>					
741	02/19/2019			EMPLOYMENT DEVELOPMENT DEPT	\$6,804.59
	Invoice	Date	Description		Amount
	1-409-367-872	02/19/2019	State taxes PPE 2/9/19 1001 - Payroll Payables		\$6,804.59
742	02/19/2019			INTERNAL REVENUE SERVICE	\$24,503.50
	Invoice	Date	Description		Amount
	71787931	02/19/2019	Federal taxes and Medicare PPE 2/9/19 1001 - Payroll Payables		\$24,503.50
743	02/19/2019			STATE DISBURSEMENT UNIT	\$1,232.76
	Invoice	Date	Description		Amount
	D5UXZHS6657	02/19/2019	Employee garnishments PPE 2/9/19 1001 - Payroll Payables		\$1,232.76
744	02/20/2019			CalPERS Member Services Division	\$48,731.93
	Invoice	Date	Description		Amount
	1001264214-7	02/20/2019	PERS contributions PPE 2/9/19 1000 - General Fund (\$0.65) 1001 - Payroll Payables		\$48,731.93
Type EFT Totals:					\$81,272.78

Attachment: 2/22/19 City Check Register (Approval of City Check Registers)

# City Checks Issued February 22, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
<b>CITY - Main City Totals</b>				<b>Counts:</b>	<b>Totals:</b>
Checks				69	\$83,257.64
EFTs				4	\$81,272.78
All				73	\$164,530.42
<b>WELLS - Payroll Totals</b>					
Checks				2	\$170.45
EFTs				0	\$0.00
All				2	\$170.45
<b>Grand Totals</b>					
Checks				71	\$83,428.09
EFTs				4	\$81,272.78
All				75	\$164,700.87

Attachment: 2/22/19 City Check Register (Approval of City Check Registers)



## CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF MARCH 28, 2019**

FROM: City Manager Department  
SUBJECT: Planning Commission Action Minutes

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RECOMMENDED ACTION: Receive minutes.

DISCUSSION: Attached for Council review are the action minutes of the March 7, 2019, Planning Commission regular meeting.

ATTACHMENTS:

1. 3-7-19 Action

Report Prepared By: Chloe Woodmansee  
Records Coordinator

**Reviewed and Forwarded by:**

Jamie Goldstein, City Manager

3/22/2019



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

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

Commissioner Christiansen was absent.

**2. ORAL COMMUNICATIONS**

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

**3. APPROVAL OF MINUTES**

- A. Planning Commission - Special Meeting - Feb 7, 2019 6:30 PM**
- B. Planning Commission - Regular Meeting - Feb 7, 2019 7:00 PM**

MOTION: Approve the minutes from the special and regular meetings of the planning commission on February 7, 2019.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mick Routh
<b>SECONDER:</b>	Ed Newman
<b>AYES:</b>	Newman, Routh, Welch, Wilk

**4. CONSENT CALENDAR**

- A. 510 El Salto Drive                      #19-0017                      APN: 036-125-16**

Request for a one-year extension of a previously approved Design Permit for a single-story addition and Variance request to the on-site parking requirement for an existing home in the R-1 (Single-Family Residential) zoning district.

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

Environmental Determination: Categorical Exemption

Property Owner: John McEnergy III

Representative: Derek Van Alstine, Filed: 01/16/2019

MOTION: Approve one-year extension of previously approved Design Permit, Variance request, and Coastal Development Permit.

Attachment: 3-7-19 Action (PC minutes)



**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Mick Routh  
**SECONDER:** Peter Wilk  
**AYES:** Newman, Routh, Welch, Wilk

**5. PUBLIC HEARINGS**

- A. 401 Capitola Avenue #19-0031 APN: 035-121-11**  
 Conditional Use Permit for a take-out restaurant located within the CN (Neighborhood Commercial) zoning district.  
 This project is in the Coastal Zone but does not require a Coastal Development Permit.  
 Environmental Determination: Categorical Exemption  
 Property Owner: Amy Cheng  
 Representative: Amy Cheng, Filed: 01.23.2019

MOTION: Continue the item to the next regular meeting of the planning commission on April 4, 2019 due to a lack of unconflicted quorum.

**RESULT:** CONTINUED **Next: 4/4/2019 7:00 PM**  
**MOVER:** Peter Wilk  
**SECONDER:** Mick Routh  
**AYES:** Routh, Welch, Wilk  
**ABSTAINED:** Newman

- B. Update to Zoning Ordinance/ LCP Implementation Plan**  
 Comprehensive Update to the City of Capitola Zoning Code/Local Coastal Plan Implementation Plan and updated Zoning Map and subsequent maps relative to the Zoning Code.  
 The Zoning Code serves as the Implementation Plan of the City’s Local Coastal Program and therefore must be certified by the Coastal Commission.  
 Environmental Determination: Addendum to the General Plan Update EIR  
 Property: The Zoning Code update affects all properties within the City of Capitola.  
 Representative: Katie Herlihy, Community Development Director, City of Capitola

MOTION: Provide support for the modifications as directed by the planning commission in both tonight’s meeting and the special meeting of February 21, 2019, resulting in a positive recommendation to City Council.

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Mick Routh  
**SECONDER:** Peter Wilk  
**AYES:** Newman, Routh, Welch, Wilk

**6. DIRECTOR'S REPORT**

**7. COMMISSION COMMUNICATIONS**

**8. ADJOURNMENT**

Approved by the Planning Commission at the regular meeting of April 4, 2019.

\_\_\_\_\_  
 Chloé Woodmansee, Clerk to the Commission

Attachment: 3-7-19 Action (PC minutes)



## CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MARCH 28, 2019

FROM: City Manager Department

SUBJECT: Employee Criminal Background Check Resolution

RECOMMENDED ACTION: Adopt resolution.

BACKGROUND/DISCUSSION: Currently the City of Capitola requires prospective employees to have a criminal history report run by the State of California's Department of Justice. The proposed resolution will allow for criminal history information be processed by the FBI in addition to the State. In the past, the City has received this information, however, changes in the process require the City to submit the attached resolution to the FBI.

Including the FBI background check is important to the City hiring process, especially to get a more complete result for seasonal employees, who often go to school or work in other states during part of the year.

FISCAL IMPACT: The estimated cost for this additional level of background check will be approximately \$1,000 in FY 2019/2020.

Report Prepared By: Larry Laurent  
Assistant to the City Manager

**Reviewed and Forwarded by:**

Jamie Goldstein, City Manager

3/22/2019

Employee Criminal Background Check Resolution  
 March 28, 2019

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

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA APPROVING AN APPLICATION FOR AUTHORIZATION TO ACCESS STATE AND FEDERAL LEVEL SUMMARY CRIMINAL HISTORY INFORMATION FOR EMPLOYMENT, INCLUDING VOLUNTEERS AND CONTRACTORS**

**WHEREAS**, Penal Code Sections 11105(b)(11) and 13300(b)(11) authorize cities, counties, districts, and joint powers authorities to access state and local summary criminal history information for employment, licensing, or certification purposes; and

**WHEREAS**, Penal Code Section 11105(b)(11) authorizes cities, counties, districts, and joint powers authorities to access federal level criminal history information by transmitting fingerprint images and related information to the Department of Justice to be transmitted to the Federal Bureau of Investigation; and

**WHEREAS**, Penal Code Sections 11105(b)(11) and 13300(b)(11) require that there be a requirement or exclusion from employment, licensing, or certification based on specific criminal conduct on the part of the subject or record; and

**WHEREAS**, Penal Code Sections 11105(b)(11) and 13300(b)(11) require the City Council, Board of Supervisors, governing body of a city, county, or district or joint powers authority to specifically authorize access to summary criminal history information for employment, licensing, or certification purposes.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Capitola that the City of Capitola is hereby authorized to access state and federal level summary criminal history information for employment, including volunteers and contractors, and may not disseminate the information to a private entity.

**I HEREBY CERTIFY** that the above and foregoing resolution was passed and adopted by the City Council of the City of Capitola on the 28<sup>th</sup> day of March 2019, by the following vote:

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

\_\_\_\_\_  
 Jacques Bertrand, Mayor

ATTEST:

\_\_\_\_\_  
 Linda Fridy, City Clerk



## CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF MARCH 28, 2019**

FROM: Capitola Police Department

SUBJECT: Santa Cruz County Youth Violence Prevention Task Force Report

RECOMMENDED ACTION: Receive report.

BACKGROUND: The Youth Violence Prevention Task Force (YVPT) is a county-wide strategic planning project developed from the Santa Cruz County Criminal Justice Council. The task force formed in December 2012 and worked together for one year to complete a community assessment of assets and needs related to youth violence.

As part of this process, the Task Force completed the first Santa Cruz County Status on Youth Violence report in December 2013. Representing input from more than 200 stakeholders through two community summits and monthly task force meetings, the report presents local primary and secondary data on more than 60 indicators that are known risk and protective factors for youth violence.

Building on this effort, the YVPT then completed a three-to-five year strategic plan to reduce youth violence in Santa Cruz County. In September 2015, Capitola City Council endorsed *Turning the Curve: Santa Cruz County's Youth Violence Prevention Strategic Plan*.

DISCUSSION: The Capitola Police Department is committed to this program and has dedicated a sergeant to represent the City as a member on the Countywide Steering Committee. In addition, Police Department staff has attended two training sessions titled "Implicit Bias" and "Culturally Responsive Organizations Workshop." Staff will continue to seek training opportunities in support of the overall mission.

Santa Cruz County has been selected by Everyday Democracy, an organization committed to helping communities talk and work together, to engage in Community-Law Enforcement Dialogues throughout 2019.

The dialogues bring together community, including youth, adults, and law enforcement to discuss policing, racial challenges, and community safety. In this circle-style dialogue, everyone has an equal voice, and participants commit to understanding other viewpoints. Participants move from relationship building to collaboration and action planning. Facilitators help the group move through difficult conversations and ensures that the session generates positive action.

FISCAL IMPACT: None

Presentation from Santa Cruz County's Youth Violence Prevention Task Force  
March 28, 2019

ATTACHMENTS:

1. ED-DialogueToChange
2. YVPT Community\_Law Enforcement Dialogues FAQ\_Workplan
3. YVPT Dialogues Get Involved Flyer\_English

Report Prepared By: Andrew Dally  
Police Captain

**Reviewed and Forwarded by:**



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Jamie Goldstein, City Manager

3/22/2019

# Everyday Democracy and the Dialogue to Change Process

Everyday  
Democracy  
Ideas & Tools for Community Change

## Do you want to work with others to make your community better? We have resources that can help.

Dialogue to Change is an adaptable approach to community engagement that is grounded in years of experience and learning with communities throughout the US.

In our process, diverse groups of people meet over several weeks, and take part in activities that build trust, provide opportunities to share honestly, learn about an issue and work together on solutions and action.

The process involves a combination of listening to others, being heard, engaging productively in disagreement, and developing priorities for action. We provide discussion guides and other resources online that guide you through the process. Our staff or consultants may also be available to help you implement Dialogue to Change in your community, or to create your own discussion materials.

*The combination of people listening to each other, sharing their own experiences, and working together to solve problems can have a deep impact, both on the issues area at hand and on how the community addresses other issues in the future.*

Given the impact of racism on our country, our process pays special attention to how structural racism and other inequities affect the issues we address. Everyday Democracy has learned that progress in addressing structural racism leads to progress in addressing other inequities as well. This is why a racial equity lens is built into all of our resources, coaching and materials.



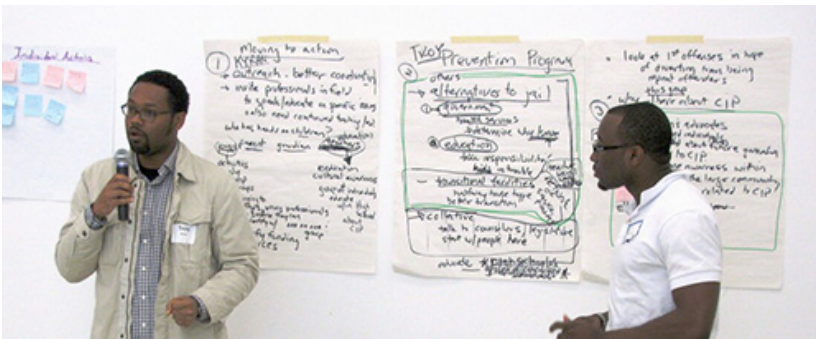


## Everyday Democracy's History and Goals

Everyday Democracy started out as the Study Circles Resource Center, and has worked with more than 600 communities, incorporating lessons learned into our principles, process, and coaching. Our Dialogue to Change process creates the time and conditions for people to listen to each other, be heard, and together, effectively tackle difficult issues and move forward with real change.

Everyday Democracy works for an equitable, participatory democracy at the local, state and national levels. Everyday Democracy is a project of the Paul J. Aicher Foundation, a national, nonprofit, nonpartisan operating foundation, whose mission is to advance deliberative democracy and improve the quality of public life in the United States. Our goal is a democracy where equity, voice and participation are made real for everyone.

The Dialogue to Change process is a core element of our work. It helps communities create their own space for engagement, equity and problem solving. Many communities have sustained the dialogue process and embedded more deliberative and inclusive practices into the way they operate.



*"It surprised me how many things we could all actually agree on, and how many things we actually talked about throughout the span of the circle."*



## Core Principles: Our Approach to Change

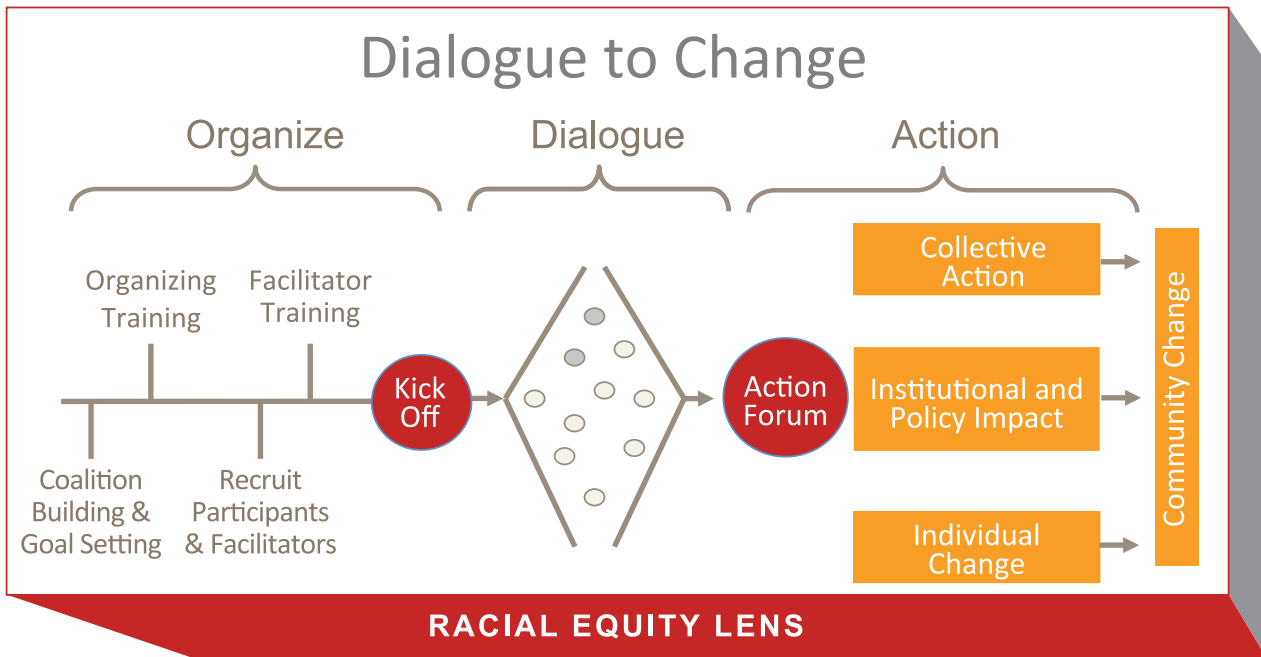
- Include everyone. Demonstrate that the whole community is welcome and needed.
- Create opportunities for people, institutions and government to work together for the common good. Keep all participants at the table.
- Embrace diversity. Reach out to all different types of people and create opportunities for them to speak honestly and listen to each other.
- Make decisions that reflect everyone's voice, particularly those who have been marginalized or excluded.
- Share knowledge, resources, power and decision making.
- Combine dialogue and deliberation. Create public talk that builds understanding and explores a range of solutions.
- Recognize how structural racism has shaped our nation and our communities. Use understanding of racial equity to create equitable opportunities and outcomes.
- Connect deliberative dialogue to social, political and policy change.
- Connect local change to a national movement to strengthen democracy.

Communities that wish to begin work connecting across divides may not yet be in a position to undertake a full community-wide Dialogue to Change process. In those cases, the principles above, and Everyday Democracy's resources, can be useful in shaping or informing other organizing and change efforts.

# What are the steps involved in organizing Dialogue to Change?

A community-wide Dialogue to Change initiative needs a commitment of time and a diverse group of core supporters. Our process calls for an Organizing Team to generate publicity, recruit participants who represent the community in terms of race, age, gender and other factors, and follow through on action steps. Local people are trained as dialogue facilitators.

First, we suggest you reach out to us to learn more. If you decide to move forward, our staff and coaches may be able to help you create an Organizing Team and coalition to lead the work in your community. Our website also contains a wealth of information, about the overall process and about each step, and many stories of how the process has been used over time.



<b>1</b>	<b>Organizing</b>	Making sure the right people are included in the Dialogue groups. Participants should reflect the community, diverse in race, gender, age, gender identity and socioeconomics. This stage can take four to six months.
<b>2</b>	<b>Dialogues</b>	Many small groups, sometimes called Study Circles, led by local, trained, facilitators, meet weekly for four to six weeks. These generally consist of eight to 12 people each, and may use an Everyday Democracy topic-specific discussion guide.
<b>3</b>	<b>Action</b>	Groups come together after the Dialogues to share findings and agree on action steps.
<b>4</b>	<b>Evaluation, Communication and Follow-up</b>	Everyday Democracy remains in touch, providing follow-up support and feedback, help for communities in sharing stories of their work and progress and incorporating outcomes and lessons learned into our own knowledge and work.

## Other Everyday Democracy Resources

In addition to resources and technical assistance in the Dialogue to Change process, Everyday Democracy can also connect you with our staff, resources, or members of our Senior Associate Network, to help you apply the principles and elements of Dialogue to Action in your community.

**An extensive, open-source resource library** offers a full catalogue of discussion guides, handouts on specific stages and topics, stories of communities who have used our Dialogue to Change process, and other resources.

We maintain a **network of coaches and Senior Associates** who are experienced in our process and can provide consultation and train community leaders.

We **partner with communities and with national organizations** in the fields of civic engagement, dialogue and deliberation, and racial equity, to advance public participation and expand the reach and impact of civic engagement and tools.

Finally, Everyday Democracy's partner **Anchor Institutions** also provide related coaching and training.



*“It definitely helped out a lot with everybody’s opinions and feelings about the situation.”*



Everyday Democracy is driven by the knowledge that together we can tackle and make progress on the most difficult issues facing us.

We have seen the power and impact of honest and authentic conversations in which people share their own experiences, hear from others, and tackle difficult perceptions and beliefs that often fester unstated. More than ever our country needs ways for diverse people and institutions to come together to create deeper understanding and systemic change.

The work requires a foundation of inclusion, bridge-building, respect and trust; a commitment of time and energy; and a willingness to engage in conversations that are difficult. Our process provides the opportunity and structure for these elements to develop. Though the work requires a commitment of time and energy, it helps build communities that are safer, more equitable and more welcoming.



Suggested further reading and resources:

1. For a full listing of our discussion guides, handouts on specific stages of the process, and other resources, visit our website.
2. *Organizing Community-wide Dialogue for Action and Change: A Step-by-Step Guide*, Everyday Democracy, 2001.
3. *A Guide to Training Public Dialogue Facilitators*, Everyday Democracy, 2008.
4. *What Works: Study Circles in the Real World*, Everyday Democracy, 2003.

# Youth Violence Prevention Task Force

## 2019 Community and Law Enforcement Dialogues FAQ & Work Plan

In 2016, the Youth Violence Prevention Task Force workgroups decided to move forward with planning Law Enforcement and Community Dialogues as an activity to address the strategy of *Strengthening Law Enforcement and Community Relations*, which impacts the focus area of *Fostering Safe and Vibrant Neighborhoods* as identified in the *Turning the Curve: Youth Violence Prevention Strategic Plan*. In 2017, two dialogue pilots took place to see how this process was received locally and to identify the dialogue process that would be most effective. The two pilots structure, process, participation make up, and location varied, but each one has provided valuable information in planning to roll out this process across Santa Cruz County in a more formal and comprehensive way.

Listed below are some frequently asked questions to increase clarity on this amazing opportunity for our community:

### What are these dialogues and how will this look?

Our dialogues will bring together people from the community, including youth, adults and law enforcement, to meet six times to talk about strengthening law enforcement and community relations. In this circle-style dialogue, everyone has an equal voice, and people try to understand each other's views. "Having these conversations—with respect, trust, and listening—can lead to good changes. Change often starts with police and community members understanding each other better" (Everyday Democracy, 2017). Participants move from talking about personal experiences and concerns to collaboratively creating a vision for change in the community. Trained facilitators help the group move through potentially difficult conversations and ensure that the sessions end with steps for action.

We have been selected by *Everyday Democracy*, a national organization that has been using the dialogues process to address community issues since 1989, to be one of two "Partner Communities" from across the nation to roll out the full dialogues to change process to fidelity with their support. "The vision of the initiative is for community members, police, and other stakeholders to respectfully engage with each other to address issues affecting community safety and racial equity. Together these stakeholders will collaboratively lead, grow, and sustain safe, equitable, democratic communities. To accomplish this aim, Everyday Democracy will work collaboratively with communities to mobilize, train, and support a national learning network of community groups, public officials, and police departments to use a tested, equity-focused dialogue-to-change process to improve community-police relations" (Everyday Democracy, 2018).

### Why should we have these types of dialogues in our community?

*"Building trust and nurturing legitimacy on both sides of the police/citizen divide is the foundational principle underlying the nature of relations between law enforcement agencies and the communities they serve."*

-Report of the President's Task Force on 21st Century Policing, 2015

Law Enforcement – Community relations is dynamic. People from different backgrounds or experiences often view these issues in different ways. For example, some people blame police for "profiling" when they arrest people of color. Others praise police for arresting the people who commit crimes, no matter what their color.

Our local law enforcement agencies implement strategies aimed at providing opportunities to strengthen their relationship with the community. Yet, there is still a gap between where we are and where we want to be with certain segments of the community. These dialogues aim at targeted engagement of those community members, to discuss and identify issues and barriers that create a divide between law enforcement and the community.

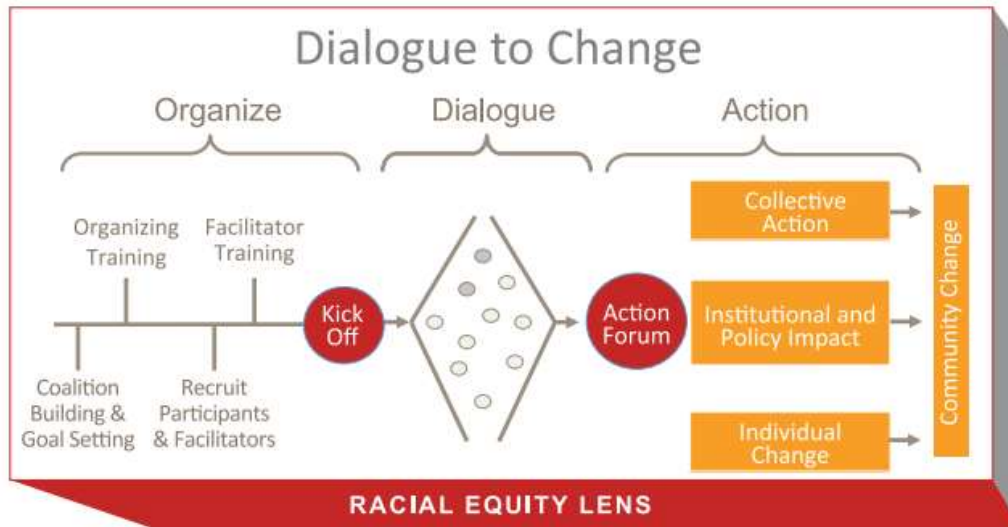


# Youth Violence Prevention Task Force

## 2019 Community and Law Enforcement Dialogues FAQ & Work Plan

Through these conversations we will be able to address gaps and create a stronger relationship between law enforcement and the community beyond current efforts.

### What is Everyday Democracy's Dialogue to Change process?



- The **organizing phase** is used to build a coalition of diverse organizations to recruit police and community members who reflect a variety of views and experiences of the issues.
- The **dialogue phase** is a series of sessions led by diverse facilitators who are trained to create a safe environment for honest dialogue about race, policing, and safety. The dialogues lead to strengthened relationships, a broader understanding of the challenges, and common ground for action that address practices and policies.
- During the **action phase**, coalition members and dialogue participants work together to implement the actions that emerge from the dialogue.
- The **evaluation, communication and follow-up phase** is where YVPT will compile and share stories of the work including outcomes and lessons learned. It will also be where sustainability and next steps will be addressed.

### What is the dialogue process?

Each dialogue will:

- Include 12 to 15 participants who reflect the diversity of youth/young adults, community members, community leaders, and law enforcement
- Meet for six 2-hour sessions
- Be led by 2-3 facilitators who develop an environment for safe and productive dialogue
- Follow a structure that:
  - Begins with building empathy among participants.

# Youth Violence Prevention Task Force

## 2019 Community and Law Enforcement Dialogues FAQ & Work Plan

- Engages participants in productive dialogue about their different experiences and beliefs around race, policing, and safety.
- Helps to identify and find common ground on barriers to equitable and safe communities.
- Leads to developing action steps for overcoming the barriers.

### Who will participate?

- Youth identified by the workgroup and/or YVPT partners. Youth who have had direct personal experience with law enforcement.
- Parents/ adult community members identified by workgroup and/ or YVPT partners. Adult community members who have had direct personal experience with law enforcement or an indirect experience through family or friends interactions with law enforcement.
- Members of law enforcement serving in the area where the dialogues will take place.

### How will this be facilitated?

- 22 local leaders and community members have been trained by staff from Everyday Democracy
- Facilitators will utilize the *Safety, Equity and Accountability: Policing that Works for All*, which is an updated version of Everyday Democracy's *Protecting Communities Serving the Public* discussion guide which has had accomplished impact nationwide. The guide will focus on law and enforcement and the community, with an explicit focus on issues of race and inequity, which we know will need to be addressed when attempting to build understanding and trust. It should be noted that this guide will also be available in Spanish.
  - Everyday Democracy is currently finalizing the new guide. Here is a link to *Protecting Communities Serving the Public* discussion guide: <https://www.everyday-democracy.org/resources/police-community-relations>

### When are these dialogues happening?

YVPT is planning to roll out a minimum of 5 dialogue circles in the spring of 2019. Here is a breakdown of the timeline:



### What will change at the end of these meetings?

- Applied Survey Research and/or Everyday Democracy is assisting in the evaluation of these dialogues and will measure the following outcomes:
  - Increased trust between the community and law enforcement



# Youth Violence Prevention Task Force

## 2019 Community and Law Enforcement Dialogues FAQ & Work Plan

- Identified issues and solutions with next steps
- Increased knowledge of what is already happening in the community to strengthen law enforcement and community relations
- Identification on what else is missing in order to strengthen law enforcement and community relations
- Development of allies for law enforcement the community a like to provide support and bridge divides especially after serious community incidences

After applying dialogues in their community YW Boston Reported the following successes:

Youth that participate in the Dialogues series report:	Police officers that participate in the Dialogues series report:	After Youth/Police Dialogues
<ul style="list-style-type: none"> <li>- Increased comfort in talking to police</li> <li>- Increased sense of safety having police in their neighborhood</li> <li>- Greater willingness to report a crime</li> </ul>	<ul style="list-style-type: none"> <li>- Increased consciousness of racial dynamics</li> <li>- Greater effort to interact with youth outside of conflict settings</li> <li>- Incorporating learning from the series into their policing</li> </ul>	<ul style="list-style-type: none"> <li>- <b>71% of police say they now approach policing differently</b></li> <li>- <b>89% of youth say they would report a crime to a police officer</b></li> <li>- <b>94% of youth say they would feel comfortable around a police officer</b></li> </ul>

SANTA CRUZ COUNTY  
YOUTH VIOLENCE PREVENTION TASK FORCE

# COMMUNITY-LAW ENFORCEMENT DIALOGUES

Where young people, community members, and law enforcement come together to explore issues of equity, policing & community safety.

**DIALOGUE CIRCLES WILL BE TAKING PLACE ACROSS THE COUNTY IN APRIL & MAY**

Live Oak  
Mondays  
6-8 pm  
4/8-5/13

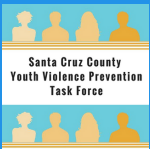
Santa Cruz  
Tuesdays  
6-8 pm  
4/9-5/14

Capitola  
Wednesdays  
6-8 pm  
4/10-5/15

Scotts Valley  
Saturdays  
10 am-12 pm  
4/13-5/18

Watsonville  
Saturdays  
10 am-12 pm  
4/13-5/18

**THIS PROJECT IS ABOUT INCLUSION,  
TRUE PARTNERSHIP & EQUITY AND  
WE NEED YOUR HELP!**



For more info, contact Julie Burr at  
[jburr@unitedwaysc.org](mailto:jburr@unitedwaysc.org) or (831) 465-2211

United Way of Santa Cruz County, Tax

# HOW CAN YOU GET INVOLVED?

JOIN  
a dialogue  
circle or enroll  
others

DONATE  
food/beverages,  
space, translation  
services, or  
supplies

CONNECT  
on Facebook,  
follow our  
newsletter, or at  
our website

To sign up or learn more please go to [www.eventbrite.com](http://www.eventbrite.com) and search "community dialogues" in Santa Cruz

Everyone has a role to play in ensuring our communities are safe & thriving.

All donations and support will be recognized on our website, in social media, in our monthly newsletter and at Youth Violence Prevention Task Force meetings and events.

For more details about this project, visit  
<http://www.sccyvpt.org> or  
follow us on Facebook at  
<https://www.facebook.com/sccyvpt>.



# CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF MARCH 28, 2019**

FROM: Community Development

SUBJECT: 835 BAY AVE. #17-003 APNs: 035-011-03, 035-381-01  
Temporary Use Permit for the Storage of Vehicles for the Toyota Dealership in  
the CC (Community Commercial) Zoning District. Environmental Determination:  
Categorical Exemption Property Owner: Redtree Properties Representative:  
Bruce Feinberg, filed: 2/13/19

**RECOMMENDED ACTION:** Approve the requested permit extension for two additional years.

**BACKGROUND:** Toyota of Santa Cruz is requesting an extension of a temporary conditional use permit to allow storage of vehicles on the vacant property to the north of the 831 Bay Avenue office. The property is located in the Community Commercial zoning district, outside the coastal zone, and is subject to the updated zoning code.

Under the previous version of the zoning code, car storage areas (and the display of a model manufactured home) were not listed as a permitted or conditional use in the CC (Community Commercial) zoning district. Therefore, pursuant to Capitola Municipal Code 17.24.020 (B), the use was subject to approval by the City Council upon the recommendation of the Planning Commission. This category had generally been used as a "catch all" for uses that are not specifically listed in the CC zoning section, but could be found to be compatible and appropriate for the zoning district by the City Council.

In 2012, after the Planning Commission recommended the denial of a permit for the temporary display of a model manufactured home by Ideal Homes, the City Council approved a one-year conditional use permit for the manufactured home display. The permit was extended the next year, and in 2015, the City Council approved a second two-year extension request for the Ideal Homes CUP and added the temporary storage of vehicles in the area behind the mobile home display for Toyota of Santa Cruz.

In 2017, the City Council approved a third two-year extension for the temporary display of the model home and monument sign and the first extension of Toyota's temporary storage area. During the hearing, the City Council emphasized that the use was approved as temporary and a future extension request would not be reviewed favorably. The application was conditioned that the temporary improvements must be removed by March 23, 2019.

On February 14, 2019, the City received an extension request from Toyota of Santa Cruz (Attachment 1). The Ideal Homes temporary display and monument sign are not included in the

835 Bay Avenue CUP extension  
March 28, 2019

extension request. At the time of drafting this report, the model home was being prepared for disassembly and removal from the site.

**DISCUSSION:** The updated zoning code has standards for temporary uses which are applicable to the application. Pursuant to §17.96.180.C.8, similar temporary activities determined by the community development director to be compatible with the applicable zoning districts and surrounding uses, require an administrative permit. Due to the history of temporary conditional use permits on the site, the community development director is requiring review of the temporary use by City Council.

The updated zoning code sets new limits for extension of permits (§17.156.080.C). Specifically, a permit may be extended twice in two-year increments. The temporary storage of vehicles was permitted for a year and then extended for two years. Although this application is not technically an extension of a permit issued under the new zoning code, staff recommends limiting the temporary use permit to two years to be in compliance with the intent of the zoning code.

The property owner, Redtree Partners, is allowing the Santa Cruz County Sanitation District to utilize the paved area in the front of the property as a staging area for the construction of the upcoming Soquel Force Main Replacement Project. The Sanitation District is required to apply for a temporary administrative permit for an off-site construction yard (17.96.180.C.4). The construction staging area is expected to be located on the front half of the property from April 1, 2019, through December 21, 2019. While construction staging is present, the area leased to Toyota will be decreased as shown in the shaded area of the aerial below.



Once the construction staging area is no longer needed by County Sanitation, Toyota is proposing to expand the car storage area closer to Bay Avenue. In the permit application, Toyota originally proposed expanding the car storage area to the entire paved area, within 30 feet of the sidewalk. Staff identified concerns with a tall chain link fence near Bay Ave, a

835 Bay Avenue CUP extension  
March 28, 2019

gateway to the city. The applicant understood the concern and agreed to setting the fence 100 feet back from Bay Ave. The applicant is also willing to update the landscaping with mulch and drought tolerant plants along Bay Avenue at the time of expansion. The following aerial outlines the area of expansion with the 100-foot setback.



Over the past three years, the Toyota site has remained in compliance with the conditions of approval placed on the temporary conditional use permit. The City has not received any code enforcement complaints.

Pursuant to §17.96.180.E, upon approval of a temporary use permit, the city may attach conditions of approval when necessary in connection with the temporary use. If the temporary use is approved by the City Council, the listed conditions will apply.

FISCAL IMPACT: None

ATTACHMENTS:

1. 835 Bay Avenue - Toyota Extension Request (PDF)
2. 835 Bay Avenue County Sanitation District Letter (PDF)

Report Prepared By: Katie Herlihy  
Community Development Director



835 Bay Avenue CUP extension  
March 28, 2019

**Reviewed and Forwarded by:**



---

Jamie Goldstein, City Manager

3/22/2019

835 Bay Avenue CUP extension  
March 28, 2019

**CONDITIONS:**

1. The project approval consists of a two-year temporary use permit for Toyota of Santa Cruz to store vehicles at 835 Bay Avenue.
2. Any significant modifications to the size or exterior appearance of the storage area beyond the limits incorporated within the City Council review on March 28, 2019, must be approved by the City Council.
3. The application shall be reviewed by the City Council upon evidence of non-compliance with conditions of approval or applicable municipal code provisions.
4. Hours for access to the site will be limited to 8 a.m. to 8 p.m.
5. The fence shall be set back a minimum of 100 feet from the Bay Avenue property line.
6. The temporary use permit shall be permitted for two years from the date of City Council approval (March 28, 2019). On March 28, 2021, the site must be returned to its original condition, with the cars and fencing removed from the site.
7. The site shall be maintained in good condition throughout the duration of the temporary permit including maintenance and upkeep of the screened chain link fence and the Bay Avenue landscape strip.
8. At time of site expansion, the landscape strip along Bay Avenue shall be planted with drought tolerant plants and fresh mulch shall be installed pursuant to a landscape plan approved by the Community Development Director.
9. Within 30 days of the approval of the temporary use permit, the applicant shall provide the city with \$2,000 deposit and a signed landscape agreement to ensure the landscaping along Bay Avenue is installed and maintained. The deposit may be released at the time the use is removed from the site if the landscape is established and the site maintained.

**FINDINGS:**

**A. The proposed use is allowed in the applicable zoning district.**

The use is allowed in the Community Commercial Zoning District with issuance of a temporary use permit.

**B. The proposed use is consistent with the general plan and zoning code.**

The temporary use permit for the storage of vehicles is consistent with the general plan and the zoning code.

**C. The location, size, design, and operating characteristics of the proposed use will be compatible with the existing and planned land uses in the vicinity of the property.**

The use is compatible with the existing land uses in the vicinity on a temporary basis. Automobile storage along the gateway of Capitola is not an appropriate long-term use. The temporary use permit is limited to two years.

**D. The proposed use will not be detrimental to the public health, safety, and welfare.**

The proposed temporary storage of vehicles will not be detrimental to the public health, safety, and welfare.

**E. The proposed use is properly located within the city and adequately served by existing or planned services and infrastructure.**

The temporary use is located on a vacant lot and does not require services or infrastructure.



2/14/2019

City of Capitola

SUBJECT:

PROJECT DESCRIPTION FOR MASTER APPLICATION FOR CONDITIONAL USE PERMIT TO ALLOW TOYOTA OF SANTA CRUZ TO CONTINUE USE OF PROPERTY AT 835 BAY AVE, CAPITOLA FOR STORAGE OF OVERFLOW VEHICLE INVENTORY.

To Whom It May Concern:

Toyota of Santa Cruz is requesting this permit to facilitate the continued use of the property at 835 Bay Ave, Capitola, for storage of overflow vehicle inventory. Currently, Toyota of Santa Cruz is leasing a portion of this property from Redtree Partners LP adjacent to the Ideal Homes yard space. Redtree Partners has notified Ideal Homes that they will not be extending their yard lease and as such, Idea Homes has received notice to vacate their portion of the yard, including removal of their model home, no later than March 23, 2019.

Toyota's yard is cordoned off by chain link fencing covered by green fabric (installed and maintained by Norcal Portable Services). The area has a locked gate, and the dealership accesses the property a few times per day to move vehicles in or out. The vehicles are driven by dealership employees. There are no car carrier transports accessing the property.

Toyota of Santa Cruz desires to enter a lease agreement with Redtree Partners LP for the continued use of this property (conditioned on the acceptance of this permit application from the City of Capitola). Part of this agreement includes working in coordination with the Santa Cruz County Sanitation District to provide a staging area for the "Soquel Force Main Replacement Project" (see attached letter from the Sanitation District). Phase one of this proposal is that the SCCSD will occupy the front portion of the property (currently occupied by Ideal Homes and modified as per the attached lot views). Toyota of Santa Cruz will have access to the parking through a locked gate on the left side of the property. The agreement with SCCSD/Redtree Partners/Toyota of Santa Cruz is that SCCSD will occupy this area from April 1, 2019 to approximately December 31, 2019, with a provision that if extra time is needed to complete the project, the SCCSD lease can continue on a month to month basis. Toyota of Santa Cruz will provide and maintain fencing for the area designated for parking inventory. SCCSD will provide and maintain fencing for the designated staging area for their project.

Attachment: 835 Bay Avenue - Toyota Extension Request (835 Bay Avenue CUP extension)



SCCSD has indicated that they may need a staging area for a second project. This issue has been discussed between all 3 parties, and all are in agreement that this issue will need to be evaluated at the time it is needed, and that the staging area would be returned to SCCSD at the discretion of Toyota of Santa Cruz (if the dealership is still under lease agreement with Redtree Partners LP at that time). All parties understand that due to varying levels of inventory, Toyota of Santa Cruz may not be able to provide this space.

As discussed previously with the Planning Dept, at the time the SCCSD project is completed and the space is vacated, Toyota of Santa Cruz will have Norcal Portable Services change the fencing to surround the front part of the property as described in the attached lot view. No grading or drainage modifications are intended, as no buildings are planned and the only use intended is to park vehicles. At that time, Toyota of Santa Cruz will have landscaping designed and installed in front of the fenced area. The budget for the landscaping portion of this project is approx. \$5,000.00. The intention is to beautify the area as appropriate for the entrance to Capitola, and to be completed to the satisfaction of the Planning Dept.

Sincerely,

A handwritten signature in black ink, appearing to read "Bruce Feinberg", written over a horizontal line.

Bruce Feinberg

Director  
Toyota of Santa Cruz

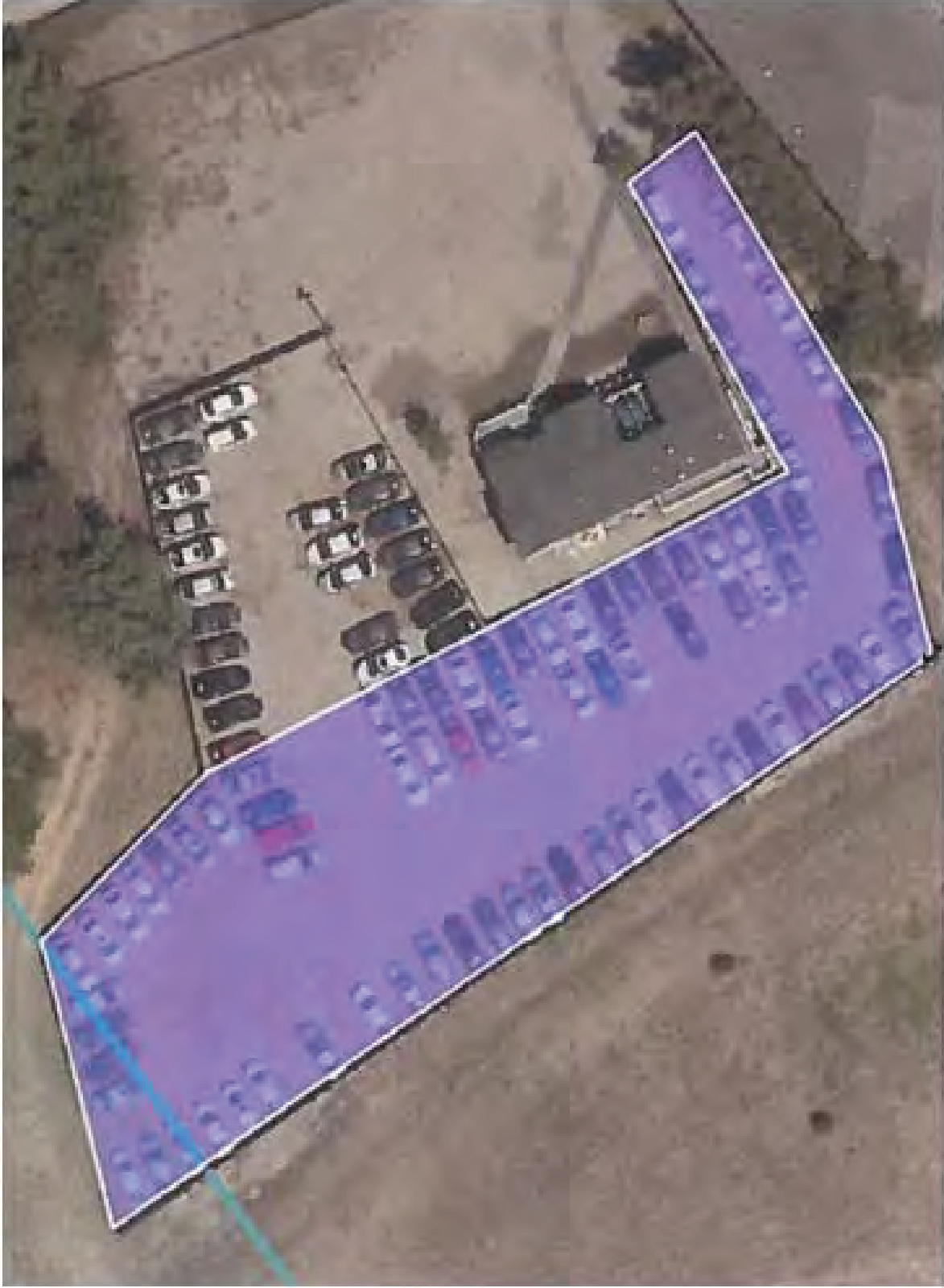


Bay Avenue  
Proposed Yard spaces

Santa Cruz County Sanitation District (Temp – estimated duration 4/1 – 12/31/2019)  
~21,900 sf



Toyota (Temp – during SCCSD use)  
~19,700 sf







Attachment: 835 Bay Avenue - Toyota Extension Request (835 Bay Avenue CUP extension)



# Santa Cruz County Sanitation District

701 OCEAN STREET, SUITE 410, SANTA CRUZ, CA 95060-4073  
(831) 454-2160 FAX (831) 454-2089 TDD: (831) 454-2123

MATT MACHADO, DISTRICT ENGINEER

Toyota Santa Cruz

**SUBJECT: SOQUEL FORCE MAIN REPLACEMENT PROJECT  
STAGING AREA LEASE - PORTION OF 835 BAY AVENUE**

To Whom it May Concern:

The Santa Cruz County Sanitation District (SCCSD) is desirous of obtaining a staging area lease (as shown on the attached Outline of Premises) over a portion of the property currently under control of Toyota of Santa Cruz in order to more readily construct the above project in the least obtrusive manner. The lease is scheduled to run from April 1, 2019 through December 31, 2019 and if additional time is needed to construct the project, the lease can continue on a month to month basis.

The "Premises may be used and occupied solely for the use of a construction yard, including a laydown, staging, and a preparation area, the parking and refueling of trucks and construction equipment, vehicles, construction trailers, portable restroom facilities, and related equipment. Lessee shall use a double-containment system to prevent spills while refueling or lubricating vehicles and equipment in the Premises. Dirt may be stockpiled as long as it is contained with a temporary silt fence, straw wattles, or other similar method, and is removed upon surrender of the Premises. Lessee shall comply and shall cause the Premises to comply with all present and future Laws relating to the Premises or Lessee's use or occupancy of the Premises (and shall make any repairs, alterations or improvements as required to comply with all such Laws). Lessee shall not permit the Premises to be occupied or used in any manner that will constitute waste or a nuisance."

Currently the lease has been signed by the Lessor and approved by District's Counsel, Risk Management, and Real Property. It is planned to go to the District's Board of Directors on February 21, 2019 for final approval.

Additionally the SCCSD is desirous of using the same area for the Capitola/Jewel Box Replacement Project scheduled for construction after the Soquel Force Main Project is completed. Both projects will benefit the residents and businesses of the City of Capitola. The Lessor has informed the District that under no circumstances would they allow two projects in the same staging area at the same time. Toyota's cooperation, as well as that of the City of Capitola, would be a requirement for both the Lessor and Lessee before further consideration for this second project.

Attachment: 835 Bay Avenue County Sanitation District Letter (835 Bay Avenue CUP extension)

If you have any further questions or concerns, please feel free to call or email John Kriegsman at (831) 454-2337 or [John.Kriegsman@santacruzcounty.us](mailto:John.Kriegsman@santacruzcounty.us).

Yours truly,

MATT MACHADO PE, LS  
District Engineer

By:

John Kriegsman, Senior Agent  
Real Property Section

jsk  
enclosures

Attachment: 835 Bay Avenue County Sanitation District Letter (835 Bay Avenue CUP extension)



**Exhibit A**  
**Outline of Premises**



Attachment: 835 Bay Avenue County Sanitation District Letter (835 Bay Avenue CUP extension)



# CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF MARCH 28, 2019**

FROM: Finance Department

SUBJECT: Consider Updated Capitola Village and Wharf Business Improvement Area Contract

**RECOMMENDED ACTION:** Authorize the City Manager to enter into an updated agreement with the Capitola Village and Wharf Business Improvement Area and approve revised budget.

**BACKGROUND:** On September 8, 2005, the City of Capitola entered into an agreement with the Capitola Village and Wharf Business Improvement Area (CVWBIA). The agreement was necessary to implement the CVWBIA assessment program authorized by Chapter 5.10 of the Capitola Municipal Code.

The 2005 agreement between the City and the CVWBIA defined the roles and responsibilities for both entities regarding budgeting, billing, and accounting. Over the past 14 years, the roles and responsibilities of each entity have shifted to provide operational efficiencies. The original agreement was updated June 14, 2018, to memorialize the updated roles and responsibilities of the City and the CVWBIA.

**DISCUSSION:** Each year City staff works with the CVWBIA to prepare an annual budget, levy assessments to the businesses within the CVWBIA, and provide accounting and maintenance services. In addition, Measure J, which was passed by Capitola voters in 2018, designated 0.40 percent of Transient Occupancy Tax (TOT) revenues to local business groups including the CVWBIA.

On February 28, 2019, the City Council unanimously agreed that the CVWBIA would receive 50 percent of the TOT revenues dedicated to local business groups for the remainder of FY 2018-19. The Council also requested that local business groups receiving TOT revenues budget a minimum of 25 percent of these funds towards community improvements, which could include tangible items as well as non-tangible items such as special events.

The revised contract (Attachment 1) provides some clean-up language regarding the start of work each year, the City's review of that work, and contract termination provisions. Additionally, appendix one to the contract further defines requirements associated with the annual budget. Specifically, the annual CVWBIA budget will need to include major categories such as administration, marketing, and special events to allow for accurate reporting of TOT revenues and related expenditures. Appendix two to the agreement provides clean-up language around the establishment of a reserve fund and purchasing requirements.

CVWBIA Contract  
March 28, 2019

Attachment 2 is the CVWBIA's proposed revised budget showing the new TOT revenues and how those revenues are programmed to be spent. The revised budget also includes a contribution of an additional \$1,910 of existing BIA assessment fund balance to be applied toward administrative-related expenses. The proposed budget for the new TOT revenue includes \$5,000 or 33 percent, toward Village enhancements.

Representatives from the CVWBIA will be in attendance to discuss the proposed revised budget.

FISCAL IMPACT: There is no fiscal impact to the City. CVWBIA billing and accounts payable costs incurred by the City are reimbursed by the CVWBIA.

ATTACHMENTS:

1. 2019 BIA contract-red line
2. CVWBIA Revised Budget-Midyear

Report Prepared By: Jim Malberg  
Finance Director

**Reviewed and Forwarded by:**



---

Jamie Goldstein, City Manager

3/22/2019



## PROFESSIONAL SERVICES AGREEMENT

### STANDARD FORM

THIS AGREEMENT is entered into on March \_\_\_, 2019, by and between the City of Capitola, a Municipal Corporation, hereinafter called "City" and Capitola Village and Wharf Business Improvement Area, a California non-profit corporation, hereinafter called "Consultant."

WHEREAS, City desires certain services described in Appendix One and Consultant is capable of providing and desires to provide these services;

NOW, THEREFORE, City and Consultant for the consideration and upon the terms and conditions hereinafter specified agree as follows:

#### SECTION 1 Scope of Services

The services to be performed under this Agreement are set forth in Appendix One.

#### SECTION 2 Duties of Consultant

All work performed by Consultant, or under its direction, shall be sufficient to satisfy the City's objectives for entering into this Agreement and shall be rendered in accordance with the generally accepted practices, and to the standards of, Consultant's profession.

Consultant shall not undertake any work beyond the scope of work set forth in Appendix One unless such additional work is approved in advance and in writing by City.

Consultant shall meet with, City Manager or other City personnel, or third parties as necessary designated by the City Manager, on all matters connected with carrying out of Consultant's services described in Appendix One. Such meetings shall be held at the request of either party hereto.

#### SECTION 3 Duties of the City

City shall make available to Consultant all data and information in the City's possession which City deems necessary to the preparation and execution of the work, and City shall actively aid and assist Consultant in obtaining such information from other agencies and individuals as necessary.

The City Manager may authorize a staff person to serve as his or her representative for conferring with Consultant relative to Consultant's services. The work in progress hereunder shall be reviewed from time to time by City at the discretion of City or upon the request of Consultant. The BIA Consultant must perform and the City will inform the Consultant BIA if the work is not satisfactory.

If the work is satisfactory, it will be approved. If the work is not satisfactory, City will inform Consultant of the changes or revisions necessary to secure approval

The City shall, upon reasonable notice, be provided access to and the right to examine such books, documents, papers or records as may be reasonably required for the purpose of auditing Consultant's assessment revenues and expenditure of funds appropriated under the terms of this agreement. Such review is recommended annually or more frequently at the request of the City Manager

**SECTION 4  
Fees and Payment**

In consideration for the City's agreement to authorize Consultant to perform the services set forth in Appendix One in lieu of the City itself providing those services. Consultant's services shall be provided to City on a voluntary basis at no cost to City.

Consultant shall reimburse City for cost incurred for review(s) on a cost-recovery basis up to \$1,500 per year. Beginning on July 1, 2018, and each subsequent year thereafter on July 1<sup>st</sup>, the cost-recovery basis shall be adjusted to reflect costs of living increases or decreases that have occurred over the preceding 12-month period. That cost of living adjustment shall be determined in accordance with the U.S. Department of Labor, Bureau of Labor Statistics, figures in accordance with the United States Consumers All Items Price Index in the San Francisco-Oakland-San Jose Area, All Urban Consumers Index. The percent change figure for the one-year ending period ending in December shall be used in this computation. If the described index shall no longer be published, another generally recognized as authoritative shall be submitted by agreement of the parties. At the discretion of the City, such adjustments shall be increments of \$100.

City review services expenditures shall be included in the [Capitola Village and Wharf Business Improvement Area \(CVWBIA\)](#) annual budget. Refer to Section 3 "Duties of City" for further detail.

**SECTION 5  
Changes in Work**

City may order major changes in scope or character of the work, either decreasing or increasing the scope of Consultant's services. No changes in the Scope of Work as described in Appendix One shall be made without the City's written approval. Any change requiring the City to pay monetary compensation to Consultant shall be approved in advance in writing by the City.

**SECTION 6  
Time of beginning and Schedule for Completion**

Consultant shall begin work ~~upon~~ on July 1st of each year upon ~~its~~ receipt of a written Notice to Proceed from City Manager. The Notice to Proceed shall not be issued until after this Agreement has been approved and authorized by the City Council.

In the event Consultant is delayed in performance of its services by circumstances beyond its control, the City will grant Consultant a reasonable additional time for completion provided that to do so would not frustrate the City's objective for entering into this Agreement. All claims for adjustments in the schedule of work must be submitted to City by Consultant within thirty calendar days of the time of occurrence of circumstances necessitating the adjustment

Attachment: 2019 BIA contract-red line (CVWBIA Contract)

SECTION 7  
Termination

City will provide Consultant with written notice of termination that identifies deficiencies 90 days prior to contract termination. Consultant shall have 60 days to cure City’s identified deficiencies after notice is given in writing. Consultant may terminate this Agreement upon 90 days written notice to City should the City fail to fulfill its duties as set forth in this Agreement. Not with standing the above the parties agree that If notice of termination is not given as described above, this contract should shall automatically renew each year-

SECTION 8  
Insurance

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, or employees.

*Minimum Scope of Insurance*

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial Liability coverage (occurrence Form CG 0001).
2. Workers’ Compensation insurance as required by the State of California

*Minimum Limits of Insurance*

Consultant shall maintain limits no less than:

1. General Liability: **\$1,000,000** per occurrence and \$2,000,000 in aggregate (including operations, products and completed operations) for bodily injury, personal and property damage.

2. Director and Officer insurance \$1,000,000 per occurrence and \$1,000,000 in aggregate

*Other Insurance Provisions*

The commercial general liability policies are to contain, or be endorsed to contain, the following provisions:

1. The City of Capitola, its officers, officials, employees and volunteers are to be covered as additional insureds as respects: liability arising out of work or operations performed by or on behalf of the Consultant or automobiles owned, leased, hired or borrowed by the Consultant.
2. For any claims related to this project, the Consultant’s insurance coverage shall be

Attachment: 2019 BIA contract-red line (CVWBIA Contract)

primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.

### *Acceptability of Insurers*

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

### *Verification of Coverage*

Consultant shall furnish the City with original certificates and amendatory endorsements affecting coverage by this clause. The endorsements should be on forms provided by the City or on other than the City's forms provided those endorsements conform to City requirements. All certificates and endorsements are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

## SECTION 9 Indemnification

Consultant agrees to indemnify, defend and hold City, its officers, agents and employees (collectively the "City"), from and against any and all claims, demands, actions, damages, or judgements, including reasonable associated costs of defense from Consultant's negligence or intentional misconduct in the performance of this Agreement. In addition, should Consultant subcontract with any person or firm in connection with the services to be provided to City pursuant to Appendix One Consultant shall require said person or firm to similarly indemnify the City.

## SECTION 10 Civil Rights Compliance/Equal Opportunity Assurance

Every supplier of materials and services and all consultants doing business with the City of Capitola shall be in compliance with the applicable provisions of the Americans with Disabilities Act of 1990, and shall be an equal opportunity employer as defined by Title VII of the Civil Rights Act of 1964 and including the California Fair Employment and Housing Act of 1980. As such, Consultant shall not discriminate against any person on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, age or sex with respect to hiring, application for employment, tenure or terms and conditions of employment. Consultant agrees to abide by all of the foregoing statutes and regulations.

SECTION 11  
**Legal Action/Attorneys' Fees**

If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees in addition to any other relief to which he or she may be entitled. Either the Santa Cruz County Superior or Municipal Court shall have jurisdiction over any such action and that Court shall be authorized to determine which party is the prevailing party and what amount constitutes reasonable attorneys' fees to be awarded to the prevailing party.

SECTION 12  
**Assignment**

This Agreement shall not be assigned without first obtaining the express written consent of the Director after approval of the City Council.

SECTION 13  
**Amendments**

This Agreement may not be amended in any respect except by way of a written instrument which expressly references and identifies that particular Agreement, which expressly states that its purpose is to amend this particular Agreement, and which is duly executed by the City and an authorized representative of the Consultant. Consultant acknowledges that no such amendment shall be effective until approved and authorized by the City Council, or an officer of the City when the City Council may from time to time empower an officer of the City to approve and authorize such amendments.

SECTION 14  
**Miscellaneous Provisions**

1. *Project Manager.* City Manager reserves the right to approve the project manager assigned by Consultant to said work. No change in assignment may occur without prior written approval of the City.
2. *Consultant Service.* Consultant is employed to render professional services only and any payments made to Consultant are compensation solely for such professional services.
3. *Licensure and Corporate Status.* Consultant warrants that it has complied with any and all applicable governmental licensing requirements, and that it is duly incorporated and authorized to do business as a not-for profit corporation under the laws of the State of California.
4. *Other Agreements.* This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter, and no other agreement, statement or promise related to the subject matter of this Agreement which is not contained in this Agreement shall be valid or binding.
5. *City Property.* Upon payment for the work performed, or portion thereof, all records or other documents generated by Consultant pursuant to this Agreement are, and shall remain, the property of the City. The Consultant shall be permitted to retain copies for information and reference. The records, documents, and Consultant's other work product shall not be used by the Consultant on other projects, except by agreement in writing and with appropriate compensation to the City.

6. *Consultant's Records.* Consultant shall maintain accurate accounting records and other written documentation pertaining to the costs incurred for this project. Such records and documentation shall be kept available at Consultant's office during the period of this Agreement, and after the term of this Agreement for a period of three years from the date of the final City payment for Consultant's services

7. *Independent Contractor.* In the performance of its work, it is expressly understood that Consultant, including Consultant's agents, servants, employees, and subcontractors, is an independent contractor solely responsible for its acts and omissions, and Consultant shall not be considered an employee of the City for any purpose.

8. *Notices.* All notices herein provided to be given, or which may be given by either party to the other, shall be deemed to have been fully given and fully received when made in writing and deposited in the United States mail, certified and postage prepaid, and addressed to the respective parties as follows:

CITY  
  
CITY OF CAPITOLA  
Attention: Jamie Goldstein  
420 Capitola Avenue  
Capitola, CA 95010

CONSULTANT  
  
Capitola Village and Wharf Business  
Improvement Area  
Attention: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CITY OF CAPITOLA

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

Dated \_\_\_\_\_

CONSULTANT

By \_\_\_\_\_  
[CVWBIA Board of Directors/Chairman]

Dated \_\_\_\_\_

Approved as to Form:

\_\_\_\_\_  
Reed Gallogly  
City Attorney

Attachment: 2019 BIA contract-red line (CVWBIA Contract)



APPENDIX ONE  
Scope of Services

Consultant shall provide administrative services to the City necessary to implement the Capitola Village and Wharf Business Improvement Area program authorized by Chapter 5.10 of the Capitola Municipal Code pursuant to the Parking and Business Improvement Area Law of 1989, California Streets and Highways Code section 36500 et seq. To this end, in accordance with the Capitola Village and Wharf Business Improvement Area Financial Policy attached to this Scope of Services, Consultant shall:

1. Prepare and submit on an annual basis a recommended CVWBIA budget. Said recommended budget shall be submitted no later than June 15<sup>th</sup>, 2018 and April 15<sup>th</sup> each year thereafter during which this Agreement is in effect, and shall set forth the amount of assessments proposed to be levied, collected, and apportioned and shall specifically delineate the activities and programs for which the proposed assessment revenues are to be expended and the amount to be expended upon each activity and program.

2. Furnish an annual report to the City Council on or before April 15 each year. The report shall comply with the annual reporting requirements of California Streets and Highways Code section 36533 and shall include, but not be limited to:

- a. Any proposed changes to the Capitola Village and Wharf Business Improvement Area or its zones;
- b. The programs and activities to be undertaken for the upcoming year;
- c. A proposed budget for said programs and activities;
- d. The method proposed to levy assessments to underwrite the costs of said programs and activities;
- e. The amount of any surplus or deficit assessment revenues or other revenues carried over from the prior year;
- f. The amount of any contributions (if any) made from sources other than assessments that were received during the prior year or which are anticipated in the upcoming year;
- g. Evidence that its status as a not-for-profit corporation has remained active and that it is duly authorized to conduct business in the State of California for the upcoming fiscal year.

3. City shall be the sole receiving agent for all assessments levied by the City and, using said assessment funds, Consultant shall carry on all activities and programs for the Capitola Village and Wharf Business Improvement Area that are approved by the City Council after it receives the afore-referenced annual report, approves or modifies the report and levies assessments for the upcoming year. Consultant shall be directly and solely responsible to the City Council for the use and expenditure of assessment funds. Consultant, as permitted by the annual CVWBIA budget approved by the City Council and at no additional expense to City may hire necessary staff and pay all necessary administrative expenses relative to the conduct of such activities and programs.

4. Upon the City Council’s annual adoption of the resolution approving or modifying the annual report and levying assessments for the upcoming year, City shall bill for and collect all assessments and account for same to the Consultant and to the City.

Attachment: 2019 BIA contract-red line (CVWBIA Contract)

5. If Consultant’s annual reports to the City reveal that assessment funds have not been expended by Consultant in accordance with the annual budget previously approved by the City Council, or if City makes this determination by any other method, Consultant shall repay the City for any improperly expended assessment funds. City Council has the sole responsibility of adopting the CVWBIA’s budget, and may amend or supplement the budget at any time after its adoption by a majority vote of the Council. The adopted budget will include other City revenue allocated to the CVWBIA. The City appropriates (control) at the Budget Unit level. The Budget Unit level for the CVWBIA budget is defined as the category (Admin, Marketing, Events, etc.) which is the organizational unit whose financial activities are accounted for separately. The CVWBIA Board may amend the budget within a single category provided the total amount for that category does not exceed the amount of the approved budget. The CVWBIA Board may also amend the budget between categories up to ten percent (10%) of the category total not to exceed \$5,000. The CVWBIA Board may not amend the category of City Services without approval of the City Council. The CVWBIA in the early part of the following year may~~shall submit a revised budget to the City to utilize of any surplus carried forward from the prior following year. During the current year the CVWBIA may reallocate budgeted funds within categories as long as the total budget is not exceeded.~~

6. City shall deposit assessment funds in its general bank account and track all receipts and disbursements through a separate fund setup specifically for the operations of Consultant. The Consultant financial policy to be followed under this Agreement is set forth in Attachment A of this Appendix One.

Attachment: 2019 BIA contract-red line (CVWBIA Contract)

**ATTACHMENT A**

**CAPITOLA VILLAGE AND WHARF BUSINESS IMPROVEMENT AREA  
FINANCIAL POLICY**

**I. Budgeting**

An annual budget proposal will be prepared by the Executive Committee with input from members of the CVWBIA and approved by a majority vote of the Board of Directors (“Board”) each fiscal year. The budget will be submitted to the City Council by June 15<sup>th</sup>, 2018, and April, 15 of each year thereafter during which this Agreement is in effect.

1. The Executive Committee is authorized to approve reallocation of expenses between budget line items, if the total expenses remain the same.
2. The fiscal year of the Capitola Village & Wharf Business Improvement Area (CVWBIA) will begin on July 1<sup>st</sup> and end June 30<sup>th</sup>.

Budget amendments may require City Council approval **Subject to above requirements.**

**II. Investment Policy**

The policy for the investment of public funds shall at all times conform, by law, to Section 53601, et seq., of the California Government Code and the City’s Investment Policy. Investment of funds will be managed by the City. In order of importance, the investment policy shall:

1. Provide for the safety of the funds
2. Assure the liquidity of the funds
3. Acquire earnings of the funds

**III. Bookkeeper**

The City is responsible for managing the bank account, invoicing members, accounts receivable, accounts payable (excluding collection efforts although the City may in its discretion ~~decretion~~ assist in this process where practical), and all other accounting functions.

1. The City will report to the Treasurer, and may also report as needed to the Executive Committee.
2. The financials of the CVWBIA will be kept in accordance with generally accepted accounting principles (GAAP), on a accrual-basis of accounting.
3. The City will ensure compliance with the CVWBIA financial policies.
4. Consultant shall reimburse City for bookkeeping services in the amount set forth in Consultant’s annual budget.

**IV. Cash Flow Management**

Attachment: 2019 BIA contract-red line (CVWBIA Contract)

1. Monetary Deposits -- The cash and checks will be deposited daily or at a minimum, weekly into the City's checking account. All Capitola CVWBIA funds (cash and checks) will be properly safeguarded.
2. Reserve Funds – The Capitola CVWBIA shall strive to maintain a funded reserve equal to 5% to 25% of normal annual operations to provide for contingency and emergency purposes. It is anticipated that it will take multiple years for the CVWBIA to achieve a fully funded reserve, fund cash balance shall maintain a minimum balance of \$4,000 for contingency/emergency purposes. ~~In~~ however, in no event shall the fund cash balance be below \$4,000.
3. Debt – No other debt arrangement is permitted for the CVWBIA.
4. Payment Terms – net 30 days, unless otherwise approved.

#### V. Check Requests

Check requests shall be submitted in writing.

1. The Treasurer **and one other CVWBIA officer** will approve check requests.
2. All purchases will be documented with the amount, date, to whom the check was written, and the appropriate expense category.
3. Required documentation can include a receipt, invoice, and/or copy of the contract, if appropriate.
4. No check will be payable to “cash.”
5. The City will maintain a file of all requests for auditing purposes.
6. The City will provide a monthly check register report to the Treasurer, with a copy to the Board.

#### VI. Reimbursement Requests

Reimbursement requests shall be submitted in writing with receipts attached. The Treasurer **and one other officer** will approve reimbursement requests in accordance with the purchasing policy below.

#### VII. Purchasing Policy

- A. Purchases over \$2,000 up to \$10,000 (Excluding Taxes and Freight) Purchase Order Form Required (Exhibit A) and Quote Summary (Exhibit C):
  1. Purchasing Process: The purchaser is responsible for protecting the best interests of the CVWBIA and making the most cost-effective purchase.
  2. Authority: The CVWBIA Treasurer is authorized for purchases/contracts up to \$2,000. The CVWBIA Executive Director is authorized for purchases/contracts between \$2,000 and \$10,000.

Documentation: Three quotes must be documented in writing on the Telephone Quote Form (Exhibit C) and submitted to the CVWBIA Executive Director with the Purchase Order Form (Exhibit A). The quotes must be documented in writing and referenced in the written report to CVWBIA Board for review at the next monthly meeting. The CVWBIA will keep a record of all open market responses for a period of at least one-year

3. Payment: A copy of the approved invoice and Purchase Order, if ~~applicacable~~applicable, and approved the Invoice is required for payment. These are to be supplied to the City for payment.

B. Purchases over \$10,000 (Excluding Taxes and Freight):

Purchase Order Required (over \$10,000) (Exhibit B) and Quote Summary (Exhibit C)

1. Purchasing Process: Purchases of services supplies, equipment and materials, must be based on a minimum of three **formal written** bids/quotes and awarded to the lowest responsible respondent. *General Service agreements may be based on a Request for Proposal (RFP) process.*
2. Authority: Purchases of supplies, equipment and materials or for services over \$10,000 will be made by a **formal written** RFP or Invitation To Bid process and awarded by the CVWBIA Board to the respondent submitting the lowest price in a bid. If it is an RFP, the most qualified respondent based on the awarding criteria in the RFP will be awarded the contract.
3. Documentation: The quotes must be documented in writing and referenced in the written report to the CVWBIA Board for approval. The CVWBIA will keep a record of all open market responses for a period of at least one-year.
4. Exceptions: The quotation procedure under this section may be dispensed with for purchases where supplies and equipment are purchased through cooperative purchasing arrangements with the State or other group of multiple governmental entities. Exceptions may also be made in the case of Emergency and Sole Source Purchases.

C. Sole Source:

1. Purchases:

- a. Definition. Sole source purchases are used where no secondary source is reasonably available precluding the use of a competitive process. Sole source purchases are not allowed unless a required good or service is available from only one supplier under the prevailing circumstances. The following are examples of circumstances, which could necessitate sole source procurements:

- 1) Where compatibility of equipment, accessories or replacement parts is the paramount consideration;
- 2) Where public utility services are to be procured;
- 3) Where a sole supplier's item is needed for trial use or testing;
- 4) Where a used item is offered at a bargain price and subject to prior sale;
- 5) Where a cooperative purchasing agreement has been developed with another public agency that utilized a competitive selection process.
- 6) Where a supplier's services are unique to the marketing area supported by the CVWBIA,

2. Consultant or General Services:

- a. In the case where a consulting firm has satisfactorily performed the previous stage of a project (e.g. a pre-design), or has acquired extensive background and working knowledge, the firm may be selected for follow-up work without solicitations from other firm upon written justification and recommendation of the CVWBIA Board and approval by the City Manager or designee.
- b. If a firm is a highly recognized authority in a field or specialty, or has unique specific knowledge regarding the project, then the firm may be selected without other solicitations for contracts and upon written justification and recommendation of the CVWBIA Board and approval by the City Manager or designee.

3. Documentation:

It is the responsibility of the requesting CVWBIA member to supply to the CVWBIA Board and City Finance Director with a complete, written justification of the sole source purchase in advance

3. Authorization & Reporting:

All sole source purchases of more than \$2,000 are authorized by the CVWBIA Board and fully disclosed in the written documentation. Sole source purchases less than \$2,000 ~~are~~ may be authorized by the CVWBIA Treasurer-~~Treasurer~~.

D. Emergency:

- (1) A sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services, or proclaimed pursuant to City of Capitola Municipal Code 8.08.60.

**VIII. Contracts**



All contracts will be approved by a majority vote of the Board of the CVWBIA.

1. The Board President and one other member of the Executive Committee will sign contracts.
2. If bids are required, as stated above, bid results must be summarized and retained in accordance with record retention policy.
3. It will be the general policy of the Board for contracts to be reviewed by outside counsel prior to signing. This policy can be waived with Board approval.
4. Contract payment terms will be “net 30 days.”
5. Contract term is recommended for one fiscal year, with multi-year contracts to include clause stating that such contract is effective only to the extent that budget appropriations are available in future years.
6. Professional Services contract shall include the following clauses:
  - a. **Changes in Work:** Capitola CVWBIA may order major changes in scope or character of the work, either decreasing or increasing the scope of Consultant's services. No changes in the Scope of Work as described above in Section “\_\_\_” shall be made without the CVWBIA written approval. Any change requiring compensation in excess of the sum specified in Section “\_\_\_” shall be approved in advance in writing by the CVWBIA.
  - b. **Termination** – CVWBIA shall have the right to terminate this Agreement at any time. Consultant may terminate this Agreement provided he/she meets his/her legal and ethical obligations to the CVWBIA. In the event of termination, Capitola CVWBIA shall pay the Consultant for all services performed and accepted under this Agreement up to the date of termination.
  - c. **Indemnification** - Consultant and CVWBIA agree to indemnify one another and hold harmless the other’s officers, agents and employees, from and against any and all claims, demands, actions, damages, or judgments, including reasonable associated costs of defense to the extent caused by their negligence or intentional misconduct in the performance of this Agreement.

Consultant shall require each of its contractors to indemnify and hold harmless the city of Capitola, its officers, agents, employees and volunteers from and against any and all claims or other injury, costs of litigation and attorneys' fees, arising from or in connection directly or indirectly, result from this agreement.

## IX. Fixed Assets and Capitalization Policy

1. Purchase -- Fixed asset purchases will be made in accordance with the approved budget.
2. Capitalization – The capitalization of fixed assets should have three (3) attributes:
  - a. Tangible Property
  - b. Useful life of two (2) or more years
  - c. Cost or assigned value of \$5,000 or more

3. Depreciation – depreciation expense will not be posted into the general ledger for the CVWBIA. Rather, the depreciation will be kept in an Excel spreadsheet. The capital assets will be depreciated using the ‘straight line’ depreciation method with the following useful lives:
  - a. Computer 5 years
  - b. Equipment 10 years – 15 years
  - c. Furniture 20 years
  - d. Vehicle 5 years
4. Disposition or Retirement of Fixed Assets – Disposition or retirement of fixed assets (i.e. due to surplus, damaged or inoperative equipment) requires written notification and authorization by both the Treasurer and President. If properly approved, the fixed asset disposition information shall be forward to the City for recording. The Executive Committee will determine the most cost-effective means of fixed asset disposition, on a case-by-case basis (i.e. auction, dump, etc.).

#### **X. Monthly Review of Financial Accounts**

At least monthly, or sooner at the request of the Executive Committee or the Treasurer, the City will provide financial statements and reports for review

1. The financial statements and reports will include:
  - a. Current balance sheet,
  - b. Income statement (adopted budget versus actual columns)
  - c. Accounts Receivable -- Summary, Detail and Aging Report.
  - d. Monthly Check Register (with payee, check amount and description)
2. The above financial statements and reports will be presented to the Board at each regularly scheduled board meeting.

#### **Annual Audit**

1. Consultant’s fund will be audited on an annual basis by an independent auditor as part of the City’s annual audit process. The City’s annual audit report for the prior fiscal year will be presented to City Council by the end of each calendar year, and will include audited financials for the Consultant’s fund.

#### **XI. File Storage and Record Retention**

Consistent with the general guidelines for City of Capitola record retention policy, all financial files shall be kept at least five years. These files include copies of all minutes and copies of all tax documents, all relevant financial records (checks, bank records, journal entries, etc.), contracts, bid records, and auction records (donors, auction receipts, etc.). These documents will be stored in an organized and labeled manner at the Capitola/Soquel Chamber of Commerce office. The CVWBIA will maintain minutes or other related documents within pursuant to the City’s retention policy.

**EXHIBIT A**

**PURCHASE ORDER FOR AMOUNT UP TO \$10,000**

[ click here & enter today's date ]

[ enter Vendor name]  
[ enter Attention: (delete if none)]  
[ enter mailing address]  
[ enter City, State & Zip]

RE: Approved Purchase Order

To whom it may concern,

The following purchase for the Capitola Village & Wharf Business Improvement Area has been approved. Unless otherwise stated payment terms are NET 30 days. Please include the following Purchase Order Number on all related invoices: [ [ **CLICK HERE & ENTER YOUR FIRST & LAST NAME INITIALS** ] [ **CLICK HERE & ENTER TODAY'S MONTH, DAY & YEAR (MMDDYY)** ] C ]

Quantity	Description	\$ Amount
TOTAL		
		Total can't exceed \$10,000

Authorized by:

[ Enter name of CVWBIA Board Member]  
[ Enter Title]

For purchases in excess of \$2,000, but less than \$10,000, CVWBIA Executive Director approval is necessary:

[ Enter name of CVWBIA Exec Dir]  
CVWBIA Executive Director

Internal Use

1. Print this form on City Letterhead and deliver to your vendor (if required). Retain a copy for your records.
2. FOR PAYMENT SUBMIT FORM TO BOOKEEPER WITH: 1) STAMPED INVOICE 2) COPY OF PO 3) PROOF OF THREE BIDS

This form is required for all purchases between \$2,000 - \$9,999. It must be signed by authorized person. For purchases between \$2,000 - \$10,000, CVWBIA Executive Director approval is mandatory and a copy of this form must be attached to all related invoices and delivered to the Bookkeeper. For purchases more than \$10,000, CVWBIA Board Approval is required.

Attachment: 2019 BIA contract-red line (CVWBIA Contract)

**EXHIBIT B**

**PURCHASE ORDER FOR AMOUNT OVER \$10,000**

[ click here & enter today's date ] PO#  
[enter Council's Meeting Date & Item #]

[ enter Vendor name]  
[ enter Attention: (delete if none)]  
[ enter mailing address]  
[ enter City, State & Zip]

RE: Approved Purchase Order

To whom it may concern,

The following purchase for the Capitola Village & Wharf Business Improvement Area has been approved. Unless otherwise stated payment terms are NET 30 days. Please include the following Purchase Order Number on all related invoices.

This contract was approved at the CVWBIA Board meeting held on [ enter date of meeting].

Quantity	Description	\$ Amount
TOTAL		

Authorized by:

\_\_\_\_\_  
[ Enter name of CVWBIA Board Member]  
[ Enter Title]

For purchases in excess of \$10,000, CVWBIA Board approval is necessary:

\_\_\_\_\_  
[ Enter name of CVWBIA Exec Dir]  
CVWBIA Executive Director

Internal Use \_\_\_\_\_

1. PO# = date of Council meeting & item # (example 061803#5B)
2. Print this form on CVWBIA Letterhead and deliver to your vendor (if required). Retain a copy for your records.
3. FOR PAYMENT SUBMIT FORM TO BOOKKEEPER WITH: 1) STAMPED INVOICE 2) COPY OF PO 3) PROOF OF THREE **FORMAL WRITTEN BIDS**

This form is required for all purchases over \$10,000. It must be signed by authorized persons. For purchases between \$2,000 - \$10,000, CVWBIA Executive Director approval is mandatory and a copy of this form must be attached to all related invoices and delivered to the Bookkeeper. For purchases more than \$10,000, CVWBIA Board Approval is required.

Attachment: 2019 BIA contract-red line (CVWBIA Contract)

**EXHIBIT C  
 BID QUOTE SUMMARY**

**CAPITOLA VILLAGE & WHARF BUSINESS IMPROVEMENT AREA  
 BID QUOTE SUMMARY**

Contact Person: \_\_\_\_\_ Extension: \_\_\_\_\_

**#1**

Date: \_\_\_\_\_ Vendor Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Phone \_\_\_\_\_

	QUANTITY	UNIT	UNIT COST	DESCRIPTION	SALES	TAX	
(1)	10		-		yes	\$	-
(2)			-			\$	-
(3)			-			\$	-
(4)			-			\$	-
(5)			-			\$	-
				Freight - if applicable	no	\$	-

TOTAL BID

**#2**

Date: \_\_\_\_\_ Vendor Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Phone \_\_\_\_\_

	QUANTITY	UNIT	UNIT COST	DESCRIPTION	SALES	TAX	
(1)	10		-		yes	\$	-
(2)			-			\$	-
(3)			-			\$	-
(4)			-			\$	-
(5)			-			\$	-
				Freight - if applicable	no	\$	-

TOTAL BID

**#3**

Date: \_\_\_\_\_ Vendor Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Phone \_\_\_\_\_

	QUANTITY	UNIT	UNIT COST	DESCRIPTION	SALES	TAX	
(1)	10		-		yes	\$	-
(2)			-			\$	-
(3)			-			\$	-
(4)			-			\$	-
(5)			-			\$	-
				Freight - if applicable	no	\$	-

TOTAL BID

**Procedures:**

The CVWBIA Board member is responsible for obtaining and documenting quotes  
 Circle the number of the bid that you are awarding  
 Quotes are submitted with request for Purchase Order (PO) . - Please complete on your PC  
 Sales Tax - in the "SALES" column enter either yes or no  
 Freight is entered in the far right column

Attachment: 2019 BIA contract-red line (CVWBIA Contract)

Capitola Village & Wharf Business Improvement Association  
Revenues and Expenditures

		<u>Account</u>	<u>Assessment</u>	<u>TOT</u>	<u>Total</u>
		<u>Number</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
			<u>2018/2019</u>	<u>2018/2019</u>	<u>2018/2019</u>
Opening Fund Balance 6/30/18			\$ 22,241		\$ 22,241
					\$ -
					\$ -
<b><u>REVENUE</u></b>					
Revenue - Assessment		1321-3460	\$ 60,000		\$ 60,000
Revenue - Trade Certificates		1321-3460	\$ 13,000		\$ 13,000
Revenue Associate MembrAssessment		1321-3460	\$ 1,450		\$ 1,450
Revenue-Transient Occumpancy Tax		1321-3460		\$ 15,000	\$ 15,000
Late Charges		1321-3460	\$ 150		\$ 150
Revenue - LIAF Interest		1321-3610	\$ 150		\$ 150
Miscellaneous Revenue		1321-3700	\$ -		\$ -
			<u>\$ 74,750</u>	<u>\$ 15,000</u>	<u>\$ 89,750</u>
<b><u>EXPENDITURES</u></b>					
Chamber Services	Admin.	1321-4370	\$ 3,000		\$ 3,000
CDS Direct Distribution	Admin.	1321-4385	\$ 1,830		\$ 1,830
Doubtfull Accounts	Admin.	1321-4385	\$ 3,000		\$ 3,000
Insurance	Admin.	1321-4385	\$ 2,500	\$ 300	\$ 2,800
Office Supplies	Admin.	1321-4450	\$ 400	\$ 200	\$ 600
Storage Unit	Admin.	1321-4450		\$ 1,560	\$ 1,560
Renewal	Admin.	1321-4305	\$ 800		\$ 800
Total Administration			<u>\$ 11,530</u>	<u>\$ 2,060</u>	<u>\$ 13,590</u>
City Billing & Collection	City Services	1321-4335	\$ 4,200		\$ 4,200
City - Public Works	City Services	1321-4355	\$ 3,000		\$ 3,000
Total City Services			<u>\$ 7,200</u>	<u>\$ -</u>	<u>\$ 7,200</u>
Ambassador	Marketing	1321-4385	\$ 6,500		\$ 6,500
Communications Manager	Marketing	1321-4385	\$ 6,500		\$ 6,500
VSC TV Partnership	Marketing	1321-4385	\$ -	\$ 2,500	\$ 2,500
VSC Travel Guide	Marketing	1321-4385	\$ 2,623		\$ 2,623
VSC Map	Marketing	1321-4385	\$ 450		\$ 450
Trade Certificates Used	Marketing	1321-4450	\$ 13,000		\$ 13,000
Holiday - Advertising	Marketing	1321-4385	\$ 1,500		\$ 1,500
Welcome Baskets	Marketing	1321-4385	\$ 400		\$ 400
Logo Branding	Marketing	1321-4385	\$ -		\$ -
Miscellaneous Print	Marketing	1321-4385	\$ 1,000		\$ 1,000
Monterey Travel Magazine	Marketing	1321-4385	\$ 600		\$ 600
Print Explore	Marketing	1321-4385	\$ 1,000		\$ 1,000
Print Google Ads	Marketing	1321-4385	\$ -	\$ 2,000	\$ 2,000
Print San Francisco Guide	Marketing	1321-4385	\$ -		\$ -
Print Summer Magazine	Marketing	1321-4385	600		\$ 600
Print Directories Printing	Marketing	1321-4385	\$ 2,624	\$ 1,700	\$ 4,324

Attachment: CVWBIA Revised Budget-Midyear (CVWBIA Contract)



Social Media Boast	Marketing	1321-4385	\$ 2,400		\$ 2,400
Website Management	Marketing	1321-4385	\$ 1,000	\$ 1,000	\$ 2,000
Yellow Bus Market Identification	Marketing	1321-4385	\$ 20,000		\$ 20,000
Village Enhancement	Marketing	1321-4385	\$ -	\$ 5,000	\$ 5,000
Total Marketing			<u>\$ 60,197</u>	<u>\$ 12,200</u>	<u>\$ 72,397</u>
Holiday - Events	Special Events	1321-4385	\$ 5,000	\$ 500	\$ 5,500
Holiday Trees	Special Events	1321-4385	\$ 1,200	\$ 150	\$ 1,350
Sip & Strol - Cookie Walk	Special Events	1321-4385	\$ -	\$ 2,000	\$ 2,000
Unanticipated Events	Special Events	1321-4385	\$ -	\$ -	\$ -
Total Special Events			<u>\$ 6,200</u>	<u>\$ 2,650</u>	<u>\$ 8,850</u>
Light Pole Banners	Fixd Assets	1321-4450	\$ 2,000	\$ -	\$ 2,000
Total Fixed Assets			<u>\$ 2,000</u>	<u>\$ -</u>	<u>\$ 2,000</u>
Total Expenditures			<u>\$ 87,127</u>	<u>\$ 16,910</u>	<u>\$ 104,037</u>
Excess Revenue over Expenditures			<u>\$ (12,377)</u>	<u>(1,910)</u>	<u>\$ (14,287)</u>
Expected Fund Balance 6/30/2019			<u>\$ 9,864</u>	<u>(1,910)</u>	<u>\$ 7,954</u>

Attachment: CVWBIA Revised Budget-Midyear (CVWBIA Contract)



# CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF MARCH 28, 2019**

FROM: Finance Department

SUBJECT: Consider Fiscal Year 2019/20 Budget Principles and Goals (Continued from March 14)

**RECOMMENDED ACTION:** Adopt the Fiscal Year 2019/20 Budget Principles and Goals, and identify related key projects-programs.

**BACKGROUND:** Each year the City prepares and adopts an annual budget. The annual budget drives the City's operations, giving direction from the City Council to the City Manager regarding day-to-day functions. The budget not only outlines the City's financial plan, but also establishes the framework in which the City will provide services to the community. Principles and goals identified in the budget establish metrics against which actual performance can be measured.

**DISCUSSION:** To ensure the draft budget is prepared consistent with the Council's direction, the City adopts Budget Principles for the upcoming fiscal year. While the Budget Principles provide an overarching guide to budget development, the Council can provide more specific direction by identifying key projects-programs. The key projects-programs for the City Council can be specific projects (such as the library or wharf), planning efforts (such as Coastal Commission certification of zoning ordinance), or service changes (such as implementing changes from the proposed Recreation Strategic Plan).

At the March 14, 2019, City Council meeting staff presented draft budget principles, goals, and key projects-programs to facilitate a Council dialog to develop the FY 2019-20 Budget Principles and key projects.

During the meeting each Council member identified key projects-programs for consideration (Attachment 1). Staff was then directed to organize the identified items into a format that allows for Council review and prioritization, and to return to Council at the next meeting for further discussion.

The next step in the process is to prioritize those key projects-programs to allow staff to begin preparing the draft FY 2019-20 budget. As staff works through budget preparation it can make adjustments based on available funding.

Attachment 2 places the Council and staff-identified projects into budget principle categories. Additionally, staff placed the new proposed Capital Improvement Projects (CIP) into a holding category for further consideration once the draft budget is prepared and funding for CIP projects is identified.

FY 2019/20 Budget Principles and Goals  
March 28, 2019

FISCAL IMPACT: The annual review and revision of Budget Principles and key projects-programs is the first step in the budget process. The Budget Principles clearly articulate the City's financial management strategies.

ATTACHMENTS:

1. Goals/Projects- by Councilmember
2. Budget Principle Goals

Report Prepared By: Jim Malberg  
Finance Director

**Reviewed and Forwarded by:**



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Jamie Goldstein, City Manager

3/22/2019

# Attachment 1

	<u>Bottorff</u>	<u>Brooks</u>	<u>Petersen</u>	<u>Bertrand</u>	<u>Storey</u>
Complete FY 2018-19 goals/projects	X	X	X		
Sidewalks - Cap Ave. at Bella Roma	X				
Clares St near Library		X	X		X
Clares Safe Crossings - Near Trader Joe's		X			
Use dedicated children's fund for youth programming		X			
Consider reallocating freed up General Fund for Com Cntr		X			
Recreation strategic Plan		X			
A&C focus on 41st corridor		X			
Street improvements in general			X		
Wharf project & grant funding			X		
Evaluate parking meter technology			X		
Move porta potties at McGregor Park				X	
Establish McCormick "triangle" park				X	
Bay/Hill intersection flashing light				X	
State of the City report				X	
Establish relationship w/county ED to help small business vacancies				X	
Recognize high priority community places on <u>the public's</u> safety					X
Complete funded CIP's					X
Evaluate unfunded CIP's					X
Complete Rispin Park project					X
Fanmar street project					X
Consider widening sidewalks from CH to Bella Roma					X

Attachment: Goals/Projects- by Councilmember (FY 2019/20 Budget Principles and Goals)

Attachment 2

Fiscal Policy		Public Service		Public Improvements		"Parking Lot"	
1	Maintain a balanced budget that ensures ongoing expenditures can be met with ongoing revenues	1	Maintain, and improve upon, the transparency of City operations and accessibility of government	1	Maintain the City's infrastructure by providing maximum funding for the pavement management system		
2	Use one-time revenues for one-time expenditures	2	Recognize the high priority the community places on <b>the public's</b> safety	2	Maintain and improve Capitola's natural resources and sustainable green programs		
3	Ensure the budget plans for future cost increases and attainable revenue estimates	3	Analyze future service level increases with their long-term financial impacts to ensure financial stability	3	Ensure maintenance and cleanliness of City facilities, sidewalks, and streets		
		<b>Key Projects - Programs</b>					
SR	Develop options for Council consideration to address rising CalPERS costs	SR	Continue working with Capitola Mall ownership group to redevelop the mall	CC	Complete funded CIPs. 18/19 CIPs		
SR	Complete review & evaluation of Community Grant Program	CC	Evaluate parking meter technology	SR	Complete library construction and wharf design	CC	Establish McCormick "triangle" park - <i>consider if resident petition warrants consideration</i>
SR	<i>Work with FAC to identify future revenue options</i>	CC	A&C focus on 41st corridor <i>and library</i>	CC	Evaluate unfunded CIP's		
		CC	Complete Recreation strategic plan	CC	Complete Rispin Park	CC	Establish relationship with County Econ Dev to help with small business vacancies - <i>consider working with County ED on Mall project as a trial to see about future partnerships</i>
		SR	Work toward Coastal Commission certification of zoning code update				
		SR	Complete licensing of two cannabis retail locations and develop audit & inspection plan				
		CC	Use dedicated children's fund for youth programming				
		CC	Consider reallocating freed up General Fund for Com Cntr				
		SR	<i>Grow relationship with Central Fire for lifeguard services</i>				
		CC	Staff "State of the City" report - <i>incorporate into budget presentation (City Manager's Message)</i>				

Achievable projects with current staffing

Red - modifications based on Council feedback  
 Blue - Staff suggested additions  
 SR/CC - project source, staff recommendation/City Council

Hold for budget deliberations with CIP funding identified
CC Clares St. near Library to 41st
CC Crosswalks near Trader Joe's
CC Fix sidewalk/retaining wall on Cap Ave. at Bella Roma
CC Wharf project & grant funding
CC Bay/Hill intersection - flashing light
CC Fanmar St. project
CC Consider widening sidewalks from CH to Bella Roma
CC Move porta potties at McGregor Park

Attachment: Budget Principle Goals (FY 2019/20 Budget Principles and Goals)



## CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF MARCH 28, 2019**

FROM: City Manager Department

SUBJECT: Removal of Optional CalPERS Membership for Future Council Members

**RECOMMENDED ACTION:** Adopt Resolution and pass the first reading of the related ordinance.

**BACKGROUND/DISCUSSION:** At the October 11, 2018, City Council meeting, the City Council directed staff to initiate the process to remove the optional CalPERS membership for all future Council members.

The attached resolution and ordinance will allow the City to move forward with this direction. Currently two City Council members are part of CalPERS; this would not impact those Council members, only future Council members.

**FISCAL IMPACT:** There is no fiscal impact in Fiscal Years 2018/2019 or 2019/2020. The additional cost to the City of a Council Member participating in CalPERS retirement is approximately \$325 annually per Council Member.

**ATTACHMENTS:**

1. CalPERS Amendment Ordinance (PDF)
2. Capitola Calpers Contract (PDF)

Report Prepared By: Larry Laurent  
Assistant to the City Manager

**Reviewed and Forwarded by:**

Jamie Goldstein, City Manager

3/22/2019



Removal of CalPERS Membership for Council  
March 28, 2019

**RESOLUTION NO. \_\_\_\_**  
**A RESOLUTION OF INTENTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA**  
**TO APPROVE AN AMENDMENT TO CONTRACT BETWEEN THE**  
**BOARD OF ADMINISTRATION CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT**  
**SYSTEM**  
**AND THE CITY COUNCIL OF THE CITY OF CAPITOLA**

**WHEREAS**, the Public Employees' Retirement Law permits the participation of public agencies and their employees in the Public Employees' Retirement System by the execution of a contract, and sets forth the procedure by which said public agencies may elect to subject themselves and their employees to amendments to said Law; and

**WHEREAS**, one of the steps in the procedures to amend this contract is the adoption by the governing body of the public agency of a resolution giving notice of its intention to approve an amendment to said contract, which resolution shall contain a summary of the change proposed in said contract; and

**WHEREAS**, the following is a statement of the proposed change:

To provide for the exclusion of Council Members prospectively from the effective date of this amendment to contract pursuant to Section 20502.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Capitola does hereby give notice of intention to approve an amendment to the contract between said public agency and the Board of Administration of the Public Employees' Retirement System, a copy of said amendment being attached hereto as an "Exhibit" and by this reference made a part hereof.

**I HEREBY CERTIFY** that the above and foregoing Resolution was passed and adopted by the City Council of the City of Capitola at its regular meeting held on the 28th day of March, 2019, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
Jacques Bertrand, Mayor

ATTEST:

\_\_\_\_\_  
Linda Fridy, City Clerk

**ORDINANCE NO.**

**AN UNCODIFIED ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CAPITOLA AUTHORIZING AN AMENDMENT TO THE CONTRACT BETWEEN THE CITY COUNCIL OF THE CITY OF CAPITOLA AND THE BOARD OF ADMINISTRATION OF THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM**

The City Council of the City of Capitola does ordain as follows:

**SECTION 1.** The City Council of the City of Capitola hereby declares the following:

That an amendment to the contract between the City Council of the City of Capitola and the Board of Administration, California Public Employees' Retirement System is hereby authorized, a copy of said amendment being attached hereto, marked Exhibit A, and by such reference made a part hereof as though herein set out in full.

**SECTION 2.** The City Manager of the City of Capitola is hereby authorized, empowered, and directed to execute said amendment for and on behalf of said Agency.

**SECTION 3. PUBLICATION.** This ordinance shall be published and posted as required by law.

**SECTION 4. EFFECTIVE DATE.** This Ordinance shall be in full force and effect 30 days after the date of final passage.

This ordinance was introduced on the 28<sup>th</sup> day of March, 2019, and was passed and adopted by the City Council of the City of Capitola on the \_\_\_ day of \_\_\_, 2019, by the following vote:

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

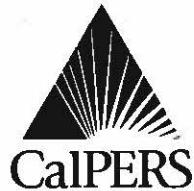
APPROVED:

\_\_\_\_\_  
Jacques Bertrand, Mayor

Attest:

\_\_\_\_\_  
Linda Fridy, City Clerk

Attachment: CalPERS Amendment Ordinance (Removal of CalPERS Membership for Council)

**EXHIBIT**

California  
Public Employees' Retirement System

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# AMENDMENT TO CONTRACT

Between the  
Board of Administration  
California Public Employees' Retirement System  
and the  
City Council  
City of Capitola

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The Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of the above public agency, hereinafter referred to as Public Agency, having entered into a contract effective May 15, 1970, and witnessed January 12, 1970, and as amended effective January 1, 1982, September 1, 1983, April 1, 1992, May 16, 1999, June 11, 2000, April 29, 2001 and December 30, 2007 which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

- A. Paragraphs 1 through 14 are hereby stricken from said contract as executed effective December 30, 2007, and hereby replaced by the following paragraphs numbered 1 through 17 inclusive:
1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 55 for classic local miscellaneous members, age 62 for new miscellaneous members, age 50 for classic local safety members and age 57 for new safety members.
  2. Public Agency shall participate in the Public Employees' Retirement System from and after May 15, 1970 making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.

## PLEASE DO NOT SIGN "EXHIBIT ONLY"

3. Public Agency agrees to indemnify, defend and hold harmless the California Public Employees' Retirement System (CalPERS) and its trustees, agents and employees, the CalPERS Board of Administration, and the California Public Employees' Retirement Fund from any claims, demands, actions, losses, liabilities, damages, judgments, expenses and costs, including but not limited to interest, penalties and attorney fees that may arise as a result of any of the following:
  - (a) Public Agency's election to provide retirement benefits, provisions or formulas under this Contract that are different than the retirement benefits, provisions or formulas provided under the Public Agency's prior non-CalPERS retirement program.
  - (b) Any dispute, disagreement, claim, or proceeding (including without limitation arbitration, administrative hearing, or litigation) between Public Agency and its employees (or their representatives) which relates to Public Agency's election to amend this Contract to provide retirement benefits, provisions or formulas that are different than such employees' existing retirement benefits, provisions or formulas.
  - (c) Public Agency's agreement with a third party other than CalPERS to provide retirement benefits, provisions, or formulas that are different than the retirement benefits, provisions or formulas provided under this Contract and provided for under the California Public Employees' Retirement Law.
  
4. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:
  - a. Local Fire Fighters (herein referred to as local safety members);
  - b. Local Police Officers (herein referred to as local safety members);
  - c. Employees other than local safety members (herein referred to as local miscellaneous members).
  
5. **In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:**
  - a. COUNCIL MEMBERS PROSPECTIVELY**
  
6. Removal of the exclusion of "ALL HOURLY RATED OR HOURLY BASIS EMPLOYEES" pursuant to Section 20503, is declarative of agency's previous interpretation and does not mandate any new classes of employees into membership.



## PLEASE DO NOT SIGN "EXHIBIT ONLY"

7. The percentage of final compensation to be provided for each year of credited prior and current service for classic local miscellaneous members in employment before and not on or after December 30, 2007 shall be determined in accordance with Section 21354 of said Retirement Law, subject to the reduction provided therein for service prior to December 31, 1981, termination of Social Security, for members whose service has been included in Federal Social Security (2% at age 55 Full and Modified).
8. The percentage of final compensation to be provided for each year of credited prior and current service for classic local miscellaneous members in employment on or after December 30, 2007 shall be determined in accordance with Section 21354.4 of said Retirement Law, subject to the reduction provided therein for service prior to December 31, 1981, termination of Social Security, for members whose service has been included in Federal Social Security (2.5% at age 55 Full and Modified).
9. The percentage of final compensation to be provided for each year of credited prior and current service as a new local miscellaneous member shall be determined in accordance with Section 7522.20 of said Retirement Law (2% at age 62 Full).
10. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local safety member shall be determined in accordance with Section 21362.2 of said Retirement Law (3% at age 50 Full).
11. The percentage of final compensation to be provided for each year of credited prior and current service as a new local safety member shall be determined in accordance with Section 7522.25(d) of said Retirement Law (2.7% at age 57 Full).
12. Public Agency elected and elects to be subject to the following optional provisions:
  - a. Section 21572 (Increased Level of 1959 Survivor Benefits).
  - b. Section 20938 (Limit Prior Service to Members Employed on Contract Date) for elected officials employed on April 1, 1992.
  - c. Section 20965 (Credit for Unused Sick Leave).
  - d. Section 20503 (To Remove the Exclusions of "All Hourly Rated or Hourly Basis Employees" and recreation Department Employees, Prospectively from June 11, 2000).
  - e. Section 20042 (One-Year Final Compensation) for classic members only.
  - f. Section 21024 (Military Service Credit as Public Service).

g. Section 20516 (Employees Sharing Cost of Additional Benefits):

Section 21354 (2% @ 55 Full formula) and Section 20965 (Credit for Unused Sick Leave), effective 5/16/1999, 4.770%, Section 20042 (One-Year Final Compensation) effective 4/29/2001, 1.446%, and Section 21354.4 (2.5% @ 55 Full formula) effective 12/30/2007, 2.043% for classic local miscellaneous members.

The employee cost sharing contributions are not to exceed 8.259%. The maximum employee cost sharing contribution is the normal cost plus the increase in the accrued liability due to the benefit improvement amortized over 20 years. In no event shall the employee cost sharing contribution attributable to the unfunded liability remain in effect beyond June 30, 2019. Thereafter, in any given contribution year, the maximum employee cost sharing contribution cannot exceed 3.105% of payroll.

13. Public Agency, in accordance with Government Code Section 20790, ceased to be an "employer" for purposes of Section 20834 effective on January 1, 1982. Accumulated contributions of Public Agency shall be fixed and determined as provided in Government Code Section 20834, and accumulated contributions thereafter shall be held by the Board as provided in Government Code Section 20834.
14. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members and local safety members of said Retirement System.
15. Public Agency shall also contribute to said Retirement System as follows:
  - a. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.
  - b. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.
16. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.



17. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

BOARD OF ADMINISTRATION  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

CITY COUNCIL  
CITY OF CAPITOLA

BY \_\_\_\_\_  
ARNITA PAIGE, CHIEF  
PENSION CONTRACTS AND PREFUNDING  
PROGRAMS DIVISION  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY \_\_\_\_\_  
PRESIDING OFFICER

\_\_\_\_\_  
Witness Date

Attest:

\_\_\_\_\_  
Clerk

PLEASE DO NOT SIGN "EXHIBIT ONLY"

PLEASE DO NOT SIGN "EXHIBIT ONLY"

AMENDMENT CalPERS ID #2647630112  
PERS-CON-702A

Attachment: Capitola Calpers Contract (Removal of CalPERS Membership for Council)