

City of Capitola Agenda

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

Treasurer: Peter Wilk



REVISED
CAPITOLA CITY COUNCIL
REGULAR MEETING

THURSDAY, APRIL 26, 2018

7:00 PM

CITY COUNCIL CHAMBERS
420 CAPITOLA AVENUE, CAPITOLA, CA 95010

CLOSED SESSION – 5:45 PM
CITY MANAGER’S OFFICE

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

CONFERENCE WITH LABOR NEGOTIATOR [Govt. Code § 54957.6]

Negotiator: Dania Torres Wong

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

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

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

(Two potential cases)

REGULAR MEETING OF THE CAPITOLA CITY COUNCIL - 7 PM

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

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

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

2. PRESENTATIONS

A. Present Certificate of Appreciation to Stephanie Tetter

B. Introduce New Community Development Director Katie Herlihy

3. REPORT ON CLOSED SESSION

4. ADDITIONAL MATERIALS

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

A. Item 9.A - six public comment correspondence

5. ADDITIONS AND DELETIONS TO AGENDA

6. PUBLIC COMMENTS

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

7. CITY COUNCIL / CITY TREASURER / STAFF COMMENTS

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

8. CONSENT CALENDAR

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

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

- A. Consider the April 12, 2018, City Council Regular Meeting Minutes
RECOMMENDED ACTION: Approve minutes.
- B. Planning Commission Action Minutes
RECOMMENDED ACTION: Receive minutes.
- C. Approval of City Check Registers Dated March 2, March 9, March 16, March 23 and March 30, 2018
RECOMMENDED ACTION: Approve check registers.
- D. Consider Museum Space Agreement with Capitola Library
RECOMMENDED ACTION: Direct the City Manager to enter an agreement with the Santa Cruz Public Library System for long-term display space for the Capitola Historical Museum at the Capitola Library, and appropriate \$15,000 from the Museum donations fund for this purpose.
- E. Consider Beacon Award Resolution to Recognize the City's Achievements in Reducing Greenhouse Gas Emissions
RECOMMENDED ACTION: Adopt resolution.

9. GENERAL GOVERNMENT / PUBLIC HEARINGS

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

- A. Food Cupboard and Free Little Libraries
RECOMMENDED ACTION: Accept staff presentation and continue to prohibit unsupervised food distribution in residential areas.
- B. Presentation of Santa Cruz County Office of Education "Threat Assessment Guide for School Staff"
RECOMMENDED ACTION: Receive report.
- C. Consider Approval of Plans, Specifications, and Construction Estimate for the Capitola Branch Library and Authorize Release of the Documents for Bidding Purposes
RECOMMENDED ACTION: Approve the plans, specifications, and construction estimate for the Capitola Branch Library; authorize the Public Works Department to release the documents for bidding and advertise a notice listing the pre-qualified general contractors; and set the bid opening date for May 30, 2018 at 11 a.m.
- D. Consider Community Survey Contract
RECOMMENDED ACTION: Authorize the City Manager to enter into a contract with Gene Bregman and Associates in an amount not to exceed \$13,000 for a community survey to help gauge public interest on potential ballot measures for the November election.

10. ADJOURNMENT

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

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

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

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

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

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



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF APRIL 26, 2018

FROM: City Manager Department

SUBJECT: Present Certificate of Appreciation to Stephanie Tetter

BACKGROUND/DISCUSSION: Mayor Termini will present a certificate of appreciation to Stephanie Tetter for her time as a member and treasurer for the Historical Museum Board.

ATTACHMENTS:

1. Stephanie Tetter certificate

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 4/19/2018

City of Capitola

Certificate of Appreciation

to

STEPHANIE TETTER

for Service as the Treasurer on the

Historical Museum Board

from January 2016 through February 2018



Michael Termini, Mayor
 Signed and sealed this 26th day of April, 2018

Attachment: Stephanie Tetter certificate (Present Certificate of Appreciation)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF APRIL 26, 2018

FROM: City Manager Department

SUBJECT: Introduce New Community Development Director Katie Herlihy

DISCUSSION: Katie Herlihy has served as the City's Senior Planner since 2013. She played a major role in helping the Community Development Department complete the General Plan update, and she personally spearheaded the City's zoning code update. Before coming to Capitola, Katie served as the Senior Planner for Park City, Utah, for seven years, where she wrote their new General Plan and oversaw a number of significant current planning projects.

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 4/19/2018

Fridy, Linda (lfridy@ci.capitola.ca.us)

From: Pat Rooney <pjrooney60@icloud.com>
Sent: Friday, April 20, 2018 10:10 AM
To: City Council
Subject: Food Pantry on 42Av

To City Council Members

As a resident of Capitola in the Jewel Box neighborhood I would like to comment on this food pantry in a residential area. As a longtime volunteer for homeless problems and other civic work including work for Second Harvest, Saint Francis Soup Kitchen, Pajaro Rescue Mission I have to kindly disagree with this outreach for open ended food attractions. I have seen the benefits but I have also seen the problems some but not all of people who need food can create. I don't believe this is going to attract the local neighborhood into a sense of community but just the opposite. More work and productive outreach is better handled by the local nonprofit organizations. I would suggest this person volunteer for one of the many organizations that have in place systems for distribution of free food.

Patrick Rooney

Sent from my iPhone

Communication: Item 9.A - Six public comment correspondence (ADDITIONAL MATERIALS)

RE: Request for special permit to operate a food pantry/food distribution at 1973 42nd Ave.

We support programs and organized efforts to address hunger, homelessness and income inequality, especially when those efforts are managed under the auspices of experienced non-profit agencies and in alignment with local zoning and government oversight.

But we are not in support of this special use permit primarily because the location is incompatible and potentially dangerous for the planned use. We would support a food pantry in a more suitable location and one that was more in keeping with other community food pantries like those managed by the Little Free Pantry organization.

Concerns about this location

Our concerns specific to this location primarily relate to it being in a spot with narrow streets, a blind curve off what has become a highly trafficked freeway bypass, having no parking, no sidewalks and no nearby crosswalks for anyone coming from the north side of the community.

Specifically:

- There are no sidewalks fronting the applicant's house. Additionally, a hedge growing at the front of the property means anyone accessing the proposed box is standing in the street on 42nd St.
- There is no parking near the intended pantry. On-street parking is in high demand here and is routinely occupied, particularly in the evening and at night, which are often the busiest periods for food pantries. The street directly in front of the planned pantry is painted with a red curb, but this will likely be the only available open space, encouraging cars to stop in this red zone.
- The property is one house from the corner of 42nd and Clares Street. Cars traveling at a high rate of speed on Clares Street often turn onto 42nd Street without being able to see if anyone might be standing in the street. This inability to see and avoid vehicles turning off Clares Street is one of the reasons that this home has a red curb adjacent to its driveway. Not having one would make it difficult for the resident to leave her driveway without risking being hit by a car turning onto this street. This is precisely the same place where cars and pedestrians dropping off or gathering pantry food would be exposed to traffic.
- There are no crosswalks within 600 feet of this location that access the north (freeway) side of Clares Street. This means that anyone living on the north side of Clares, or parking there because there's no place open on 42nd, are faced with either walking to the crosswalks at 41st Ave. or at Wharf Road. Alternatively, they can jaywalk and take their chances with cars on Clares Street. This is encouraging an unsafe condition that may unnecessarily lead to someone getting hurt.

Concerns about ongoing management

Making special exceptions to zoning and land use rules inherently involves reaching a level of trust with those who receive the exceptions so that you have confidence that they will manage their use and program in a manner that does not further harm the community. We believe this trust would be misplaced in granting this permit.

CITY OF CAPITOLA
CITY CLERK

APR 20 2018

Communication: Item 9.A - Six public comment correspondence (ADDITIONAL MATERIALS)

Specific concerns include:

- The applicant has already erected a food pantry that violates zoning, despite having access to clear program guidelines for Little Free Pantry that state that an individual wanting to set up their own pantries should first receive city or county approval. The fact that the pantry had had both prepared hot food and boxed items and situated alongside a poetry distribution box, a collection of plants for sale, and boxes of different types of fruit for sale (with notes to leave money at the door) begs the question of whether the applicant's endeavors might be better suited to a commercial or retail space.
- This type of program is best administered by a charitable organization that can provide oversight to avoid the types of conflicts that the applicant openly discusses on her social site. An example of this is a post (*see attached screenshot from her Facebook site*) where the applicant proclaims that she noticed an individual who came too often to take food from the pantry and then the applicant went out to tell them they didn't deserve the food and "shamed" them for doing so. This type of confrontation and later public bragging about it are troubling and not in keeping with the spirit of community charity.

We believe that approving this special use will set a precedence for commercial operations (regardless of the profit motive) in a residential area and weakens the already tenuous separation between the residential area between 41st Ave. and Wharf Road, and the retail stores, mall and commercial services on 41st Ave. and Capitola Road.

Additionally, the particular proposed location is lacking in basic access that should be a requirement for these types of food pantries, notably adequate parking, a safe pedestrian area that include sidewalks and others routes that aren't roadways, and direct access to the box for both ablebodies individuals and those with disabilities (such as those in wheelchairs).

We hope that the city will decline this permit request and instead work with the applicant to find a more suitable location.

Dan & Sydney Breeden
Capitola residents who live within 400 feet of the applicant house



TimeBank Santa Cruz

January 12 · 🌐

We were gathered at the Abbey, several TimeBankers and a few old gals who are interested in joining. I mentioned our Community Cupboard program. You know, the sharing economy devices where people can take what they need and leave what they can spare.

One of the old gals asked, very sweetly, "Don't the homeless people just take it all?"

I wasn't sure how to respond. Would there be something wrong with a homeless person taking food from a Community Cupboard?

Lots of feelings come up for me as a Cupboard host. It reveals my own biases and wish-to-control and willingness to engage in generosity

I get cynical when a person in a new, expensive car drives up and takes a bunch of food. It's twisted that someone comfortably well-off still feels so entitled. There's a point on the SES scale where you just get to give. No mooching!

I scolded one lady who got caught in the act too many times. Ooo, did she get steamed! Next morning there was a long letter (unsigned, of course) on my porch about what a great person she was (and her husband too!) and how negative I was to scold her. "I won't be back," she assured me

Good riddance. I say I am willing to scold people who behave badly in my public sphere. Think before your greed gets the better of you. There are those whose need is exponentially greater than yours. I'm sorry if you were raised by Depression-era parents and have a compulsion to hoard. Restrain yourself!

We have two new Cupboards ready to install. Who wants to host one? They are really quite fun. I'm enjoying baking and making soup for the one at my house.

Interested? Attend our How To Install a Community Cupboard class on Saturday, January 27 at 10:30 on the West Side. Cost: \$5. Register here: <https://timebanksantacruz.org/events>

Fridy, Linda (lfridy@ci.capitola.ca.us)

From: Mick <qwakwak@gmail.com>
Sent: Tuesday, April 24, 2018 1:15 PM
To: City Council
Subject: Food pantries

Council members,

I have read Bonnie Linden intends to request a 3 month trial period to operate her food pantry that was determined to be in violation of the zoning ordinance. I am sure you are aware no trial period can be granted for an illegal structure.

Please protect our neighborhoods from the negative impacts of food pantries in residential zones.

Mick Routh

Sent from my iPhone

Communication: Item 9.A - Six public comment correspondence (ADDITIONAL MATERIALS)

Fridy, Linda (lfridy@ci.capitola.ca.us)

From: Erin Bernall <ebernall@sbcglobal.net>
Sent: Tuesday, April 24, 2018 1:19 PM
To: City Council
Subject: Community Cupboard comment for April 25 mtg

Dear Capitola City Council members:

I'm writing today in support of removing the unpermitted Community Cupboard installed outside of a home on 42nd Avenue. Capitola's residential neighborhoods are not intended to serve as unregulated food distribution centers with uncontrolled public access. Second Harvest Food Bank, Grey Bears, and faith-based organizations are just a few of the many local resources with systems in place to provide this type of community service.

Cordially,

Erin Bernall

Capitola resident



Virus-free. www.avast.com

Communication: Item 9.A - Six public comment correspondence (ADDITIONAL MATERIALS)

Fridy, Linda (lfridy@ci.capitola.ca.us)

From: tim wan <timwingwan@yahoo.com>
Sent: Wednesday, April 25, 2018 11:55 AM
To: Fridy, Linda (lfridy@ci.capitola.ca.us)
Subject: April 26, 2018 City Council Meeting

To: Capitola City Clerk
From: Tim Wan, homeowner and resident, 1450 42nd Ave, Unit 3

Re: Food Cupboard and Free Little Libraries

I will be unable to attend the City Council meeting in person due to the commute traffic on Highway 17. Please read my comments into the City Council Meeting minutes during the discussion on Food Cupboard and Free Little Libraries. Thank you.

While I am empathetic to the ideas of food cupboard and free little libraries, I believe that the City Council should not allow both projects to continue without first amending the City zoning ordinances.

The Staff Report seems to make an exception for the free little libraries. To be consistent, both the food cupboard and free little libraries should not be allowed, until the Planning Commission has an opportunity to amend the zoning ordinances. I believe that the focus should be on the violation of current City zoning laws. The focus should not be on making distinctions between food and books. For example, what about shoes, medicinal marijuana, appliances, etc., and the list can go on and on.

Please let the City Planning Commission take up these issues and make recommendations to the City Council. The public will have a chance to present their views on these issues at the City Planning Commission. In the meantime, violators of current City zoning laws should be cited. No one should be above the law.

Also, the Staff Report clearly explains that there are alternatives to the food cupboard. For example, Second Harvest is a well established agency that seems to be more appropriate in managing this issue. I am of the opinion that the food cupboard could be a veiled attempt to bypass the City zoning laws, in order to advertise and promote the services of Time Bank. The City Council should not allow itself to be steered into this type of advertising and promoting a specific business/service in the City.

Moreover, as for the free little libraries, there also exist alternatives. I have been recycling and picking up magazines and books outside the Capitola Library front entrance for many years. Even though the library is scheduled to close on April 28, the library shop at the Capitola Mall could serve as a viable alternative.

Finally, I am concerned that the City has spent our limited City staff time and resources on these matters. I would rather see that our tax dollars are spent wisely and on more urgent issues such as crime prevention and public safety. Thank you for considering my comments.

/s/ Tim W. Wan

Paula Bradley
P. O. Box 1146
Capitola, CA 95010

April 24, 2018

City Council Members
City of Capitola
420 Capitola Avenue
Capitola, CA 95010

Dear Council Members:

I live at 1841 44th Avenue in Capitola and wanted to express my objection to the recent Community Development Department "code enforcement" action at 1973 42nd Avenue, around the corner from my house. Last Monday, April 16th, I woke up to see the Channel 8, 5 a.m. news and instead of seeing coverage the usual shooting somewhere, there was Bonnie Linden and Mayor Mike Termini being interviewed about the removal of her cute, colorful, little free food cabinet in front of her house!

I spoke to Bonnie later and she said the City verbally asked her to remove the cabinet and not wanting any problems with the City, she did as was requested. Now, the Council report, makes it clear that the City is treating this as an urgent public health problem and major nuisance, and has used the broadest stretch of interpretation to find ordinances to make it fit to this tiny food cabinet. An "accessory structure" – really?!

Capitola Municipal Code – Definitions

"17.03.030 Accessory structures.

"Accessory structures" means portable buildings, storage sheds, arbors, covered patios and similar buildings and structures constructed and installed as secondary uses to existing principal buildings on a parcel. (Ord. 388 Art. 1 (part), 1975)"

There are code violations all over the neighborhood, inoperable vehicles and inhabited RVs on private property, for example. Most code enforcement is complaint driven, and a few people have complained that the free food cabinet attracts crime and the homeless to congregate, which is unfounded. This complaint is ridiculous. We drive past Bonnie's house several times a day and have never seen anyone other than a Mom and kid looking at the food cabinet or the equally cute free books cabinet. I have confirmed this accusation is unfounded with other neighbors. Bonnie's free food cabinet provided a positive example for everyone, including the children who see it, of one neighbor's thoughtful act of kindness to help others. The cabinet always had food in it, so no one seems to be stealing it. The little free food cabinet gave a reason to smile in contrast to the stream of daily bad news in the world. The homeless problem won't go away until decisions are made and actions taken to house people and provide the resources to prevent people from becoming homeless and has nothing to do with a little free food cabinet (or cardboard box!). There is a known drug house in our neighborhood which attracts drug addicts and thieves, and has for the eight years that I have lived here, but residents don't have to lose sleep over the free food cabinet on 42nd Avenue anymore.

Last year in June, I filed a code enforcement complaint – the storage of seven inoperable or dismantled vehicles visible from the public street, in the vacant lot next to my house. It took nine months to get the worst of them removed, and that was with calling every few weeks to push the City to take action. I understand that the City resources are stretched thin. Daily decisions are made about priorities, it is very disappointing that the little free food cabinet rose to an urgent priority over so many other more serious issues.

Communication: Item 9.A - Six public comment correspondence (ADDITIONAL MATERIALS)

Prohibit Free Little Libraries – you must be kidding! I implore the City – DO NOT waste anymore City resources to consider changing the new Zoning ordinance to prohibit these cute little libraries!

To strictly adhere to the Municipal Code maybe all mailboxes should be removed from the public right of way. And what about lemonade stands, the sale of Girl Scout cookies....

Sincerely,



Paula Bradley, Owner

1841 44th Avenue, Capitola

Communication: Item 9.A - Six public comment correspondence (ADDITIONAL MATERIALS)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF APRIL 26, 2018

FROM: City Manager Department

SUBJECT: Consider the April 12, 2018, City Council Regular Meeting Minutes

RECOMMENDED ACTION: Approve minutes.

DISCUSSION: Attached for City Council review and approval are the minutes of the regular meeting of April 12, 2018.

ATTACHMENTS:

1. 4-12-18 draft minutes

Report Prepared By: Linda Fridy
City Clerk

Reviewed and Forwarded by:

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

Jamie Goldstein, City Manager 4/19/2018

**DRAFT
CAPITOLA CITY COUNCIL
REGULAR MEETING MINUTES
THURSDAY, APRIL 12, 2018**

CALL TO ORDER

Mayor Termini called the meeting to order at 5:30 p.m. with the following items to be discussed in Closed Session:

CONFERENCE WITH LABOR NEGOTIATOR [Govt. Code § 54957.6]

Negotiator: Dania Torres Wong

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

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Gov't. Code § 54956.9(d)(2).

(One potential case)

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

REGULAR MEETING OF THE CAPITOLA CITY COUNCIL – 7 PM

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

Treasurer Peter Wilk was present.

2. PRESENTATIONS

A. Introduce New Public Works Project Manager Kailash Mozumder

Public Works Director Steve Jesberg introduced Project Manager Kailash Mozumder. Manager Mozumder noted he has been a resident of the City since 2014 and is looking forward to contributing to his community as a staff member.

3. REPORT ON CLOSED SESSION

City Attorney Tony Condotti reported that Council met and conferred with the labor negotiator and received a report on potential litigation.

4. ADDITIONAL MATERIALS

A. Item 10.B – Three public comment emails

5. ADDITIONS AND DELETIONS TO AGENDA - None

6. PUBLIC COMMENTS - None

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES

April 12, 2018

7. CITY COUNCIL / CITY TREASURER / STAFF COMMENTS

Treasurer Wilk noted there is a rare empty lot for sale in the Village and suggested the City look into purchasing it for parking or perhaps even as an investment.

Council Member Petersen recently attended the local Soroptimists' Live Your Dream reception and honored Joanna Ronsse, Capitola resident, as one of the winners. Following up on her remarks at the last meeting about a Community Action Board (CAB) program, she saw there is some confusion about the agency, and would like to invite CAB to a future meeting for a presentation.

Mayor Termini said he and City Manager Jamie Goldstein along with other Capitola library supporters recorded a 30-minute item for Community TV. The Capitola Mall has provided the Friends of the Library with free space by Starbucks to hold book sales, currently the first weekend each month. The annual Easter Egg hunt was a success. He asked for a future agenda item, preferably at the next meeting, to discuss community pantries and library boxes.

8. BOARDS, COMMISSIONS AND COMMITTEES APPOINTMENTS**A. Consider Traffic and Parking Commission Application**

RECOMMENDED ACTION: Approve the appointment of Melanie Arao for the remaining Village Resident term.

This item was heard after item 10.A to allow the applicant to arrive from work. City Clerk Linda Fridy presented the staff report. Council Member Bottorff expressed concerns that applicant does not live within the Central Village district and others may have applied if it was open to a greater area.

Council Member Harlan said the applicant lives quite near the zone edge and she supports the appointment.

MOTION:	APPOINT AS RECOMMENDED
RESULT:	ADOPTED [3 TO 1]
MOVER:	Stephanie Harlan, Council Member
SECONDER:	Kristen Petersen, Council Member
AYES:	Stephanie Harlan, Michael Termini, Kristen Petersen
NAYS:	Ed Bottorff
ABSENT:	Jacques Bertrand

9. CONSENT CALENDAR

MOTION:	ADOPT AS RECOMMENDED
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ed Bottorff, Council Member
SECONDER:	Stephanie Harlan, Council Member
AYES:	Stephanie Harlan, Ed Bottorff, Michael Termini, Kristen Petersen
ABSENT:	Jacques Bertrand

A. Consider the March 22, 2018, City Council Regular Meeting Minutes

RECOMMENDED ACTION: Approve minutes.

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
April 12, 2018

- B. Consider a Resolution Allocating the 2019 Road Maintenance and Rehabilitation Account Funds
RECOMMENDED ACTION: Adopt resolution.

10. GENERAL GOVERNMENT / PUBLIC HEARINGS

- A. Consider a Resolution Making Changes to the Yellow, Green, and Red Curb Markings along Capitola Avenue from Bay Avenue to Plum Street
RECOMMENDED ACTION: Approve the Resolution designating a yellow loading zone in front of 704 Capitola Avenue and modify curb markings on Capitola Avenue between Bay Avenue and Plum Street.

Public Works Director Steve Jesberg presented the staff report. He noted that shortening some red curb zones would add two parking spaces and along with green zone repeals would create a total of four long-term spaces.

Sergeant Andrew Dally presented the results of the Problem-Oriented Policing (POP) project related to concerns at the Bay/Capitola intersection. Officer Weagle identified the double-parking problem and spoke with business and residents, then coordinated with Director Jesberg to address the problems. The department will continue to assess parking in the area.

Gerry Jensen, Bay Avenue resident, thanked the City for responding to the community's concerns.

Council Member Bottorff likes the proposal and heard from businesses about support for a loading zone. He is concerned that the zone timing from 8 a.m. prevents earlier parking by delivery drivers. Staff noted the loading zone hours are set by the Municipal Code and amendments would require an ordinance change. Council Member Bottorff also asked if more red zone length could be removed and asked to meet with staff in the field.

Council Member Petersen asked if there were any emergency response concerns from the smaller red zones. Staff said the zones in that area are sight distance issues.

MOTION:	APPROVE RESOLUTION AS RECOMMENDED
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ed Bottorff, Council Member
SECONDER:	Kristen Petersen, Council Member
AYES:	Stephanie Harlan, Ed Bottorff, Michael Termini, Kristen Petersen
ABSENT:	Jacques Bertrand

- B. Framework for Retail Marijuana Sales Ordinances
RECOMMENDED ACTION: Provide direction.

Community Development Director Rich Grunow presented the staff report and a recommended timeline to get the related tax measure on the November 2018 ballot. He clarified that the security best practices outlined for the recommended Retail Cannabis Permit would be handled by the Police Department as part of the permitting process

Attachment: 4-12-18 draft minutes (Approval of City Council Minutes)

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES

April 12, 2018

and not codified to allow for changes as more information is obtained through experience. The property owner would need to apply for a Conditional Use Permit and the business for the Retail Cannabis Permit. The retail permit would be issued to the operator and not run with the property.

Director Grunow asked if Council supported the proposed approach and requested direction regarding the tax, whether to poll the community, and any other questions.

Mayor Termini asked about the recommended 500-foot separation between locations. Police Chief McManus responded that it is a public safety issue, not crime-related, due to potential nuisance increases with two neighboring locations.

Council also clarified that earmarking just a portion of the proceeds would require a two-thirds vote majority to pass.

Resident Yvette Brooks asked that 1 percent of the proposed tax proceeds be dedicated to a children's fund. (Full comments on file.) She would favor polling the community and aiming for a two-thirds vote.

David Brody, First Five Santa Cruz County, supports the 1 percent suggestion.

Council Member Harlan supports polling for both general support and specific to a children's fund.

Council Member Bottorff likes the idea of bringing the decision to the voters and the plans as proposed. He favors a tax not to exceed 8 percent and a maximum of two locations. He would prefer to stay at simple majority vote for the tax.

Staff confirmed that estimated polling costs are \$17,000 to \$20,000. Treasurer Wilk said that polling on multiple items may make the effort more worth the expense, and Council concurred.

RESULT:	GAVE DIRECTION TO CONTINUE WITH THE ORDINANCES AND TIMELINE AS PROPOSED AND BRING BACK A CONTRACT TO POLL VOTERS, INCLUDING THE OPTION FOR A DEDICATED CHILDREN'S PORTION OF THE TAX AND OTHER ISSUES.
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C. Consider Building Official Options

RECOMMENDED ACTION: Direct staff to:

1. Prepare a contract for a shared Building Official with the City of Scotts Valley; and
2. Meet with appropriate Employee Groups to discuss changes to job descriptions and salary schedules.

City Manager Goldstein presented the staff report, noting that the contract outline comes from his discussions with Scotts Valley management.

Mayor Termini confirmed the potential savings based on a half-time development technician position. City Manager Goldstein cautioned the Council that the market for building officials remains very competitive and even with these changes, recruitment may still be challenging.

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
April 12, 2018

MOTION:	UPON SCOTTS VALLEY CITY COUNCIL AGREEMENT TO THE GENERAL PRINCIPLES, PREPARE THE CONTRACT AND MEET WITH EMPLOYEE GROUPS AS RECOMMENDED
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kristen Petersen, Council Member
SECONDER:	Ed Bottorff, Council Member
AYES:	Stephanie Harlan, Ed Bottorff, Michael Termini, Kristen Petersen
ABSENT:	Jacques Bertrand

11. **ADJOURNMENT**

The meeting adjourned at 8:15 p.m.

Michael Termini, Mayor

ATTEST:

Linda Fridy, City Clerk

Attachment: 4-12-18 draft minutes (Approval of City Council Minutes)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF APRIL 26, 2018

FROM: City Manager Department

SUBJECT: Planning Commission Action Minutes

RECOMMENDED ACTION: Receive minutes.

DISCUSSION: Attached for Council review are the action minutes of the April 5, 2018, Planning Commission regular meeting.

ATTACHMENTS:

1. 04-05-2018 Planning Commission action minutes

Report Prepared By: Linda Fridy
City Clerk

Reviewed and Forwarded by:

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

Jamie Goldstein, City Manager 4/19/2018



**DRAFT ACTION MINUTES
CAPITOLA PLANNING COMMISSION MEETING
THURSDAY, APRIL 5, 2018
7 P.M. – CAPITOLA CITY COUNCIL CHAMBERS**

1. ROLL CALL AND PLEDGE OF ALLEGIANCE
2. NEW BUSINESS
3. ORAL COMMUNICATIONS
 - A. Additions and Deletions to Agenda
 - B. Public Comments
 - C. Commission Comments
 - D. Staff Comments
4. APPROVAL OF MINUTES
 - A. Approval of draft March 1, 2018, Planning Commission minutes
 1. Planning Commission - Regular Meeting - Mar 1, 2018 7:00 PM

RESULT:	ACCEPTED [4 TO 0]
MOVER:	Linda Smith, Commissioner
SECONDER:	TJ Welch, Chairperson
AYES:	Smith, Newman, Welch, Storey
ABSTAIN:	Westman

5. CONSENT CALENDAR

- A. 110 Hollister Avenue #18-0085 APN: 036-144-10**
 Design Permit to demolish an existing, one-story single-family residence and construct a new two-story single-family residence in the R-1 Single-Family Zoning District. This project is in the Coastal Zone and requires a Coastal Development Permit that is appealable to the California Coastal Commission.
 Environmental Determination: Categorical Exemption
 Property Owner: Lisa and Mark Garrigues
 Representative: Clark E Shultes

MOTION: Approve Design and Coastal Development Permits.

RESULT:	APPROVED [3 TO 0]
MOVER:	Edward Newman, Commissioner
SECONDER:	Linda Smith, Commissioner
AYES:	Smith, Newman, Westman
RECUSED:	Welch, Storey

6. PUBLIC HEARINGS

A. 1098 38th Avenue #18-0052 APN: 034-172-01

Fence exception to permit a six-foot high fence in the front yard along the side property line and an eight-foot high solid fence on the side property line extending to the rear property line. This project is located in the RM-M (Multi-Family Medium Density) zoning district. This project is in the Coastal Zone and does not require a Coastal Development Permit. Environmental Determination: Categorical Exemption
 Property Owner: Central California Alliance for Health

MOTION: Approve Fence exception.

RESULT:	APPROVED [4 TO 0]
MOVER:	Linda Smith, Commissioner
SECONDER:	Susan Westman, Commissioner
AYES:	Smith, Welch, Westman, Storey
RECUSED:	Newman

B. 1725 48th Avenue #17-0403 APN: 034-022-41

Design Permit and Conditional Use Permit to convert an existing historic barn into an Accessory Dwelling Unit and build a new single car garage in the R-1 (Single-Family Residential) zoning district. This project is in the Coastal Zone and requires a Coastal Development Permit that is not appealable to the California Coastal Commission. Environmental Determination: Categorical Exemption
 Property Owner: Michael and Elizabeth Adams
 Representative: Dennis Norton Filed: 10/10/17

MOTION: Approve Design Permit, Coastal Development Permit and Conditional Use Permit, as amended.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Linda Smith, Commissioner
SECONDER:	TJ Welch, Chairperson
AYES:	Smith, Newman, Welch, Westman, Storey

C. 4201 Capitola Road #17-0441 APN: 034-121-36 & 37

Tentative Map for a three-lot subdivision, Design Permit for three new single-family homes, Variance request to allow encroachments into side yard setbacks, and demolition of two existing structures located at 4201 Capitola Road within the CN (Neighborhood Commercial) zoning district. This project is in the Coastal Zone and requires a Coastal Development Permit which is not appealable to the California Coastal Commission after all possible appeals are exhausted through the City. Property Owner: Magnolia Tree Investments
 Representative: Matthew Thompson, Architect. Filed: 11.09.2017

Attachment: 04-05-2018 Planning Commission action minutes (Planning Commission Action Minutes)

MOTION: Approve alternate plan for Tentative Map for a three-lot subdivision, Coastal Development Permit, and Design Permit for three new single-family homes, and deny variance.

RESULT: APPROVED AS AMENDED [4 TO 1]
MOVER: Edward Newman, Commissioner
SECONDER: Susan Westman, Commissioner
AYES: Newman, Welch, Westman, Storey
NAYS: Smith

- 7. DIRECTOR'S REPORT
- 8. COMMISSION COMMUNICATIONS
- 9. ADJOURNMENT

Attachment: 04-05-2018 Planning Commission action minutes (Planning Commission Action Minutes)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF APRIL 26, 2018

FROM: Finance Department

SUBJECT: Approval of City Check Registers Dated March 2, March 9, March 16, March 23 and March 30, 2018

RECOMMENDED ACTION: Approve check registers.

Account: City Main				
Date	Starting Check #	Ending Check #	Check/EFT Count	Amount
3/2/2018	88911	88976	69	\$238,716.82
3/9/2018	88977	89024	52	\$189,468.07
3/16/2018	89025	89100	51	\$110,850.58
3/23/2018	89101	89140	44	\$219,669.41
3/30/2018	89141	89206	68	\$125,934.31

The main account check register dated February 23, 2018, ended with check #88905. Checks 88906 - 88910 were voided due to printer error.

Account: Library				
Date	Starting Check #	Ending Check #	Check/EFT Count	Amount
3/9/2018	55	57	3	\$91,028.37
3/30/18	58	59	2	\$128,920.25

The library account check register dated February 23, 2018, ended with check #54.

Account: Payroll				
Date	Starting Check #	Ending Check #	Check/EFT Count	Amount
3/2/2018	5296	5300	91	\$146,923.85
3/16/2018	5302	5306	95	\$148,931.28
3/30/2018	5307	5311	91	\$156,589.70

The payroll account check register dated February 16, 2018, ended with check #5295. Check 5301 was used to re-issue a stale dated check to a seasonal employee.

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

Approval of City Check Registers
April 26, 2018

Check	Issued to	Dept	Description	Amount
88914	American Traffic Solutions	PD	Red light revenue remittance	\$26,673.27
88956	PG&E	PW	Monthly gas and electric	\$15,475.62
88963	SC County Dept. of Public Works	PW	Household hazardous waste cost share	\$22,359
EFT 575	CalPERS	FN	PERS contributions PPE 2/10/18	\$48,042.82
EFT 576	CalPERS Health	FN	March health insurance	\$61,691.50
88977	4Leaf Inc.	CDD	December and January building official services	\$29,092.50
89000	Kimberly Chavez	CM	1 st installment of Esplanade Park climbable structure	\$25,000
89017	Sculptural Accents	CM	2 nd installment of Capitola Avenue railing project	\$10,000
EFT 577	CalPERS	FN	PERS contributions PPE 2/24/18	\$48,011.33
EFT 579	IRS	FN	Federal taxes & Medicare	\$22,120.82
57	Noll and Tam Architects	PW	Library construction documents	\$86,081.37
89041	Folsom Ford	PD	2018 Ford Explorer	\$31,682.36
89092	Toyota of Santa Cruz	PD	2017 Toyota Camry	\$17,000
89131	Santa Cruz Regional 911	PD	Regional 911 assessment and capital debt service payment	\$97,246.25
EFT 582	CalPERS	FN	PERS contributions PPE 3/10/18	\$48,030.08
EFT 584	IRS	FN	Federal taxes & Medicare	\$22,371.22
89141	4Leaf Inc.	CDD	February building official services	\$10,800
89182	Kimley Horn & Associates	PW	October – February utility undergrounding	\$27,357.50
89190	PG&E	PW	Monthly utilities	\$15,534.56
59	Noll and Tam Architects	PW	Library construction documents	\$126,590.25

ATTACHMENTS:

1. 3/2/18 City Check Register
2. 3/9/18 City Check Register
3. 3/16/18 City Check Register
4. 3/23/18 City Check Register
5. 3/30/18 City Check Register

Report Prepared By: Maura Herlihy
Account Technician

Reviewed and Forwarded by:

Jamie Goldstein, City Manager 4/19/2018

City Main account checks dated March 2, 2018, numbered 88911 to 88976, plus 3 EFT, totaling \$238,716.82, plus 6 Payroll account checks and 85 efts, totaling \$146,923.85, for a grand total of \$385,640.67, have been reviewed and authorized for distribution by the City Manager.

As of March 2, 2018, the unaudited cash balance is \$5,055,122.14.

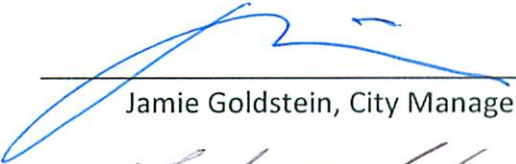
CASH POSITION - CITY OF CAPITOLA 3/2/18

	<u>Net Balance</u>
General Fund	\$1,220,636.66
Payroll Payables	\$139,443.62
Contingency Reserve Fund	\$1,969,845.66
Facilities Reserve Fund	\$389,826.00
Capital Improvement Fund	\$857,288.86
Stores Fund	\$20,548.93
Information Technology Fund	\$64,442.36
Equipment Replacement	\$278,661.58
Self-Insurance Liability Fund	(\$6,231.17)
Workers' Comp. Ins. Fund	\$71,141.79
Compensated Absences Fund	\$49,517.85
TOTAL UNASSIGNED GENERAL FUNDS	<u>\$5,055,122.14</u>

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

The PERS Contingency Fund balance is \$565,408.56 (not included above).

The Library Fund balance is \$704,919.78 (not included above).



 Jamie Goldstein, City Manager

3/5/18

 Date



 Peter Wilk, City Treasurer

3/6/18

 Date

Attachment: 3/2/18 City Check Register (Approval of City Check Registers)

City Checks Issued March 2, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
88911	03/02/2018	Open			ABC SUPPLY CO INC - MBA 742	\$227.86
	Invoice		Date	Description		Amount
	67520478		02/15/2018	Rubbercoat - bait shop 1311 - Wharf		\$227.86
88912	03/02/2018	Open			ALLSAFE LOCK COMPANY	\$17.69
	Invoice		Date	Description		Amount
	50351		02/22/2018	Keys & tags		\$17.69
88913	03/02/2018	Open			ALVAREZ TECHNOLOGY GROUP INC	\$7,307.50
	Invoice		Date	Description		Amount
	45026		02/01/2018	March IT support services & antivirus software 2211 - ISF - Information Technology		\$7,307.50
88914	03/02/2018	Open			AMERICAN TRAFFIC SOLUTIONS INC.	\$26,673.27
	Invoice		Date	Description		Amount
	INV00026047		01/31/2018	Red light revenue remittance		\$26,673.27
88915	03/02/2018	Open			AMSOIL INC.	\$842.48
	Invoice		Date	Description		Amount
	17671732		02/23/2018	Truck grease		\$842.48
88916	03/02/2018	Open			AT&T	\$9.12
	Invoice		Date	Description		Amount
	ATT020118		02/01/2018	February long distance charges		\$9.12
				1000 - General Fund	\$4.48	
				2211 - ISF - Information Tech	\$4.64	
88917	03/02/2018	Open			AT&T/CALNET 3	\$1,367.65
	Invoice		Date	Description		Amount
	000010940255		02/13/2018	February telephone service		\$1,367.65
				1000 - General Fund	\$1,056.85	
				2211 - ISF - Information Tech	\$310.80	
88918	03/02/2018	Open			AT&T/CALNET 3	\$766.81
	Invoice		Date	Description		Amount
	000010940923		02/13/2018	February T-1 access		\$766.81
88919	03/02/2018	Open			BATTERIES PLUS	\$645.24
	Invoice		Date	Description		Amount
	314-330834		12/04/2017	Parking meter batteries		\$645.24

Attachment: 3/2/18 City Check Register (Approval of City Check Registers)

City Checks Issued March 2, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
88920	03/02/2018	Open			BEAR ELECTRICAL SOLUTIONS INC.	\$1,500.00
	Invoice		Date	Description		Amount
	5896		01/28/2018	January traffic signal maintenance - routine		\$616.00
	5895		01/28/2018	January traffic signal maintenance - response 1310 - Gas Tax		\$884.00
88921	03/02/2018	Open			CAYTON DESIGN STUDIO	\$750.00
	Invoice		Date	Description		Amount
	200-1352		02/02/2018	City Hall interior design services 1025 - Facilities Reserve Fund		\$750.00
88922	03/02/2018	Open			CERTIFIED FOLDER DISPLAY SERVICE INC	\$915.08
	Invoice		Date	Description		Amount
	544381		02/05/2018	BIA advertising services payment 1 1321 - BIA - Capitola Village-Wharf BIA		\$915.08
88923	03/02/2018	Open			CLEAN BUILDING MAINTENANCE CO.	\$3,935.63
	Invoice		Date	Description		Amount
	19187		01/31/2018	January janitorial services 1000 - General Fund 1311 - Wharf	\$3,670.13 \$265.50	\$3,935.63
88924	03/02/2018	Open			ECOLOGICAL CONCERNS INC	\$339.70
	Invoice		Date	Description		Amount
	26121		02/23/2018	Plants		\$339.70
88925	03/02/2018	Open			eFolder Inc.	\$125.00
	Invoice		Date	Description		Amount
	INV00130431		01/31/2018	January record storage fee 2211 - ISF - Information Technology		\$125.00
88926	03/02/2018	Open			EMBROIDERY WORKS	\$998.20
	Invoice		Date	Description		Amount
	18-4166		02/21/2018	Junior guard patches (1,000)		\$998.20
88927	03/02/2018	Open			EMERGENCY RESPONSE TRAINING INC	\$1,120.16
	Invoice		Date	Description		Amount
	09182017		09/18/2017	CPR training		\$560.08
	09182017-1		09/18/2017	CPR training		\$560.08

Attachment: 3/2/18 City Check Register (Approval of City Check Registers)

City Checks Issued March 2, 2018

Attachment: 3/2/18 City Check Register (Approval of City Check Registers)

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
88928	03/02/2018	Open			EMERGENCY VEHICLE SPECIALISTS INC.	\$3,475.48
	Invoice		Date	Description		Amount
	8135		02/05/2018	2010 Chevy Tahoe Unit #112 laptop install		\$2,125.48
	8127		02/02/2018	Ford Crown Vic K-9 Unit #114 laptop install		\$500.00
	8093		01/24/2018	Removed cradlepoint system 2008 Crown Vic #091		\$50.00
	8227		02/23/2018	2017 Tacoma #173 install new laptop mount & docking station		\$400.00
	8233		02/27/2018	2017 Tacoma #172 install laptop mount & docking station 1300 - SLESF - Supl Law Enfc		\$400.00
88929	03/02/2018	Open			FBINAA CA SF	\$50.00
	Invoice		Date	Description		Amount
	FBINAA022318-2		02/23/2018	FBINAA spring luncheon training		\$25.00
	FBINAA022318-1		02/23/2018	FBINAA spring luncheon training		\$25.00
88930	03/02/2018	Open			FBINAA CA SF	\$25.00
	Invoice		Date	Description		Amount
	FBINAA022318		02/23/2018	FBINAA spring luncheon training		\$25.00
88931	03/02/2018	Open			FIRST SECURITY	\$315.00
	Invoice		Date	Description		Amount
	552684		02/21/2018	March patrol services - Jade Street		\$315.00
88932	03/02/2018	Open			FIRST SECURITY	\$325.50
	Invoice		Date	Description		Amount
	552678		02/21/2018	March patrol services - skate park		\$325.50
88933	03/02/2018	Open			HUMBOLDT PETROLEUM LLC	\$26.00
	Invoice		Date	Description		Amount
	087241		02/15/2018	February carwash service		\$26.00
88934	03/02/2018	Open			HYDROSCIENCE ENGINEERS INC.	\$420.00
	Invoice		Date	Description		Amount
	331013002		02/05/2018	#17-097 New Brighton parking lot stormwater services		\$420.00
88935	03/02/2018	Open			INTERNATIONAL BRONZE PLAQUE COMPANY	\$834.00
	Invoice		Date	Description		Amount
	18-48577		02/21/2018	Plaques (4)		\$556.00
	18-48572		02/21/2018	Plaques (2)		\$278.00
88936	03/02/2018	Open			JOBS AVAILABLE	\$45.00
	Invoice		Date	Description		Amount
	JA022318		02/23/2018	Renew subscription		\$45.00

City Checks Issued March 2, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
88937	03/02/2018	Open			JOHNSON ROBERTS & ASSOCIATES INC.	\$52.00
	Invoice		Date	Description		Amount
	134755		02/02/2018	Background investigations		\$39.00
	134810		02/05/2018	Background investigations		\$13.00
88938	03/02/2018	Open			KATHY D'ANGELO	\$436.74
	Invoice		Date	Description		Amount
	000m-0220218		02/20/2018	SD cards (6) for museum		\$66.74
	000V-01302018		02/20/2018	Shoot, edit & upload Stevens interview		\$370.00
88939	03/02/2018	Open			KBA Docusys Inc.	\$90.56
	Invoice		Date	Description		Amount
	INV632058		02/01/2018	City Hall copier usage charges 2211 - ISF - Information Technology		\$90.56
88940	03/02/2018	Open			KIMLEY HORN AND ASSOCIATES INC	\$9,887.40
	Invoice		Date	Description		Amount
	097763120-0118		01/31/2018	January on-call engineering support and staff meetings		\$3,594.90
	10732119		01/31/2018	January rail trail engineering		\$2,520.00
	10707203		01/31/2018	Park Avenue side walk improvements 1200 - Capital Improvement Fund		\$3,772.50
88941	03/02/2018	Open			LESLIE CHAVEZ	\$380.00
	Invoice		Date	Description		Amount
	LC021818		02/18/2018	BIA website update, create newsletter, develop online strategy 1321 - BIA - Capitola Village-Wharf BIA		\$380.00
88942	03/02/2018	Open			LESLIE POTENZO	\$381.50
	Invoice		Date	Description		Amount
	LP022718		02/27/2018	Museum Maggiolo Bros. photo albums		\$381.50
88943	03/02/2018	Open			LEWIS TREE SERVICE INC.	\$3,850.00
	Invoice		Date	Description		Amount
	27491		02/22/2018	Monterey Cypress pruning - Bay at B&V II		\$3,850.00
88944	03/02/2018	Open			LIFE INSURANCE CO OF NORTH AMERICA-CIGNA	\$2,234.38
	Invoice		Date	Description		Amount
	CIGNA020118		02/16/2018	February life, LTD, STD, AD&D insurance		\$2,234.38
				1000 - General Fund	\$0.68	
				1001 - Payroll Payables	\$2,233.70	

Attachment: 3/2/18 City Check Register (Approval of City Check Registers)

City Checks Issued March 2, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
88945	03/02/2018	Open			LIUNA PENSION FUND	\$902.40
	Invoice		Date	Description		Amount
	CS3679		02/16/2018	February LIUNA pension dues 1001 - Payroll Payables		\$902.40
88946	03/02/2018	Open			LLOYDS TIRE SERVICE	\$1,049.46
	Invoice		Date	Description		Amount
	310533		02/22/2018	2011 Ford F250 tires		\$537.18
	310574		02/26/2018	2008 Ford F250 tires		\$512.28
88947	03/02/2018	Open			MADELINE C HORN	\$600.00
	Invoice		Date	Description		Amount
	016		02/23/2018	Cataloging and organizing museum artifacts		\$600.00
88948	03/02/2018	Open			MAR-KEN K-9 TRAINING CENTER	\$240.00
	Invoice		Date	Description		Amount
	0010-18		02/15/2018	K-9 training		\$240.00
88949	03/02/2018	Open			MARK SULLIVAN	\$176.85
	Invoice		Date	Description		Amount
	MS022318		02/23/2018	CSMFO conference travel and meals reimbursement		\$176.85
88950	03/02/2018	Open			MEDCO SUPPLY CO.	\$262.42
	Invoice		Date	Description		Amount
	IN89973549		02/12/2018	Recreation cold packs		\$262.42
88951	03/02/2018	Open			MILLER'S TRANSFER & STORAGE CO.	\$193.30
	Invoice		Date	Description		Amount
	89744		02/10/2018	February record storage and January warehouse handling		\$193.30
88952	03/02/2018	Open			MBASIA	\$520.30
	Invoice		Date	Description		Amount
	MBASIA020718		02/07/2018	Liability claim #MBA15-0809A 2213 - ISF - Self-Insurance Liability		\$520.30
88953	03/02/2018	Open			MBASIA	\$152.10
	Invoice		Date	Description		Amount
	MBASIA02072018		02/07/2018	Liability claim #MBA17-0830 2213 - ISF - Self-Insurance Liability		\$152.10
88954	03/02/2018	Open			NORTH BAY FORD	\$4,817.65
	Invoice		Date	Description		Amount
	323254		02/21/2018	2011 Ford F250 light socket replaced		\$127.03
	322827-2		02/14/2018	2011 Crown Vic transmission replaced		\$4,690.62

Attachment: 3/2/18 City Check Register (Approval of City Check Registers)

City Checks Issued March 2, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
88955	03/02/2018	Open			O'REILLY AUTO PARTS	\$506.81
	Invoice		Date	Description		Amount
	2763-354405		02/27/2018	Wiper blade		\$28.95
	2763-354409		02/27/2018	Wiper blades exchanged		(\$21.19)
	2763-354397		02/27/2018	2014 Ford wiper blades		\$161.28
	2763-354398		02/27/2018	Wiper blades		\$152.92
	2763-354203		02/26/2018	2008 Ford F250 brake pads and rotors		\$184.85
88956	03/02/2018	Open			PACIFIC GAS & ELECTRIC	\$15,475.62
	Invoice		Date	Description		Amount
	PGE021118-Acct9		02/11/2018	Monthly gas & electricity		\$14,789.60
	PGE021118-Acct5		02/11/2018	Pacific Cove parking lot utilities		\$676.16
	PGE020918-Acct0		02/09/2018	Wharf Road Rispin Mansion utilities		\$9.86
				1000 - General Fund	\$5,528.40	
				1300 - SLESF - Supl Law Enfc	\$273.81	
				1310 - Gas Tax	\$7,786.97	
				1311 - Wharf	\$1,886.44	
88957	03/02/2018	Open			PALACE OFFICE SUPPLIES	\$731.44
	Invoice		Date	Description		Amount
	465961-0		02/14/2018	Printer toner		\$116.52
	466757-0		02/20/2018	Paper reams		\$93.52
	28861-0		12/19/2017	PD filing cabinet		\$354.24
	465812-0		02/13/2018	Color paper reams, labels		\$56.19
	465694-0		02/13/2018	Organizer		\$49.88
	465857-0		02/13/2018	Paper		\$45.98
	465362-0		02/09/2018	Sponges		\$4.45
	9473783-0		02/22/2018	Museum greeting cards, foam board		\$10.66
				1000 - General Fund	\$574.94	
				2210 - ISF - Stores Fund	\$156.50	
88958	03/02/2018	Open			PARKMOBILE LLC	\$20.60
	Invoice		Date	Description		Amount
	INV8373		01/31/2018	Park Mobile processing fees		\$20.60
88959	03/02/2018	Open			PHOENIX GROUP INFORMATION SYSTEMS	\$1,199.35
	Invoice		Date	Description		Amount
	012018070		02/16/2018	January citation processing		\$1,199.35
88960	03/02/2018	Open			PITNEY BOWES	\$147.15
	Invoice		Date	Description		Amount
	1006657781		02/24/2018	Recreation quarterly postage machine rental		\$147.15

Attachment: 3/2/18 City Check Register (Approval of City Check Registers)

City Checks Issued March 2, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
88961	03/02/2018	Open			ROYAL WHOLESALE ELECTRIC	\$10.86
	Invoice		Date	Description		Amount
	7719-626294		02/21/2018	Electrical supplies - Hoopers stairs		\$10.86
88962	03/02/2018	Open			ROYAL WHOLESALE ELECTRIC	\$56.17
	Invoice		Date	Description		Amount
	7719-626116		02/16/2018	Photo cell - Hoopers stairs		\$16.58
	7719-626122		02/16/2018	Flex PVC - Hoopers stairs		\$7.02
	7719-626191		02/20/2018	Electrical supplies - Hoopers stairs		\$32.57
88963	03/02/2018	Open			SANTA CRUZ COUNTY DEPT OF PUBLIC WORKS	\$22,359.00
	Invoice		Date	Description		Amount
	SCC020618		02/06/2018	FY17/18 household hazardous waste cost share		\$22,359.00
88964	03/02/2018	Open			SHIELDS CONSULTING GROUP INC.	\$1,750.00
	Invoice		Date	Description		Amount
	1618-2		02/19/2018	State mandated cost reimbursement consulting services		\$1,750.00
88965	03/02/2018	Open			SLOAN SAKAI YEUNG AND WONG LLP	\$2,361.82
	Invoice		Date	Description		Amount
	37060		01/31/2018	Legal services for 2018 labor negotiations		\$2,361.82
88966	03/02/2018	Open			STATE STEEL COMPANY	\$678.70
	Invoice		Date	Description		Amount
	124225		02/13/2018	Steel for lifeguard towers		\$678.70
88967	03/02/2018	Open			SUPPLYWORKS	\$1,607.95
	Invoice		Date	Description		Amount
	429432719		02/16/2018	Cleaning supplies		\$1,607.95
88968	03/02/2018	Open			The LightHouse	\$845.32
	Invoice		Date	Description		Amount
	0395060		02/09/2018	LED beacons and lighthead		\$845.32
88969	03/02/2018	Open			TRACTOR SUPPLY COMPANY	\$65.53
	Invoice		Date	Description		Amount
	200150067		01/25/2018	Hand winch and strap		\$65.53
88970	03/02/2018	Open			UPEC LIUNA LOCAL 792	\$1,255.50
	Invoice		Date	Description		Amount
	1763		02/16/2018	February UPEC dues		\$1,255.50
				1001 - Payroll Payables		

Attachment: 3/2/18 City Check Register (Approval of City Check Registers)

City Checks Issued March 2, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
88971	03/02/2018	Open			Boris Baggerman	\$41.00
	Invoice		Date	Description		Amount
	177126097		02/26/2018	Citation refund		\$41.00
88972	03/02/2018	Open			Jane Giannone	\$10.00
	Invoice		Date	Description		Amount
	222123614		02/26/2018	Citation refund		\$10.00
88973	03/02/2018	Open			John or Kyra Anderson	\$8.00
	Invoice		Date	Description		Amount
	222123551		02/26/2018	Citation refund		\$8.00
88974	03/02/2018	Open			Kim Wieburg	\$9.25
	Invoice		Date	Description		Amount
	2018-00000659		02/22/2018	Parking refund		\$9.25
88975	03/02/2018	Open			Kurt Rosenberger or Taryn Featherstone	\$30.00
	Invoice		Date	Description		Amount
	199128695		02/26/2018	Citation refund		\$30.00
88976	03/02/2018	Open			Leonard Page	\$380.00
	Invoice		Date	Description		Amount
	245376		02/26/2018	Citation refund		\$380.00
Type Check Totals:						\$128,834.50
<u>EFT</u>						
570	03/02/2018	Open			DISCOVERY BENEFITS	\$148.00
	Invoice		Date	Description		Amount
	0000842060-IN		01/31/2018	January COBRA and FSA admin.		\$148.00
575	02/28/2018	Reconciled	02/28/2018		CalPERS Member Services Division	\$48,042.82
	Invoice		Date	Description		Amount
	1001026095-8		02/28/2018	PERS contributions PPE 2/10/18		\$48,042.82
				1000 - General Fund	(\$0.21)	
				1001 - Payroll Payables	\$48,043.03	
576	03/02/2018	Open			CalPERS Health Insurance	\$61,691.50
	Invoice		Date	Description		Amount
	1001028371		03/02/2018	March health insurance		\$61,691.50
				1000 - General Fund	\$2,500.23	
				1001 - Payroll Payables	\$59,191.27	
Type EFT Totals:						\$109,882.32

Attachment: 3/2/18 City Check Register (Approval of City Check Registers)

City Checks Issued March 2, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
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CITY - Main City Totals				Counts:	Totals:
Checks				66	\$128,834.50
EFTs				3	\$109,882.32
All				69	\$238,716.82
WELLS - Payroll Totals					
Checks				6	\$3,327.21
EFTs				85	\$143,596.64
All				91	\$146,923.85
Grand Totals:					
Checks				72	\$132,161.71
EFTs				88	\$253,478.96
All				160	\$385,640.67

Attachment: 3/2/18 City Check Register (Approval of City Check Registers)

City Main account checks dated March 9, 2018, numbered 88977 to 89024, plus 4 EFT, \$189,468.07, plus 3 Library account checks, totaling \$91,028.37, for a grand total of \$280,496.44, have been reviewed and authorized for distribution by the City Manager.

As of March 9, 2018, the unaudited cash balance is \$4,973,931.26.

CASH POSITION - CITY OF CAPITOLA 3/9/18

	Net Balance
General Fund	\$1,235,850.82
Payroll Payables	\$52,837.21
Contingency Reserve Fund	\$1,969,845.66
Facilities Reserve Fund	\$389,826.00
Capital Improvement Fund	\$847,622.89
Stores Fund	\$20,417.27
Information Technology Fund	\$64,441.36
Equipment Replacement	\$278,661.58
Self-Insurance Liability Fund	(\$6,231.17)
Workers' Comp. Ins. Fund	\$71,141.79
Compensated Absences Fund	\$49,517.85
TOTAL UNASSIGNED GENERAL FUNDS	\$4,973,931.26

The Emergency Reserve Fund balance is \$1,310,705.54 (not included above).
The PERS Contingency Fund balance is \$565,408.56 (not included above).
The Library Fund balance is \$613,891.41 (not included above).



Jamie Goldstein, City Manager

3/12/18

Date



Peter Wilk, City Treasurer

3/16/18

Date

Attachment: 3/9/18 City Check Register (Approval of City Check Registers)

City Checks Issued March 9, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
88977	03/09/2018	Open			4LEAF INC.	\$29,092.50
	Invoice		Date	Description		Amount
	J3604C		03/05/2018	January interim building official contract services		\$16,065.00
	J3604B		02/05/2018	December interim building official contract services		\$13,027.50
88978	03/09/2018	Open			APTOS LANDSCAPE SUPPLY INC.	\$149.73
	Invoice		Date	Description		Amount
	460931		02/28/2018	Median mini bark		\$149.73
88979	03/09/2018	Open			BIG CREEK LUMBER	\$31.69
	Invoice		Date	Description		Amount
	915393		02/28/2018	Wood		\$31.69
88980	03/09/2018	Open			BURKE WILLIAMS AND SORENSEN LLP	\$652.00
	Invoice		Date	Description		Amount
	223345		02/27/2018	January labor and employment legal services		\$652.00
88981	03/09/2018	Open			CALIF DEPT OF FISH & WILDLIFE	\$1,446.00
	Invoice		Date	Description		Amount
	F&W030718		03/07/2018	Peery park streambed alteration permit		\$1,446.00
88982	03/09/2018	Open			CALIFORNIA LAW ENFORCEMENT ASSOCIATION	\$490.00
	Invoice		Date	Description		Amount
	CLEA022118		02/21/2018	March POA long term disability 1001 - Payroll Payables		\$490.00
88983	03/09/2018	Open			CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,633.75
	Invoice		Date	Description		Amount
	POA030218		03/02/2018	POA dues PPE 2/24/18 1001 - Payroll Payables		\$1,633.75
88984	03/09/2018	Open			COMMUNITY PRINTERS	\$194.60
	Invoice		Date	Description		Amount
	20496011		02/28/2018	Insurance cards		\$194.60
88985	03/09/2018	Open			CUMMINS PACIFIC	\$3,000.26
	Invoice		Date	Description		Amount
	021-31108		02/27/2018	Sweeper ECM replaced 1310 - Gas Tax		\$3,000.26
88986	03/09/2018	Open			D & G SANITATION	\$252.65
	Invoice		Date	Description		Amount
	248482		02/28/2018	McGregor park portable toilets		\$252.65

Attachment: 3/9/18 City Check Register (Approval of City Check Registers)

City Checks Issued March 9, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
88987	03/09/2018	Open			ED MORRISON	\$2,120.00
	Invoice		Date	Description		Amount
	2018-05-8		03/05/2018	February PW inspection services		\$2,120.00
88988	03/09/2018	Open			ELEVATOR SERVICE COMPANY INC.	\$180.00
	Invoice		Date	Description		Amount
	15328		03/01/2018	Quarterly elevator service and inspection		\$180.00
88989	03/09/2018	Open			EWING IRRIGATION	\$46.87
	Invoice		Date	Description		Amount
	4859308		02/28/2018	Potting soil		\$46.87
88990	03/09/2018	Open			FBINAA CA SF	\$25.00
	Invoice		Date	Description		Amount
	FBINAA030918		03/09/2018	FBINAA spring luncheon training		\$25.00
88991	03/09/2018	Open			FLYERS ENERGY LLC	\$5,692.94
	Invoice		Date	Description		Amount
	18-641401		02/15/2018	500 gallons ethanol		\$1,715.69
	18-641402		02/15/2018	125 gallons diesel		\$453.02
	18-635998		02/07/2018	130 gallons diesel		\$482.72
	18-635995		02/07/2018	425 gallons ethanol		\$1,503.47
	18-645447		02/22/2018	448 gallons ethanol		\$1,538.04
88992	03/09/2018	Open			FRANCHISE TAX BOARD	\$414.06
	Invoice		Date	Description		Amount
	FD030218		03/02/2018	Employee garnishment PPE 2/24/18 1001 - Payroll Payables		\$414.06
88993	03/09/2018	Open			GARDAWORLD	\$187.29
	Invoice		Date	Description		Amount
	10379676		03/01/2018	Monthly armored car service		\$187.29
88994	03/09/2018	Open			HOME AGAIN	\$19.99
	Invoice		Date	Description		Amount
	HA022118		02/21/2018	K-9 tracking annual renewal		\$19.99

Attachment: 3/9/18 City Check Register (Approval of City Check Registers)

City Checks Issued March 9, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
88995	03/09/2018	Open			HOME DEPOT CREDIT SERVICES	\$870.93
	Invoice		Date	Description		Amount
	8563331		02/09/2018	Metal and plastic roller trays		\$20.47
	3052443		02/14/2018	rubber sheets - gasket material		\$11.87
	2022054		02/15/2018	brooms, cutoff blades, cable ties		\$174.11
	7022797		02/20/2018	gloves, conduit		\$23.10
	2572395		02/15/2018	parking meter supplies		\$73.20
	3016052		02/14/2018	Electrical supplies for Hoopers stairs		\$341.12
	2022059		02/15/2018	Electrical supplies for Hoopers stairs		\$5.74
	8563315		02/09/2018	Tap con, hammer drill bit		\$25.29
	8565699		03/01/2018	Wrap		\$49.63
	2013764		01/26/2018	Tarp, respirator, dust masks		\$146.40
				1000 - General Fund	\$859.06	
				1311 - Wharf	\$11.87	
88996	03/09/2018	Open			HUMBOLDT PETROLEUM LLC	\$13.00
	Invoice		Date	Description		Amount
	087280		02/28/2018	February carwash services		\$13.00
88997	03/09/2018	Open			ICMA RETIREMENT TRUST 457	\$6,488.50
	Invoice		Date	Description		Amount
	41577013		03/02/2018	Employee 457 contributions PPE 2/24/18		\$6,488.50
				1001 - Payroll Payables		
88998	03/09/2018	Open			INTERNATIONAL BRONZE PLAQUE COMPANY	\$417.00
	Invoice		Date	Description		Amount
	18-48327		01/19/2018	Memorial plaques (3)		\$417.00
88999	03/09/2018	Open			JAMIE GOLDSTEIN	\$20.24
	Invoice		Date	Description		Amount
	Goldstein020218		02/02/2018	City manager's meeting meal reimbursement		\$20.24
89000	03/09/2018	Open			KIMBERLY P CHAVEZ	\$25,000.00
	Invoice		Date	Description		Amount
	CB021618		02/16/2018	Esplanade park climbable structure 1st installment		\$25,000.00
				1315 - Public Art Fee Fund		
89001	03/09/2018	Open			MACKAY METERS INC	\$956.67
	Invoice		Date	Description		Amount
	1048793		10/31/2017	October meter and credit card transaction fees		\$345.07
	1049079		11/30/2017	November meter and credit card transaction fees		\$289.41
	1049732		02/28/2018	February parking meter fees		\$322.19

Attachment: 3/19/18 City Check Register (Approval of City Check Registers)

City Checks Issued March 9, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
89002	03/09/2018	Open			MASTER CLEANERS	\$872.59
	Invoice		Date	Description		Amount
	MC022818		02/28/2018	February uniform cleaning		\$872.59
89003	03/09/2018	Open			MID COUNTY AUTO SUPPLY	\$1,418.14
	Invoice		Date	Description		Amount
	66293		02/08/2018	3v lithium battery		\$4.90
	66962		02/14/2018	gasket material		\$4.31
	67588		02/20/2018	Lamp kit		\$264.19
	68423		02/27/2018	Fuel line		\$4.76
	68253		02/26/2018	A/C and heater relay		\$9.34
	68337		02/27/2018	Pressure regulator, gasket set, throttle gasket, injectors		\$432.65
	61111		12/19/2017	Wheel seal, pads		\$186.46
	61112		12/19/2017	Returned wheel seal and pads		(\$186.46)
	63106		01/10/2018	2008 Chevy Tahoe alternator		\$189.64
	67904		02/22/2018	Antifreeze		\$56.47
	66973		02/14/2018	Backing pads, cutoff wheels		\$49.02
	66889		02/13/2018	Duster rolls, shop towels		\$16.46
	68533		02/28/2018	Shop lights		\$383.58
	68715		03/02/2018	Fuel line		\$2.82
				1000 - General Fund	\$1,413.83	
				1311 - Wharf	\$4.31	
89004	03/09/2018	Open			MISSION LINEN SUPPLY	\$811.30
	Invoice		Date	Description		Amount
	506711180		02/07/2018	Linen service and shop towels		\$44.18
	506711181		02/07/2018	Linen service		\$99.31
	506741856		02/12/2018	Community Center linen service		\$72.71
	506760257		02/14/2018	linen service		\$121.42
	506789141		02/19/2018	PD mat service		\$51.57
	506837444		02/26/2018	Community center mats and mops		\$72.71
	506806636		02/21/2018	Linen service		\$95.44
	506806635		02/21/2018	Linen service, shop towels		\$44.18
	506760256		02/14/2018	Linen service, shop towels		\$44.18
	506852919		02/28/2018	Linen service, shop towels		\$44.18
	506852920		02/28/2018	Linen service		\$121.42
89005	03/09/2018	Open			MOFFATT AND NICHOL	\$7,655.97
	Invoice		Date	Description		Amount
	732401		02/28/2018	Wharf, jetty, flume design and study		\$7,655.97
				1200 - Capital Improvement Fund		

Attachment: 3/9/18 City Check Register (Approval of City Check Registers)

City Checks Issued March 9, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
89006	03/09/2018	Open			NICHOLS CONSULTING ENGINEERS CHTD	\$2,010.00
	Invoice		Date	Description		Amount
	303075507		02/26/2018	Fanmar Way rehab. and drainage project 1200 - Capital Improvement Fund		\$2,010.00
89007	03/09/2018	Open			NORTH BAY FORD	\$154.56
	Invoice		Date	Description		Amount
	265547		02/28/2018	Flanged hex bolts		\$154.56
89008	03/09/2018	Open			O'REILLY AUTO PARTS	\$279.78
	Invoice		Date	Description		Amount
	2763-351438		02/14/2018	Dirt buster, diesel exhaust fluid		\$50.75
	2763-351437		02/14/2018	Auto clinics		\$180.00
	2763-339259		12/20/2017	Caliper, breaker bar		\$49.03
89009	03/09/2018	Open			PACIFIC PRODUCTS AND SERVICES LLC	\$744.23
	Invoice		Date	Description		Amount
	23131		02/26/2018	Steel rivets, washers 1310 - Gas Tax		\$744.23
89010	03/09/2018	Open			PALACE OFFICE SUPPLIES	\$331.99
	Invoice		Date	Description		Amount
	467456-0		02/26/2018	Wireless headset		\$258.97
	9476931-0		03/05/2018	Museum glue sticks, labels, binders		\$16.91
	468333-0		03/01/2018	Envelopes		\$32.87
	9477200-0		03/06/2018	Museum office supplies		\$23.24
				1000 - General Fund	\$299.12	
				2210 - ISF - Stores Fund	\$32.87	
89011	03/09/2018	Open			PRAXAIR DISTRIBUTION INC.	\$97.26
	Invoice		Date	Description		Amount
	81534295		02/21/2018	Acetylene rental		\$97.26
89012	03/09/2018	Open			PUBLIC ENGINES INC.	\$597.00
	Invoice		Date	Description		Amount
	25610		03/01/2018	Quarterly CommandCentral analytics subscription		\$597.00
89013	03/09/2018	Open			ROYAL WHOLESALE ELECTRIC	\$91.16
	Invoice		Date	Description		Amount
	7719-624556		02/15/2018	LED street bulb		\$91.16

Attachment: 3/9/18 City Check Register (Approval of City Check Registers)

City Checks Issued March 9, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
89014	03/09/2018	Open			SAN LORENZO LUMBER	\$1,344.19
	Invoice		Date	Description		Amount
	55-0339311		02/07/2018	Wood for McGregor skate park		\$51.86
	56-0071559		02/09/2018	Ground cover 41st Ave.		\$147.10
	55-0343001		02/21/2018	Glasses		\$24.40
	55-0343434		02/22/2018	Wood for Jade St. bleachers		\$403.46
	55-0343442		02/22/2018	Bleacher hardware, primer/sealer, respirator		\$122.20
	55-0344110		02/26/2018	Bleacher hardware		\$21.09
	57-0040642		01/31/2018	Lifeguard room door		\$542.50
	55-0344773		02/28/2018	Jade St. wood		\$31.58
89015	03/09/2018	Open			SCC INFORMATION SERVICES	\$521.99
	Invoice		Date	Description		Amount
	SCC022718		02/27/2018	March Open Query SCAN charges		\$521.99
89016	03/09/2018	Open			SANTA CRUZ SENTINEL	\$305.60
	Invoice		Date	Description		Amount
	0001110197		02/28/2018	Zoning code update legal notice		\$305.60
89017	03/09/2018	Open			SCULPTURAL ACCENTS	\$10,000.00
	Invoice		Date	Description		Amount
	1216		03/01/2018	Capitola Avenue railing project 2nd installment 1315 - Public Art Fee Fund		\$10,000.00
89018	03/09/2018	Open			STEPHANIE HARLAN	\$375.00
	Invoice		Date	Description		Amount
	SH062918		03/06/2018	Council members executive forum registration		\$375.00
89019	03/09/2018	Open			SUMMIT UNIFORMS	\$367.08
	Invoice		Date	Description		Amount
	42998		08/03/2017	Uniform items/alterations for Moreno		\$197.74
	48382		02/24/2018	Uniform for Wilson		\$87.40
	48378		02/24/2018	Uniform shirt for Yeung		\$81.94
89020	03/09/2018	Open			T MOBILE	\$511.63
	Invoice		Date	Description		Amount
	20180220		02/21/2018	February cell phone usage		\$511.63
89021	03/09/2018	Open			US BANK PARS	\$156.49
	Invoice		Date	Description		Amount
	PARS030218		03/02/2018	PARS contributions PPE 2/24/18 1001 - Payroll Payables		\$156.49

Attachment: 3/9/18 City Check Register (Approval of City Check Registers)

City Checks Issued March 9, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
89022	03/09/2018	Open			WELLS FARGO BANK	\$3,951.57
	Invoice		Date	Description		Amount
	WF030218		03/02/2018	February credit card purchases		\$3,951.57
				Purchases over \$500 threshold:		
				City Manager Meeting lodging	\$571.44	
				CSMFO conference lodging	\$573.90	
				1000 - General Fund	\$3,562.78	
				2210 - ISF - Stores Fund	\$98.79	
				2211 - ISF - Information Tech	\$290.00	
89023	03/09/2018	Open			Cindy Wimberly	\$15.50
	Invoice		Date	Description		Amount
	CW030518		03/05/2018	Parking refund		\$15.50
89024	03/09/2018	Open			J. Ansari	\$36.00
	Invoice		Date	Description		Amount
	211123704		03/05/2018	Citation refund		\$36.00
Type Check Totals:						\$112,044.70
<u>EFT</u>						
577	03/06/2018	Open			CalPERS Member Services Division	\$48,011.33
	Invoice		Date	Description		Amount
	1001030565-8		03/06/2018	PERS contributions PPE 2/24/18		\$48,011.33
				1000 - General Fund	(\$0.24)	
				1001 - Payroll Payables	\$48,011.57	
578	03/06/2018	Open			EMPLOYMENT DEVELOPMENT DEPT	\$6,058.46
	Invoice		Date	Description		Amount
	0-730-628-672		03/06/2018	State taxes PPE 2/24/18		\$6,058.46
				1001 - Payroll Payables		
579	03/06/2018	Open			INTERNAL REVENUE SERVICE	\$22,120.82
	Invoice		Date	Description		Amount
	05403133		03/06/2018	Federal taxes & Medicare PPE 2/24/18		\$22,120.82
				1001 - Payroll Payables		
580	03/06/2018	Open			STATE DISBURSEMENT UNIT	\$1,232.76
	Invoice		Date	Description		Amount
	NZGXDQE6659		03/06/2018	Employee garnishments PPE 2/24/18		\$1,232.76
				1001 - Payroll Payables		
Type EFT Totals:						\$77,423.37

Attachment: 3/9/18 City Check Register (Approval of City Check Registers)

City Checks Issued March 9, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
Library - Library						
<u>Check</u>						
55	03/09/2018	Open			BOGARD CONSTRUCTION INC	\$2,280.00
	Invoice		Date	Description		Amount
	160707-18		02/26/2018	Library project management services 1360 - Library Fund		\$2,280.00
56	03/09/2018	Open			FOREST DESIGN LLC	\$2,667.00
	Invoice		Date	Description		Amount
	0530		02/28/2018	Library fundraising services 1360 - Library Fund		\$2,667.00
57	03/09/2018	Open			NOLL AND TAM ARCHITECTS	\$86,081.37
	Invoice		Date	Description		Amount
	0057646		01/31/2018	Library construction documents 1360 - Library Fund		\$86,081.37
Type Check Totals:						\$91,028.37

CITY - Main City Totals	Counts:	Totals:
Checks	48	\$112,044.70
EFTs	4	\$77,423.37
All	52	\$189,468.07
Library - Library Totals		
Checks	3	\$91,028.37
EFTs	0	\$0.00
All	3	\$91,028.37
Grand Totals:		
Checks	51	\$203,073.07
EFTs	4	\$77,423.37
All	55	\$280,496.44

Attachment: 3/9/18 City Check Register (Approval of City Check Registers)

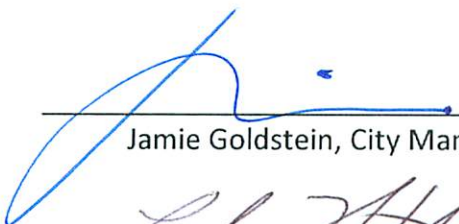
City Main account checks dated March 16, 2018, numbered 89025 to 89100 and 1 EFT, totaling \$110,850.58, plus 5 Payroll checks and 90 EFTs, totaling \$148,931.28, for a grand total of \$259,781.86, have been reviewed and authorized for distribution by the City Manager.

As of March 16, 2018, the unaudited cash balance is \$4,883,856.59.

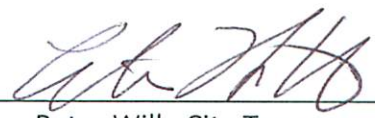
CASH POSITION - CITY OF CAPITOLA 3/16/18

	Net Balance
General Fund	\$1,083,556.84
Payroll Payables	\$172,009.89
Contingency Reserve Fund	\$1,969,845.66
Facilities Reserve Fund	\$389,826.00
Capital Improvement Fund	\$847,622.89
Stores Fund	\$19,812.12
Information Technology Fund	\$56,775.50
Equipment Replacement	\$229,979.22
Self-Insurance Liability Fund	(\$6,231.17)
Workers' Comp. Ins. Fund	\$71,141.79
Compensated Absences Fund	\$49,517.85
TOTAL UNASSIGNED GENERAL FUNDS	\$4,883,856.59

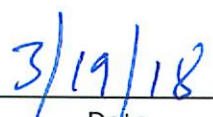
The Emergency Reserve Fund balance is \$1,310,705.54 (not included above).
The PERS Contingency Fund balance is \$565,408.56 (not included above).
The Library Fund balance is \$613,891.41 (not included above).



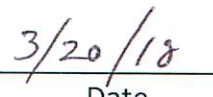
 Jamie Goldstein, City Manager



 Peter Wilk, City Treasurer



 Date



 Date

Attachment: 3/16/18 City Check Register (Approval of City Check Registers)

City Checks Issued March 16, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
89025	03/12/2018	Open			AFLAC	\$1,723.96
	Invoice		Date	Description		Amount
	420155		02/25/2018	February employee supplemental insurance 1001 - Payroll Payables		\$1,723.96
89026	03/16/2018	Open			ACCELA INC	\$1,190.70
	Invoice		Date	Description		Amount
	INV-ACC38321		03/01/2018	March legislative management software 1320 - PEG - Public Education and Govt		\$1,190.70
89027	03/16/2018	Open			ALLSAFE LOCK COMPANY	\$24.41
	Invoice		Date	Description		Amount
	50374		03/09/2018	Keys		\$24.41
89028	03/16/2018	Open			ALVAREZ TECHNOLOGY GROUP INC	\$7,317.50
	Invoice		Date	Description		Amount
	45411		03/01/2018	April IT services & antivirus software 2211 - ISF - Information Technology		\$7,317.50
89029	03/16/2018	Open			AT&T	\$9.17
	Invoice		Date	Description		Amount
	ATT030118		03/01/2018	March long distance charges		\$9.17
				1000 - General Fund	\$4.50	
				2211 - ISF - Information Tech	\$4.67	
89030	03/16/2018	Open			ATCHISON BARISONE CONDOTTI & KOVACEVICH	\$9,126.35
	Invoice		Date	Description		Amount
	ABCK030618		03/06/2018	February legal services		\$9,126.35
89031	03/16/2018	Open			BATTERIES PLUS	\$913.85
	Invoice		Date	Description		Amount
	314-335984		03/08/2018	Parking meter batteries (6)		\$913.85
89032	03/16/2018	Open			BAY PHOTO LAB	\$11.07
	Invoice		Date	Description		Amount
	12692801		03/12/2018	Museum photo prints		\$11.07
89033	03/16/2018	Open			CALE AMERICA INC.	\$1,829.00
	Invoice		Date	Description		Amount
	148682		02/28/2018	February active meters		\$1,829.00

Attachment: 3/16/18 City Check Register (Approval of City Check Registers)

City of Capitola

City Checks Issued March 16, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
89034	03/16/2018	Open			CENTRAL HOME SUPPLY	\$34.97
	Invoice		Date	Description		Amount
	112068-1		03/06/2018	Base rock		\$34.97
89035	03/16/2018	Open			CLEAN BUILDING MAINTENANCE CO.	\$3,719.13
	Invoice		Date	Description		Amount
	19383		02/28/2018	February facility cleaning fees		\$3,719.13
				1000 - General Fund	\$3,453.63	
				1311 - Wharf	\$265.50	
89036	03/16/2018	Open			CRYSTAL SPRINGS WATER CO.	\$181.00
	Invoice		Date	Description		Amount
	CSW022818		02/28/2018	February drinking water		\$181.00
89037	03/16/2018	Open			DEPARTMENT OF PESTICIDE REGULATION	\$50.00
	Invoice		Date	Description		Amount
	DPR030918		03/09/2018	Right of way exam QAL#144115 - Hutto		\$50.00
89038	03/16/2018	Open			EMERGENCY VEHICLE SPECIALISTS INC.	\$1,150.00
	Invoice		Date	Description		Amount
	8279		03/12/2018	PD unit #161 reconfigure mount, install docking station, cabling		\$250.00
	8261		03/06/2018	2011 Ford Crown Vic #111 MDT mount, docking station & cabling		\$400.00
	8269		03/08/2018	PD unit #141 install MDT mount, docking station, cabling		\$500.00
				1300 - SLESF - Supl Law Enfc		
89039	03/16/2018	Open			FEDERAL EXPRESS	\$28.80
	Invoice		Date	Description		Amount
	6-090-67075		02/16/2018	Recreation shipping charges		\$28.80
89040	03/16/2018	Open			FLYERS ENERGY LLC	\$1,072.04
	Invoice		Date	Description		Amount
	18-650638		03/02/2018	310 gallons ethanol		\$1,067.22
	17-613024C		12/28/2017	Refund invoice 17-613024 due to billing error		(\$1,260.26)
	17-613024AA		12/29/2017	369 gallons ethanol - adjusted billing of invoice 17-61302AA		\$1,265.08
89041	03/16/2018	Open			Folsom Ford	\$31,682.36
	Invoice		Date	Description		Amount
	FL8888		03/02/2018	2018 Ford Explorer VIN #37504		\$31,682.36
				2212 - ISF - Equipment Replacement		
89042	03/16/2018	Open			FRANK PERRY	\$827.57
	Invoice		Date	Description		Amount
	FP0306918		03/09/2018	Museum exhibit, collection and fundraising supplies		\$827.57

Attachment: 3/16/18 City Check Register (Approval of City Check Registers)

City Checks Issued March 16, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
89043	03/16/2018	Open			JIM CLARK	\$679.25
	Invoice		Date	Description		Amount
	3718		03/07/2018	Backflow tests (11)		\$679.25
89044	03/16/2018	Open			KBA Docusys Inc.	\$343.69
	Invoice		Date	Description		Amount
	INV641390		03/01/2018	City Hall copier usage charges		\$114.93
	INV641391		03/01/2018	City Hall copier usage charges		\$228.76
				2211 - ISF - Information Technology		
89045	03/16/2018	Open			LAS ANIMAS CONCRETE	\$355.44
	Invoice		Date	Description		Amount
	133281		03/05/2018	Sand slurry		\$355.44
89046	03/16/2018	Open			MADE FRESH CREW	\$5,250.00
	Invoice		Date	Description		Amount
	830		03/05/2018	Skate park mural design stipend and 1st installment		\$5,250.00
				1315 - Public Art Fee Fund		
89047	03/16/2018	Open			MISSION PRINTERS	\$46.87
	Invoice		Date	Description		Amount
	56594		03/09/2018	Contract building official business cards		\$46.87
				2210 - ISF - Stores Fund		
89048	03/16/2018	Open			MUNISERVICES LLC	\$1,304.32
	Invoice		Date	Description		Amount
	INV06-002125		02/28/2018	Quarterly STARS reports		\$1,304.32
89049	to 89074			Check stock void due to printer error		

Attachment: 3/16/18 City Check Register (Approval of City Check Registers)

City Checks Issued March 16, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
89075	03/16/2018	Open			ORCHARD SUPPLY HARDWARE	\$1,349.69
	Invoice		Date	Description		Amount
	034306		02/02/2018	Light tubes, vent clip		\$33.08
	045078		02/07/2018	Hose, shutoff coupling, washers		\$67.23
	159654		02/09/2018	Safety hasps, head plugs, caps, nipples, elbows		\$46.98
	159055		02/05/2018	Painting supplies		\$17.78
	035056		02/05/2018	Plumbing supplies		\$34.86
	045194		02/07/2018	Hammer and drill bits		\$43.46
	035371		02/07/2018	Marking paint		\$11.68
	159663		02/09/2018	Gloves and pruners		\$46.58
	025039		02/09/2018	LED bulbs		\$7.24
	159731		02/09/2018	Graffiti supplies		\$12.42
	026586		02/14/2018	gloves		\$13.45
	046465		02/14/2018	buckets, screws		\$60.61
	150659		02/15/2018	cleaning supplies		\$30.72
	027249		02/16/2018	level, nuts and bolts		\$70.17
	046891		02/16/2018	graffiti supplies		\$9.92
	047648		02/20/2018	memorial bench supplies		\$39.24
	045375		02/08/2018	Anvil pruner and face shield		\$30.01
	026120		02/12/2018	Graffiti supplies		\$7.24
	027002		02/15/2018	Hand transplanter		\$27.93
	028609		02/20/2018	ADA sign		\$17.59
	028988-2		02/21/2018	Gang blank cover, mini roller		\$10.75
	029288		02/22/2018	Primer for bleachers		\$40.89
	152036		02/22/2018	Electrical supplies - Hoopers stairs		\$2.89
	038269		02/23/2018	Palm sander, foam brushes		\$55.45
	029590		02/23/2018	Gloves		\$13.45
	152310		02/24/2018	Leak seal, tape		\$21.72
	048808		02/26/2018	LED bulbs		\$20.69
	038927		02/26/2018	Tape measure, universal joints, impact bit		\$41.68
	049360		03/01/2018	Handy box, handy box covers, electrical supplies		\$14.04
	047937		02/22/2018	Bleacher paint		\$243.30
	048690		02/26/2018	Painting supplies		\$10.33
	039054		02/27/2018	Potting soil		\$37.23
	153051		02/28/2018	Saw blade, casters		\$48.61
	049183-2		02/28/2018	Metric project kit, drill bits		\$90.07
	021075		02/28/2018	Rake, square, bucket		\$31.54
	159411		02/07/2018	Conduit cover		\$5.17
	029480		02/23/2018	Gloves		\$10.34
	052620		02/24/2018	Foam brush, wiping cloth		\$16.74
	048954		02/27/2018	Plumbing tape		\$6.61
				1000 - General Fund	\$1,327.97	
				1311 - Wharf	\$21.72	

Attachment: 3/16/18 City Check Register (Approval of City Check Registers)

City Checks Issued March 16, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
89076	03/16/2018	Open			P F PETTIBONE AND COMPANY	\$281.85
	Invoice		Date	Description		Amount
	174022		03/07/2018	Minute book covers, gold stamping		\$281.85
89077	03/16/2018	Open			PACIFIC GALVANIZING	\$542.73
	Invoice		Date	Description		Amount
	PG1150584		03/07/2018	Lifeguard frame skid, 2" angles		\$542.73
89078	03/16/2018	Open			PALACE OFFICE SUPPLIES	\$325.86
	Invoice		Date	Description		Amount
	468845-0		03/06/2018	Paper, towels, tissues		\$143.56
	469126-0		03/07/2018	Planners, certificates, document covers		\$101.48
	9477640-0		03/07/2018	Museum office supplies		\$29.75
	469600-0		03/09/2018	Paper, white-out		\$51.07
				1000 - General Fund	\$224.38	
				2210 - ISF - Stores Fund	\$101.48	
89079	03/16/2018	Open			PAPA	\$70.00
	Invoice		Date	Description		Amount
	PAPA041118		03/14/2018	Pesticide training less credit - Bunter		\$70.00
89080	03/16/2018	Open			QUIET PC USA INC.	\$2,983.75
	Invoice		Date	Description		Amount
	716968		03/06/2018	Server rack for radio equipment		\$2,983.75
				1300 - SLESF - Supl Law Enfc		
89081	03/16/2018	Open			ROCKY MOUNTAIN SKIING LLC	\$788.55
	Invoice		Date	Description		Amount
	IN-10417		02/12/2018	Sunscreen for junior guards and camp		\$788.55
89082	03/16/2018	Open			ROGERS ANDERSON MALODY & SCOTT LLP	\$2,600.00
	Invoice		Date	Description		Amount
	56946		01/31/2018	State controller's report preparation		\$2,600.00
89083	03/16/2018	Open			SANTA CRUZ APTOS AUTO TOWING	\$96.00
	Invoice		Date	Description		Amount
	8539		01/19/2018	Motorcycle towed		\$96.00
89084	03/16/2018	Open			SANTA CRUZ COUNTY AUDITOR-CONTROLLER	\$5,336.00
	Invoice		Date	Description		Amount
	SCC030518		03/05/2018	February citation processing		\$5,336.00

Attachment: 3/16/18 City Check Register (Approval of City Check Registers)

City Checks Issued March 16, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
89085	03/16/2018	Open			SANTA CRUZ COUNTY DEPT OF PUBLIC WORKS	\$133.12
	Invoice		Date	Description		Amount
	33418		02/28/2018	Tire disposal fee		\$133.12
89086	03/16/2018	Open			SANTA CRUZ MUNICIPAL UTILITIES	\$145.41
	Invoice		Date	Description		Amount
	SCMU021218		02/12/2018	February water service for medians		\$145.41
89087	03/16/2018	Open			SIRCHIE	\$92.70
	Invoice		Date	Description		Amount
	0338515-IN		02/28/2018	Evidence tags		\$92.70
89088	03/16/2018	Open			SOQUEL CREEK WATER DISTRICT	\$5,312.23
	Invoice		Date	Description		Amount
	SCWD022818		02/28/2018	February water usage and irrigation fees		\$5,312.23
				1000 - General Fund	\$4,758.86	
				1311 - Wharf	\$553.37	
89089	03/16/2018	Open			SOQUEL NURSERY GROWERS INC.	\$146.64
	Invoice		Date	Description		Amount
	0000342192		03/01/2018	Plants		\$84.09
	0000342280		03/08/2018	Plants		\$62.55
89090	03/16/2018	Open			STATE STEEL COMPANY	\$71.22
	Invoice		Date	Description		Amount
	124296		03/09/2018	Steel		\$71.22
89091	03/16/2018	Open			SUPPLYWORKS	\$1,126.46
	Invoice		Date	Description		Amount
	431337088		03/06/2018	Cleaning supplies		\$1,126.46
89092	03/16/2018	Open			TOYOTA OF SANTA CRUZ	\$17,000.00
	Invoice		Date	Description		Amount
	TSC031318		03/13/2018	2017 Toyota Camry VIN #697216		\$17,000.00
				2212 - ISF - Equipment Replacement		
89093	03/16/2018	Open			U.S. BANK EQUIPMENT FINANCE	\$481.80
	Invoice		Date	Description		Amount
	352233985		03/02/2018	Copier leases		\$481.80
				1000 - General Fund	\$25.00	
				2210 - ISF - Stores Fund	\$456.80	

Attachment: 3/16/18 City Check Register (Approval of City Check Registers)

City Checks Issued March 16, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
89094	03/16/2018	Open			U.S. BANK EQUIPMENT FINANCE	\$288.85
	Invoice		Date	Description		Amount
	352234025		03/02/2018	PD copier lease		\$288.85
89095	03/16/2018	Open			U.S. BANK EQUIPMENT FINANCE	\$103.56
	Invoice		Date	Description		Amount
	352233951		03/02/2018	Recreation copier lease		\$103.56
89096	03/16/2018	Open			Emily Chu	\$9.00
	Invoice		Date	Description		Amount
	EC030618		03/06/2018	Parking refund		\$9.00
89097	03/16/2018	Open			J Stanton Photography	\$100.00
	Invoice		Date	Description		Amount
	1899		03/07/2018	Event postcard photo		\$100.00
89098	03/16/2018	Open			Marci Hayes	\$108.90
	Invoice		Date	Description		Amount
	2003206.002		03/02/2018	Class refund		\$108.90
89099	03/16/2018	Open			Mike Eugster	\$1,562.70
	Invoice		Date	Description		Amount
	17-034and17-0472		03/12/2018	Planner deposit refund 201 Central Ave. #17-0472 & #17-034		\$1,562.70
89100	03/16/2018	Open			PMW Associates	\$409.00
	Invoice		Date	Description		Amount
	10102		02/23/2018	Advanced supervisory leadership class - Booth		\$409.00
Type Check Totals:						\$110,337.47

Attachment: 3/16/18 City Check Register (Approval of City Check Registers)

EFT

581	03/12/2018	Open			WELLS FARGO BANK	\$513.11
	Invoice		Date	Description		Amount
	WF031218		03/12/2018	Monthly client analysis charges		\$513.11
Type EFT Totals:						\$513.11

City Checks Issued March 16, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
					Counts:	Totals:
CITY - Main City Total						
Checks						\$110,337.47
EFTs						\$513.11
All						\$110,850.58
 WELLS - Payroll Totals						
Checks						\$2,300.70
EFTs						\$146,630.58
All						\$148,931.28
 Grand Totals:						
Checks						\$112,638.17
EFTs						\$147,143.69
All						\$259,781.86

Attachment: 3/16/18 City Check Register (Approval of City Check Registers)

City Main account checks dated March 23, 2018, numbered 89101 to 89140 and 4 EFTs, totaling \$219,669.41, have been reviewed and authorized for distribution by the City Manager.

As of March 23, 2018, the unaudited cash balance is \$5,265,593.49.

CASH POSITION - CITY OF CAPITOLA 3/23/18

	<u>Net Balance</u>
General Fund	\$1,574,255.19
Payroll Payables	\$77,146.40
Contingency Reserve Fund	\$1,969,845.66
Facilities Reserve Fund	\$389,826.00
Capital Improvement Fund	\$847,622.89
Stores Fund	\$19,662.07
Information Technology Fund	\$56,616.07
Equipment Replacement	\$229,979.22
Self-Insurance Liability Fund	(\$6,231.17)
Workers' Comp. Ins. Fund	\$71,141.79
Compensated Absences Fund	<u>\$35,729.37</u>
TOTAL UNASSIGNED GENERAL FUNDS	<u>\$5,265,593.49</u>

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

The PERS Contingency Fund balance is \$565,408.56 (not included above).

The Library Fund balance is \$613,891.41 (not included above).



 Jamie Goldstein, City Manager

3/23/18

 Date



 Peter Wilk, City Treasurer

4/3/18

 Date

Attachment: 3/23/18 City Check Register (Approval of City Check Registers)

City Checks Issued March 23, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
89101	03/23/2018	Open			A TOOL SHED	\$335.00
	Invoice		Date	Description		Amount
	1263667-5		03/20/2018	Three ton excavator rental for lagoon work 1001 - Payroll Payables		\$335.00
89102	03/23/2018	Open			APTOS LANDSCAPE SUPPLY INC.	\$61.85
	Invoice		Date	Description		Amount
	461581		03/13/2018	Base rock		\$61.85
89103	03/23/2018	Open			B & B SMALL ENGINE REPAIR	\$31.41
	Invoice		Date	Description		Amount
	392695		03/16/2018	Pruners		\$31.41
89104	03/23/2018	Open			BSN SPORTS LLC	\$645.26
	Invoice		Date	Description		Amount
	901775369		03/09/2018	Softball & soccer field supplies		\$645.26
89105	03/23/2018	Open			CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,598.75
	Invoice		Date	Description		Amount
	POA031618		03/16/2018	POA and gym dues PPE 3/10/18		\$1,598.75
89106	03/23/2018	Open			CENTRAL HOME SUPPLY	\$1,143.30
	Invoice		Date	Description		Amount
	39520-2		03/14/2018	Path fines		\$179.81
	112297-1		03/15/2018	Montana gold boulders		\$963.49
89107	03/23/2018	Open			CODE PUBLISHING COMPANY INC.	\$514.80
	Invoice		Date	Description		Amount
	59437		03/15/2018	February municipal code web update		\$514.80
89108	03/23/2018	Open			eFolder Inc.	\$125.00
	Invoice		Date	Description		Amount
	INV00133543		02/28/2018	February record storage fee 2211 - ISF - Information Technology		\$125.00
89109	03/23/2018	Open			EWING IRRIGATION	\$241.60
	Invoice		Date	Description		Amount
	4902481		03/08/2018	Quick key, swivel, pliers		\$135.94
	4917575		03/10/2018	Sod		\$23.70
	4917576		03/10/2018	Backflow blanket - Lawn Way		\$69.44
	4909965		03/09/2018	Rubber base plugs		\$12.52

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City Checks Issued March 23, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
89110	03/23/2018	Open			FEDERAL EXPRESS	\$28.80
	Invoice		Date	Description		Amount
	6-119-84174		03/16/2018	Brochure packet postage		\$28.80
89111	03/23/2018	Open			FIRST ALARM	\$232.17
	Invoice		Date	Description		Amount
	385806		03/15/2018	Quarterly monitoring service		\$232.17
89112	03/23/2018	Open			FLYERS ENERGY LLC	\$2,500.16
	Invoice		Date	Description		Amount
	18-654564		03/09/2018	200 gallons diesel		\$711.67
	18-654551		03/09/2018	521 gallons ethanol		\$1,788.49
89113	03/23/2018	Open			FRANCHISE TAX BOARD	\$235.15
	Invoice		Date	Description		Amount
	FD031618		03/16/2018	Employee garnishment PPE 3/10/18 1001 - Payroll Payables		\$235.15
89114	03/23/2018	Open			GARDAWORLD	\$23.70
	Invoice		Date	Description		Amount
	20289403		02/28/2018	Armored car service excess time		\$23.70
89115	03/23/2018	Open			GEORGE H WILSON INC.	\$2,745.00
	Invoice		Date	Description		Amount
	12787		03/15/2018	City Hall heating duct work		\$2,745.00
89116	03/23/2018	Open			HOLLISTER HONDA	\$590.00
	Invoice		Date	Description		Amount
	209524		02/21/2018	2012 Honda electrical repair		\$590.00
89117	03/23/2018	Open			ICMA RETIREMENT TRUST 457	\$5,802.55
	Invoice		Date	Description		Amount
	41585184		03/16/2018	Employee 457 contributions PPE 3/10/18 1001 - Payroll Payables		\$5,802.55
89118	03/23/2018	Open			KBA Docusys Inc.	\$40.42
	Invoice		Date	Description		Amount
	INV645623		03/13/2018	Recreation Center copier usage charges		\$5.99
	INV645622		03/13/2018	City Hall copier usage charges		\$34.43
				1000 - General Fund	\$5.99	
				2211 - ISF - Information Technol	\$34.43	

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City Checks Issued March 23, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
89119	03/23/2018	Open			LIFE INSURANCE CO OF NORTH AMERICA-CIGNA	\$2,234.38
	Invoice		Date	Description		Amount
	CIGNA031618		03/16/2018	March LTD, STD, AD&D, Life insurance		\$2,234.38
				1000 - General Fund	\$0.68	
				1001 - Payroll Payables	\$2,233.70	
89120	03/23/2018	Open			LLOYDS TIRE SERVICE	\$431.41
	Invoice		Date	Description		Amount
	310859		03/20/2018	Tires (2), balancing, disposal fee		\$431.41
89121	03/23/2018	Open			MAR-KEN K-9 TRAINING CENTER	\$240.00
	Invoice		Date	Description		Amount
	0020-18		03/15/2018	March K-9 training		\$240.00
89122	03/23/2018	Open			OUTDOOR WORLD INC.	\$1,256.05
	Invoice		Date	Description		Amount
	36764		03/15/2018	Uniform pants (30 pairs)		\$1,256.05
89123	03/23/2018	Open			PALACE OFFICE SUPPLIES	\$150.05
	Invoice		Date	Description		Amount
	470642-0		03/15/2018	Binder index, pens		\$11.95
	470672-0		03/15/2018	File storage boxes		\$79.84
	470360-0		03/14/2018	Toner		\$58.26
				2210 - ISF - Stores Fund		
89124	03/23/2018	Open			PHIL ALLEGRI ELECTRIC INC.	\$3,992.43
	Invoice		Date	Description		Amount
	23691		03/12/2018	Replacement wharf pumps		\$3,992.43
				1311 - Wharf		
89125	03/23/2018	Open			PHOENIX GROUP INFORMATION SYSTEMS	\$4,620.07
	Invoice		Date	Description		Amount
	022018070		03/15/2018	February citation processing		\$4,620.07
89126	03/23/2018	Open			PLATINUM TINTING	\$250.00
	Invoice		Date	Description		Amount
	785815		03/16/2018	2017 Camry window tint		\$250.00
89127	03/23/2018	Open			PREFERRED BENEFIT INSURANCE ADMIN.	\$5,787.60
	Invoice		Date	Description		Amount
	EIA23824		03/01/2018	March dental & vision insurance		\$5,787.60
				1000 - General Fund	\$70.50	
				1001 - Payroll Payables	\$5,717.10	

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City Checks Issued March 23, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
89128	03/23/2018	Open			R & S ERECTION OF MONTEREY BAY	\$303.00
	Invoice		Date	Description		Amount
	COMM3962		03/14/2018	Corp. yard rolling door repairs		\$303.00
89129	03/23/2018	Open			ROYAL WHOLESALE ELECTRIC	\$276.69
	Invoice		Date	Description		Amount
	7719-627053		03/13/2018	Gloves		\$18.53
	7719-627095		03/14/2018	Recycled lamp		\$1.98
	7719-627098		03/16/2018	LED bypass post lamp		\$181.51
	7719-627027		03/19/2018	Porch lampholder		\$74.67
89130	03/23/2018	Open			SANTA CRUZ FIRE EQUIPMENT CO.	\$245.83
	Invoice		Date	Description		Amount
	101652		03/02/2018	Fire equipment service - Jade St.		\$245.83
89131	03/23/2018	Open			SANTA CRUZ REGIONAL 911	\$97,246.25
	Invoice		Date	Description		Amount
	SCC03152018		03/15/2018	Regional 911 assessment		\$64,682.25
	SCC031518		03/15/2018	Regional 911 capital debt service payment		\$32,564.00
89132	03/23/2018	Open			UNITED WAY OF SANTA CRUZ COUNTY	\$30.00
	Invoice		Date	Description		Amount
	UW031618		03/16/2018	United Way employee contributions 1001 - Payroll Payables		\$30.00
89133	03/23/2018	Open			UPEC LIUNA LOCAL 792	\$1,255.50
	Invoice		Date	Description		Amount
	1831		03/07/2018	March UPEC dues 1001 - Payroll Payables		\$1,255.50
89134	03/23/2018	Open			US BANK PARS	\$215.82
	Invoice		Date	Description		Amount
	PARS031618		03/16/2018	PARS contributions PPE 3/10/18 1001 - Payroll Payables		\$215.82
89135	03/23/2018	Open			ZEP SALES & SERVICE	\$733.72
	Invoice		Date	Description		Amount
	9003310221		03/13/2018	Graffiti remover and lubricant		\$733.72
89136	03/23/2018	Open			D.C. Bloebaum	\$50.00
	Invoice		Date	Description		Amount
	2003215.002		03/19/2018	Facility rental deposit refund		\$50.00

Attachment: 3/23/18 City Check Register (Approval of City Check Registers)

City Checks Issued March 23, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
89137	03/22/2018	Open			EXPLORE PUBLISHING INC.	\$1,000.00
	Invoice		Date	Description		Amount
	931885		03/09/2018	BIA advertising 1321 - BIA - Capitola Village-Wharf BIA		\$1,000.00
89138	03/22/2018	Open			LESLIE CHAVEZ	\$460.00
	Invoice		Date	Description		Amount
	6		03/18/2018	March BIA admin and outreach 1321 - BIA - Capitola Village-Wharf BIA		\$460.00
89139	03/22/2018	Open			VISIT SANTA CRUZ COUNTY	\$2,775.00
	Invoice		Date	Description		Amount
	12136		03/06/2018	BIA advertising		\$450.00
	12123		02/22/2018	BIA spring marketing campaign 1321 - BIA - Capitola Village-Wharf BIA		\$2,325.00
89140	03/23/2018	Open			CALIF DEPT OF FISH & WILDLIFE	\$1,446.00
	Invoice		Date	Description		Amount
	F&W030718		03/07/2018	Peery park streambed alteration permit		\$1,446.00
Type Check Totals:						\$141,894.72
<u>EFT</u>						
582	03/21/2018	Open			CalPERS Member Services Division	\$48,030.08
	Invoice		Date	Description		Amount
	2647630112		03/21/2018	PERS contributions PPE 3/10/18 1000 - General Fund (\$0.23) 1001 - Payroll Payables \$48,030.31		\$48,030.08
583	03/20/2018	Open			EMPLOYMENT DEVELOPMENT DEPT	\$6,140.63
	Invoice		Date	Description		Amount
	2-070-495-808		03/20/2018	State taxes PPE 3/10/18 1001 - Payroll Payables		\$6,140.63
584	03/20/2018	Open			INTERNAL REVENUE SERVICE	\$22,371.22
	Invoice		Date	Description		Amount
	33099111		03/20/2018	Federal taxes & Medicare PPE 3/10/18 1001 - Payroll Payables		\$22,371.22
585	03/19/2018	Open			STATE DISBURSEMENT UNIT	\$1,232.76
	Invoice		Date	Description		Amount
	FISF0LV6657		03/19/2018	Employee garnishments PPE 3/10/18 1001 - Payroll Payables		\$1,232.76
Type EFT Totals:						\$77,774.69

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City Checks Issued March 23, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
CITY - Main City Totals					Count:	Total:
Checks					40	\$141,894.72
EFTs					4	\$77,774.69
All					44	\$219,669.41

Attachment: 3/23/18 City Check Register (Approval of City Check Registers)

City Main account checks dated March 30, 2018, numbered 89141 to 89206 plus 2 EFTs, totaling \$125,934.31, 2 Library account checks, totaling \$128,920.25, and 5 Payroll account checks plus 86 EFTs, totaling \$156,589.70, for a grand total of \$411,444.26, have been reviewed and authorized for distribution by the City Manager.

As of March 30, 2018, the unaudited cash balance is \$5,030,181.50.

CASH POSITION - CITY OF CAPITOLA 3/30/18

	<u>Net Balance</u>
General Fund	\$982,441.55
Payroll Payables	\$165,215.11
Contingency Reserve Fund	\$1,969,845.66
Facilities Reserve Fund	\$389,826.00
Capital Improvement Fund	\$820,265.39
Stores Fund	\$28,308.16
Information Technology Fund	\$111,085.42
Equipment Replacement	\$275,304.22
Self-Insurance Liability Fund	\$100,768.83
Workers' Comp. Ins. Fund	\$151,391.79
Compensated Absences Fund	<u>\$35,729.37</u>
TOTAL UNASSIGNED GENERAL FUNDS	<u>\$5,030,181.50</u>

The Emergency Reserve Fund balance is \$1,310,705.54 (not included above).
The PERS Contingency Fund balance is \$565,408.56 (not included above).
The Library Fund balance is \$484,971.16 (not included above).



Jamie Goldstein, City Manager

3/30/18

Date



Peter Wilk, City Treasurer

4/3/18

Date

Attachment: 3/30/18 City Check Register (Approval of City Check Registers)

City Checks Issued March 30, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
89141	03/30/2018	Open			4LEAF INC.	\$10,800.00
	Invoice		Date	Description		Amount
	J3604D		03/21/2018	February building official services		\$10,800.00
89142	03/30/2018	Open			ADRIENNE HARRELL	\$666.90
	Invoice		Date	Description		Amount
	2018-00000741		03/26/2018	Early Spring Instructor Payments 2018		\$666.90
89143	03/30/2018	Open			AIMEE FITZGERALD	\$228.15
	Invoice		Date	Description		Amount
	2018-00000736		03/26/2018	Early Spring Instructor Payments 2018		\$228.15
89144	03/30/2018	Open			ALLSAFE LOCK COMPANY	\$180.55
	Invoice		Date	Description		Amount
	50308		02/16/2018	Re-key Jade St. park shed		\$94.75
	50362		02/27/2018	Esplanade Park deadbolt		\$85.80
89145	03/30/2018	Open			AUTOMATION TEST ASSOCIATES	\$40.00
	Invoice		Date	Description		Amount
	45994		03/22/2018	March wharf meter reading 1311 - Wharf		\$40.00
89146	03/30/2018	Open			BAY AREA POLYGRAPH	\$275.00
	Invoice		Date	Description		Amount
	810		03/18/2018	New hire background investigation		\$275.00
89147	03/30/2018	Open			BEAR ELECTRICAL SOLUTIONS INC.	\$2,377.00
	Invoice		Date	Description		Amount
	5991		02/28/2018	February traffic signal maintenance services - routine		\$616.00
	6039		02/28/2018	February traffic signal maintenance - response 1310 - Gas Tax		\$1,761.00
89148	03/30/2018	Open			BECKY ADAMS	\$243.10
	Invoice		Date	Description		Amount
	2018-00000727		03/26/2018	Early Spring Instructor Payments 2018		\$243.10
89149	03/30/2018	Open			BIOBAG AMERICAS INC.	\$2,559.40
	Invoice		Date	Description		Amount
	455574		03/22/2018	Dog waste bags		\$2,559.40
89150	03/30/2018	Open			BROWNELLS INC	\$19.55
	Invoice		Date	Description		Amount
	15435404.00		03/05/2018	Firearm takedown pins		\$19.55

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City Checks Issued March 30, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
89151	03/30/2018	Open			CAPITOLA SELF STORAGE	\$300.00
	Invoice		Date	Description		Amount
	33536		03/26/2018	Museum storage rent April - June		\$300.00
89152	03/30/2018	Open			CARIN HANNA	\$530.73
	Invoice		Date	Description		Amount
	Hanna032218		03/22/2018	BIA website hosting, postage, constant contact 1321 - BIA - Capitola Village-Wharf BIA		\$530.73
89153	03/30/2018	Open			CASEY PRINTING	\$4,658.92
	Invoice		Date	Description		Amount
	35708011		03/15/2018	Late Spring brochure		\$4,658.92
89154	03/30/2018	Open			CELLEBRITE USA INC.	\$6,757.21
	Invoice		Date	Description		Amount
	INVUS192549		02/28/2018	PD celebrite renewal 2211 - ISF - Information Technology		\$6,757.21
89155	03/30/2018	Open			CHARMAINE MONIZ	\$70.20
	Invoice		Date	Description		Amount
	2018-00000749		03/26/2018	Early Spring Instructor Payments 2018		\$70.20
89156	03/30/2018	Open			CHUCK DICKS	\$247.00
	Invoice		Date	Description		Amount
	2018-00000731		03/26/2018	Early Spring Instructor Payments 2018		\$247.00
89157	03/30/2018	Open			CLAUDIO FRANCA	\$247.00
	Invoice		Date	Description		Amount
	2018-00000739		03/26/2018	Early Spring Instructor Payments 2018		\$247.00
89158	03/30/2018	Open			COASTAL WATERSHED COUNCIL	\$5,638.64
	Invoice		Date	Description		Amount
	1645		02/28/2018	February stormwater education services		\$5,638.64
89159	03/30/2018	Open			COMMUNITY ACTION BOARD	\$897.32
	Invoice		Date	Description		Amount
	CAB032318		03/23/2018	February emergency housing program admin. & rental assistance 5552 - Cap Hsg Succ- Program Income		\$897.32
89160	03/30/2018	Open			COMPLETE MAILING SERVICE INC.	\$1,221.25
	Invoice		Date	Description		Amount
	3090		03/16/2018	Mail service for late spring brochure		\$1,221.25

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City Checks Issued March 30, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
89161	03/30/2018	Open			CRIMINAL JUSTICE COUNCIL OF SCC	\$1,500.00
	Invoice		Date	Description		Amount
	CJC030918		03/09/2018	Justice council member contribution		\$1,500.00
89162	03/30/2018	Open			DAVID SCOTT COBABE	\$2,006.20
	Invoice		Date	Description		Amount
	2018-00000730		03/26/2018	Early Spring Instructor Payments 2018		\$2,006.20
89163	03/30/2018	Open			DAWN MAC LAUGHLIN	\$973.70
	Invoice		Date	Description		Amount
	2018-00000746		03/26/2018	Early Spring Instructor Payments 2018		\$973.70
89164	03/30/2018	Open			ECS IMAGING INC.	\$8,208.00
	Invoice		Date	Description		Amount
	12873		02/16/2018	Laserfiche cloud conversion 2211 - ISF - Information Technology		\$8,208.00
89165	03/30/2018	Open			EDITH LENI	\$832.00
	Invoice		Date	Description		Amount
	2018-00000744		03/26/2018	Early Spring Instructor Payments 2018		\$832.00
89166	03/30/2018	Open			ESTELLE DRINKHAUS	\$89.70
	Invoice		Date	Description		Amount
	2018-00000732		03/26/2018	Early Spring Instructor Payments 2018		\$89.70
89167	03/30/2018	Open			EWING IRRIGATION	\$471.04
	Invoice		Date	Description		Amount
	4949719		03/16/2018	Irrigation supplies		\$302.43
	4966491		03/20/2018	Base plugs and basketball nets		\$139.57
	4966492		03/20/2018	Splice kits		\$9.04
	4942331		03/15/2018	Irrigation repairs freight		\$20.00
89168	03/30/2018	Open			FABRICATION EFFECTS INC.	\$337.90
	Invoice		Date	Description		Amount
	001		03/21/2018	Lifeguard tower skids steel		\$337.90
89169	03/30/2018	Open			FIRST SECURITY	\$315.00
	Invoice		Date	Description		Amount
	554941		03/22/2018	April security at Jade St. park		\$315.00
89170	03/30/2018	Open			FIRST SECURITY	\$325.50
	Invoice		Date	Description		Amount
	554935		03/22/2018	April security McGregor park		\$325.50

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City Checks Issued March 30, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
89171	03/30/2018	Open			FLYERS ENERGY LLC	\$1,631.25
	Invoice		Date	Description		Amount
	18-658252		03/15/2018	475 gallons of ethanol		\$1,631.25
89172	03/30/2018	Open			G2 FORENSIC INVESTIGATIONS	\$1,000.00
	Invoice		Date	Description		Amount
	527		03/27/2018	Police officer background check		\$1,000.00
89173	03/30/2018	Open			GINA ENRIQUEZ	\$5,605.60
	Invoice		Date	Description		Amount
	2018-00000733		03/26/2018	Early Spring Instructor Payments 2018		\$5,605.60
89174	03/30/2018	Open			HANYA FOJACO	\$955.50
	Invoice		Date	Description		Amount
	2018-00000737		03/26/2018	Early Spring Instructor Payments 2018		\$955.50
89175	03/30/2018	Open			HELENA FOX	\$811.20
	Invoice		Date	Description		Amount
	2018-00000738		03/26/2018	Early Spring Instructor Payments 2018		\$811.20
89176	03/30/2018	Open			HO KUK MU SUL CORPORATION	\$53.30
	Invoice		Date	Description		Amount
	2018-00000729		03/26/2018	Early Spring Instructor Payments 2018		\$53.30
89177	03/30/2018	Open			HOME DEPOT CREDIT SERVICES	\$31.20
	Invoice		Date	Description		Amount
	7596854		12/12/2017	Utility knife		\$12.20
	7596839		12/12/2017	Pry bars		\$19.00
89178	03/30/2018	Open			HUB INTERNATIONAL	\$313.94
	Invoice		Date	Description		Amount
	HUB032718		03/27/2018	Recreation Center rentals insurance		\$313.94
89179	03/30/2018	Open			HUMBOLDT PETROLEUM LLC	\$13.00
	Invoice		Date	Description		Amount
	087319		03/15/2018	Vehicle car washes		\$13.00
89180	03/30/2018	Open			JEANI MITCHELL	\$315.90
	Invoice		Date	Description		Amount
	2018-00000748		03/26/2018	Early Spring Instructor Payments 2018		\$315.90
89181	03/30/2018	Open			JOHANNA WEINSTEIN	\$663.00
	Invoice		Date	Description		Amount
	2018-00000742		03/26/2018	Early Spring Instructor Payments 2018		\$663.00

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City Checks Issued March 30, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
89182	03/30/2018	Open			KIMLEY HORN AND ASSOCIATES INC	\$27,357.50
	Invoice		Date	Description		Amount
	10943233		02/28/2018	October - February utility undergrounding sub-consultants 1200 - Capital Improvement Fund		\$27,357.50
89183	03/30/2018	Open			LORRAINE KINNAMON	\$500.50
	Invoice		Date	Description		Amount
	2018-00000743		03/26/2018	Early Spring Instructor Payments 2018		\$500.50
89184	03/30/2018	Open			LP POLICE	\$500.00
	Invoice		Date	Description		Amount
	218LP31150		02/28/2018	Semi-annual contract 4/24/18 to 10/24/18		\$500.00
89185	03/30/2018	Open			MASTER CAR WASH	\$29.99
	Invoice		Date	Description		Amount
	MCW031118		03/11/2018	Vehicle car washes		\$29.99
89186	03/30/2018	Open			METROPOLITAN TRANSPORTATION COMMISSION	\$1,500.00
	Invoice		Date	Description		Amount
	4926-AR10743		03/26/2018	Annual street saver subscription 1310 - Gas Tax		\$1,500.00
89187	03/30/2018	Open			MICHAEL G LEW	\$514.80
	Invoice		Date	Description		Amount
	2018-00000745		03/26/2018	Early Spring Instructor Payments 2018		\$514.80
89188	03/30/2018	Open			MICHELE FAIA	\$1,001.00
	Invoice		Date	Description		Amount
	2018-00000735		03/26/2018	Early Spring Instructor Payments 2018		\$1,001.00
89189	03/30/2018	Open			NATALIE TOY	\$217.75
	Invoice		Date	Description		Amount
	2018-00000753		03/26/2018	Early Spring Instructor Payments 2018		\$217.75
89190	03/30/2018	Open			PACIFIC GAS & ELECTRIC	\$15,534.56
	Invoice		Date	Description		Amount
	PG&E032218		03/22/2018	Monthly utilities		\$15,534.56
				1000 - General Fund	\$5,651.17	
				1300 - SLESF - Supl Law	\$230.92	
				1310 - Gas Tax	\$7,758.02	
				1311 - Wharf	\$1,894.45	

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City Checks Issued March 30, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
89191	03/30/2018	Open			PALACE OFFICE SUPPLIES	\$385.78
	Invoice		Date	Description		Amount
	9481610-0		03/21/2018	Office supplies		\$13.73
	471546-0		03/21/2018	Office supplies		\$214.20
	471643-0		03/21/2018	Office supplies		\$81.02
	472349-0		03/26/2018	Folders		\$39.68
	471233-0		03/22/2018	Nameplates		\$25.29
	471903-0		03/22/2018	Tape rolls		\$11.86
				1000 - General Fund	\$308.95	
				2210 - ISF - Stores Fund	\$76.83	
89192	03/30/2018	Open			PAT EVANS	\$247.00
	Invoice		Date	Description		Amount
	2018-00000734		03/26/2018	Early Spring Instructor Payments 2018		\$247.00
89193	03/30/2018	Open			PAULA BLISS	\$639.60
	Invoice		Date	Description		Amount
	2018-00000728		03/26/2018	Early Spring Instructor Payments 2018		\$639.60
89194	03/30/2018	Open			PITNEY BOWES	\$364.58
	Invoice		Date	Description		Amount
	PB031918		03/19/2018	Postage supplies		\$364.58
				2210 - ISF - Stores Fund		
89195	03/30/2018	Open			RAVI KEN LAMB	\$308.10
	Invoice		Date	Description		Amount
	2018-00000752		03/26/2018	Early Spring Instructor Payments 2018		\$308.10
89196	03/30/2018	Open			ROYAL WHOLESALE ELECTRIC	\$178.71
	Invoice		Date	Description		Amount
	7719-627778		03/26/2018	Bits, pliers		\$167.73
	7719-627459		03/20/2018	30 amp electrical supply		\$10.98
89197	03/30/2018	Open			SANDY MARRUJO	\$491.40
	Invoice		Date	Description		Amount
	2018-00000747		03/26/2018	Early Spring Instructor Payments 2018		\$491.40
89198	03/30/2018	Open			SANTA CRUZ CORE FITNESS & REHAB	\$152.75
	Invoice		Date	Description		Amount
	SCCORE032718		03/26/2018	Early Spring Instructor Payments 2018		\$152.75
89199	03/30/2018	Open			SANTA CRUZ OCCUPATIONAL MEDICAL CENTER	\$100.00
	Invoice		Date	Description		Amount
	I-20368		02/28/2018	Employee physical		\$100.00

Attachment: 3/30/18 City Check Register (Approval of City Check Registers)

City Checks Issued March 30, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
89200	03/30/2018	Open			SHARLENE GOINGS	\$221.00
	Invoice		Date	Description		Amount
	2018-00000740		03/26/2018	Early Spring Instructor Payments 2018		\$221.00
89201	03/30/2018	Open			SLOAN SAKAI YEUNG AND WONG LLP	\$7,664.96
	Invoice		Date	Description		Amount
	37385		02/28/2018	February legal services - labor negotiations		\$7,664.96
89202	03/30/2018	Open			T&T PAVEMENT MARKINGS AND PRODUCTS INC	\$520.48
	Invoice		Date	Description		Amount
	2018111		03/23/2018	Pavement markers 1310 - Gas Tax		\$520.48
89203	03/30/2018	Open			TRENISE POT	\$2,130.70
	Invoice		Date	Description		Amount
	2018-00000751		03/26/2018	Early Spring Instructor Payments 2018		\$2,130.70
89204	03/30/2018	Open			UNITED STATES POSTAL SERVICE	\$225.00
	Invoice		Date	Description		Amount
	USPS032018		03/20/2018	Annual marketing mail permit #7013 2210 - ISF - Stores Fund		\$225.00
89205	03/30/2018	Open			WATSONVILLE BLUEPRINT	\$31.36
	Invoice		Date	Description		Amount
	76321		03/20/2018	PW scans, emailed drawings		\$5.19
	76320		03/20/2018	41st Ave. art install scans		\$26.17
89206	03/30/2018	Open			YOSHIE MORRISSEY	\$292.50
	Invoice		Date	Description		Amount
	2018-00000750		03/26/2018	Early Spring Instructor Payments 2018		\$292.50
Type Check Totals:						\$125,520.87
<u>EFT</u>						
586	03/30/2018	Open			ADP LLC	\$265.44
	Invoice		Date	Description		Amount
	511416279		03/23/2018	ADP timesheet software monthly charge 2211 - ISF - Information Technology		\$265.44
587	03/26/2018	Open			DISCOVERY BENEFITS	\$148.00
	Invoice		Date	Description		Amount
	0000852421-IN		02/28/2018	February COBRA & FSA admin.		\$148.00
Type EFT Totals:						\$413.44

Attachment: 3/30/18 City Check Register (Approval of City Check Registers)

City Checks Issued March 30, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
Library - Library						
<u>Check</u>						
58	03/30/2018	Open			HYDROSCIENCE ENGINEERS INC.	\$2,330.00
	Invoice		Date	Description		Amount
	331012006		03/05/2018	Library stormwater review services 1360 - Library Fund		\$2,330.00
59	03/30/2018	Open			NOLL AND TAM ARCHITECTS	\$126,590.25
	Invoice		Date	Description		Amount
	0057672		02/28/2018	Library construction documents 1360 - Library Fund		\$126,590.25
Type Check Totals:						\$128,920.25

	Counts:	Totals:
CITY - Main City Totals		
Checks	66	\$125,520.87
EFTs	2	\$413.44
All	68	\$125,934.31
Library - Library Totals		
Checks	2	\$128,920.25
EFTs	0	\$0.00
All	2	\$128,920.25
WELLS - Payroll Totals		
Checks	5	\$2,751.41
EFTs	86	\$153,838.29
All	91	\$156,589.70
Grand Totals:		
Checks	73	\$257,192.53
EFTs	88	\$154,251.73
All	161	\$411,444.26

Attachment: 3/30/18 City Check Register (Approval of City Check Registers)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF APRIL 26, 2018

FROM: City Manager Department

SUBJECT: Consider Museum Space Agreement with Capitola Library

RECOMMENDED ACTION: Direct the City Manager to enter an agreement with the Santa Cruz Public Library System for long-term display space for the Capitola Historical Museum at the Capitola Library, and appropriate \$15,000 from the Museum donations fund for this purpose.

BACKGROUND: At the March 6, 2018, meeting of the Capitola Historical Museum Board of Trustees, the Friends of the Capitola Branch Library presented a proposal for the Museum to secure long-term exhibit space at the new Capitola Branch Library. The Museum would have use of an approximately 1 x 3 x 7-foot lighted display case in the lobby near the library entrance.

At the April 3, 2018, meeting of the Capitola Historical Museum Board, members discussed and unanimously recommended the proposal to the City Council.

DISCUSSION: The recommended proposal would allow the Museum to have a long-term presence in the Capitola Library. This space would be used for a rotating display that would help increase public awareness of the Museum. The display case would allow for a rotating display on current and past museum exhibits as well as the display of other Museum information and artifacts. The agreement will require the Museum to change the display on a regular basis.

The space would be made available to the City based on an up-front Museum contribution of \$15,000 towards library construction. The future lease between the City and Library System would include a clause giving the Museum rights to use the space, subject the Museum regularly updating the display. Consistent with the Library naming policy, the rights to the space would continue for the life of the building.

FISCAL IMPACT: The cost of the space is \$15,000 and will come from the Museum donations fund, which was created in part to expand the Museum's presence in the community. The fund currently contains approximately \$51,000.

ATTACHMENTS:

1. Museum Board 4-3-18 Agenda Report
2. Historical Display Case Floorplan Location
3. Historical Display Case side elevation
4. Historical Display Case Library Interior Elevation
5. Budget Amendment Museum Display - Library

Museum Space at Capitola Library
April 26, 2018

Report Prepared By: Larry Laurent
Assistant to the City Manager

Reviewed and Forwarded by:



Jamie Goldstein, City Manager 4/19/2018

Capitola Historical Museum Board of Trustees
Agenda Report
Meeting of Tuesday, April 3, 2018

From: Frank Perry, Curator

Date: March 20, 2018

Subject: Request for funds to lease exhibit space in the future Capitola Branch Library

Recommended Action: Approve concept and send positive recommendation to the City Council

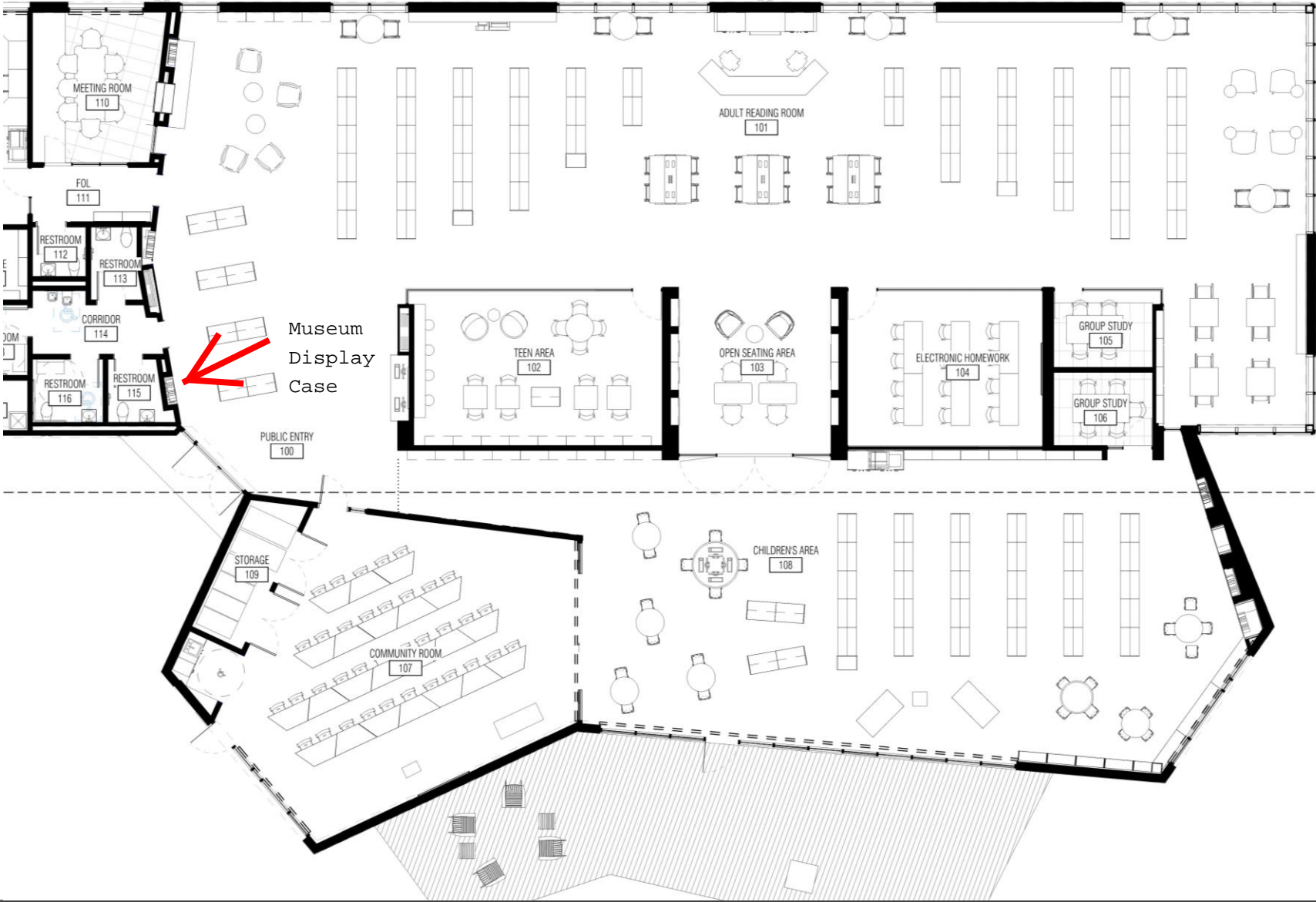
Background: At the March 6th board meeting Linda Smith and Gayle Ortiz of the Friends of the Capitola Branch Library described the plans for the future library and their efforts to secure long-term exhibit space in the library for the Museum. The Museum would have use of an approximately 1x3x7 foot lighted display case in the lobby near the library entrance. The Museum would also have a wall display in the community meeting room for mounted photos or other images. Both would be changing exhibits. The cost for the space would be a one-time upfront payment to lease the space for a specified period of time, ideally 30 years. Funding would come from the Museum donations fund which was created in part to expand the Museum's presence in the community. The fund is currently at approximately \$51,000.

There would also be the annual cost of staff time and materials for the changing exhibits, although some could be recycled photos and other images from past exhibitions in the Museum.

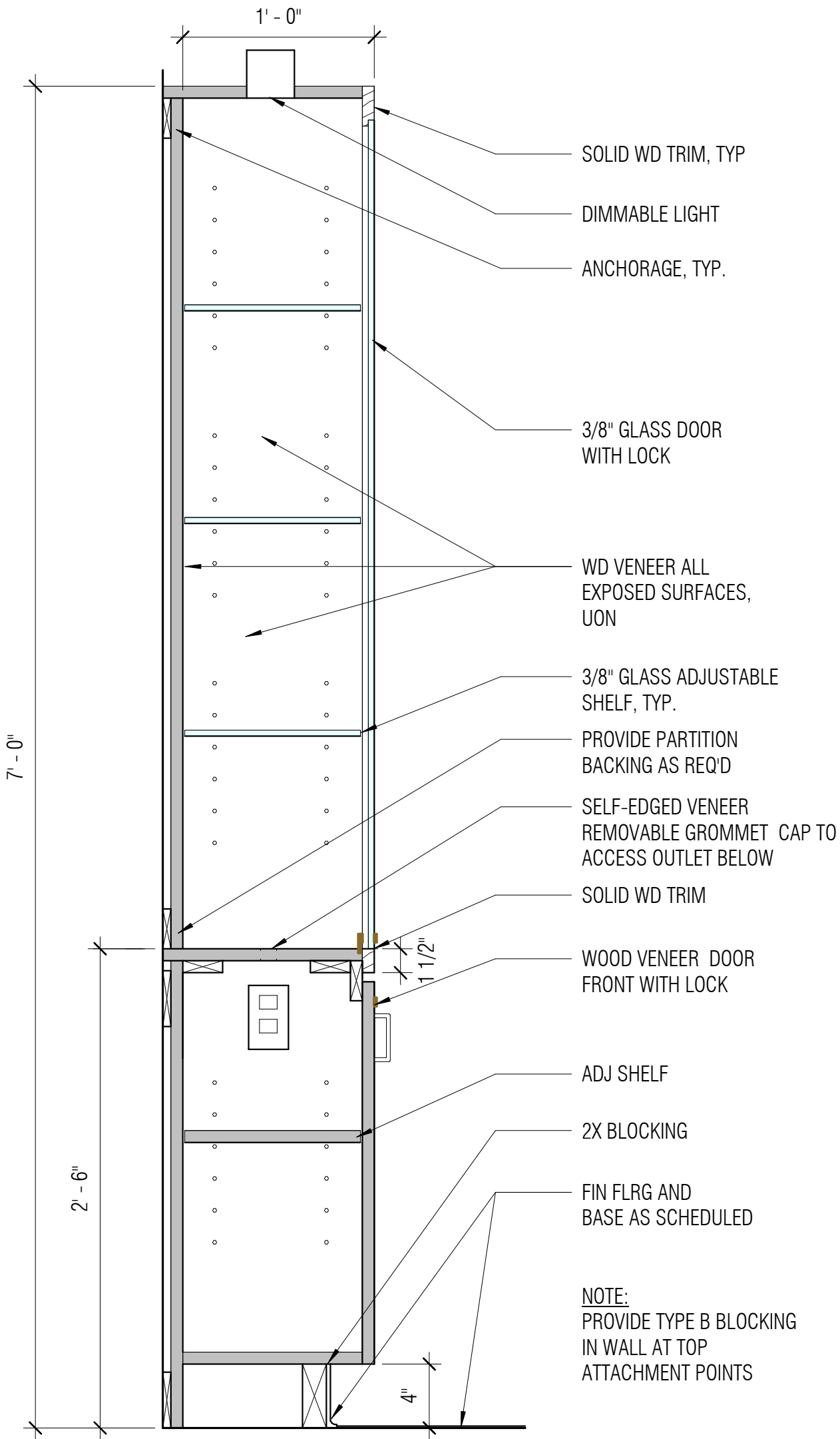
Details such as how often the exhibits would be changed and the period of the lease would be in a contract to be agreed upon by the Museum Board of Trustees, the Museum Curator, the City of Capitola, and the Santa Cruz Public Library System.

Fiscal Impact: \$15,000

PUBLIC AREAS



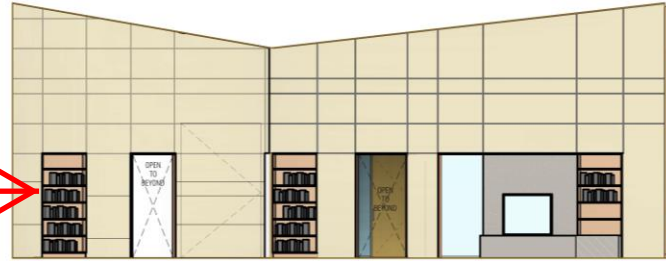
Attachment: Historical Display Case Floorplan Location (Museum Space at Capitola)



Attachment: Historical Display Case side elevation (Museum Space at Capitola Library)

INTERIOR ELEVATIONS

Museum
Display
Case



ADULT READING ROOM - NORTH ELEVATION



ADULT READING ROOM - WEST ELEVATION

Attachment: Historical Display Case Library Interior Elevation (Museum Space at Capitola)

City of Capitola Budget Adjustment Form

8.D.5



Date 4/19/2018

Requesting Department City Manager

Administrative Council

Item # _____
 Council Date Apr. 26, 2018
 Council Approval _____

Revenues		
Account #	Account Description	Increase/Decrease
Total		-

Expenditures		
Account #	Account Description	Increase/Decrease
1000-2150.106	Museum Collection Donations	15,000
Total		15,000

Net Impact (15,000)

Purpose: To provide funding for the Museum Display box at the new Capitola Branch Library

Department Head Approval _____

Finance Department Approval _____

City Manager Approval _____

Attachment: Budget Amendment Museum Display - Library (Museum Space at Capitola Library)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF APRIL 26, 2018

FROM: Community Development

SUBJECT: Consider Beacon Award Resolution to Recognize the City's Achievements in Reducing Greenhouse Gas Emissions

RECOMMENDED ACTION: Adopt resolution.

BACKGROUND: The Beacon Program is a statewide program that provides support and recognition to California cities and counties that are working to reduce greenhouse gas emissions, save energy, and adopt policies and programs that promote sustainability.

The Beacon Program provides a framework for local governments to share best practices that create healthier, more efficient vibrant communities. The program honors voluntary efforts by local governments to reduce greenhouse gas emissions, save energy, and adopt policies that promote sustainability.

The program is sponsored by the Institute for Local Government and the Statewide Energy Efficiency Collaborative. The Statewide Energy Efficiency Collaborative (SEEC) is a new alliance to help cities and counties reduce greenhouse gas emissions and save energy. SEEC is a collaboration between three statewide non-profit organizations and California's four investor owned utilities.

To participate in the Beacon Program, cities and counties must complete a simple application and do the following:

- Adopt a resolution by the governing body committing the agency to participate in the program;
- Designate a lead staff person as a point of contact;
- Prepare, or commit to prepare, a baseline greenhouse gas emissions inventory for agency facilities and the community as a whole (previously completed inventories using a commonly accepted methodology will be accepted);
- Prepare, or commit to prepare, a climate action plan that includes actions in each of the Best Practice Areas (previously completed plans using a commonly accepted methodology will be accepted);
- Work to achieve specified measurable greenhouse gas reductions and energy savings in agency facilities, and achieve measurable greenhouse gas reductions and promote energy conservation activities in the community.

Beacon Award Resolution
April 26, 2018

The Institute for Local Government provides resources and technical support to assist participants in their journey through the Beacon Program. Through partnerships within the SEEC collaborative, the Institute is able to help cities obtain and record achievements in five areas of accomplishment:

- Reducing agency greenhouse gas emissions
- Reducing community greenhouse gas emissions
- Electricity savings in agencies facilities
- Natural gas savings in agency facilities
- Sustainability best practices
 - Energy Efficiency & Conservation
 - Water & Wastewater Systems
 - Green Building
 - Waste Reduction & Recycling
 - Climate-Friendly Purchasing
 - Renewable Energy & Low-Carbon Fuels
 - Efficient Transportation
 - Land Use & Community Design
 - Open Space & Offsetting Carbon Emission
 - Promoting Community & Individual Action

Within each area, a participant can earn Beacon Spotlight Awards -- silver, gold and platinum -- based on level of achievement. To win a full Beacon Award, participants are required to demonstrate achievement in all five areas.

Awards will be given out each fall/winter in conjunction with the League of California Cities and the California State Association of Counties Conferences. Participants will be asked to provide information about their efforts to reduce greenhouse gas emissions and save energy as well as progress in completing a greenhouse gas inventory and climate action plan and undertaking activities in the 10 best practice areas in the spring, with a final deadline for award designation in May.

DISCUSSION: The City of Capitola is eligible for a platinum Beacon Spotlight Award for reductions in community greenhouse gas emissions between 2005 and 2015. During that time period, emissions were reduced by 26 percent.

Participating in the Beacon Award program will increase the City's visibility within our region as well as statewide. It is an opportunity for the City of Capitola to showcase its existing efforts to promote sustainability and reduce greenhouse gas emissions.

FISCAL IMPACT: Program participation is voluntary. Participating in the program may increase the City's competitiveness for future state or other grant funding.

Report Prepared By: Katie Herlihy
Community Development Director

Beacon Award Resolution
April 26, 2018

Reviewed and Forwarded by:

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

Jamie Goldstein, City Manager

4/19/2018

Beacon Award Resolution
April 26, 2018

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
APPROVING PARTICIPATION IN THE INSTITUTE FOR LOCAL GOVERNMENT'S
RECOGNITION PROGRAM, THE BEACON PROGRAM**

WHEREAS, the City of Capitola is undertaking policies, programs and activities to reduce greenhouse gas emissions and save energy; and

WHEREAS, these policies, programs and activities conserve natural resources, save energy and money, and promote sustainable land use and transportation planning in the community; and

WHEREAS, cities and counties statewide are leading by example by adopting innovative sustainability programs and policies, including working with community residents, business groups and others; and

WHEREAS, the City of Capitola wishes to expand these activities, share its experiences with other communities, and be recognized for its accomplishments; and

WHEREAS, the Beacon Program is a voluntary program of the Institute for Local Government, the non-profit research and education affiliate of the California State Association of Counties and the League of California Cities; and

WHEREAS, the Beacon Program recognizes and celebrates achievements of cities and counties that reduce greenhouse gas emissions and save energy; and

WHEREAS, participating in the Beacon Program is an opportunity for the City of Capitola to be recognized for its efforts to promote sustainability, reduce greenhouse gas emissions and save energy; now, therefore be it

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Capitola that the City of Capitola agrees to participate in the Beacon Program; and

BE IT HEREBY FURTHER RESOLVED, that the City of Capitola will work towards achieving the Silver, Gold and/or Platinum Beacon Award levels.

I HEREBY CERTIFY that the forgoing resolution was passed and adopted by the City Council of the City of Capitola on the 26th day of April, 2018, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Michael Termini, Mayor

ATTEST:

Linda Fridy, City Clerk



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF APRIL 26, 2018

FROM: Community Development
SUBJECT: Food Cupboard and Free Little Libraries

RECOMMENDED ACTION: Accept staff presentation and continue to prohibit unsupervised food distribution in residential areas.

BACKGROUND: City staff in both the Police and Community Development Departments have received several complaints regarding a self-serve food cupboard in the front yard of the single-family home at 1973 42nd Avenue. The complaints included concern about attracting people to the residential area that do not reside in the neighborhood and the number of vehicle break-ins in the area.

Community Development staff visited the site and confirmed a small food cupboard had been installed on two posts in the front yard. The cupboard contained a mix of food including canned goods, boxes of rice, fruits, loaves of bread, cottage cheese, and repackaged, unlabeled food. One sign at the bottom of the cupboard provide the following instructions *"This Cupboard is for people in need. If you are well-off, please consider donating and leave food for those in need."*

On March 30, 2018, staff called the property owner to inform her of multiple zoning violations related to use and location of structure. The owner verbally agreed to remove the cupboard. That afternoon, staff verified that the cupboard had been removed.

On April 4, 2018, the City received a second complaint that a modified design of the self-serve food pantry (open top box) had been installed in the previous location of the cupboard. During a second phone conversation, staff informed the property owner if the use continues, the City will follow up with a notice of violation and subsequent fines. After that second notice, the property owner removed the food pantry box.

At the April 12, 2018, City Council meeting, Mayor Termini requested food cupboards and little libraries be placed on a future agenda for discussion.

DISCUSSION: As implemented, the "food pantry" concept conflicts with three sections of the Capitola zoning code.

1. The subject food pantry cupboard is located in the RM-M (multi-family/medium density) zoning district. Food preparation and distribution is a prohibited land use in all residential zoning districts (Capitola Municipal Code (CMC) Table 17.16-1).

One goal of the Capitola zoning code is to protect and enhance the quality of life in residential neighborhoods. The code achieves this goal through limiting land use types to

Food Pantry Cupboard and Free Little Libraries
April 26, 2018

compatible uses within specific zones.

As implemented at 1973 42nd Avenue, the food cupboard is considered food distribution because members of the public can access the site at any time and pick up available food. Residential zones prohibit food distribution due to the impacts associated with the land use including increased foot and vehicle traffic, increased parking demand, and attracting the public into a residential neighborhood.

2. As implemented at 1973 42nd Avenue, the food cupboard is an accessory structure in the front yard of the property. Accessory structures are prohibited in front yards (CMC Table 17.52-1).

In the single-family and multi-family zoning districts, all development is subject to a 15-foot minimum front-yard setback requirement. Improvements in the front yard are limited to decorative site features (planter boxes, open trellis structures, etc.), firepits, and movable structures (dog house, play equipment). Accessory structures are prohibited in front yards. Proliferation of accessory structure in front yards would change the development pattern within Capitola's residential areas and may result in visual clutter.

3. The property owner is conducting business on the residential property which requires a home occupation permit. The food cupboard is in violation of the following home occupancy standards (§17.96.040.B):
 - *Deliveries. Deliveries and pick-ups for home occupations may not interfere with vehicle circulation, and shall occur only between 8:00 am and 8:00 pm, Monday through Saturday.*
 - *On-Site Client Contact. No more than one client/customer at the property at one time. Customer or client visits are limited to three per day, or six per day for personal instruction services (e.g., musical instruction or training, art lessons, academic tutoring).*
 - *Outdoor Storage Prohibited. Goods, equipment, and materials associated with a home occupation shall be stored within an enclosed structure or in a manner that is not visible from the property line.*

In the RM-M zoning district, permitted uses include single-family dwellings, accessory dwellings, duplex homes, group housing, multi-family housing, small residential care facilities, small home day care, and minor utilities. The code allows for unobtrusive home-based businesses through a home occupation permit. These permits can be issued by staff, provided the business complies with the standards in the code. Generally, these types of businesses include graphic design and home offices for services conducted elsewhere.

The food cupboard does not fit within the regulations for a home occupation as the food is displayed and stored outside, more than three clients come to the home daily, and deliveries to the cupboard can occur at any time of day or night.

Public Health and Safety: When the City receives an application for food preparation and distribution, all permits must be reviewed and approved by the County of Santa Cruz Health Services Agency. The food cupboard was installed without permits from the City or County. In discussions with staff from the County Health Service Agency, the following concerns regarding

Food Pantry Cupboard and Free Little Libraries
April 26, 2018

the food cupboards were identified:

1. Lack of control over the food in the cupboards;
2. No approved source of the food;
3. Mishandling of potentially hazardous foods;
4. Lack of food safety for foods prepared in uninspected home kitchens;
5. No oversight of cupboard integrity/protection from contamination from vermin, insects and the elements; and
6. Management of how and where excess food is stored.

County Health staff suggested the property owner could work with an existing nonprofit such as Second Harvest Food Bank or Meals on Wheels. Another option would be to establish a similar operation working with a local church or other establishment with adequate space to store, monitor, and distribute the food donations.

Staff reached out to Second Harvest Food Bank of Santa Cruz County to see what resources are available for Capitola residents in need. When an individual contacts Second Harvest through its "Need Food Hotline," the nonprofit recommends the best option for the individual based on location and mobility. Those options include picking up food at a local food pantry and home delivery.

Second Harvest has partnerships with more than 100 agencies and nonprofits throughout Santa Cruz County that help distribute food, including Bay Avenue Senior Apartments. Second Harvest indicated that in September of 2017, it distributed 9,265 pounds of food within Capitola.

Free Little Libraries: City Council also requested staff also present how the free little libraries fit within City regulations. The little libraries are also free-standing structures that are typically placed in the front yard of a property or adjacent public right-of-way. They are also donation-based and available to the public to trade books as desired. The land use type is not considered under the zoning code. In addition, the little free libraries are also likely structures located within the front yard setback.

However, the free little libraries do not have the same health, safety, and neighborhood impacts associated with free food pantries. There are multiple free little libraries in Capitola, and staff has never received a complaint. With the new zoning code pending Coastal Commission approval, staff does not recommend making changes to the zoning ordinance at this time, but suggests adding free little libraries to the list of possible future modifications to the zoning code following Local Coastal Program modifications.

ATTACHMENTS:

1. Food Pantry Cupboard Photo

Report Prepared By: Katie Herlihy
Community Development Director

Food Pantry Cupboard and Free Little Libraries
April 26, 2018

Reviewed and Forwarded by:



Jamie Goldstein, City Manager 4/19/2018

TimeBank Santa Cruz Community Cupboard

Please share items such as Applesauce, Dried Fruit, Jelly and Jams, Pasta Sauce, Juice, Corned, Canned, Pasta and Noodles, Canned Beans, Canned Soup, Fruit and Veg, Canned Chicken and Fish, Dried Beans, Nuts, Chia, Seeds, Biscuits, Popcorn, Butter, Oil and Baking Soda, Therapeutic, Dishwashing, Detergent and Shampoo.

Are you like to share? Contribute the surplus from your home. Donor bags work well for instant gifts.

Not on a budget? Contribute items of a quality you yourself would use. Thank you for sharing!

Community Cupboard

Take what you need.
Share what you can.
We love you.



This Cupboard is for people in need. If you are well-off, please consider donating and leave this food for those in need.

Attachment: Food Pantry Cupboard Photo (Food Pantry Cupboard and Free Little Libraries)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF APRIL 26, 2018

FROM: Capitola Police Department

SUBJECT: Presentation of Santa Cruz County Office of Education "Threat Assessment Guide for School Staff"

RECOMMENDED ACTION: Receive report.

BACKGROUND: On June 13, 2017, the Santa Cruz County Civil Grand Jury published a report titled "Assessing the Threat of Violence in our Public Schools." In response, the Santa Cruz County Office of Education developed a School Safety Partnership working group tasked with developing a county-wide Threat Assessment Plan for Schools.

DISCUSSION: The School Safety Partnership included executive-level members of law enforcement from each of the six agencies in the county, as well as leadership from each of the school districts and their respective administrative staff from all K-12 schools. The Partnership was co-chaired by Faris Sabbah, Deputy Superintendent of the Santa Cruz County Office of Education and Undersheriff Jeremy Verinsky of the Santa Cruz County Sheriff's Office. Chief McManus represented the City as a member of the School Safety Partnership.

Monthly meetings began in September 2017 with the goal of completing a county-wide threat assessment plan by December 2017. As of March 5, 2018, the three educational facilities in the City of Capitola (Soquel Union Elementary School District Office, New Brighton Middle School, and Opal Cliffs School) were all provided with specific training related to the Threat Assessment Plan (Attachment 1), which was adopted by the district school board on December 8, 2017.

The Capitola Police Department designated Sergeant Cliff Sloma as a member of New Brighton's Threat Assessment Team.

A "threat" is defined as an expression of intent to harm someone and can be spoken, written, or expressed in gestures either directly or indirectly. A "threat assessment" is conducted when a person (or persons) threatens to commit a violent act or engages in behavior that appears to threaten an act of violence. The goals of a threat assessment are twofold:

1. To maintain a safe school environment by preventing an act of violence from taking place, and
2. To resolve student conflicts or problems that underlie threatening behavior

Each school in the County is responsible for forming its own threat assessment team under the direction of the principal or assistant principal. Other mandatory members of the team include the law enforcement designee, school psychologist/mental health counselor, school counselor,

Presentation of SCCOE Threat Assessment Guide for School Staff
April 26, 2018

and administrative staff as identified by the principal.

With the implementation of a consistent threat assessment plan and subsequent incorporation into the Annual Comprehensive School Safety Plan, City staff and staff from Soquel Union Elementary School District are confident that systems are in place to properly respond to threats of violence associated with schools and educational offices in Capitola.

FISCAL IMPACT: None.

ATTACHMENTS:

1. Threat Assessment Flowchart

Report Prepared By: Terry McManus
Police Chief

Reviewed and Forwarded by:



Jamie Goldstein, City Manager 4/19/2018

Step 1. Evaluate the threat.
***When the possibility of a substantive serious threat exists, consult with law enforcement before proceeding with the threat assessment.**

- Obtain a specific account of the threat by interviewing the student who made the threat, the recipient of the threat, and other witnesses.
- Write down the exact contents of the threat and statements made by each party.
- Consider the circumstances in which the threat was made and the student's intentions.

Step 2. Decide whether the threat is transient or substantive

- Consider the criteria for transient versus substantive threats.
- Consider the student's age, credibility, and previous discipline history.

The threat is clearly transient.

The threat is substantive or the threat's meaning is not clear.

Step 3. Respond to a transient threat.
 Typical responses may include a reprimand, parent notification, or another disciplinary action. The student may be required to make amends and attend mediation or counseling. Consider consulting law enforcement.

Step 4. Decide whether the substantive threat is serious or very serious.
 A *serious* threat involves a threat to assault someone ("I'm gonna beat that kid up"). A *very serious* threat involves the use of a weapon or is a threat to kill, rape, or inflict severe injury on someone.

The threat is serious.

The threat is very serious.

Step 5. Respond to a serious substantive threat.

- Consult law enforcement.
- Take immediate precautions to protect potential victims, including notifying the victim and the victim's parent's.
- Notify the student's parents.
- Refer the student for counseling, dispute mediation, or another appropriate intervention.
- Discipline the student as appropriate to the severity and chronicity of the situation.

Step 6. Respond to a very serious substantive threat (conduct a safety evaluation).

- Consult law enforcement
- Take immediate precautions to protect potential victims, including notifying the victim and the victim's parent's.
- Notify the student's parents.
- Begin a mental health assessment of the student.
- Discipline the student as appropriate.

Step 7. Implement a safety plan.

- Complete a written plan.
- Maintain contact with the student.
- Revise the plan as needed.

Attachment: Threat Assessment Flowchart (Presentation of SCCOE Threat Assessment Guide for School Staff)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF APRIL 26, 2018

FROM: Public Works Department

SUBJECT: Consider Approval of Plans, Specifications, and Construction Estimate for the Capitola Branch Library and Authorize Release of the Documents for Bidding Purposes

RECOMMENDED ACTION: Approve the plans, specifications, and construction estimate for the Capitola Branch Library; authorize the Public Works Department to release the documents for bidding and advertise a notice listing the pre-qualified general contractors; and set the bid opening date for May 30, 2018 at 11 a.m.

BACKGROUND: The plans, specifications, and construction estimate for the Capitola Branch Library have been completed by the architectural firm of Noll and Tam. The final construction estimate is \$9,940,130, within the overall project budget of \$13.15 million.

This project will construct a 11,700-square-foot library to replace the existing building at 2005 Wharf Road. The City Council has previously approved the schematic design and design development phases of the project.

On April 10, 2018, seven general contractors were pre-qualified for this project. The list of pre-qualified contractors is included as Attachment 1. While bids may only be submitted by these pre-qualified contractors, sub-contractors and material suppliers were not pre-qualified and the general contractors may choose with whom they want to partner.

DISCUSSION: A copy of the title sheet of the plans and slides showing exterior and interior views, the site plan, and floorplan are included as Attachment 2. Copies of the full bid set plans and specifications are available for review in the Public Works Department.

The projected schedule for the remainder of the project is as follows:

Council Plan Approval	April 26, 2018
On-site Pre-bid Meeting	May 22, 2018
Bid Due Date	May 30, 2018, 11 a.m.
Council Contract Award	June 14, 2018
Begin Construction	July 2018
Construction Completion	August 2019
Grand Opening	October 2019

FISCAL IMPACT: The updated budget for the project is shown in Attachment 3. Since the budget was first approved in January 2017, the construction costs have risen by \$284,130 while

Consider Approval of Library Bid Plans
April 26, 2018

other costs have gone down. To offset the increase in construction costs staff is recommending moving \$224,700 from project contingencies to construction, reducing the furniture, fixtures, and equipment (FF&E) budget by \$62,700 and other cost adjustments as shown in the attachment. The reduction of contingencies from 7.25 percent of the total project costs to 5.5 percent still leaves \$730,000 to cover contract change orders and other unanticipated costs. The project architect and Santa Cruz Public Library staff have consulted over the FF&E budget and agreed that the reduced budget is still more than sufficient to provide the necessary furniture and equipment for the library.

The funding for the project is shown on Attachment 4. Based on the budget adjustments made in at the mid-year budget hearing, there remains a \$367,371 budget gap which will need to be closed as the project moves through construction.

The fundraising campaign has proven highly effective and has already exceeded the original \$350,000 fundraising target. Members of the campaign will be in attendance at the hearing to provide an update on the fundraising effort.

Staff anticipates future budget appropriations and campaign contributions can be used to cover the gap. The final project funding decisions can be deferred until the construction bids have been received and actual project costs are determined.

ATTACHMENTS:

1. Pre-Qualified Contractors List
2. Capitola Branch Library Plans
3. Library Budget of Expenditures
4. Library Funding

Report Prepared By: Steve Jesberg
Public Works Director

Reviewed and Forwarded by:



Jamie Goldstein, City Manager 4/19/2018



CAPITOLA BRANCH LIBRARY
APPROVED GENERAL CONTRACTORS

April 10, 2018

Company	Street	City	State	Zip	Phone
Flint Builders, Inc.	401 Derek Place	Roseville	CA	95678	916-757-1000
Gonsalves & Stonck	1000 Washington Street	San Carlos	CA	94070	650-802-2960
Otto Construction	2150 Garden Road Suite A1	Monterey	CA	93940	831-657-9805
ProWest Constructors	140 Castilian Drive Suite 201A	Goleta	CA	93117	805-705-2576
Swenson Builders	740 Front Street	Santa Cruz	CA	95060	831-475-7100
Swinerton Builders	2880 Lakeside Drive	Santa Clara	CA	95054	415-617-1467
Thompson Builders	250 Bel Marin Keys Blvd. Bldg. A	Novato	CA	94949	415-456-8972

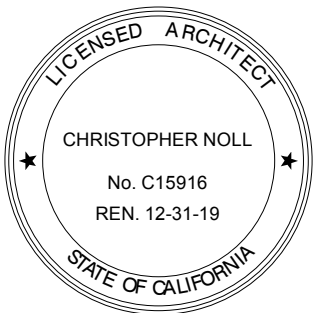
The above contractors have been pre-qualified and can submit construction bids for the Capitola Branch Library Project. It is currently anticipated that the bid documents including plans and specifications will be distributed on or around the first of May, 2018.

Attachment: Pre-Qualified Contractors List (Consider Approval of Library Bid Plans)

NOLL & TAM ARCHITECTS

729 Heinz Avenue
Berkeley, CA 94710
tel 510.542.2200
fax 510.542.2201

ARCHITECTS SEAL



CAPITOLA BRANCH LIBRARY

2005 WHARF ROAD CAPITOLA, CA 95010 PERMIT SET - 03/15/18

CITY OF CAPITOLA CAPITOLA BRANCH LIBRARY

2005 WHARF ROAD
CAPITOLA, CA 95010

PERMIT SET

ISSUE DATE 03/15/18

N&T JOB # 21637

REVISIONS

DATE	DESCRIPTION

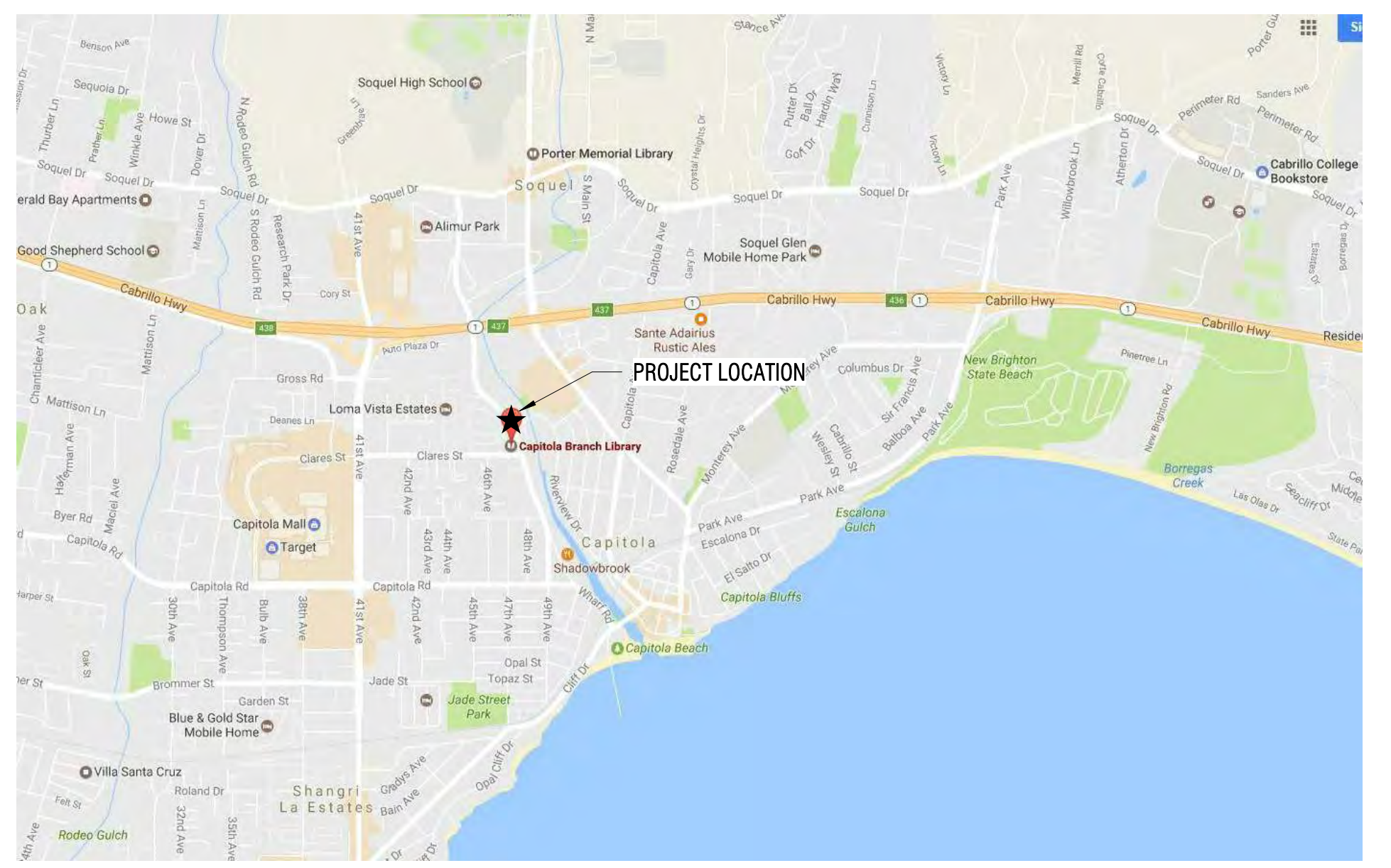
SHEET TITLE
COVER SHEET

SHEET NUMBER
GO.00

STREET VIEW



LOCAL STREET MAP



PROJECT SUMMARY

PROJECT TITLE: CAPITOLA BRANCH LIBRARY
PROJECT LOCATION: 2005 WHARF ROAD, CAPITOLA, CA 95010
ASSESSOR'S PARCEL NUMBER (APN): 034-541-34
LIBRARY PROJECT SIZE: 11,700 SQ FT, 1 STORY
ZONING DISTRICT: PS-PUBLIC SERVICE

BUILDING SUMMARY:
CONSTRUCTION TYPE: TYPE VB NON-RATED CONSTRUCTION
OCCUPANCY: A3-LIBRARY
SPRINKLERS/ALARM: FULLY AUTOMATIC SPRINKLER SYSTEM PER NFPA 13, AUTOMATIC FIRE ALARM SYSTEM PER NFPA 72

THE PROJECT SCOPE IS A NEW LIBRARY BUILDING WITH ASSOCIATED SITE IMPROVEMENTS, AND DEMOLITION OF THE EXISTING BUILDING

CONTRACTOR WILL BE RESPONSIBLE FOR PREPPING ALL AREAS FOR NEW SCOPE OF WORK INCLUDING PATCHING AND REPAIRING EXISTING CONDITIONS WHERE AFFECTED BY ANY AND ALL DEMOLITION WORK.

THE WORK TO BE PERFORMED UNDER THIS CONTRACT INCLUDES THE FURNISHING OF ALL LABOR, MATERIALS, EQUIPMENT, TRANSPORTATION, SERVICES, PERMITS, TEMPORARY CONTROLS AND CONSTRUCTION FACILITIES, AND ALL GENERAL CONDITIONS, SEISMIC REQUIREMENTS, GENERAL REQUIREMENTS AND INCIDENTALS REQUIRED TO COMPLETE THE WORK ON THE PROJECT IN ITS ENTIRETY AS DESCRIBED IN THE CONTRACT DOCUMENTS.

Signage

MWD
1450 4th Street Studio 9
Berkeley CA 94710
Tel: (415) 205-0412

Waterproofing

WJE Associates, Inc.
2000 Powell St Suite 1650
Emeryville CA 94608
Tel: (510) 428-2907

Cost Estimator

TBD Consultants Inc.
111 Pine Street Suite 1315
San Francisco CA 94112
Tel: (415) 981-9430

MEP

Glumac
151 California St. 3rd Floor
San Francisco CA 94111-4525
Tel: (415) 398-7667

Structural

Mar Structural Design
2630 7th St Suite C
Berkeley CA 94710
Tel: (510) 991-1101

Landscape

Joni L Janecki & Assoc
515 Swift St
Santa Cruz, CA 95060
Tel: (831)423-6040

Civil

BKF Engineers
256 Shoreline Drive Suite 200
Redwood City CA 94065
Tel: (650) 482-6300

Architect

Noll & Tam Architects
729 Heinz Ave
Berkeley, CA 94710
Tel: 510.542.2200
Fax: 510.542.2201

Client

City of Capitola
420 Capitola Ave
Capitola, CA 95010
Tel: (831)479.7300
Owner's Project Mgr.:
Bogard Construction, Inc.
Tel: (831)426-8191

CURRENT DESIGN



Attachment: Capitola Branch Library Plans (Consider Approval of Library Bid Plans)

VIEW OF ENTRY



Attachment: Capitola Branch Library Plans (Consider Approval of Library Bid Plans)

VIEW AT FROM CLARES STREET



Attachment: Capitola Branch Library Plans (Consider Approval of Library Bid Plans)

VIEW OF PORCH



Attachment: Capitola Branch Library Plans (Consider Approval of Library Bid Plans)

SITE PLAN



Attachment: Capitola Branch Library Plans (Consider Approval of Library Bid Plans)

FLOOR PLAN



Attachment: Capitola Branch Library Plans (Consider Approval of Library Bid Plans)

INTERIOR VIEW - ENTRY



Attachment: Capitola Branch Library Plans (Consider Approval of Library Bid Plans)

INTERIOR VIEW – READING ROOM



Attachment: Capitola Branch Library Plans (Consider Approval of Library Bid Plans)

INTERIOR VIEW



Attachment: Capitola Branch Library Plans (Consider Approval of Library Bid Plans)

INTERIOR VIEW – CHILDREN’S



Attachment: Capitola Branch Library Plans (Consider Approval of Library Bid Plans)



Attachment: Capitola Branch Library Plans (Consider Approval of Library Bid Plans)

City of Capitola - Capitola Branch Library
Project Budget Analysis
 Updated 04/09/18

APPROVED Updated Budget for 11,700 sf City Council (1/26/2017)	Updated Costs	Costs vs Budget Over / (Under)
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1. Construction									
TOTAL	\$	9,706,000	73.81%	\$	9,990,130	\$	284,130		
2. Contingency									
TOTAL	\$	954,700	7.26%	\$	730,000	\$	(224,700)		
3. Architectural and Engineering Fees									
TOTAL	\$	1,295,000	9.85%	\$	1,332,432	\$	37,432		
4. Permits /Special Inspections									
TOTAL	\$	140,000	1.06%	\$	130,000	\$	(10,000)		
5. PM and Other Fees									
TOTAL	\$	319,300	2.43%	\$	298,608	\$	(18,292)		
6. Miscellaneous									
TOTAL	\$	35,000	0.27%	\$	26,000	\$	(9,000)		
7. Total Costs (items 1 through 6 above)									
TOTAL	\$	12,450,000	94.68%	\$	12,507,170	\$	59,570		
8. Furniture, Fixtures and Equipment									
TOTAL	\$	700,000	5.32%	\$	637,300	\$	(62,700)		
9. Total Project Cost									
TOTAL	\$	13,150,000	100.00%	\$	13,144,470	\$	(3,130)		

<u>Building / Site Analysis (as approved)</u>		
Square Feet (Building)	11,700	
Building (New Construction)	\$ 8,160,100	
Per Square Cost (Building)	\$ 697.44	
Square Feet (Site)	30,000	
Site Work	\$ 1,495,900	
Per Square Cost (Site)	\$ 49.86	
Construction Cost (Building + Site)	\$ 9,656,000	
REVISED CONSTRUCTION BUDGET	\$ 9,938,330	Bid Day
Demolition Existing Library (Separate Work)	\$ 50,000	(Estimate) Separate Contract
Revised TOTAL Construction	\$ 9,988,330	

Attachment: Library Budget of Expenditures (Consider Approval of Library Bid Plans)

Capitola Branch Library

Project Budget	\$13,150,000
Funding Sources	
Measures S	8,000,000
Successor Agency	2,665,000
General Fund Transfers	1,505,129
Fundraising Campaign	350,000
Library Fund	215,500
Successor Agency Loan Repayment	47,000
Total Funding	\$12,277,500
Funding Gap	367,371



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF APRIL 26, 2018

FROM: City Manager Department
SUBJECT: Consider a Community Survey Contract

RECOMMENDED ACTION: Authorize the City Manager to enter into a contract with Gene Bregman and Associates in an amount not to exceed \$13,000 for a community survey to help gauge public interest on potential ballot measures for the November election.

BACKGROUND: At its April 12, 2018, meeting City Council received an overview of a proposed local cannabis regulatory structure. That structure included zoning ordinance amendments, a cannabis retail licensing ordinance, and a local cannabis tax measure.

At that meeting, City Council directed staff to return with a public opinion polling contract to better gauge community sentiment regarding a cannabis tax and potential uses for the tax. In addition, the Treasurer indicated an interest in obtaining polling information regarding a potential measure to shift the Treasurer position from an elected to an appointed position.

DISCUSSION: The proposed contract with Gene Bregman and Associates includes a phone survey of approximately 175 likely voters in Capitola. The proposed contract includes enough time per phone interview to obtain community feedback on approximately three or four separate topics, and include a few baseline questions regarding City performance.

In general, staff recommends the City conduct a community survey prior to placing items on the ballot, particularly if the City is contemplating multiple ballot items.

Potential Polling Items

Cannabis Tax: Voters in the City and County of Santa Cruz both approved not-to-exceed cannabis taxes of 10 percent in 2016. The tax in both jurisdictions is a general fund tax, requiring a simple majority voter approval. When it was passed, both jurisdictions set the tax rate at 7 percent. This year the City of Santa Cruz passed an ordinance increasing its rate to 8 percent, with a resolution of intent that the 1 percent increase would be devoted to support enhancement of early childhood development and vulnerable youth programs.

Elected/Appointed Treasurer: Under state law the City is required to have a City Clerk and Treasurer. Both positions were originally elected roles, but in 1994 City voters approved switching the City Clerk to an appointed position to ensure the City had a qualified individual in the role. Today, approximately two-thirds of the cities in the state have appointed treasurers, including all the other jurisdictions in Santa Cruz County.

Community Survey Contract
April 26, 2018

Other Potential Items: Currently the rate of the Transient Occupancy Tax (TOT), or hotel tax, in the City is 10 percent. Each 1 percent of TOT currently generates approximately \$150,000 annually. The TOT in the City and County of Santa Cruz is 11 percent. Scotts Valley is considering a ballot measure to increase its TOT from 10 percent to 12 percent. In addition to increasing TOT, Council could also direct staff to poll on other items that could be included on the November ballot.

The attached polling contract with Gene Bregman and Associates would complete the survey work in time for the Council to review the results prior to the deadline to place a measure on the November 2018 ballot.

FISCAL IMPACT: Funding for the polling contract would be allocated from the City Manager Unanticipated Events budget line (\$10,000) and contract savings (\$3,000) in the City Manager Department.

ATTACHMENTS:

1. Capitola 2018 Proposal

Report Prepared By: Jamie Goldstein
City Manager

Reviewed and Forwarded by:



Jamie Goldstein, City Manager 4/19/2018



GENE BREGMAN & ASSOCIATES
Public Opinion & Marketing Research

MEMORANDUM

To: Jamie Goldstein, City Manager
City of Capitola
420 Capitola Avenue
Capitola, CA 95010

From: Gene Bregman
Gene Bregman & Associates

Date: April 18, 2018

Re: Poll

Per your request, this letter summarizes the scope of work for Gene Bregman & Associates (GBA) to conduct public opinion research for the City of Capitola, California.

Upon completion of the survey, a statistical compilation of the cross-tabulated results will be delivered and findings and recommendations will be presented and discussed.

Since a November, 2018 election may be considered, we propose to conduct the survey among those Capitola residents who are likely to vote in that election. Based on our previous research, we believe it will be possible to complete between 150 and 175 interviews.

The poll will achieve the following objectives:

1. Explore the current image of the City of Capitola, voters' attitudes towards the City, and their assessments of the strengths and weaknesses of local government;
2. Determine voter perceptions of the needs of the City and the priorities that voters set for those needs;



*P.O. Box 2799, Aptos, CA 95001
831.685.2700*

www.GeneBregmanAndAssociates.com



3. Determine voter attitudes towards a possible ballot measure for the City related to various possible revenue enhancement measures;
4. Evaluate voters' top priorities for money raised in order to determine if these uses are sufficient for voters to support a ballot measure;
5. Determine the most effective and important reasons for your voters to support a measure;
6. Track and compare current data with those obtained in previous research for the City;
7. Develop a demographic profile of City voters, including how various demographic groups differ in their opinions and attitudes towards a possible ballot measure.

Depending on the length of the interview, the costs can vary, as follows:

150-175 interviews @ 10 minutes per interview	\$10,000.
150-175 interviews @ 12 minutes per interview	\$11,000.
150-175 interviews @ 15 minutes per interview	\$12,000.
150-175 interviews @ 18 minutes per interview	\$13,000.

All of the data obtained by GBA is the exclusive property of the City of Capitola. If requested, GBA will provide an electronic copy of the data to the client. GBA is entitled to retain the original interview forms used in the field and copies of all data and analysis for its own internal use.

In summary, GBA will provide to the City of Capitola:

- Random survey of 150-175 likely November 2018 voters in the City of Capitola;
- Consultation solely with principal of Gene Bregman & Associates;
- Assistance in developing topic areas to be investigated;
- Development of survey questionnaire;
- Scientific sample selection to assure our reaching accurate representations of the population;
- Pre-testing of questionnaire;
- Conduct of field work from our central phone bank;
- Editing, coding, and electronic data processing;
- Full computer printouts of all cross-tabulated data;



- Analyses of survey results, including appropriate graphical presentation;
- In-person presentation of results;
- On-going strategy and consultation.

We look forward to having the opportunity to assist you and the City of Capitola in this most important effort. If you have any questions, or would like to further discuss your polling needs, please do not hesitate to call me at (831)685-2700.