

City of Capitola Agenda

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



CAPITOLA CITY COUNCIL REGULAR MEETING

THURSDAY, MAY 23, 2019

7:00 PM

CITY COUNCIL CHAMBERS
420 CAPITOLA AVENUE, CAPITOLA, CA 95010

CLOSED SESSION – 6 PM CITY MANAGER’S OFFICE

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

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

[Govt. Code § 54956.9 (d)(1)]

(two cases)

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

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

PUBLIC EMPLOYEE PERFORMANCE EVALUATION [Govt. Code § 54957(b)]

City Council’s Performance Evaluation of the City Attorney

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

2. PRESENTATIONS

Presentations are limited to eight minutes.

A. Monterey Bay Community Power Annual Update

3. REPORT ON CLOSED SESSION

4. ADDITIONAL MATERIALS

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

5. ADDITIONS AND DELETIONS TO AGENDA

6. PUBLIC COMMENTS

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

7. CITY COUNCIL / STAFF COMMENTS

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

8. BOARDS, COMMISSIONS AND COMMITTEES APPOINTMENTS

A. Appoint Art and Cultural Commission Members

RECOMMENDED ACTION: Appoint Laura Alioto as an at-large member and Kelly Mozumder as the artist representative for unfinished terms expiring in December 2019 as recommended by the Art and Cultural Commission.

9. CONSENT CALENDAR

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

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

- A. Consider the May 9, 2019, City Council Regular Meeting Minutes
RECOMMENDED ACTION: Approve minutes.
- B. Receive the May 2, 2019, Planning Commission Regular Meeting Action Minutes
RECOMMENDED ACTION: Receive minutes.
- C. Approval of City Check Registers Dated April 5, April 12, April 19, and April 26, 2019
RECOMMENDED ACTION: Approve check registers.
- D. Accept the Jewel Box Traffic Calming Project as Complete and Approve a Notice of Completion
RECOMMENDED ACTION: Approve the Notice of Completion for the Jewel Box Traffic Calming Project constructed by Earthworks Paving Contractors with a final cost of \$64,200 and direct the Public Works Department to record the Notice of Completion.
- E. Approve the Purchase of One Unmarked Police Vehicle for \$28,000 and Transfer one Unmarked Police Vehicle to the City Fleet
RECOMMENDED ACTION:
 - 1. Award purchase contract to North Bay Ford in the amount of \$28,000 for the purchase of one unmarked police vehicle: 2016 Ford Explorer (VIN: 1FM5K7DH6GGC66872) and;
 - 2. Authorize the Police Department to transfer the unmarked police vehicle 2017 Toyota Camry (VIN: 4T1BF1FK1HU697216) from the Police Department to the City Fleet.

10. 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. Update on the Capitola Branch Library Project
RECOMMENDED ACTION: Receive report and direct staff to continue working with utility companies to determine the most efficient and quickest solution to resolve existing conflicts with overhead wires located around the library site, and return with further information regarding estimated schedule and costs at a future meeting.

- B. Continue Discussion of the Revised Zoning Code for Coastal Commission Certification - Capitola Staff Revisions for Internal Consistency and Compliance with State Regulations

RECOMMENDED ACTION: Accept staff presentation and continue the discussion to the meeting of June 27, 2019.

11. ADJOURNMENT

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

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

Agenda and Agenda Packet Materials: The City Council Agenda and the complete Agenda Packet are available for review on the City’s website: www.cityofcapitola.org and at Capitola City Hall 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 Agendas/Videos.**” Archived meetings can be viewed from the website at any time.



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MAY 23, 2019

FROM: City Manager Department

SUBJECT: Monterey Bay Community Power Annual Update

DISCUSSION: Lina Williams, Monterey Bay Community Power's manager of energy account services, will provide an update on the renewable electricity community choice aggregate's first year. The City of Capitola is a founding member of the three-county joint powers association, and shares a seat on its boards with the City of Scotts Valley.

Report Prepared By: Linda Fridy
City Clerk

Reviewed and Forwarded by:

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Jamie Goldstein, City Manager

5/16/2019



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MAY 23, 2019

FROM: City Manager Department

SUBJECT: Appoint Art and Cultural Commission Members

RECOMMENDED ACTION: Appoint Laura Alioto as an at-large member and Kelly Mozumder as the artist representative for unfinished terms expiring in December 2019 as recommended by the Art and Cultural Commission.

BACKGROUND/DISCUSSION: The Art and Cultural Commission's artist representative Mary Jo Connolly resigned in February and at-large member Rick Gross resigned in March. Upon posting the vacancies as required by the Maddy Act, the City Clerk received two applications, one for the at-large position from Laura Alioto (Attachment 1) and another for the artist opening from Kelly Mozumder (Attachment 2).

The Art and Cultural Commission interviewed the applicants at its May 14 meeting as required in its bylaws and recommend the appointment of Laura Alioto as At-Large Commissioner and Kelly Mozumder as Artist Commissioner to terms expiring December 31, 2019.

FISCAL IMPACT: None.

ATTACHMENTS:

1. Alioto A&C app
2. Muzumder A&C app

Report Prepared By: Linda Fridy
City Clerk

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

5/16/2019

CITY OF CAPITOLA
CITY CLERK

APR 10 2019



CITY of CAPITOLA

BOARDS AND COMMISSIONS APPLICATION

Application for:

- Art & Cultural Commission
[Artist; Arts Professional; At Large Member]
Please circle category above
- Architectural & Site Committee
[Architect; Landscape Architect; Historian]
Please circle category above
- Finance Advisory Committee
[Business Representative; At Large Member]
Please circle category above
- Planning Commission
- Commission on the Environment
- Other Committee _____
- Historical Museum Board
- Check if applying as youth member to any board

Name: Alioto Laura
Last First

Residential Neighborhood: Claves St

Occupation: office manager for attorney

Describe your qualifications and interest in serving on this Board/Commission/Committee:
I have been a resident of Capitola for 20 yrs and enjoy all the wonderful events. The great community of Capitola has done a great job bringing people to town to enjoy our wonderful city and I would like to be involved in helping my city. finding more ways to bring others to appreciate the town of Capitola. (Use additional paper, if necessary)

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

4/9/19
Date

Laura Alioto
Signature of Applicant

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

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

Attachment: Alioto A&C app (Appoint Art and Cultural Commission Member)

Application for Appointment – ARTS & CULTURAL COMMISSION (At Large Member)

KELLY MOZUMDER

I have over a decade of experience working in the development & construction industry which is my job by day, however, I was also an Art minor in college at San Diego State University and continue my passion as an artist in my personal life. Although I would categorize my medium of choice as charcoal, oil and pencil, I have also worked with interior designers, sculptors, and architects in my profession where my “artist’s eye” aids in optics & translation.

In working in the real estate development world there are many elements of art involved in designing a building and the surrounding grounds of any property. Beauty in art is subjective, and I feel that having the experience in collaborating with the participating parties such as engineers, contractors, developers and even the general public to determine the necessity of art inclusion, I am highly qualified to serve as a member of this commission. This will also not be the first time I have served on a board; I served on the HOA Board as the chair of the Architectural Committee for several years at the ICON Building in San Diego, a new construction at the time. With my employment history and experience as an artist myself, I understand not only the semantics but also the type of budgets necessary and the logistics of successful execution that are involved.

Currently I am working as a Real Estate Asset Manager for deRegt Investment Holdings & deRegt Development, Inc. which are both diversified partnerships specializing in land entitlement and real estate investment capitalization. I aid in the process of negotiating multiple loans and partnership restructuring to achieve maximum returns for lenders and investors. I am in constant review of plans, City permitting, and design details for potential developments, including reviewing renderings & design schematics which include artist’s features and installations.

As a resident of Capitola coupled with my knowledge of development & art, I feel I am a capable candidate to serve as a member of the Art & Cultural Commission. It is imperative that members work towards preserving the fabric of our community as well as weighing the pros and cons of implementing new designs and cultural events. I look forward to collaborating with a team that has the best interests of our City in mind. Thank you in advance for your consideration.

Attachment: Muzumder A&C app (Appoint Art and Cultural Commission Member)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MAY 23, 2019

FROM: City Manager Department

SUBJECT: Consider the May 9, 2019, 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 May 9, 2019.

ATTACHMENTS:

1. 5-9 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

5/16/2019

**DRAFT
CAPITOLA CITY COUNCIL
REGULAR MEETING MINUTES
THURSDAY, MAY 9, 2019**

CALL TO ORDER AND ROLL CALL

Mayor Bertrand called the meeting to order at 6:15 p.m.

Council Member Yvette Brooks: Present, Council Member Ed Bottorff: Present, Council Member Sam Storey: Late, Vice Mayor Kristen Petersen: Present Mayor Jacques Bertrand: Present. Council Member Storey joined the Council during Closed Session.

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

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION [Govt. Code § 54957(b)]
City Council's Performance Evaluation of the City Attorney**

REGULAR MEETING OF THE CAPITOLA CITY COUNCIL – 7 PM

1. PLEDGE OF ALLEGIANCE

2. PRESENTATIONS

A. Public Service Week Proclamation

Mayor Bertrand read the proclamation honoring public servants, which was accepted on behalf of Capitola's staff by Officer Pedro Zamora.

3. REPORT ON CLOSED SESSION

Deputy City Attorney Reed Gallogly said Council took no reportable action.

4. ADDITIONAL MATERIALS

A. Item 9.B – Two public comment letters

5. ADDITIONS AND DELETIONS TO AGENDA - None

6. PUBLIC COMMENTS - None

7. CITY COUNCIL / STAFF COMMENTS

City Manager Jamie Goldstein noted the draft budget will be released tomorrow and budget hearings begin May 15.

Mayor Bertrand announced that McCormick Avenue area neighbors submitted a petition for a new park in the triangle intersection with Loma.

8. CONSENT CALENDAR

MOTION:	APPROVE AS RECOMMENDED.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ed Bottorff, Council Member
SECONDER:	Sam Storey, Council Member
AYES:	Brooks, Bottorff, Storey, Petersen, Bertrand

- A. Consider the April 25, 2019, City Council Regular Meeting Minutes
RECOMMENDED ACTION: Approve minutes.

9. GENERAL GOVERNMENT / PUBLIC HEARINGS

- A. Capitola Mall Update
RECOMMENDED ACTION: Receive Merlone Geier Partners' presentation on the Capitola Mall.

Community Development Director Katie Herlihy gave a brief overview of goals from the General Plan that address the mall area. These include a pedestrian friendly emphasis with public gathering places. She also shared the updated Zoning Code's regional commercial incentives allowing more development in exchange for community benefits.

Merlone Geier Partners Vice President of Development Stephen Logan introduced the equity partnership group and offered examples of its recent projects in Hollywood and Mountain View. He noted that although Merlone Geier is now the majority property owner, there remain several other property owners within the mall area that have reciprocal easement rights and must be consulted. In the January 2018 community outreach, the public asked for more than just an update of the mall with changes including retail to the street and housing.

Merlone Geier followed up with a survey and was also able to acquire the Sears property in December. The survey was conducted from April through October and garnered 7,721 responses. Leading requests were world-class retail brands, an inviting ambiance, distinguished restaurants, more women's apparel, and entertainment or recreation options. It will hold a public outreach event June 11 at the former Sears location.

Council members confirmed that there will be a new name, not the Capitola Mall or one incorporating the word village. Mr. Logan also acknowledged the need to work closely to relocate the transit center within the site and said a housing component will be included. As for the timeline, environmental review will take about 18 months and then phased construction.

In public comment, Elizabeth Olsen of the Children's Museum of Discovery thanked Merlone Geier for its support as a landlord.

UPDATE RECEIVED – NO ACTION TAKEN
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- B. Consider Village Decoration Policy (Continued from April 11, 2019)
RECOMMENDED ACTION: Approve the recommended Village Streetscape Decorating Policy and proposed modifications to the Capitola Village Street Banner

Attachment: 5-9 draft minutes (Approval of City Council Minutes)

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES

May 9, 2019

Program Policy, and provide direction regarding lighting on trees in the public right-of-way in Capitola Village.

Public Works Director Steve Jesberg presented the staff report and reviewed direction from the February 14 meeting. He showed images that offered comparisons of warm and cool lights at full and reduced power, and gave an overview of the proposed decoration policy and revised banner policy.

In public comment, Carin Hanna, village business owner and board member of the Capitola Village and Wharf Business Improvement Association (BIA), said that the BIA discussed the rope lights many times. She asked the City to maintain the cool white lights.

Another business owner noted lighting increases safety and the bright cool white lights have discouraged sleeping.

Didi Wilson, village resident and business owner, said she loves the cool white lights.

Council Member Bottorff supports the decoration policy and banner policy amendment. He does not feel the current lights would have been supported in a trial and continues to hear complaints. The Council agreed to provide light direction separately from the policy adoption.

Council members noted that there appears to be disagreement even among BIA members on the light style and acknowledged that the light preference is a truly subjective issue. There were no concerns with the proposed policies.

MOTION:	MAINTAIN THE CURRENT COOL WHITE LIGHTS THROUGH THE SUMMER SEASON AND DIRECT THE CAPITOLA VILLAGE AND WHARF BUSINESS IMPROVEMENT ASSOCIATION TO FIND ALTERNATIVE LIGHTING THAT CAPTURES THE CHARM AND CHARACTER OF THE VILLAGE DURING THAT TIME. IF NO REPLACEMENT IS IDENTIFIED BY OCTOBER, THE CURRENT LIGHTING WILL BE REMOVED.
RESULT:	ADOPTED [3 TO 2]
MOVER:	Ed Bottorff, Council Member
SECONDER:	Sam Storey, Council Member
AYES:	Yvette Brooks, Ed Bottorff, Sam Storey
NAYS:	Kristen Petersen, Jacques Bertrand

MOTION:	ADOPT THE NEW VILLAGE STREETScape DECORATION POLICY AND REVISIONS TO THE BANNER POLICY AS RECOMMENDED.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ed Bottorff, Council Member
SECONDER:	Sam Storey, Council Member
AYES:	Brooks, Bottorff, Storey, Petersen, Bertrand

C. Zoning Code Update for Coastal Commission Certification
RECOMMENDED ACTION: Receive presentation on Coastal Commission process to certify the Zoning Code and continue the hearing to May 23, 2019.

Director Herlihy provided an overview of the California Coastal Commission certification process for the updated zoning code adopted by the City in January 2018. At future meetings she plans to cover changes required by state action and other corrections, and

Attachment: 5-9 draft minutes (Approval of City Council Minutes)

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES

May 9, 2019

then address the redlines suggested by Coastal Commission staff that it recommends the City adopt prior to asking the commission to certify the local coastal plan. This will include questions of potential overreach by the commission.

In public comment, resident and Planning Commissioner TJ Welch urged the Council to take its time and not rush the redline review process. He said he is now questioning whether to separate any code portions. He also asked the Council to consider hiring a specialist land use attorney.

Megan Morrissey, Depot Hill resident, agreed with Mr. Welch's comments based on her recent experience with a coastal development.

Council Member Bottorff said that although he is concerned that widely anticipated changes such as expanded transient occupancy area boundaries are being "held hostage" by delaying submittal, he is in no hurry to make a decision until the Council fully understands the implications.

Council Member Brooks asked that future discussions include more information on the Planning Commission process and why certain code sections are being withheld for later submittal.

Council members expressed frustration about the potential back-and-forth certification submittals and some interest in exploring any advantage to hiring an outside attorney. Council Member Storey asked for options to break the loop of "no denial."

MOTION:	ACCEPT THE PROPOSED SCHEDULE AND CONTINUE THE DISCUSSION TO THE MAY 23, 2019, MEETING.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sam Storey, Council Member
SECONDER:	Ed Bottorff, Council Member
AYES:	Brooks, Bottorff, Storey, Petersen, Bertrand

D. Approve the Plans, Specifications, and Engineer's Estimate for the Park Avenue Sidewalk Project and Authorize Advertising for Bids

RECOMMENDED ACTION:

1. Approve the plans, specifications, and engineer's estimate for the Park Avenue Sidewalk Project to construct new sidewalk along the north side of Park Avenue from McCormick Avenue to Cabrillo Street, and
2. Authorize the Public Works Director to award a contract to the lowest responsive bidder in an amount not to exceed the engineer's estimate of \$874,600.

Director Jesberg presented the staff report. The project will create contiguous sidewalks and add a crosswalk. He noted that resident input helped select the crosswalk location at the Cabrillo intersection. There has been both community and individual outreach.

There was no public comment.

Attachment: 5-9 draft minutes (Approval of City Council Minutes)

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
May 9, 2019

MOTION:	APPROVE THE PLANS, SPECIFICATIONS AND ENGINEER'S ESTIMATE AND AUTHORIZE THE ADVERTISING FOR BIDS AS RECOMMENDED.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sam Storey, Council Member
SECONDER:	Ed Bottorff, Council Member
AYES:	Brooks, Bottorff, Storey, Petersen, Bertrand

10. ADJOURNMENT

The meeting adjourned at 9:19 p.m.

Jacques Bertrand, Mayor

ATTEST:

Linda Fridy, City Clerk

DRAFT

Attachment: 5-9 draft minutes (Approval of City Council Minutes)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MAY 23, 2019

FROM: City Manager Department

SUBJECT: Receive the May 2, 2019, Planning Commission Regular Meeting Action Minutes

RECOMMENDED ACTION: Receive minutes.

DISCUSSION: Attached for Council review are the action minutes of the May 2, 2019, Planning Commission regular meeting.

ATTACHMENTS:

1. 5-2-19 Action

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

5/16/2019



**DRAFT ACTION MINUTES
CAPITOLA PLANNING COMMISSION MEETING
THURSDAY, MAY 2, 2019
7 P.M. – CAPITOLA CITY COUNCIL CHAMBERS**

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Commissioners Christiansen, Newman, Routh, Wilk and Chair Welch were present.

2. ORAL COMMUNICATIONS

A. Additions and Deletions to Agenda

B. Public Comments – none

C. Commission Comments

D. Staff Comments – none

3. PRESENTATION

A. 1855 41st Avenue Capitola Mall Update

4. APPROVAL OF MINUTES

A. Planning Commission - Regular Meeting - Mar 7, 2019 7:00 PM

MOTION: Approve the minutes from the regular meeting of the planning commission on March 7, 2019.

RESULT:	APPROVED [4 to 0]
MOVER:	Ed Newman
SECONDER:	Mick Routh
ABSTAINED:	Courtney Christiansen
AYES:	Newman, Welch, Wilk, Routh

B. Planning Commission - Regular Meeting - Apr 4, 2019 7:00 PM

MOTION: Approve the minutes from the regular meeting of the planning commission on April 4, 2019.

RESULT:	APPROVED [4 to 0]
MOVER:	Mick Routh
SECONDER:	Peter Wilk
ABSTAINED:	Ed Newman
AYES:	Welch, Wilk, Routh, Christiansen

5. PUBLIC HEARINGS

- A. 1200 C 41st Avenue #19-0153 APN: 034-101-38**
 Conditional Use Permit for on-site alcohol sale and consumption for Sapporo Ramen located within the CC (Community Commercial) zoning district.
 This project is in the Coastal Zone but does not require a Coastal Development Permit.
 Environmental Determination: Categorical Exemption

Attachment: 5-2-19 Action (PC minutes)

This project is in the Coastal Zone and does not require a Coastal Development Permit.

Environmental Determination: Categorical Exemption

Property Owner: Peter Dwares

Representative: Dennis Norton, Filed: 03.22.2019

MOTION: Approve the Conditional Use Permit with additional conditions.

RESULT:	APPROVED [3 TO 0]
MOVER:	Mick Routh
SECONDER:	Courtney Christiansen
AYES:	Welch, Routh, Christiansen
RECUSED:	Newman, Wilk

E. 523 Burlingame Avenue #18-0508 APN: 035-094-34

Tentative Parcel Map to divide one parcel into three. Two parcels on Burlingame Ave with a Design Permit for a single-family home on each and one driveway width exception request for perpendicular parking in front yard within the R-1 (Single-Family) zoning district. One parcel on Capitola Avenue with a Design Permit and Conditional Use Permit for a fourplex located within the C-N (Neighborhood Commercial) zoning district.

This project is in the Coastal Zone and requires Coastal Development Permits which are not appealable to the California Coastal Commission after all possible appeals are exhausted through the City.

Environmental Determination: Categorical Exemption

Property Owner: Matthew Howard and John Howard

Representative: Daniel Gomez, Fuse Architecture, Filed: 09.20.2018

MOTION: Approve the Tentative Parcel Map dividing one parcel into three; approve Design Permits for two single-family homes and one fourplex, approve Driveway Width Exception request with conditions for single-family home with conditions, approve Conditional Use Permit for fourplex; and approve Coastal Development Permits for each individual project.

RESULT:	APPROVED [3 TO 1]
MOVER:	Edward Newman, Commissioner
SECONDER:	Peter Wilk, Commissioner
AYES:	Newman, Welch, Wilk
NAYS:	Routh
RECUSED:	Christiansen

- 6. DIRECTOR'S REPORT - NONE
- 7. COMMISSION COMMUNICATIONS
- 8. ADJOURNMENT

Chloé Woodmansee, Clerk to the Commission

Attachment: 5-2-19 Action (PC minutes)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MAY 23, 2019

FROM: Finance Department

SUBJECT: Approval of City Check Registers Dated April 5, April 12, April 19, and April 26, 2019

RECOMMENDED ACTION: Approve check registers.

Account: City Main				
Date	Starting Check #	Ending Check #	Payment Count	Amount
4/5/2019	92182	92250	74	\$256,864.29
4/12/2019	92251	92326	77	\$109,169.87
4/19/2019	92327	92367	45	\$145,167.03
4/26/2019	92368	92433	67	\$50,462.02

The main account check register dated March 29, 2019, ended with check #92181.

Account: Library				
Date	Starting Check #	Ending Check #	Payment Count	Amount
4/12/2019	116	118	3	\$92,310.73
4/19/2019	119	120	2	\$257,647.20
4/26/2019	121	121	1	\$2,350

The library account check register dated March 29, 2019, ended with check #115.

Account: Payroll				
Date	Starting Check #	Ending Check #	Payment Count	Amount
4/12/2019	5508	5511	97	\$165,657.39
4/26/2019	5512	5515	98	\$163,301.31

The payroll account check register dated March 29, 2019, ended with check #5507.

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

Check	Issued to	Dept	Description	Amount
92198	Community Tree Service	PW	City Hall tree removal services	\$29,750
92199	County of Santa Cruz	CM	Homeless Action Partnership winter shelter	\$31,525

Approval of City Check Registers
May 23, 2019

EFT 757	IRS	FN	Federal taxes and Medicare PPE 3/23/19	\$24,779.08
EFT 758	CalPERS Health Insurance	FN	April health insurance	\$59,922.33
EFT 759	CalPERS Member Services	FN	PERS contributions PPE 3/23/19	\$50,199.57
92256	Atchison Barisone & Condotti	CM	March legal services	\$14,178.30
92320	Visit Santa Cruz County	FN	January – March tourism marketing district	\$44,635.88
118	Noll and Tam Architects	PW	Library construction services	\$85,930.73
EFT 763	CalPERS Member Services	FN	PERS contributions PPE 4/6/19	\$50,412.97
EFT 765	IRS	FN	Federal taxes and Medicare PPE 4/6/19	\$25,570.65
119	John F. Otto Inc. escrow	PW	March library construction retainage	\$12,882.36
120	Otto Construction Inc.	PW	Library construction services	\$244,764.84

ATTACHMENTS:

1. 4/5/19 City Check Register
2. 4/12/19 City Check Register
3. 4/19/19 City Check Register
4. 4/26/19 City Check Register

Report Prepared By: Maura Herlihy
Accountant I

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

5/16/2019

City main account checks dated April 5, 2019, numbered 92182 to 92250 and 5 EFTs, totaling \$256,864.29, have been reviewed and authorized for distribution by the City Manager.

As of April 5, 2019, the unaudited cash balance is \$4,853,586.35.

CASH POSITION - CITY OF CAPITOLA 4/5/19

	<u>Net Balance</u>
General Fund	\$509,284.05
Payroll Payables	\$4,890.73
Contingency Reserve Fund	\$2,036,345.66
Facilities Reserve Fund	\$404,433.06
Capital Improvement Fund	\$1,260,001.75
Stores Fund	\$42,970.77
Information Technology Fund	\$152,306.98
Equipment Replacement	\$285,311.91
Self-Insurance Liability Fund	\$55,729.71
Workers' Comp. Ins. Fund	\$155,437.54
Compensated Absences Fund	(\$53,125.81)
TOTAL UNASSIGNED GENERAL FUNDS	<u>\$4,853,586.35</u>

The Emergency Reserve Fund balance is \$1,344,205.54 (not included above).
The PERS Contingency Fund balance is \$815,855.98 (not included above).
The Library Fund balance is \$2,970,849.36 (not included above).



 Jamie Goldstein, City Manager

 4/4/19
 Date



 Jim Malberg, Interim City Treasurer

 4/8/19
 Date

Attachment: 4/5/19 City Check Register (Approval of City Check Registers)

City of Capitola
City Checks Issued April 5, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
92182	04/01/2019			EVERETT FINANCIAL. INC.	\$92.00
	Licensee Number	Transaction Date	Business license refund		
	3531	03/29/2019			
92183	04/01/2019			SHANNON KETTERMAN	\$50.00
	Licensee Number	Transaction Date	Business license refund		
	3592	03/29/2019			
92184	04/05/2019			A TOOL SHED	\$76.67
	Invoice	Date	Description	Amount	
	1337087-5	03/26/2019	Sewer snake rental	\$44.67	
	1337001-5	03/26/2019	Pipe cutter rental	\$32.00	
92185	04/05/2019			ADRIENNE HARRELL	\$436.80
	Invoice	Date	Description	Amount	
	AH040119	04/01/2019	Instructor payment	\$436.80	
92186	04/05/2019			AFLAC	\$2,558.19
	Invoice	Date	Description	Amount	
	952366	03/25/2019	March employee supplemental insurance	\$2,558.19	
			1001 - Payroll Payables		
92187	04/05/2019			AMAZON CAPITAL SERVICES	\$217.94
	Invoice	Date	Description	Amount	
	1FFW-RPV	03/29/2019	5-port ethernet switches (6)	\$217.94	
			2211 - ISF - Info Tech		
92188	04/05/2019			AT&T/CALNET 3	\$1,452.15
	Invoice	Date	Description	Amount	
	000012763	03/13/2019	March telephone service	\$1,452.15	
			1000 - General Fund	\$1,133.16	
			2211 - ISF - Info Tech	\$318.99	
92189	04/05/2019			AT&T/CALNET 3	\$889.20
	Invoice	Date	Description	Amount	
	000012763	03/13/2019	March T-1 access	\$889.20	

Attachment: 4/5/19 City Check Register (Approval of City Check Registers)

City of Capitola
City Checks Issued April 5, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
92190	04/05/2019			AUTOMATION TEST ASSOCIATES	\$40.00
	Invoice	Date	Description		Amount
	47230	03/22/2019	March wharf meter reading 1311 - Wharf		\$40.00
92191	04/05/2019			AVENU MUNISERVICES	\$1,344.17
	Invoice	Date	Description		Amount
	INV06-005	03/28/2019	Quarterly STARS reporting		\$1,344.17
92192	04/05/2019			AXCIENT	\$125.00
	Invoice	Date	Description		Amount
	FY19INEFI	03/31/2019	Monthly AppAssure storage 2211 - ISF - Info Tech		\$125.00
92193	04/05/2019			B & B SMALL ENGINE REPAIR	\$11.90
	Invoice	Date	Description		Amount
	414948	03/19/2019	Grass catcher		\$11.90
92194	04/05/2019			BECKY ADAMS	\$518.70
	Invoice	Date	Description		Amount
	BA040119	04/01/2019	Instructor payment		\$518.70
92195	04/05/2019			BSN SPORTS LLC	\$412.02
	Invoice	Date	Description		Amount
	904736899	03/18/2019	Softballs (72)		\$412.02
92196	04/05/2019			CA DEPT OF TAX AND FEE ADMINISTRATION	\$138.00
	Invoice	Date	Description		Amount
	0-004-832-	04/03/2019	Use tax for museum supplies, K-9 supplies, nitrile gloves		\$138.00
92197	04/05/2019			CLAUDIO FRANCA	\$312.00
	Invoice	Date	Description		Amount
	CF040119	04/01/2019	Instructor payment		\$312.00
92198	04/05/2019			COMMUNITY TREE SERVICE INC	\$29,750.00
	Invoice	Date	Description		Amount
	10830	03/28/2019	City Hall tree removal services		\$29,750.00

Attachment: 4/5/19 City Check Register (Approval of City Check Registers)

City of Capitola
City Checks Issued April 5, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
92199	04/05/2019			COUNTY OF SANTA CRUZ	\$31,525.00
	Invoice	Date	Description		Amount
	WS1819-2	03/25/2019	Homeless Action Partnership winter shelter		\$31,525.00
92200	04/05/2019			DAVID SCOTT COBABE	\$1,197.00
	Invoice	Date	Description		Amount
	DSC040111	04/01/2019	Instructor payment		\$1,197.00
92201	04/05/2019			EWING IRRIGATION	\$808.05
	Invoice	Date	Description		Amount
	7072146	03/27/2019	Pitch rubber, roundup, trench shovel, Monterey park supplies		\$781.64
	7035894	03/21/2019	Hose bibb keys, buckets		\$26.41
92202	04/05/2019			EXTREME TOWING	\$900.00
	Invoice	Date	Description		Amount
	013914	03/26/2019	Evidence vehicle tow service		\$450.00
	013913	03/26/2019	Evidence vehicle tow service		\$450.00
92203	04/05/2019			FASTENAL COMPANY	\$109.47
	Invoice	Date	Description		Amount
	CASAT519	03/11/2019	Brake winch		\$109.47
92204	04/05/2019			GARDEN HAVEN NURSERY	\$318.01
	Invoice	Date	Description		Amount
	00346607	03/27/2019	Esplanade plants		\$318.01
92205	04/05/2019			GEORGE McMENAMIN	\$3,285.00
	Invoice	Date	Description		Amount
	2019-9	04/01/2019	Riparian restoration services		\$3,285.00
92206	04/05/2019			GRAINGER	\$391.67
	Invoice	Date	Description		Amount
	910990530	03/08/2019	Motor start capacitor, manual chain hoist		\$391.67
92207	04/05/2019			GRANICUS LLC	\$1,190.70
	Invoice	Date	Description		Amount
	111080	04/01/2019	April legislative management software		\$1,190.70
			1320 - PEG - Public Education and Govt		

Attachment: 4/5/19 City Check Register (Approval of City Check Registers)

City of Capitola
City Checks Issued April 5, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
92208	04/05/2019			HOME DEPOT CREDIT SERVICES	\$355.39
	Invoice	Date	Description		Amount
	9612710	03/25/2019	Magnifying glass, screw, socket cap		\$12.95
	7050006	03/27/2019	Rebar, caulk gun, adhesive		\$41.50
	6523982	03/28/2019	Gloves, nut drivers, socket adapters		\$40.50
	5613019	03/29/2019	Hose		\$32.52
	4623122	03/20/2019	Skate park supplies		\$20.27
	4014768	03/20/2019	Brace, screws, washers		\$98.05
	3064416	03/01/2019	Streets supplies		\$4.85
	7612849	03/27/2019	Cement, wrench, gloves, flange		\$43.39
	8623726	03/26/2019	Adhesive, hose, screws		\$41.02
	9273396	03/25/2019	Mulch		\$20.34
92209	04/05/2019			HOSE SHOP	\$26.28
	Invoice	Date	Description		Amount
	414437	03/12/2019	Locking fork		\$11.14
	414739	03/25/2019	Hose assembly		\$15.14
92210	04/05/2019			ICMA RETIREMENT TRUST 457	\$6,058.61
	Invoice	Date	Description		Amount
	41746287	03/29/2019	457 contributions PPE 3/23/19 1001 - Payroll Payables		\$6,058.61
92211	04/05/2019			JOHANNA WEINSTEIN	\$331.50
	Invoice	Date	Description		Amount
	JW040119	04/01/2019	Instructor payment		\$331.50
92212	04/05/2019			JOHNSON ROBERTS & ASSOCIATES INC.	\$30.00
	Invoice	Date	Description		Amount
	138994	03/29/2019	Background checks		\$30.00
92213	04/05/2019			KINGS PAINT AND PAPER INC.	\$253.62
	Invoice	Date	Description		Amount
	A0280743	03/25/2019	Painting supplies for village benches		\$253.62
92214	04/05/2019			LIUNA PENSION FUND	\$1,468.80
	Invoice	Date	Description		Amount
	DL1064	03/31/2019	March LIUNA pension dues 1001 - Payroll Payables		\$1,468.80

Attachment: 4/5/19 City Check Register (Approval of City Check Registers)

City of Capitola
City Checks Issued April 5, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
92215	04/05/2019			LLOYDS TIRE SERVICE	\$28.00
	Invoice	Date	Description		Amount
	315722	03/27/2019	Flat repair		\$28.00
92216	04/05/2019			LORRAINE KINNAMON	\$308.10
	Invoice	Date	Description		Amount
	LK040119	04/01/2019	Instructor payment		\$308.10
92217	04/05/2019			MADELINE C HORN	\$397.50
	Invoice	Date	Description		Amount
	30	03/29/2019	Cataloging and organizing museum artifacts		\$397.50
92218	04/05/2019			MICHAEL G LEW	\$257.40
	Invoice	Date	Description		Amount
	MGL040111	04/01/2019	Instructor payment		\$257.40
92219	04/05/2019			MICHELE FAIA	\$1,274.00
	Invoice	Date	Description		Amount
	MF040119	04/01/2019	Instructor payment		\$1,274.00
92220	04/05/2019			MID COUNTY AUTO SUPPLY	\$428.75
	Invoice	Date	Description		Amount
	MID-17214	02/13/2019	Engine oil		\$41.25
	MID-22808	03/21/2019	Brake caliper tool		\$92.95
	MID-23113	03/25/2019	Thread lockers		\$42.94
	MID-23180	03/25/2019	Brake controller, adapter cable		\$194.13
	MID-23523	03/27/2019	Air wedge		\$36.95
	MID-23665	03/28/2019	Tub		\$20.53
92221	04/05/2019			MISSION LINEN SUPPLY	\$214.24
	Invoice	Date	Description		Amount
	509531917	03/27/2019	Shop linen service, towels		\$49.50
	509560557	04/01/2019	Mat service		\$55.23
	509531918	03/27/2019	Corp Yard linen service		\$109.51
92222	04/05/2019			NATIONAL DATA & SURVEYING SERVICES	\$3,105.00
	Invoice	Date	Description		Amount
	19-8131	03/27/2019	Jewel Box traffic monitoring services		\$270.00
	19-8117	03/27/2019	Jewel Box traffic monitoring services 1200 - Capital Improvement Fund		\$2,835.00

Attachment: 4/5/19 City Check Register (Approval of City Check Registers)

City of Capitola
City Checks Issued April 5, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
92223	04/05/2019			NUZ Inc. dba GOOD TIMES	\$350.00
	Invoice	Date	Description		Amount
	2019-32525	03/27/2019	Camp Capitola advertising		\$350.00
92224	04/05/2019			O'REILLY AUTO PARTS	\$20.69
	Invoice	Date	Description		Amount
	2763-44145	03/25/2019	Spray paint		\$20.69
92225	04/05/2019			OSUNA AUTO ELECTRIC & SMALL ENGINE REPAIR	\$263.86
	Invoice	Date	Description		Amount
	31765	03/27/2019	Delco alternator, parts		\$263.86
92226	04/05/2019			PALACE OFFICE SUPPLIES	\$79.38
	Invoice	Date	Description		Amount
	526600-0	03/26/2019	Paper		\$66.35
	526962-0	03/29/2019	Accountant I nameplate		\$13.03
92227	04/05/2019			PRAXAIR DISTRIBUTION INC.	\$110.60
	Invoice	Date	Description		Amount
	88351164	03/21/2019	Acetylene rental		\$110.60
92228	04/05/2019			ROYAL WHOLESALE ELECTRIC	\$17.39
	Invoice	Date	Description		Amount
	7719-64310	03/26/2019	Village lights		\$17.39
92229	04/05/2019			SALINAS ARMATURE AND MOTOR WORKS INC	\$2,831.69
	Invoice	Date	Description		Amount
	18683	03/25/2019	Lawnway pump repair		\$2,831.69
92230	04/05/2019			SANTA CRUZ COUNTY INFORMATION SERVICES	\$633.68
	Invoice	Date	Description		Amount
	SCC032511	03/25/2019	April open query charges		\$633.68
92231	04/05/2019			SIRCHIE	\$514.00
	Invoice	Date	Description		Amount
	0392258-IN	03/26/2019	Evidence supplies		\$514.00

Attachment: 4/5/19 City Check Register (Approval of City Check Registers)

City of Capitola
City Checks Issued April 5, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
92232	04/05/2019			SOFTWARE ONE INC	\$408.66
	Invoice	Date	Description		Amount
	US-PSI-776	03/29/2019	Creative Cloud software 5 month subscription		\$408.66
			2211 - ISF - Info Tech		
92233	04/05/2019			SPECTRUM BUSINESS	\$3,262.43
	Invoice	Date	Description		Amount
	000017803	03/19/2019	March internet service		\$3,262.43
			1000 - General Fund	\$1,304.19	
			2211 - ISF - Info Tech	\$1,958.24	
92234	04/05/2019			STAPLES ADVANTAGE	\$127.63
	Invoice	Date	Description		Amount
	805372573	03/23/2019	PD breakroom supplies		\$127.63
92235	04/05/2019			SUPPLYWORKS	\$586.86
	Invoice	Date	Description		Amount
	483760435	03/22/2019	Cleaning supplies		\$586.86
92236	04/05/2019			THELMA FREEMAN	\$146.25
	Invoice	Date	Description		Amount
	0303	03/24/2019	Art and Music on the Beach postcard design		\$146.25
92237	04/05/2019			TRENISE POT	\$2,070.25
	Invoice	Date	Description		Amount
	TP040119	04/01/2019	Instructor payment		\$2,070.25
92238	04/05/2019			UNISAFE INC	\$1,168.70
	Invoice	Date	Description		Amount
	704158	03/18/2019	Nitrile gloves (130)		\$1,168.70
92239	04/05/2019			UNITED PARCEL SERVICE	\$18.74
	Invoice	Date	Description		Amount
	000095479	03/30/2019	PD shipping charges		\$18.74
92240	04/05/2019			UNITED STATES POSTAL SERVICE	\$235.00
	Invoice	Date	Description		Amount
	USPS0320	03/20/2019	Annual marketing mail fee permit #7013		\$235.00
			2210 - ISF - Stores Fund		

Attachment: 4/5/19 City Check Register (Approval of City Check Registers)

City of Capitola
City Checks Issued April 5, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
92241	04/05/2019			UNITED WAY OF SANTA CRUZ COUNTY	\$45.00
	Invoice	Date	Description		Amount
	UW033119	03/31/2019	March employee contributions 1001 - Payroll Payables		\$45.00
92242	04/05/2019			UPEC LIUNA LOCAL 792	\$1,282.50
	Invoice	Date	Description		Amount
	UPEC0304	03/04/2019	March UPEC dues 1001 - Payroll Payables		\$1,282.50
92243	04/05/2019			US BANK PARS Acct 6746022400	\$294.50
	Invoice	Date	Description		Amount
	PARS0329	03/29/2019	PARS contributions PPE 3/23/19 1001 - Payroll Payables		\$294.50
92244	04/05/2019			VERIZON WIRELESS	\$563.76
	Invoice	Date	Description		Amount
	982591338	03/25/2019	March telephone charges		\$563.76
92245	04/05/2019			ZUMAR INDUSTRIES INC.	\$547.58
	Invoice	Date	Description		Amount
	82656	03/21/2019	Jewel box traffic calming street signs 1200 - Capital Improvement Fund		\$547.58
92246	04/05/2019			Calvary Chapel Capitola	\$500.00
	Invoice	Date	Description		Amount
	14-072	04/02/2019	Refund tree permit #14-072		\$500.00
92247	04/05/2019			Dave Shanahan	\$331.00
	Invoice	Date	Description		Amount
	19-0006	03/29/2019	Planning deposit refund 607 Oak Dr.		\$331.00
92248	04/05/2019			Elizabeth Wraight	\$71.00
	Invoice	Date	Description		Amount
	2003563.00	03/27/2019	Yoga class refund		\$71.00
92249	04/05/2019			Shachar and Cheryl Tassa	\$4,573.35
	Invoice	Date	Description		Amount
	17-0308	03/29/2019	Planning deposit refund 334 Riverview Dr.		\$4,573.35

Attachment: 4/5/19 City Check Register (Approval of City Check Registers)

City of Capitola
City Checks Issued April 5, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
92250	04/05/2019			The Trust of the Estate of Harry S. Hoenes	\$38.05
	Invoice	Date	Description		Amount
	HSH03291	03/29/2019	Refund overpayment of HOME loan interest 1370 - HOME Reuse		\$38.05
Type Check Totals:					\$113,779.38
<u>EFT</u>					
757	04/01/2019			INTERNAL REVENUE SERVICE	\$24,779.08
	Invoice	Date	Description		Amount
	71993396	04/01/2019	Federal taxes and Medicare PPE 3/23/19 1001 - Payroll Payables		\$24,779.08
758	04/02/2019			CalPERS Health Insurance	\$59,922.33
	Invoice	Date	Description		Amount
	100129206	04/02/2019	April health insurance 1000 - General Fund 1001 - Payroll Payables	\$2,751.33 \$57,171.00	\$59,922.33
759	04/02/2019			CalPERS Member Services Division	\$50,199.57
	Invoice	Date	Description		Amount
	100125248	04/02/2019	PERS contributions PPE 3/23/19 1000 - General Fund 1001 - Payroll Payables	(\$0.24) \$50,199.81	\$50,199.57
760	04/01/2019			EMPLOYMENT DEVELOPMENT DEPT	\$6,951.17
	Invoice	Date	Description		Amount
	0-700-473-	04/01/2019	State taxes PPE 3/23/19 1001 - Payroll Payables		\$6,951.17
761	04/01/2019			STATE DISBURSEMENT UNIT	\$1,232.76
	Invoice	Date	Description		Amount
	KA4UGEY	04/01/2019	Employee garnishments PPE 3/23/19 1001 - Payroll Payables		\$1,232.76
Type EFT Totals:					\$143,084.91

CITY - Main City Totals	Counts:	Totals:
Checks	69	\$113,779.38
EFTs	5	\$143,084.91
All	74	\$256,864.29

Attachment: 4/5/19 City Check Register (Approval of City Check Registers)

City main account checks dated April 12, 2019, numbered 92251 to 92326 plus 1 EFT, totaling \$109,169.87, 3 Library account checks, totaling \$92,310.73, and 4 Payroll account checks plus 93 EFTs, totaling \$165,657.39, for a grand total of \$367,137.99, have been reviewed and authorized for distribution by the City Manager.

As of April 12, 2019, the unaudited cash balance is \$5,053,714.24.

CASH POSITION - CITY OF CAPITOLA 4/12/19

	<u>Net Balance</u>
General Fund	\$579,855.01
Payroll Payables	\$133,893.42
Contingency Reserve Fund	\$2,036,345.66
Facilities Reserve Fund	\$404,433.06
Capital Improvement Fund	\$1,259,783.95
Stores Fund	\$42,845.65
Information Technology Fund	\$153,204.14
Equipment Replacement	\$285,311.91
Self-Insurance Liability Fund	\$55,729.71
Workers' Comp. Ins. Fund	\$155,437.54
Compensated Absences Fund	(\$53,125.81)
TOTAL UNASSIGNED GENERAL FUNDS	<u>\$5,053,714.24</u>

The Emergency Reserve Fund balance is \$1,344,205.54 (not included above).
The PERS Contingency Fund balance is \$815,855.98 (not included above).
The Library Fund balance is \$2,878,471.75 (not included above).

	<u>4/15/19</u>
Jamie Goldstein, City Manager	Date
	<u>4/15/19</u>
Jim Malberg, City Treasurer	Date

Attachment: 4/12/19 City Check Register (Approval of City Check Registers)

City Checks Issued April 12, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
92251	04/11/2019			MARQUEE FIRE PROTECTION	\$18.00
	Licensee Number		Description		Amount
	2112		Business license refund		\$18.00
92252	04/11/2019			SHELON JEWELRY	\$79.50
	Licensee Number		Description		Amount
	3604		Business license refund		\$79.50
92253	04/12/2019			ADRIENNE HARRELL	\$509.60
	Invoice	Date	Description		Amount
	AH040919	04/08/2019	Instructor payment		\$509.60
92254	04/12/2019			ADT SECURITY SERVICES INC.	\$205.46
	Invoice	Date	Description		Amount
	ADT032919	03/29/2019	Museum and Corp Yard security monitoring		\$205.46
92255	04/12/2019			AT&T	\$9.12
	Invoice	Date	Description		Amount
	ATT040119	04/01/2019	April long distance charges		\$9.12
92256	04/12/2019			ATCHISON BARISONE & CONDOTTI	\$14,178.30
	Invoice	Date	Description		Amount
	ABC033119	04/08/2019	March legal services		\$14,178.30
92257	04/12/2019			AUTHENTIC APPROACH	\$1,500.00
	Invoice	Date	Description		Amount
	11002	04/01/2019	April BIA communication and marketing services		\$1,500.00
92258	04/12/2019			B & B SMALL ENGINE REPAIR	\$278.21
	Invoice	Date	Description		Amount
	415976	04/03/2019	Pruning pole, chain, pruner head, grip, saw blade		\$258.28
	416086	04/04/2019	Stihl chain		\$19.93
92259	04/12/2019			BATTERIES PLUS	\$708.49
	Invoice	Date	Description		Amount
	P13225591	04/04/2019	10 bank battery charger		\$708.49
92260	04/12/2019			BAY PHOTO LAB	\$194.86
	Invoice	Date	Description		Amount
	14125809	03/29/2019	Museum prints, foam mounting		\$97.43
	14125789	03/29/2019	Museum prints, foam mounting		\$97.43

Attachment: 4/12/19 City Check Register (Approval of City Check Registers)

City Checks Issued April 12, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
92261	04/12/2019			BECKY ADAMS	\$109.20
	Invoice	Date	Description		Amount
	BA040819	04/08/2019	Instructor payment		\$109.20
92262	04/12/2019			BELSON OUTDOORS	\$727.70
	Invoice	Date	Description		Amount
	173247	04/02/2019	Memorial bench and router		\$727.70
92263	04/12/2019			BEN NOBLE URBAN AND REGIONAL PLANNING	\$2,550.00
	Invoice	Date	Description		Amount
	1216	04/09/2019	Implementation plan update		\$2,550.00
			1313 - General Plan Update and Maint		
92264	04/12/2019			CA DEPARTMENT OF JUSTICE	\$128.00
	Invoice	Date	Description		Amount
	366617	04/04/2019	Recreation fingerprinting		\$128.00
92265	04/12/2019			CALE AMERICA INC.	\$3,121.03
	Invoice	Date	Description		Amount
	153576	03/14/2019	Paystation main board		\$1,292.03
	153699	03/31/2019	March active meters		\$1,829.00
92266	04/12/2019			CALIFORNIA PARK AND RECREATION SOCIETY	\$475.00
	Invoice	Date	Description		Amount
	CPRS040819	04/08/2019	CA park & recreation society membership		\$475.00
92267	04/12/2019			CAPITOLA-SOQUEL CHAMBER OF COMMERCE	\$7,500.00
	Invoice	Date	Description		Amount
	2155	04/03/2019	Quarterly chamber of commerce funding		\$7,500.00
92268	04/12/2019			CLEAN BUILDING MAINTENANCE CO.	\$3,719.13
	Invoice	Date	Description		Amount
	22011	03/31/2019	March janitorial services		\$3,719.13
			1000 - General Fund	\$3,453.63	
			1311 - Wharf	\$265.50	
92269	04/12/2019			CODE PUBLISHING COMPANY INC.	\$658.50
	Invoice	Date	Description		Amount
	63172	04/04/2019	Municipal code web update		\$658.50
92270	04/12/2019			CRYSTAL SPRINGS WATER CO.	\$362.49
	Invoice	Date	Description		Amount
	CSW033119	03/31/2019	March drinking water		\$362.49

Attachment: 4/12/19 City Check Register (Approval of City Check Registers)

City Checks Issued April 12, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
92271	04/12/2019			D & G SANITATION	\$618.80
	Invoice	Date	Description		Amount
	258959	03/31/2019	Skate park portable toilet rental		\$252.65
	258960	03/31/2019	Esplanade portable toilet rental		\$366.15
92272	04/12/2019			Division of the State Architect	\$267.60
	Invoice	Date	Description		Amount
	DSA040419	04/04/2019	Quarterly disability access and education fee		\$267.60
92273	04/12/2019			ESTELLE DRINKHAUS	\$65.00
	Invoice	Date	Description		Amount
	ED040819	04/08/2019	Instructor payment		\$65.00
92274	04/12/2019			EWING IRRIGATION	\$140.56
	Invoice	Date	Description		Amount
	7099726	03/29/2019	Home plate		\$101.66
	7099727	03/29/2019	Christy box and lid		\$38.90
92275	04/12/2019			FASTENAL COMPANY	\$139.29
	Invoice	Date	Description		Amount
	CASAT52084	03/20/2019	Auto supplies		\$91.33
	CASAT52057	03/19/2019	Cable ties, locking nuts		\$47.96
92276	04/12/2019			FERGUSON ENTERPRISES INC.	\$372.64
	Invoice	Date	Description		Amount
	6585512	03/26/2019	Battery sensor retrofit kit, battery		\$297.93
	6589976	03/28/2019	Pipe wrap, couplings, paint pen		\$74.71
92277	04/12/2019			FIRST SECURITY	\$356.42
	Invoice	Date	Description		Amount
	IN-0001853	04/08/2019	April skate park patrol service		\$356.42
92278	04/12/2019			FIRST SECURITY	\$382.50
	Invoice	Date	Description		Amount
	IN-0001854	04/08/2019	April Esplanade patrol service		\$382.50
92279	04/12/2019			GARDAWORLD	\$201.55
	Invoice	Date	Description		Amount
	10474081	04/01/2019	April armored vehicle service		\$201.55
92280	04/12/2019			GEORGE H WILSON INC.	\$410.00
	Invoice	Date	Description		Amount
	020183772	04/04/2019	March semi-annual HVAC maintenance		\$410.00

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City Checks Issued April 12, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
92281	04/12/2019			GRANITE ROCK COMPANY	\$1,092.23
	Invoice	Date	Description		Amount
	1163386	03/31/2019	Fieldstone moss, boulder		\$1,092.23
92282	04/12/2019			GROWING UP IN SANTA CRUZ	\$330.00
	Invoice	Date	Description		Amount
	1453	04/01/2019	Camp Capitola advertising		\$330.00
92283	04/12/2019			HOME DEPOT CREDIT SERVICES	\$1,140.69
	Invoice	Date	Description		Amount
	9631213	04/04/2019	Tracks, brackets, shelf		\$33.68
	9631166	04/04/2019	Fiber discs		\$45.55
	8643970	04/05/2019	Shelf brackets, strip light		\$56.17
	8524658	04/05/2019	Light bulbs		\$19.39
	5625222	04/08/2019	Hex bolts		\$5.97
	0624687	04/03/2019	Drill bit, rags, paint		\$62.05
	1034453	04/02/2019	Plywood, box level, shelf brackets, brushes, dust pan		\$180.66
	1624554	04/02/2019	Bucket, adhesive, paint, wood chisel set, respirator, cable		\$152.62
	2352186	04/01/2019	Bucket, tape measure, bits, markers, pliers		\$64.58
	2624452	04/01/2019	Painting supplies		\$87.48
	2643409	04/01/2019	Gloves, brushes, respirator, grinding discs		\$67.29
	5015601	03/29/2019	Yellow jacket trap cartridges		\$40.82
	6033824	03/28/2019	Countersink bits		\$21.67
	5015620	03/29/2019	Graffiti cleanup supplies		\$9.72
	8051072	04/05/2019	Tool box		\$49.05
	8061995	04/05/2019	Gopher control supplies		\$43.06
	8342475	04/05/2019	Stud finder, bucket, screws, tape measure		\$37.22
	8624861	04/05/2019	Rubber washers		\$4.95
	9034678	04/04/2019	Braces, rebar wire, bolts, nuts		\$26.35
	9034698	04/04/2019	Plywood, shelf brackets, tempered hard board		\$98.42
	9624785	04/04/2019	Gloves, tie wire		\$33.99
			1000 - General Fund	\$1,008.82	
			1311 - Wharf	\$131.87	
92284	04/12/2019			HOSE SHOP	\$362.28
	Invoice	Date	Description		Amount
	415098	04/09/2019	Hose assembly, crimp fitting		\$187.25
	414872	03/29/2019	Hose wrap, cable ties, hose cutter, coupling		\$175.03
92285	04/12/2019			HUMBOLDT PETROLEUM LLC	\$19.50
	Invoice	Date	Description		Amount
	088213	03/31/2019	March car wash service		\$19.50

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City Checks Issued April 12, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
92286	04/12/2019			INTERSTATE ALL BATTERY CENTER	\$17.48
	Invoice	Date	Description		Amount
	642531	04/08/2019	Specialty batteries		\$17.48
92287	04/12/2019			INTERSTATE BATTERY SYSTEM OF SAN JOSE INC	\$410.50
	Invoice	Date	Description		Amount
	50276922	04/08/2019	Parking meter batteries		\$410.50
92288	04/12/2019			JANICE THERESA ENSMINGER	\$192.40
	Invoice	Date	Description		Amount
	JE040819	04/08/2019	Instructor payment		\$192.40
92289	04/12/2019			JOHNSON ROBERTS & ASSOCIATES INC.	\$30.00
	Invoice	Date	Description		Amount
	139013	04/01/2019	New employee background checks		\$30.00
92290	04/12/2019			KBA Document Solutions LLC	\$756.92
	Invoice	Date	Description		Amount
	INV776803	04/01/2019	Copier usage charges		\$111.21
	INV776804	04/01/2019	City Hall copier charges		\$645.71
			1000 - General Fund	\$25.80	
			2211 - ISF - Info Tech	\$731.12	
92291	04/12/2019			KELLY MOORE PAINT COMPANY INC.	\$12.89
	Invoice	Date	Description		Amount
	803-00000810622	03/19/2019	Chip brush, tray liner, t-shirt rags		\$12.89
92292	04/12/2019			KINGS PAINT AND PAPER INC.	\$70.84
	Invoice	Date	Description		Amount
	A0280835	03/27/2019	Graffiti cleanup supplies		\$9.04
	A0281151	04/04/2019	Graffiti cleanup supplies		\$61.80
92293	04/12/2019			LABORMAX STAFFING	\$1,995.10
	Invoice	Date	Description		Amount
	26-104989	03/29/2019	Public works seasonal labor		\$918.80
	26-105263	04/05/2019	Public works seasonal labor		\$1,076.30
92294	04/12/2019			LAS ANIMAS CONCRETE	\$242.08
	Invoice	Date	Description		Amount
	142286	04/02/2019	Sand slurry		\$242.08

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City Checks Issued April 12, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
92295	04/12/2019			MASTER CLEANERS	\$844.97
	Invoice	Date	Description		Amount
	MC033119	03/31/2019	March uniform cleaning		\$844.97
92296	04/12/2019			MBS BUSINESS SYSTEMS	\$824.12
	Invoice	Date	Description		Amount
	357523	03/31/2019	PD quarterly copier usage charges		\$824.12
92297	04/12/2019			MID COUNTY AUTO SUPPLY	\$29.95
	Invoice	Date	Description		Amount
	MID-248872	04/05/2019	Fiberglass body filler		\$29.95
92298	04/12/2019			MISSION LINEN SUPPLY	\$280.42
	Invoice	Date	Description		Amount
	509578244	04/03/2019	Fleet linen service & shop towels		\$36.16
	509578245	04/03/2019	Corp. yard linen service		\$88.14
	509417357	03/11/2019	Community Center mats and mops		\$78.06
	509229251	02/11/2019	Community Center mats and mops		\$78.06
92299	04/12/2019			MISSION PRINTERS	\$93.74
	Invoice	Date	Description		Amount
	58861	04/02/2019	Business cards project manager		\$46.87
	58834	03/28/2019	Business cards		\$46.87
92300	04/12/2019			NORTH BAY FORD	\$181.15
	Invoice	Date	Description		Amount
	271326	03/19/2019	2011 Ford F250 starter motor assembly		\$181.15
92301	04/12/2019			PACIFIC GAS & ELECTRIC	\$350.00
	Invoice	Date	Description		Amount
	112593068	04/09/2019	Lamp shield installation 530 McCormick Ct.		\$350.00
92302	04/12/2019			PALACE OFFICE SUPPLIES	\$331.77
	Invoice	Date	Description		Amount
	527594-0	04/01/2019	Binder, tacks, paper		\$75.33
	527953-0	04/03/2019	Pens, post-its, binders		\$67.42
	528118-0	04/03/2019	Cartridges		\$23.73
	527725-0	04/01/2019	Protector sheets		\$11.33
	527651-0	04/01/2019	Markers, labels, index, document cover		\$113.79
	9594088-0	04/10/2019	Picture frame		\$16.78
	528794-0	04/09/2019	Award certificates		\$23.39
			1000 - General Fund	\$206.65	
			2210 - ISF - Stores Fund	\$125.12	

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City Checks Issued April 12, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
92303	04/12/2019			PAPA	\$80.00
	Invoice	Date	Description		Amount
	PAPA051519	04/09/2019	Pesticide license training QAC 133404		\$80.00
92304	04/12/2019			PAULA BLISS	\$692.90
	Invoice	Date	Description		Amount
	PB040819	04/08/2019	Instructor payment		\$692.90
92305	04/12/2019			PETERSON CATERPILLAR	\$565.85
	Invoice	Date	Description		Amount
	PC001649342	03/29/2019	Hose assemblies		\$565.85
92306	04/12/2019			PITNEY BOWES	\$208.99
	Invoice	Date	Description		Amount
	PB040419	04/04/2019	Recreation postage machine refill		\$208.99
92307	04/12/2019			ROYAL WHOLESALE ELECTRIC	\$253.55
	Invoice	Date	Description		Amount
	7719-640467	02/26/2019	Wharf pole photo control & relays		\$73.36
	7719-641585	02/26/2019	Jade St. tennis courts ballast		\$180.19
			1000 - General Fund	\$180.19	
			1311 - Wharf	\$73.36	
92308	04/12/2019			SAN LORENZO LUMBER	\$54.87
	Invoice	Date	Description		Amount
	55-0443352	03/28/2019	Sandbags (13)		\$54.87
92309	04/12/2019			SANDY MARRUJO	\$573.30
	Invoice	Date	Description		Amount
	SM040819	04/08/2019	Instructor payment		\$573.30
92310	04/12/2019			SANTA CLARA COUNTY OFFICE OF THE SHERIFF	\$302.11
	Invoice	Date	Description		Amount
	1800067442	03/29/2019	2018 COPLINK subscription		\$302.11
92311	04/12/2019			SANTA CRUZ APTOS AUTO TOWING	\$96.00
	Invoice	Date	Description		Amount
	10557	03/17/2019	2011 Ford F250 tow		\$96.00
92312	04/12/2019			SANTA CRUZ COUNTY INFORMATION SERVICES	\$2,903.08
	Invoice	Date	Description		Amount
	Radio Shop 12/18	01/09/2019	PD radio/antenna troubleshooting		\$2,198.09
	Radio Shop 3/19	10/04/2018	Quarterly radio shop charges		\$704.99

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City Checks Issued April 12, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
92313	04/12/2019			SANTA CRUZ LIVE SCAN INC	\$120.00
	Invoice	Date	Description		Amount
	1134	04/01/2019	Recreation new employees live scans		\$120.00
92314	04/12/2019			SANTA CRUZ MUNICIPAL UTILITIES	\$391.03
	Invoice	Date	Description		Amount
	SCMU032819	03/28/2019	March water service for medians		\$391.03
92315	04/12/2019			SANTA CRUZ SENTINEL	\$1,299.40
	Invoice	Date	Description		Amount
	0001182929	03/31/2019	March public hearing notices		\$1,299.40
			1000 - General Fund	\$1,081.60	
			1200 - Capital Impr Fund	\$217.80	
92316	04/12/2019			SOQUEL CREEK WATER DISTRICT	\$3,798.33
	Invoice	Date	Description		Amount
	SCWD040319	04/08/2019	March water usage and irrigation fees		\$3,798.33
			1000 - General Fund	\$3,280.99	
			1311 - Wharf	\$517.34	
92317	04/12/2019			SUMMIT UNIFORMS	\$1,874.74
	Invoice	Date	Description		Amount
	57582	03/09/2019	Pants, shirt		\$128.92
	58091	03/29/2019	New hire bulletproof vest		\$872.91
	58090	03/29/2019	New hire bulletproof vest		\$872.91
92318	04/12/2019			TRUDIE RANSOM	\$42.25
	Invoice	Date	Description		Amount
	TR040819	04/08/2019	Instructor payment		\$42.25
92319	04/12/2019			UNITED PARCEL SERVICE	\$12.31
	Invoice	Date	Description		Amount
	0000954791149	04/06/2019	PD shipping charges		\$12.31
92320	04/12/2019			VISIT SANTA CRUZ COUNTY	\$44,635.88
	Invoice	Date	Description		Amount
	VSCC033119	03/31/2019	January - March TMD remittance		\$44,635.88
92321	04/12/2019			Betsy Kunselman	\$98.00
	Invoice	Date	Description		Amount
	2003603.002	04/08/2019	Class refund		\$98.00

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City Checks Issued April 12, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
92322	04/12/2019			CSULB Foundation	\$316.00
	Invoice	Date	Description		Amount
	CCJ013019	01/30/2019	Field training program (POST funded)		\$316.00
92323	04/12/2019			James O'Rourke	\$500.00
	Invoice	Date	Description		Amount
	18-0550	04/08/2019	Tree deposit refund		\$500.00
92324	04/12/2019			Jeanie Bell	\$71.00
	Invoice	Date	Description		Amount
	2003605.002	04/08/2019	Class refund		\$71.00
92325	04/12/2019			Kim Stidham	\$36.00
	Invoice	Date	Description		Amount
	233124175	04/02/2019	Citation refund		\$36.00
92326	04/12/2019			Wendy Ostrow	\$96.30
	Invoice	Date	Description		Amount
	2003599.002	04/08/2019	Class refund		\$96.30
Type Check Totals:					\$108,617.87
<u>EFT</u>					
762	04/11/2019			WELLS FARGO BANK	\$552.00
	Invoice	Date	Description		Amount
	WF041119	04/11/2019	Monthly client analysis services charges		\$552.00
Type EFT Totals:					\$552.00

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City Checks Issued April 12, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
Library - Library					
<u>Check</u>					
116	04/12/2019			BOGARD CONSTRUCTION INC.	\$4,840.00
	Invoice	Date	Description		Amount
	160707-31	03/31/2019	Library project management & site camera		\$4,840.00
			1360 - Library Fund		
117	04/12/2019			CONSOLIDATED ENGINEERING LABORATORIES	\$1,540.00
	Invoice	Date	Description		Amount
	160885	03/15/2019	Library affidavit file review, mix design review		\$1,540.00
			1360 - Library Fund		
118	04/12/2019			NOLL AND TAM ARCHITECTS	\$85,930.73
	Invoice	Date	Description		Amount
	0058189	03/31/2019	Library interiors/FF&E, construction admin., civil regrading		\$47,814.32
	0058151	02/28/2019	Library interiors, construction admin., motorized windows		\$38,116.41
			1360 - Library Fund		
Type Check Totals:					\$92,310.73

	Counts:	Totals:
CITY - Main City Totals		
Checks	76	\$108,617.87
EFTs	1	\$552.00
All	77	\$109,169.87
Library - Library Totals		
Checks	3	\$92,310.73
EFTs	0	\$0.00
All	3	\$92,310.73
WELLS - Payroll Totals		
Checks	4	\$5,013.61
EFTs	93	\$160,643.78
All	97	\$165,657.39
Grand Totals:		
Checks	83	\$205,942.21
EFTs	94	\$161,195.78
All	177	\$367,137.99

Attachment: 4/12/19 City Check Register (Approval of City Check Registers)

City main account checks dated April 19, 2019, numbered 92327 to 92367 plus 4 EFTs, totaling \$145,167.03, and 2 Library account checks totaling \$257,647.20, for a grand total of \$402,814.23, have been reviewed and authorized for distribution by the City Manager.

As of April 19, 2019, the unaudited cash balance is \$6,146,618.37.

CASH POSITION - CITY OF CAPITOLA 4/19/19

	<u>Net Balance</u>
General Fund	\$1,768,243.72
Payroll Payables	\$41,054.10
Contingency Reserve Fund	\$2,036,345.66
Facilities Reserve Fund	\$404,433.06
Capital Improvement Fund	\$1,259,783.95
Stores Fund	\$42,389.67
Information Technology Fund	\$151,014.86
Equipment Replacement	\$285,311.91
Self-Insurance Liability Fund	\$55,729.71
Workers' Comp. Ins. Fund	\$155,437.54
Compensated Absences Fund	<u>(\$53,125.81)</u>
TOTAL UNASSIGNED GENERAL FUNDS	<u><u>\$6,146,618.37</u></u>

The Emergency Reserve Fund balance is \$1,344,205.54 (not included above).
The PERS Contingency Fund balance is \$845,131.93 (not included above).
The Library Fund balance is \$2,702,600.34 (not included above).



Jamie Goldstein, City Manager

4/22/19
Date



Jim Malberg, City Treasurer

4/23/19
Date

Attachment: 4/19/19 City Check Register (Approval of City Check Registers)

City Checks Issued April 19, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
92327	04/15/2019			KGMB LLC	\$67.00
	Licensee Number		Description		Amount
	3587		Business license refund		\$67.00
92328	04/19/2019			ALVAREZ TECHNOLOGY GROUP INC	\$1,415.85
	Invoice	Date	Description		Amount
	50350	03/01/2019	April IT services & antivirus software		\$7,332.50
	50925	04/16/2019	April credit for pro-rated services		(\$5,916.65)
			2211 - ISF - Information Technology		
92329	04/19/2019			AMAZON CAPITAL SERVICES	\$43.80
	Invoice	Date	Description		Amount
	14Y3-4HMK-QY6Y	04/10/2019	Glass cleaner		\$43.80
92330	04/19/2019			ANDREW DALLY	\$821.52
	Invoice	Date	Description		Amount
	AD041119	04/11/2019	"Becoming a Police Chief" training reimbursement		\$821.52
92331	04/19/2019			BARBARA GARRETT-FRIAS	\$608.76
	Invoice	Date	Description		Amount
	BG032919	03/29/2019	CAPE training reimbursement		\$608.76
92332	04/19/2019			BATTERIES PLUS	\$435.78
	Invoice	Date	Description		Amount
	P13465729	04/11/2019	Parking meter batteries		\$435.78
92333	04/19/2019			BEAR ELECTRICAL SOLUTIONS INC.	\$1,471.50
	Invoice	Date	Description		Amount
	7981	03/28/2019	March traffic signal maintenance - response		\$855.50
	7883	03/31/2019	March traffic signal maintenance - routine		\$616.00
			1310 - Gas Tax		
92334	04/19/2019			C AND N TRACTORS	\$94.82
	Invoice	Date	Description		Amount
	21412W	04/10/2019	Tractor shanks		\$94.82
92335	04/19/2019			CALIFORNIA LAW ENFORCEMENT ASSOCIATION	\$514.50
	Invoice	Date	Description		Amount
	CLEA032019	03/20/2019	April POA Long Term Disability		\$514.50
			1001 - Payroll Payables		

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City Checks Issued April 19, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
92336	04/19/2019			CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,619.00
	Invoice	Date	Description		Amount
	POA041219	04/12/2019	POA and gym dues PPE 4/6/19 1001 - Payroll Payables		\$1,619.00
92337	04/19/2019			COASTAL WATERSHED COUNCIL	\$1,414.50
	Invoice	Date	Description		Amount
	1717	04/15/2019	Identify creek pollutant sources, BMPs, written report for NPDES		\$1,414.50
92338	04/19/2019			COMMUNITY TELEVISION OF SANTA CRUZ COUN	\$500.50
	Invoice	Date	Description		Amount
	2648	04/15/2019	March televised meetings		\$500.50
92339	04/19/2019			COURTNEY CHRISTIANSEN	\$1,303.61
	Invoice	Date	Description		Amount
	CC030819	04/05/2019	League of CA Cities - Planning Commission Academy		\$1,303.61
92340	04/19/2019			FARWEST NURSERY	\$70.54
	Invoice	Date	Description		Amount
	823863	04/15/2019	Esplanade bark chips		\$70.54
92341	04/19/2019			FERGUSON ENTERPRISES INC 795	\$1,062.42
	Invoice	Date	Description		Amount
	6603887-1	04/05/2019	Toilet valve assemblies, coupling		\$551.37
	6603887	04/04/2019	Toilet repair supplies		\$309.45
	6598664-1	04/03/2019	Community center closet repair kits		\$80.64
	6598664	04/02/2019	Community center closet repair kits		\$120.96
92342	04/19/2019			FLYERS ENERGY LLC	\$3,760.42
	Invoice	Date	Description		Amount
	19-878110	03/27/2019	327 gallons gasoline		\$1,144.21
	19-878112	03/27/2019	76 gallons diesel		\$283.02
	19-882915	04/04/2019	516 gallons gasoline		\$1,996.72
	19-882917	04/04/2019	90 gallons diesel		\$336.47
92343	04/19/2019			GEMINI FOREST PRODUCTS	\$8,181.42
	Invoice	Date	Description		Amount
	RED00005672-001	04/10/2019	Wharf lumber 1311 - Wharf		\$8,181.42

Attachment: 4/19/19 City Check Register (Approval of City Check Registers)

City Checks Issued April 19, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
92344	04/19/2019			HOME DEPOT CREDIT SERVICES	\$513.98
	Invoice	Date	Description		Amount
	9614588	04/14/2019	Caution tape		\$52.25
	3062614	04/10/2019	Painting supplies		\$31.72
	3010631	04/10/2019	Assorted shovels		\$121.95
	2525102	04/11/2019	Painting supplies		\$103.02
	2084507	04/11/2019	Bolts, lag screws, loctite		\$125.40
	1625637	04/12/2019	Tool bag, tool box, broom		\$33.58
	1084528	04/12/2019	Paint, glasses, roller covers		\$27.94
	3062621	04/10/2019	Dish soap, glass cleaner		\$18.12
			1000 - General Fund	\$328.92	
			1311 - Wharf	\$185.06	
92345	04/19/2019			ICMA RETIREMENT TRUST 457	\$6,060.89
	Invoice	Date	Description		Amount
	41749934	04/12/2019	Employee 457 contributions PPE 4/6/19		\$6,060.89
			1001 - Payroll Payables		
92346	04/19/2019			JIM CLARK	\$123.50
	Invoice	Date	Description		Amount
	41019	04/10/2019	Annual backflow prevention device tests		\$123.50
92347	04/19/2019			KATHLEEN HERLIHY	\$150.64
	Invoice	Date	Description		Amount
	KH041519	04/16/2019	APA conference reimbursement		\$150.64
92348	04/19/2019			KBA Document Solutions LLC	\$50.09
	Invoice	Date	Description		Amount
	INV781372	04/12/2019	Recreation copier charges		\$10.93
	INV781996	04/15/2019	City Hall copier charges		\$39.16
			1000 - General Fund	\$10.93	
			2211 - ISF - Info Tech	\$39.16	
92349	04/19/2019			LABORMAX STAFFING	\$1,076.30
	Invoice	Date	Description		Amount
	26-105547	04/12/2019	Seasonal labor		\$1,076.30
92350	04/19/2019			MACKAY METERS INC	\$734.51
	Invoice	Date	Description		Amount
	1053222	04/02/2019	Parking meter battery packs		\$734.51

Attachment: 4/19/19 City Check Register (Approval of City Check Registers)

City Checks Issued April 19, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
92351	04/19/2019			MARIA PIA MOLINA MCNEILL	\$306.80
	Invoice	Date	Description		Amount
	MPMM041519	04/15/2019	Instructor payment		\$306.80
92352	04/19/2019			MID COUNTY AUTO SUPPLY	\$44.42
	Invoice	Date	Description		Amount
	MID-254087	04/09/2019	Auto cleaning supplies		\$16.37
	MID-254094	04/09/2019	Sand paper		\$7.20
	MID-256199	04/10/2019	Tack cloths, oil stabilizer		\$20.85
92353	04/19/2019			MISSION LINEN SUPPLY	\$127.60
	Invoice	Date	Description		Amount
	509624942	04/10/2019	Linen service, shop towels		\$36.16
	509624943	04/10/2019	Corp. yard linen service, mats, towels		\$91.44
92354	04/19/2019			NANCY HOWELLS	\$109.20
	Invoice	Date	Description		Amount
	NH041519	04/15/2019	Instructor payment		\$109.20
92355	04/19/2019			PACIFIC YACHTING AND SAILING	\$676.00
	Invoice	Date	Description		Amount
	PS041519	04/15/2019	Instructor payment		\$676.00
92356	04/19/2019			PALACE OFFICE SUPPLIES	\$31.29
	Invoice	Date	Description		Amount
	C528221-0	04/08/2019	Return tissues		(\$31.29)
	528221-0	04/04/2019	Tissues		\$31.29
	529092-0	04/10/2019	Tissues		\$31.29
92357	04/19/2019			RDO EQUIPMENT CO.	\$159.41
	Invoice	Date	Description		Amount
	P93974	04/10/2019	V-belt, mower blade, label		\$159.41
92358	04/19/2019			SAN LORENZO LUMBER	\$188.15
	Invoice	Date	Description		Amount
	55-0446434	04/09/2019	Wharf lumber, screws, chalk & reel set		\$186.59
	55-0447943	04/15/2019	Esplanade supplies		\$1.56
			1000 - General Fund	\$1.56	
			1311 - Wharf	\$186.59	
92359	04/19/2019			SANTA CRUZ COUNTY ANIMAL SHELTER	\$5,361.10
	Invoice	Date	Description		Amount
	18/19-4CA	04/10/2019	Animal services JPA contribution		\$5,361.10

Attachment: 4/19/19 City Check Register (Approval of City Check Registers)

City Checks Issued April 19, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
92360	04/19/2019			SANTA CRUZ COUNTY AUDITOR-CONTROLLER	\$7,861.00
	Invoice	Date	Description		Amount
	SCC040419	04/04/2019	March citation processing		\$7,861.00
92361	04/19/2019			SPRINT	\$3,049.68
	Invoice	Date	Description		Amount
	788070596-020	04/02/2019	March cell phone charges		\$3,049.68
92362	04/19/2019			TIMES PUBLISHING GROUP INC.	\$390.00
	Invoice	Date	Description		Amount
	12414	04/11/2019	City-wide garage sale advertising		\$390.00
92363	04/19/2019			TPX COMMUNICATIONS	\$337.11
	Invoice	Date	Description		Amount
	114588636-0	03/23/2019	March phone service		\$337.11
			1000 - General Fund	\$222.12	
			2211 - ISF - Info Tech	\$114.99	
92364	04/19/2019			US BANK EQUIPMENT FINANCE	\$481.78
	Invoice	Date	Description		Amount
	381909142	04/03/2019	City Hall & Recreation copier leases		\$481.78
			1000 - General Fund	\$25.80	
			2210 - ISF - Stores Fund	\$455.98	
92365	04/19/2019			US BANK EQUIPMENT FINANCE	\$103.55
	Invoice	Date	Description		Amount
	381908946	04/03/2019	Recreation copier lease		\$103.55
92366	04/19/2019			US BANK PARS Acct 6746022400	\$334.45
	Invoice	Date	Description		Amount
	PARS041219	04/12/2019	PARS contributions PPE 4/6/19		\$334.45
			1001 - Payroll Payables		
92367	04/19/2019			WELLS FARGO BANK	\$9,199.41
	Invoice	Date	Description		Amount
	WF040319	04/03/2019	March credit card purchases		\$9,199.41
			Purchases over \$500 threshold:		
			Standing desks and accessories	\$2,279.00	
			Bench	\$727.00	
			APA conference lodging	\$542.98	
			Truck parts	\$1,308.00	
			Upholster truck seat	\$685.62	
			1000 - General Fund		
			2211 - ISF - Info Tech		

Type Check Totals: \$60,856.80

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City Checks Issued April 19, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
<u>EFT</u>					
763	04/16/2019			CalPERS Member Services Division	\$50,412.97
	Invoice	Date	Description		Amount
	1001301552-6	04/16/2019	PERS contributions PPE 4/6/19		\$50,412.97
			1000 - General Fund	(\$0.25)	
			1001 - Payroll Payables	\$50,413.22	
764	04/15/2019			EMPLOYMENT DEVELOPMENT DEPT	\$7,093.85
	Invoice	Date	Description		Amount
	1-133-103-296	04/15/2019	State taxes PPE 4/6/19		\$7,093.85
			1001 - Payroll Payables		
765	04/15/2019			INTERNAL REVENUE SERVICE	\$25,570.65
	Invoice	Date	Description		Amount
	70381153	04/15/2019	Federal taxes and Medicare PPE 4/6/19		\$25,570.65
			1001 - Payroll Payables		
766	04/15/2019			STATE DISBURSEMENT UNIT	\$1,232.76
	Invoice	Date	Description		Amount
	P3S99Q46657	04/15/2019	Employee garnishments PPE 4/6/19		\$1,232.76
			1001 - Payroll Payables		
Type EFT Totals:					\$84,310.23

Library - Library

Check	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
119	04/19/2019			JOHN F OTTO INC ESCROW NO 02-701154	\$12,882.36
	Invoice	Date	Description		Amount
	13114retainer	04/12/2019	March library construction retainage		\$12,882.36
			1360 - Library Fund		
120	04/19/2019			OTTO CONSTRUCTION INC.	\$244,764.84
	Invoice	Date	Description		Amount
	13114	04/12/2019	Library concrete footing, architectural wall, earthwork		\$244,764.84
			1360 - Library Fund		
Type Check Totals:					\$257,647.20

Attachment: 4/19/19 City Check Register (Approval of City Check Registers)

City Checks Issued April 19, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
CITY - Main City Totals				Counts:	Totals:
Checks				41	\$60,856.80
EFTs				4	\$84,310.23
All				45	\$145,167.03
Library - Library Totals					
Checks				2	\$257,647.20
EFTs				0	\$0.00
All				2	\$257,647.20
Grand Totals					
Checks				43	\$318,504.00
EFTs				4	\$84,310.23
All				47	\$402,814.23

Attachment: 4/19/19 City Check Register (Approval of City Check Registers)

City main account checks dated April 26, 2019, numbered 92368 to 92433 plus 1 EFT, totaling \$50,462.02, 1 library account check totaling \$2,350, and 4 payroll account checks plus 94 EFTs, totaling \$163,301.31, for a grand total of \$216,113.33, have been reviewed and authorized for distribution by the City Manager.

As of April 26, 2019, the unaudited cash balance is \$6,693,841.54.

CASH POSITION - CITY OF CAPITOLA 4/26/19

	<u>Net Balance</u>
General Fund	\$2,196,433.49
Payroll Payables	\$168,484.01
Contingency Reserve Fund	\$2,036,345.66
Facilities Reserve Fund	\$404,433.06
Capital Improvement Fund	\$1,258,130.20
Stores Fund	\$39,667.82
Information Technology Fund	\$146,993.95
Equipment Replacement	\$285,311.91
Self-Insurance Liability Fund	\$55,729.71
Workers' Comp. Ins. Fund	\$155,437.54
Compensated Absences Fund	(\$53,125.81)
TOTAL UNASSIGNED GENERAL FUNDS	<u>\$6,693,841.54</u>

The Emergency Reserve Fund balance is \$1,344,205.54 (not included above).
The PERS Contingency Fund balance is \$845,131.93 (not included above).
The Library Fund balance is \$2,716,958.76 (not included above).



Jamie Goldstein, City Manager

4/30/19
Date



Jim Malberg, City Treasurer

4/30/19
Date

Attachment: 4/26/19 City Check Register (Approval of City Check Registers)

City Checks Issued April 26, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
92368	04/26/2019			A TOOL SHED	\$40.00
	Invoice	Date	Description		Amount
	1342197-5	04/18/2019	Sewer snake rental for Esplanade		\$40.00
92369	04/26/2019			ALLSAFE LOCK COMPANY	\$7.36
	Invoice	Date	Description		Amount
	51471	04/17/2019	Keys		\$7.36
92370	04/26/2019			ALWAYS UNDER PRESSURE	\$255.40
	Invoice	Date	Description		Amount
	89579	03/29/2019	Sewer hose		\$255.40
92371	04/26/2019			AT&T/CALNET 3	\$1,196.35
	Invoice	Date	Description		Amount
	00001290478	04/13/2019	April telephone service		\$1,196.35
			1000 - General Fund	\$875.44	
			2211 - ISF - Info Tech	\$320.91	
92372	04/26/2019			AT&T/CALNET 3	\$889.28
	Invoice	Date	Description		Amount
	00001290545	04/13/2019	April T-1 access		\$889.28
92373	04/26/2019			AVENU MUNISERVICES	\$501.98
	Invoice	Date	Description		Amount
	INV06-00572C	04/19/2019	Quarterly sales tax auditing services		\$453.79
	INV06-005722	04/19/2019	Quarterly district sales tax auditing services		\$48.19
92374	04/26/2019			B & B SMALL ENGINE REPAIR	\$38.50
	Invoice	Date	Description		Amount
	417347	04/17/2019	Tank vents, air filters		\$38.50
92375	04/26/2019			BATTERIES PLUS	\$88.19
	Invoice	Date	Description		Amount
	P13726293	04/19/2019	Parking meter battery		\$88.19
92376	04/26/2019			BEAR ELECTRICAL SOLUTIONS INC.	\$2,165.00
	Invoice	Date	Description		Amount
	8049	04/16/2019	4192 Capitola Road lighted crosswalk battery replacement		\$2,165.00
			1310 - Gas Tax		
92377	04/26/2019			BELLOWS PLUMBING HEATING & SEWER	\$149.00
	Invoice	Date	Description		Amount
	88038	04/19/2019	Esplanade bathrooms plumbing diagnostic		\$149.00

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City Checks Issued April 26, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
92378	04/26/2019			CA DEPARTMENT OF CONSERVATION	\$207.23
	Invoice	Date	Description		Amount
	DC042219	04/22/2019	January - March strong motion & seismic hazard fees		\$207.23
92379	04/26/2019			CA DEPARTMENT OF TRANSPORTATION	\$2,157.48
	Invoice	Date	Description		Amount
	SL190768	04/17/2019	January - March signals & lighting 1310 - Gas Tax		\$2,157.48
92380	04/26/2019			CALIFORNIA COAST UNIFORM COMPANY	\$117.00
	Invoice	Date	Description		Amount
	7057	04/01/2019	Uniform tailoring		\$12.00
	7040	04/01/2019	Uniform tailoring		\$80.00
	7039	04/01/2019	Uniform tailoring		\$25.00
92381	04/26/2019			CALIFORNIA PARK AND RECREATION SOCIETY	\$5.00
	Invoice	Date	Description		Amount
	138536	04/22/2019	CA park & recreation society annual dues		\$5.00
92382	04/26/2019			CELLEBRITE USA INC.	\$3,700.00
	Invoice	Date	Description		Amount
	INVUS204515	03/28/2019	UFED Touch Ultimate SW renewal 2211 - ISF - Information Technology		\$3,700.00
92383	04/26/2019			DEPARTMENT OF PESTICIDE REGULATION	\$30.00
	Invoice	Date	Description		Amount
	DPR040419	04/04/2019	Qualified applicator certificate fee		\$30.00
92384	04/26/2019			EWING IRRIGATION	\$71.11
	Invoice	Date	Description		Amount
	7197172	04/13/2019	Trench shovels, duct tape, PVC & cap		\$71.11
92385	04/26/2019			FASTENAL COMPANY	\$2.99
	Invoice	Date	Description		Amount
	CASAT52125	03/25/2019	Auto fasteners		\$2.99
92386	04/26/2019			FIRST SECURITY	\$344.93
	Invoice	Date	Description		Amount
	IN-0001874	04/08/2019	Jade st. park patrol services		\$344.93

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City Checks Issued April 26, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
92387	04/26/2019			FLYERS ENERGY LLC	\$1,209.45
	Invoice	Date	Description		Amount
	19-887381	04/11/2019	218 gallons gasoline		\$900.27
	19-887404	04/11/2019	80 gallons diesel		\$309.18
92388	04/26/2019			FRED C. BEYERS	\$234.00
	Invoice	Date	Description		Amount
	FB042319	04/23/2019	Softball official 4/10 - 4/19/19		\$234.00
92389	04/26/2019			GEORGE McMENAMIN	\$675.00
	Invoice	Date	Description		Amount
	2019-10	04/23/2019	Bay St., Peery Park & parking lot riparian restoration		\$675.00
92390	04/26/2019			HANYA FOJACO	\$1,569.75
	Invoice	Date	Description		Amount
	HF042319	04/23/2019	Instructor Payment		\$1,569.75
92391	04/26/2019			HELEN KLEE	\$253.50
	Invoice	Date	Description		Amount
	HK042319	04/23/2019	Instructor payment		\$253.50
92392	04/26/2019			HO KUK MU SUL CORPORATION	\$31.85
	Invoice	Date	Description		Amount
	HKMSC04231	04/23/2019	Instructor payment		\$31.85
92393	04/26/2019			HOME DEPOT CREDIT SERVICES	\$492.87
	Invoice	Date	Description		Amount
	7620467	04/16/2019	Organizer box, hose reel leader		\$35.90
	1513290	04/22/2019	Keyless chuck driver		\$27.24
	5620687	04/18/2019	PVC caps, cabinet knob, screws		\$7.94
	6011238	04/17/2019	Rope, ratcheting combo wrench		\$49.60
	6063434	04/17/2019	Paint rollers, drill bits, tray liners		\$36.12
	6063447	04/17/2019	Connectors, tape, wrench kit		\$37.53
	6620563	04/17/2019	Cleaning supplies, screw		\$16.87
	7512969	04/16/2019	Bolts, nuts, washers		\$47.70
	7342603	04/16/2019	Bucket, headlamp, spring links, marker, wire brush		\$63.97
	7640175	04/16/2019	Honda 8" rear wheel replacement, grinder		\$170.00
			1000 - General Fund	\$359.45	
			1311 - Wharf	\$133.42	
92394	04/26/2019			HUMBOLDT PETROLEUM LLC	\$45.50
	Invoice	Date	Description		Amount
	088247	04/15/2019	April car wash services		\$45.50

Attachment: 4/26/19 City Check Register (Approval of City Check Registers)

City Checks Issued April 26, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
92395	04/26/2019			KIMLEY HORN AND ASSOCIATES INC	\$5,525.00
	Invoice	Date	Description		Amount
	13383263	02/28/2019	Local hazard mitigation plan update		\$2,210.00
	12752292	01/31/2019	Local hazard mitigation plan update 1314 - Green Building Education		\$3,315.00
92396	04/26/2019			KINGS PAINT AND PAPER INC.	\$265.75
	Invoice	Date	Description		Amount
	A0281628	04/16/2019	Esplanade bathrooms paint		\$22.13
	A0281857	04/22/2019	Wharf paint supplies		\$97.45
	A0281870	04/22/2019	Wharf paint supplies		\$146.17
			1000 - General Fund	\$22.13	
			1311 - Wharf	\$243.62	
92397	04/26/2019			LABORMAX STAFFING	\$1,076.30
	Invoice	Date	Description		Amount
	26-105820	04/19/2019	Seasonal labor 4/13 - 4/19/19		\$1,076.30
92398	04/26/2019			LLOYDS TIRE SERVICE	\$1,007.73
	Invoice	Date	Description		Amount
	361579	04/18/2019	Tires (4)		\$1,007.73
92399	04/26/2019			LLOYDS TIRE SERVICE	\$433.17
	Invoice	Date	Description		Amount
	315998	04/17/2019	2011 Chevy Tahoe tire mounting & balancing		\$187.26
	315931	04/12/2019	2011 Toyota Camry tires (2) & balance		\$245.91
92400	04/26/2019			MARQUIS BOOTH	\$1,826.76
	Invoice	Date	Description		Amount
	MB040319	04/23/2019	SBSLI leadership training reimbursement		\$1,096.21
	MB041719	04/22/2019	FTO/SAC manager training reimbursement		\$730.55
92401	04/26/2019			MICHAEL KILROY	\$246.50
	Invoice	Date	Description		Amount
	MK030119	04/15/2019	POST academy mileage reimbursement		\$246.50
92402	04/26/2019			MID COUNTY AUTO SUPPLY	\$91.51
	Invoice	Date	Description		Amount
	MID-269958	04/19/2019	Fittings, spool hose		\$11.78
	MID-265035	04/16/2019	Service tool		\$2.48
	MID-261878	04/15/2019	Primer, putty, spreaders, cleaner		\$77.25

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City Checks Issued April 26, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
92403	04/26/2019			MILLER'S TRANSFER & STORAGE CO.	\$304.85
	Invoice	Date	Description		Amount
	90973	04/11/2019	April record storage and March warehouse handling		\$304.85
92404	04/26/2019			MISSION LINEN SUPPLY	\$257.59
	Invoice	Date	Description		Amount
	509655742	04/15/2019	PD mat service		\$55.23
	509674924	04/17/2019	Corp. yard linen service		\$88.14
	509674923	04/17/2019	Fleet linen service, shop towels		\$36.16
	509607190	04/08/2019	Recreation mats & mops		\$78.06
92405	04/26/2019			MISSION PRINTERS	\$733.75
	Invoice	Date	Description		Amount
	58913	04/15/2019	Volunteer dinner invitations		\$244.91
	58929	04/15/2019	Business cards for Associate Planner		\$60.35
	58951	04/18/2019	Window & regular envelopes		\$428.49
			1000 - General Fund	\$305.26	
			2210 - ISF - Stores Fund	\$428.49	
92406	04/26/2019			MOFFATT AND NICHOL	\$1,653.75
	Invoice	Date	Description		Amount
	741147	04/18/2019	Wharf design, jetty permitting, coordination & meetings		\$1,653.75
			1200 - Capital Improvement Fund		
92407	04/26/2019			MUNICIPAL MANAGEMENT ASSOC OF NORTHERN CA.	\$120.00
	Invoice	Date	Description		Amount
	2037	04/19/2019	Women's leadership conference registration		\$120.00
92408	04/26/2019			NUZ Inc. dba GOOD TIMES	\$350.00
	Invoice	Date	Description		Amount
	2019-326277	04/17/2019	Advertising for recreation summer programs		\$350.00
92409	04/26/2019			O'REILLY AUTO PARTS	\$179.93
	Invoice	Date	Description		Amount
	2763-446738	04/18/2019	Exhaust fluid, thermostat, antifreeze		\$179.93
92410	04/26/2019			PACIFIC MONARCH	\$800.00
	Invoice	Date	Description		Amount
	52110	04/12/2019	Junior guards competition transportation deposit		\$800.00

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City Checks Issued April 26, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
92411	04/26/2019			PALACE OFFICE SUPPLIES	\$776.35
	Invoice	Date	Description		Amount
	9596015-0	04/18/2019	Museum printer ink, USB drive, foam board		\$47.01
	530362-0	04/19/2019	Post-its, flags, tissues, cups, notebooks, folders, paper		\$263.42
	528118-1	04/04/2019	White on black cartridge		\$47.33
	529260-0	04/11/2019	Folders, paper		\$84.08
	529861-0	04/16/2019	Dish soap		\$23.81
	529842-0	04/16/2019	Paper reams		\$248.56
	9596963-0	04/22/2019	Museum adhesive spray, binder		\$23.06
	530301-0	04/23/2019	Assistant Planner name plate		\$13.03
	530300-0	04/23/2019	Associate Planner name plate		\$26.05
			1000 - General Fund	\$503.98	
			2210 - ISF - Stores Fund	\$272.37	
92412	04/26/2019			PAPA	\$240.00
	Invoice	Date	Description		Amount
	PAPA051520	04/19/2019	Pesticide applicators seminar fee (3 employees)		\$240.00
92413	04/26/2019			PHOENIX GROUP INFORMATION SYSTEMS	\$2,981.59
	Invoice	Date	Description		Amount
	032019070	04/16/2019	March citation processing		\$2,981.59
92414	04/26/2019			PITNEY BOWES	\$2,020.99
	Invoice	Date	Description		Amount
	PB041919	04/19/2019	City Hall postage machine refill		\$2,020.99
			2210 - ISF - Stores Fund		
92415	04/26/2019			POLAR AUTOMOTIVE & RADIATOR	\$262.20
	Invoice	Date	Description		Amount
	22068	04/18/2019	2011 Tahoe radiator		\$262.20
92416	04/26/2019			RDO EQUIPMENT CO.	\$274.22
	Invoice	Date	Description		Amount
	P94391	04/17/2019	V-belts, labels, mower blades		\$274.22
92417	04/26/2019			ROYAL WHOLESALE ELECTRIC	\$1,230.31
	Invoice	Date	Description		Amount
	7719-644049	04/15/2019	Lamp heads (4), fire block foam		\$665.89
	7719-644078	04/16/2019	Emergency light		\$70.95
	7719-644304	04/22/2019	Emergency sign lamp head		\$158.05
	7719-644166	04/17/2019	Mini flood lights (6)		\$300.51
	7719-644087	04/16/2019	Cable ties		\$34.91

Attachment: 4/26/19 City Check Register (Approval of City Check Registers)

City Checks Issued April 26, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
92418	04/26/2019			SAN LORENZO LUMBER	\$78.89
	Invoice	Date	Description		Amount
	55-0448181	04/16/2019	Cable ties		\$15.59
	55-0449872	04/22/2019	Wharf nuts and carriage bolts		\$42.75
	55-0450008	04/22/2019	Wharf washers, nuts, bolts		\$20.55
			1000 - General Fund	\$15.59	
			1311 - Wharf	\$63.30	
92419	04/26/2019			SANTA CRUZ COUNTY INFORMATION SERVICES	\$527.37
	Invoice	Date	Description		Amount
	SCC040519	04/05/2019	April - June point to point VPN service		\$527.37
92420	04/26/2019			SERVPRO OF SANTA CRUZ	\$330.30
	Invoice	Date	Description		Amount
	433	04/18/2019	Biohazard cleanup for squad cars		\$330.30
92421	04/26/2019			SPORT ABOUT GRAPHICS	\$307.76
	Invoice	Date	Description		Amount
	7857	04/23/2019	Planning & building shirts, beanie, hats, vest		\$307.76
92422	04/26/2019			SPRINT	\$3,447.77
	Invoice	Date	Description		Amount
	788070596-01	03/05/2019	February cell phone charges		\$3,447.77
92423	04/26/2019			STATE STEEL COMPANY	\$116.14
	Invoice	Date	Description		Amount
	125429	04/18/2019	Sheet metal		\$116.14
92424	04/26/2019			SUMMIT UNIFORMS	\$570.29
	Invoice	Date	Description		Amount
	58490	04/16/2019	Star patches		\$327.75
	57765	03/15/2019	Radio holders, OC spray		\$242.54
92425	04/26/2019			SUPPLYWORKS	\$1,255.20
	Invoice	Date	Description		Amount
	486881253	04/10/2019	Nitrile gloves		\$111.40
	487162497	04/12/2019	Cleaning and restroom supplies		\$1,143.80
92426	04/26/2019			T MOBILE	\$1,033.17
	Invoice	Date	Description		Amount
	2019-02	02/20/2019	February cell phone usage		\$344.39
	2019-03	03/20/2019	March cell phone usage		\$344.39
	2019-04	04/20/2019	April cell phone usage		\$344.39

Attachment: 4/26/19 City Check Register (Approval of City Check Registers)

City Checks Issued April 26, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
92427	04/26/2019			T&T PAVEMENT MARKINGS AND PRODUCTS INC	\$1,263.76
	Invoice	Date	Description		Amount
	2019153	04/17/2019	Yellow ceramic dots (26) 1310 - Gas Tax		\$1,263.76
92428	04/26/2019			TRANSPORTATION ALLIANCE BANK INC.	\$1,331.45
	Invoice	Date	Description		Amount
	649778	04/12/2019	Sweeper parts 1310 - Gas Tax		\$1,331.45
92429	04/26/2019			US BANK EQUIPMENT FINANCE	\$288.85
	Invoice	Date	Description		Amount
	381909746	04/03/2019	PD copier lease		\$288.85
92430	04/26/2019			WESTERN EXTERMINATOR COMPANY	\$121.00
	Invoice	Date	Description		Amount
	6888993	03/31/2019	City Hall rodent control		\$60.50
	6888994	03/31/2019	Turnouts rodent control		\$60.50
92431	04/26/2019			YOSHIE MORRISSEY	\$245.70
	Invoice	Date	Description		Amount
	YM042319	04/23/2019	Instructor payment		\$245.70
92432	04/26/2019			PRI Management Group	\$159.00
	Invoice	Date	Description		Amount
	6399	04/16/2019	Crime stats & UCR seminar		\$159.00
92433	04/26/2019			CALIFORNIA BUILDING STANDARDS COMMISSION	\$113.40
	Invoice	Date	Description		Amount
	CBSC033119	03/31/2019	January - March building standards admin. fee		\$113.40
Type Check Totals:					\$50,327.02
<u>EFT</u>					
767	04/25/2019			DISCOVERY BENEFITS	\$135.00
	Invoice	Date	Description		Amount
	0000997144-II	03/31/2019	March COBRA and FSA admin. fees		\$135.00
Type EFT Totals:					\$135.00

Attachment: 4/26/19 City Check Register (Approval of City Check Registers)

City Checks Issued April 26, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
Library - Library					
<u>Check</u>					
121	04/26/2019			HOLMAN & ASSOCIATES	\$2,350.00
	Invoice	Date	Description		Amount
	HA041919	04/19/2019	Library archaeological monitoring results & compliance letter		\$2,350.00
			1360 - Library Fund		
Type Check Totals:					\$2,350.00

	Counts	Totals
CITY - Main City Totals		
Checks	66	\$50,327.02
EFTs	1	\$135.00
All	67	\$50,462.02
Library - Library Totals		
Checks	1	\$2,350.00
EFTs	0	\$0.00
All	1	\$2,350.00
WELLS - Payroll Totals		
Checks	4	\$4,091.88
EFTs	94	\$159,209.43
All	98	\$163,301.31
Grand Totals:		
Checks	71	\$56,768.90
EFTs	95	\$159,344.43
All	166	\$216,113.33

Attachment: 4/26/19 City Check Register (Approval of City Check Registers)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MAY 23, 2019

FROM: Capitola Police Department

SUBJECT: Approve the Purchase of One Unmarked Police Vehicle for \$28,000 and Transfer one Unmarked Police Vehicle to the City Fleet

RECOMMENDED ACTION:

1. Award purchase contract to North Bay Ford in the amount of \$28,000 for the purchase of one unmarked police vehicle: 2016 Ford Explorer (VIN: 1FM5K7DH6GGC66872) and;
2. Authorize the Police Department to transfer the unmarked police vehicle 2017 Toyota Camry (VIN: 4T1BF1FK1HU697216) from the Police Department to the City Fleet.

BACKGROUND: To assure a proper emergency response, preserve our efficiency levels, and maintain a Police Department fleet that communicates a professional appearance, the Police Department works with staff from Public Works to replenish unmarked police vehicles on a scheduled basis and as needed. These vehicles are utilized for a multitude of functions including administrative transportation, attendance at mandated training and required meetings, occasional undercover operations and other organizational needs both inside and outside of the City and County.

DISCUSSION: Police Department staff examined cost options for replacing one unmarked vehicle to better serve police management needs. North Bay Ford has a used vehicle that will fulfill current needs and provided the City with a discounted rate for a used 2016 Ford Explorer at a total cost of \$28,000 (Attachment 1).

The Police Department's fleet of unmarked patrol vehicles consists primarily of Toyota models, which are very efficient and effective in their current roles, primarily assigned to investigative personnel. The proposed Ford Explorer is a white, unmarked police vehicle closely resembling our current patrol fleet, which will allow command staff to have a uniformed presence in the community while maintaining administrative obligations and duties. In addition, staff determined that one of the current unmarked police vehicles is suitable and better utilized as a city-wide fleet vehicle.

The attached bid provided by North Bay Ford includes license fees, state and local taxes. North Bay Ford is a local dealership in Santa Cruz that provided a discounted rate for local government. The estimated cost of a similar vehicle purchased from another dealer would be approximately \$30,500 or higher.

The funding source for this purchase is the California Supplemental Law Enforcement Services Fund (SLESF).

Budget Adjustment for Police Department Vehicle Purchase
May 23, 2019


FISCAL IMPACT: The adopted Fiscal Year 2018/19 budget includes funding from the State of California Supplemental Law Enforcement Services Fund (SLESF). The current SLESF balance is \$37,112, and the total purchase price for the proposed vehicle expense is \$28,000. This will leave \$9,112 in the SLESF account for FY 2018/19. A budget amendment transferring the funds to cover the purchase is Attachment 2.

ATTACHMENTS:

1. Ford purchase offer
2. Budget Amendment-Police Chief Vehicle

Report Prepared By: Andrew Dally
Police Captain

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

5/17/2019



North Bay Ford
 1999 Soquel Avenue
 Santa Cruz, CA 95062
 Ph. (831) 457-5858
www.northbayford.com

9.D.1

Customer: City Of Capitola 420 Capitola Ave Capitola, CA 95010 Home # (831) 475-7300 Work # (000) 476-5313 Cell # (831) 212-4045 Email jim 212-4045	Co-Buyer: Home # Work # (831) 475-7300 Cell # Email	Deal #: 97207 Deal Date: MAY 10 19 Print Time: 4:53:49 PM Salesperson: Winterhalder, Jeff
---	--	--

New <input type="checkbox"/>	Stock #:	Description:	Vehicle	VIN:	Mileage:
Used <input checked="" type="checkbox"/>	U962	2016 Ford Explorer		1FM5K7DH6GGC66872	43314
Demo <input type="checkbox"/>		Series/Trim			
		XLT			

Trade
 Vehicle: 0
 Mileage:
 VIN:

Retail Summary

Price	27,995.00
Savings:	-2,485.49
Sale Price:	25,509.51
Accessories:	0.00
Service Contract:	0.00
Gap Protection:	0.00
Net Sale Price:	25,509.51
Taxes: @ 9.25%	2,367.49
Gov't / Registration Fees:	8.00
Documentation/CVR Charge:	115.00
Lease Term / Misc. Fees:	0.00
Total Sale Price:	28,000.00
Trade Value:	0.00
Trade Balance:	0.00
Net Trade:	0.00
Less Down Payment:	0.00
Balance Remaining:	28,000.00

Payment Disclosure

APR:	0.00
Payment Frequency:	Cash Deal
Number of Payments:	0
Days to 1st Pmnt:	0
First Payment Date:	05/10/2019
Payment:	0 Mo @ 28,000.00
	0
	0.00

Estimated Payments based on average APR. Final terms of your loan may differ depending on actual terms of financial institutions' acceptance of your credit and are negotiable. This is an offer to sell/purchase. See Dealership Buyer's Order for final figures, terms and conditions.

Attachment: Ford purchase offer (Budget Adjustment for Police Department Vehicle Purchase)

City of Capitola Budget Adjustment Form



Date 5/16/2019

Requesting Department Police Dept.

Administrative Council

Item # TBD
 Council Date 5/23/2019
 Council Approval _____

Revenues		
Account #	Account Description	Increase/Decrease
2212-00-00-000-3910.300	Interfund transfer in SLESF	28,000
Total		28,000

Expenditures		
Account #	Account Description	Increase/Decrease
1300-00-00-000-4450.500	Supplies General supplies	(28,000)
1300-00-00-000-4910.212	Interfund transfer out Equipment	
	Acquisition	28,000
2212-00-00-000-4650.400	Capital outlay Machinery & Equipment	28,000
Total		28,000

Net Impact -

Purpose: Funding for Police Chief vehicle

Department Head Approval *[Signature]* Police Captain
 Finance Department Approval *[Signature]*
 City Manager Approval *[Signature]*

Attachment: Budget Amendment-Police Chief Vehicle (Budget Adjustment for Police Department Vehicle Purchase)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MAY 23, 2019

FROM: Public Works Department

SUBJECT: Accept the Jewel Box Traffic Calming Project as Complete and Approve a Notice of Completion

RECOMMENDED ACTION: Approve the Notice of Completion for the Jewel Box Traffic Calming Project constructed by Earthworks Paving Contractors with a final cost of \$64,200 and direct the Public Works Department to record the Notice of Completion.

BACKGROUND: On February 27, 2019, the City of Capitola received five bids for construction of the Jewel Box Traffic Calming Project and awarded a contract to Earthworks Paving Contractors in the amount of \$62,000. The Engineer's Estimate for the project was \$65,500. The project included the construction of three speed tables, two on Jade Street and one on 42nd Avenue.

DISCUSSION: The final cost of the project was \$64,200. The additional costs were due to a change requested by City staff regarding the steel culverts installed under the speed tables.

The Notice of Completion is included as Attachment 1, and a Final Cost Summary as Attachment 2.

To determine the effect of these traffic calming measures, the city has contracted separately for the collection of traffic volume and speed counts before and after the improvements were installed. These data will be analyzed and reported to the City Council at a future meeting.

FISCAL IMPACT: The final project funding and expenditures are as follows:

Funding:	
General Fund Allocation	\$ 80,000

Costs:	
Construction of Speed Tables	\$ 64,200
Traffic Counts	\$ 6,480
Turn Restriction Signs	\$ 935
Total	\$ 71,615

Jewel Box Traffic Calming Notice of Completion
May 23, 2019

ATTACHMENTS:

1. Jewel Box Traffic Calming Notice of Completion
2. Jewel Box Traffic Calming Final Cost Summary

Report Prepared By: Steve Jesberg
Public Works Director

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

5/16/2019

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:

City of Capitola
Public Works Department
Attn: Steven Jesberg
420 Capitola Avenue
Capitola, California 95010

SPACE ABOVE THIS LINE FOR RECORDER'S USE

THIS INSTRUMENT IS BEING RECORDED FOR THE BENEFIT OF THE CITY OF CAPITOLA.
NO RECORDING FEE IS REQUIRED PURSUANT TO GOVERNMENT CODE §27383.

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN that the City of Capitola, owner of the property hereinafter described, whose address is 420 Capitola Avenue, Capitola, California, has caused a work of improvements more particularly described as follows:

PROJECT NAME: Jewel Box Traffic Calming

PROJECT DESCRIPTION: Construction of speed tables and related signage

to be constructed on property more particularly described as follows:

DESCRIPTION: City of Capitola Streets: Jade Street and 42nd Avenue

ADDRESS: N/A

APN: N/A

The work of the improvement was completed by:

CONTRACTOR: Earthworks Paving, Inc.

ADDRESS: 310 A Kennedy Drive, Capitola CA 95010

The work of the improvements was actually completed on the 16th day of April 2019, and accepted by the City Council of said City on the 23rd day of May 2019

Signature of City Official: _____

The undersigned certifies that he is an officer of the City of Capitola, that he has read the foregoing Notice of Completion and knows the content thereof; and that the same is true of his own knowledge, except as to those matters which are therein stated on information or belief, and as to those matters that he believes to be true. I certify under penalty of perjury that the foregoing is true and correct. Executed at the City of Capitola, County of Santa Cruz, State of California.

Steven E. Jesberg
Director of Public Works

Signed: _____

Date: _____

Attachment: Jewel Box Traffic Calming Notice of Completion (Jewel Box Traffic Calming Notice of Completion)

**City of Capitola
Final Cost Summary**

Project: Jewel Box Traffic Calming

Item No.	Item Description	Unit	Bid Quantity	Actual Final Quantity	Diff	Unit Cost	Final Cost	Difference
1	Mobilization	ls	1	1	0	\$ 2,000	\$ 2,000.00	\$ -
2	Traffic Controls	ls	1	1	0	\$ 1,500	\$ 1,500.00	\$ -
3	Speed Tables	ea	3	3	0	\$ 19,000	\$ 57,000.00	\$ -
4	Storm Water Pollution Prevention	ls	1	1	0	\$ 1,500	\$ 1,500.00	\$ -
5	Upgrade Cuvlvert Change			1	1	\$ 2,200.00	\$ 2,200.00	\$ 2,200
					0		\$ -	
Total							\$ 64,200.00	\$ 2,200

Summary

Original Bid: \$ 62,000.00
 Changes: \$ 2,200.00
 Final Cost: \$ 64,200.00

Attachment: Jewel Box Traffic Calming Final Cost Summary (Jewel Box Traffic Calming Notice of



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MAY 23, 2019

FROM: Public Works Department

SUBJECT: Update on the Capitola Branch Library Project

RECOMMENDED ACTION: Receive report and direct staff to continue working with utility companies to determine the most efficient and quickest solution to resolve existing conflicts with overhead wires located around the library site, and return with further information regarding estimated schedule and costs at a future meeting.

BACKGROUND: Construction of the library has made significant progress since the last Council update. With the cessation of the rains, Otto Construction has poured 90 percent of the eastern perimeter foundation, relocated the water main, and begun laying in the new driveway approach. Regular meetings with staff from the city, contractor, and architect have continued to identify and resolve issues.

DISCUSSION: A conflict between the new building eaves and power lines along Wharf Road has been identified. The conflict is depicted in the site drawings included as Attachment 1. City staff, the project manager, PG&E representatives, the contractor, and the architect have all been working to identify feasible options for rectifying the conflict. At this time, two feasible solutions have been identified: undergrounding the overhead wires or restructuring the wires to move them to the street side of the existing poles. Either solution would rectify the conflict, and staff is still gathering data on cost and schedule impacts.

A third option that was identified involved relocating the power poles across the street. While physically possible, relocating the poles to the sidewalk on the east side of Wharf Road would involve tree removal on the Rispin property, which would likely take significant time to obtain approvals due to environmental constraints on the property. This option has been tabled while efforts focus on the underground and restructuring options.

Undergrounding the overhead wires provides the cleanest way to resolve the conflict and ultimately will improve the library site by removing the wires from the front of the building. This option would underground all of the utility lines including PG&E, AT&T, and cable. PG&E has been working on a preliminary engineering layout of the undergrounding and Otto Construction's electrical sub-contractor is certified by PG&E to place the underground conduits, which will assist in completing the work expeditiously.

Restructuring the overhead wires would involve installing arms on new replacement poles, which would then hang the wires on the street side of the poles. Only the PG&E lines would be moved. The AT&T and cable lines would remain where they are now as they do not have clearance requirements. All of this work would be required to be done by PG&E crews.

Library Update
May 23, 2019

The project overall is approximately 10 percent complete. The footings for the concrete walls are around 70 percent complete and the concrete retaining walls are currently 35 percent complete. The relocation of the water line through the site is 100 percent complete and excavation and earthwork is 27 percent complete.

Change Order No. 2 increased the contract time by 17 calendar days. Change Order 3 will include an additional 51 calendar day increase as a result of weather-related delays. This will result in a revised contract completion date of April 24, 2020.

No change orders have been issued over the past two months. The status of the contract expenses to date are as follows:

Original Contract Award:	\$12,325,000
VE Change Orders	\$ (736,441)
Present Contract Value	\$11,588,559
Payments made through May	\$ 1,384,527
Contract expended	11.9%

FISCAL IMPACT: An updated expenditure budget showing the expected expenditure based on existing contracts, and allocations for furniture and the contingencies will be provided as additional materials.

ATTACHMENTS:

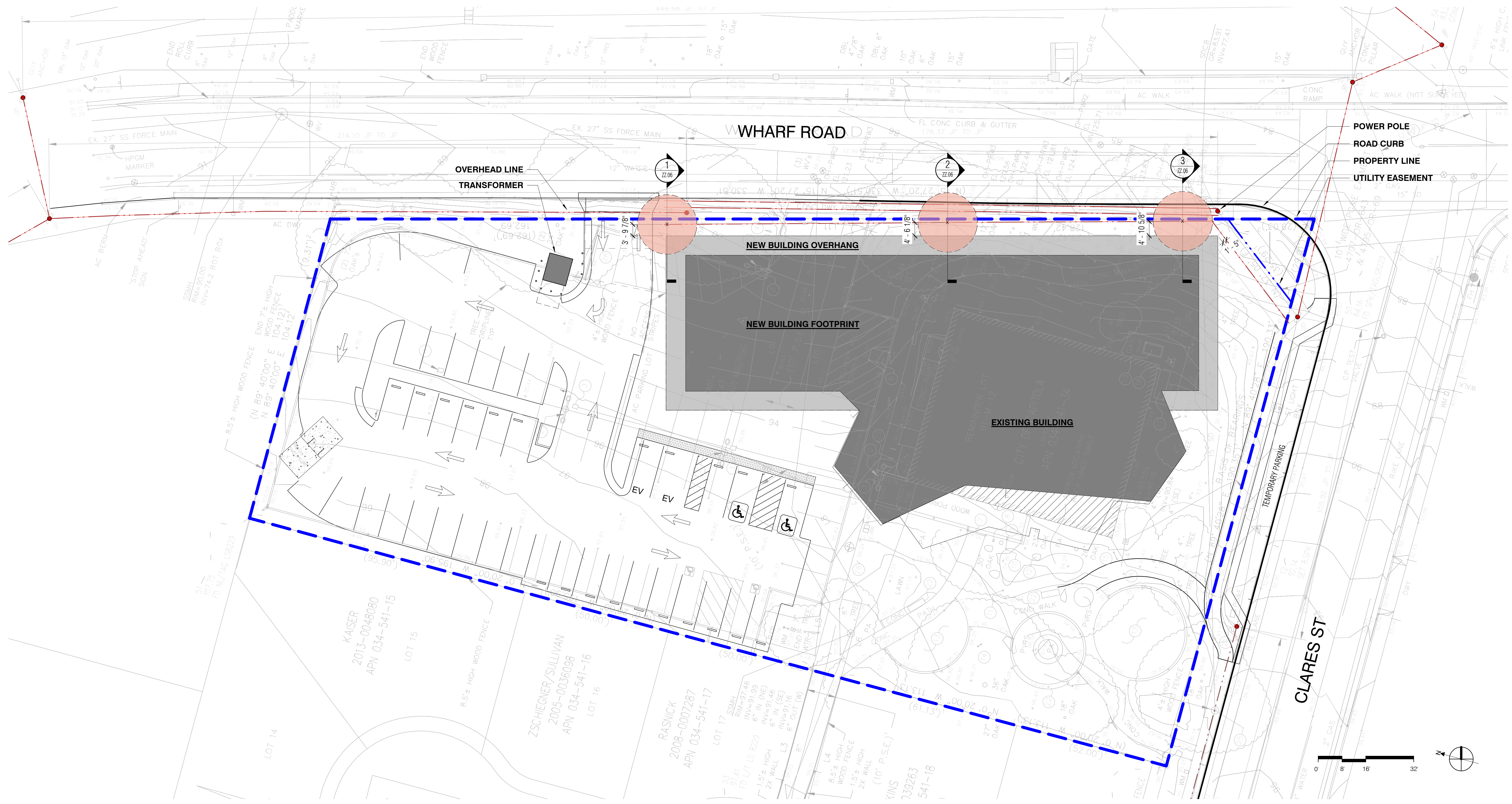
1. Overhead Line Clearance

Report Prepared By: Steve Jesberg
Public Works Director

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

5/17/2019

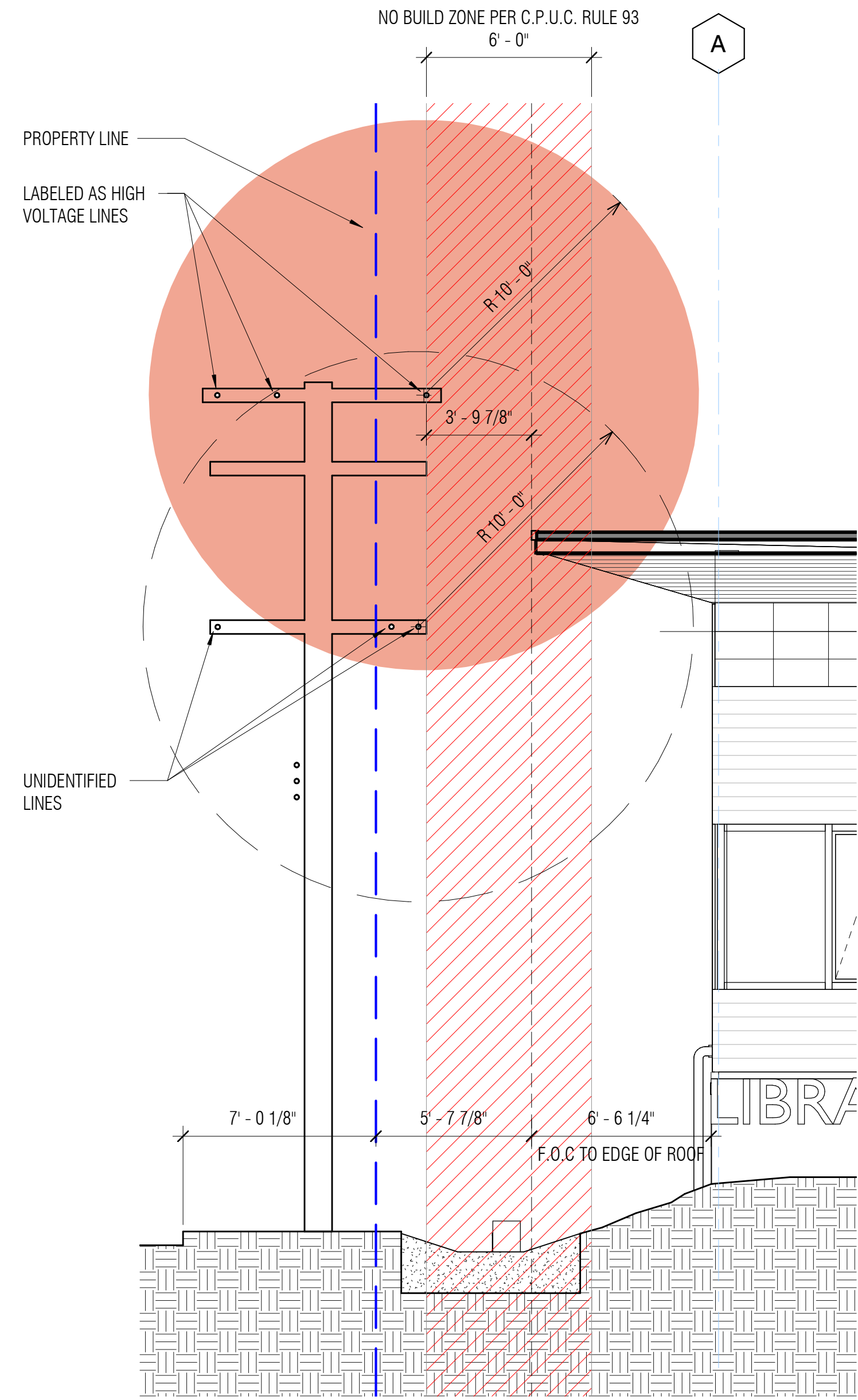


OVERHEAD LINES CLEARANCE

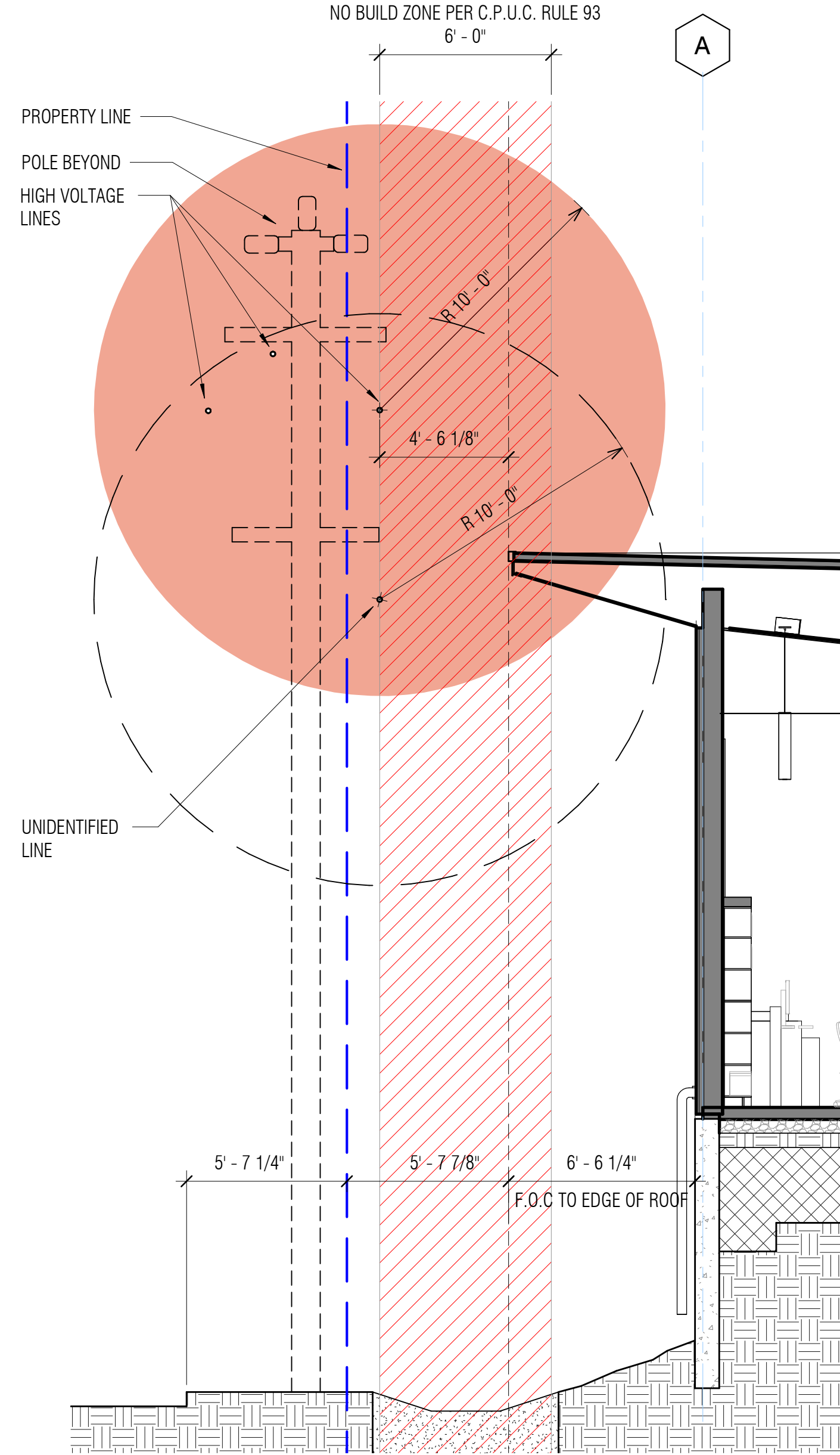
05/10/19

CAPITOLA BRANCH LIBRARY
CITY OF CAPITOLA

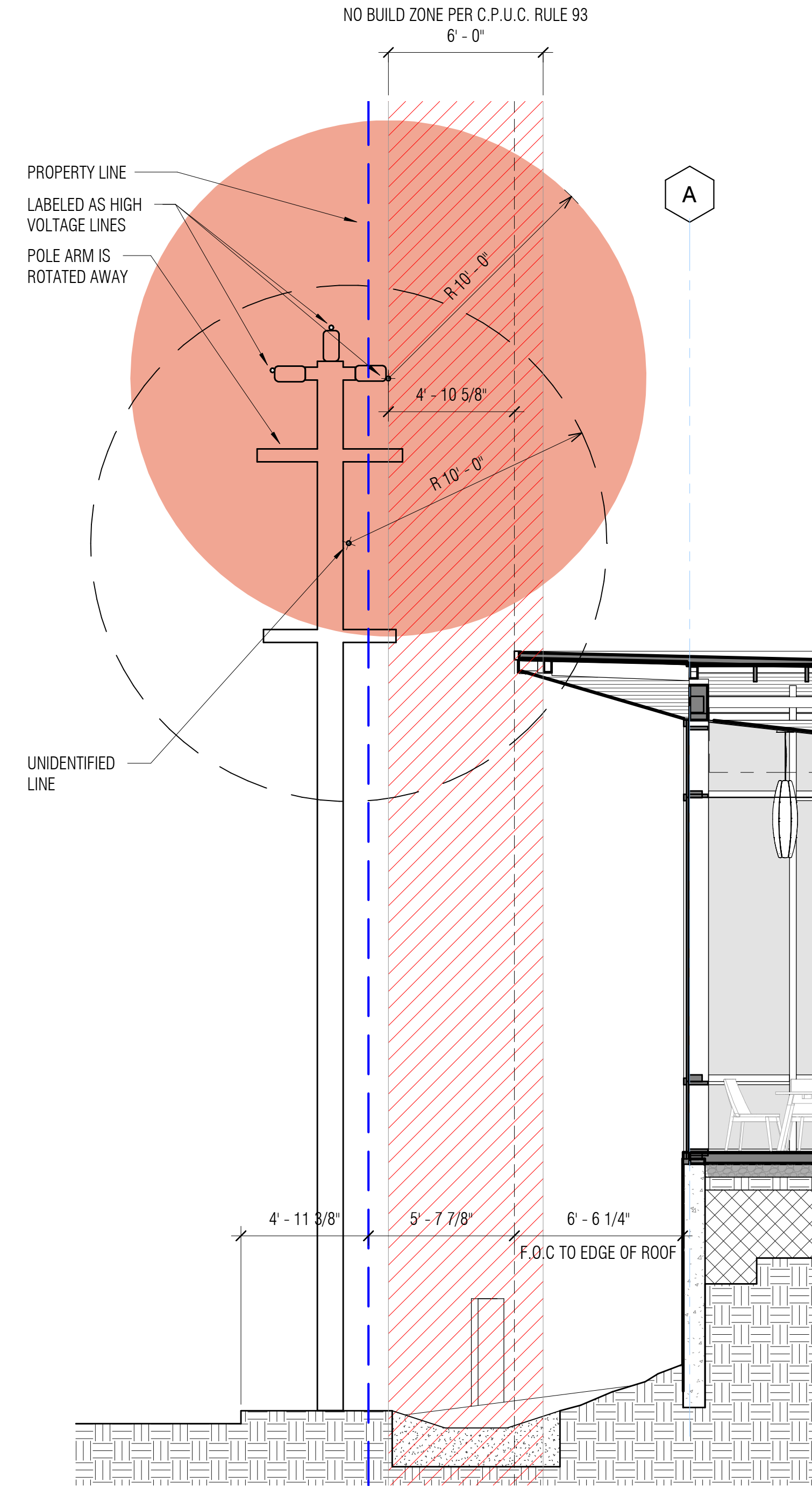
NOLL & TAM
ARCHITECTS



1 EASEMENT SECTION 1
ZZ.06 1/4" = 1'-0"



2 EASEMENT SECTION 2
ZZ.06 1/4" = 1'-0"



3 EASEMENT SECTION 3
ZZ.06 1/4" = 1'-0"

Attachment: Overhead Line Clearance (Library Update)

OVERHEAD LINES CLEARANCE

05/01/19

CAPITOLA BRANCH LIBRARY
CITY OF CAPITOLA

NOLL & TAM
ARCHITECTS



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MAY 23, 2019

FROM: Community Development

SUBJECT: Continue Discussion of the Revised Zoning Code for Coastal Commission Certification - Capitola Staff Revisions for Internal Consistency and Compliance with State Regulations

RECOMMENDED ACTION: Accept staff presentation and continue the discussion to the meeting of June 27, 2019.

BACKGROUND: The current update to the zoning code has been underway since 2014. After a series of stakeholder outreach meetings, an online survey, 15 public hearings by the Planning Commission and 12 public meetings by the City Council on January 25, 2018, the City Council adopted the revised zoning code.

Capitola staff has been working with Coastal Commission staff toward certification over the past year. The Coastal Commission staff-recommended modifications were presented to the Planning Commission during a special meeting on February 21, 2019, and a regularly scheduled meeting on March 7, 2019. The Planning Commission provided recommendations for the Council regarding which Coastal Commission revisions to accept.

On April 5, 2019, staff published an updated draft of the zoning code that included all Planning-Commission-accepted Coastal Commission modifications in redlines. Due to the large size of the document, a printed copy of the April 5, 2019 code is available at the City Hall for public review and a digital copy is available on the City's website (see below).

The City Council received updates on the Coastal Commission redlined and certification process on April 11, 2019, and May 9, 2019. The redlines are currently under review by the City Attorney and will be presented during the June 27, 2019, Council Meeting.

DISCUSSION: On May 23, 2019, staff will present updates to the code that were initiated by City staff, not Coastal Commission staff. There are numerous edits within the current draft that are minor, such as correcting a reference to a standard within another chapter. The more significant edits that have impacts to zoning regulations will be presented during the meeting and are summarized below.

- | | | |
|---|------------------------|------------------|
| 1. <u>Kitchen Mini-Bar/Convenience Area</u> | <u>17.16.030.B.9.d</u> | <u>Page 16-7</u> |
| <u>Outdoor Kitchen</u> | <u>Table 17.48-2</u> | <u>Page 48-5</u> |

The updated zoning code carried over the previous regulations limiting a residential unit to one kitchen and one mini-bar/convenience area with several stipulations including "internal access

to the (mini-bar/convenience) area shall be maintained within the dwelling” (17.16.030.B.9.d). The new code introduces a new allowance for outdoor mini-bar/convenience areas within the rear yard (Table 17.48-2). The required internal access within the dwelling should be deleted to create internal consistency and allow the mini-bar/convenience area within an outdoor kitchen. The discrepancies were identified after publishing the April 5, 2019, redline draft and therefore is included as Attachment 1.

2. Density Limits in CC and RC zones Table 17.24-3 Page 24 - 6

Density limits in commercial zoning districts have historically been controlled by floor area ratio (FAR) and development standards (height, setbacks, open space, etc.). The 2018 zoning code introduced new density limits of 20 units per acre in the Community Commercial (CC) and Regional Commercial (CR) zoning districts. The mistake was identified during the recent General Plan update. Based on the recent guidance for the General Plan update to control density in commercial areas through FAR and development standards, the 20 units per acre density limits have been removed within the CC and CR zoning districts.

3. Vacation Rental Overlay Enforcement 17.40.030.F Page 40-8

The vacation rental enforcement regulations were not carried over from 17.48.030 of the previous zoning code. The April 5, 2019, draft zoning code includes the vacation rental enforcement regulations. The enforcement regulations prohibit renting, advertising, or managing vacation rental uses without a vacation rental permit.

4. Garage Floor Area Exception on Small Lot 17.48.040.B.6 Page 48-7
Garage Ancillary Space Exception 17.76.030.D Page 76-6

During the Planning Commission review of the code, a Capitola resident requested reconsideration of a 250-square-foot floor area ratio (FAR) exception for garages on lots less than 3,000 square feet. The resident pointed out that the standard allows a bigger home on a 2,999-square-foot lot than a 3,100-square-foot lot. The resident requested the Planning Commission consider a FAR exception for all garages regardless of lot size.

The origin of the 250-square-foot exception was to incentivize garages on small properties that are not required to have covered parking. The Planning Commission recommends updating the exception to apply to lots that are not required to have covered parking (2,586 square feet or less) and include a prorated garage exception for lots between 2,587 to 3,018 square feet to remove the unfair advantage.

The Planning Commission also recommends adding an exception of 125 square feet of ancillary space to all garages, regardless of lot size, that is not included in the calculation for the number of required onsite parking spaces (17.76.030.D). This will allow a slightly larger garage for storage without triggering the requirement of an additional parking space.

5. Chapter 74: Accessory Dwelling Units. Chapter 17.74 Pages 74-1 – 74-9

Substantial changes were made to Chapter 17.74: Accessory Dwelling Units to bring the chapter into compliance with state regulations. Highlights of the changes include:

1. Allow all single-family homes within the single-family zoning district to have an accessory dwelling unit (ADU) as long as the home has adequate setbacks for fire safety. Standards for minimum lot size in the single-family zone have been removed.
2. Allow garages to convert to ADU. Parking for the main structure must be provided on-site in any configuration on the same lot as the accessory dwelling unit.
3. Update parking exceptions to match state exceptions. Only new detached ADUs will require onsite parking.

Revised Zoning Code for Coastal Commission Certification
May 23, 2019

4. Create new section for “Deviation from Standards” to allow Planning Commission review of an ADU that does not comply with development standards.

6. Single-Room Occupancy (SRO) Definition 17.160.S.6 Page 160-15

The single-room occupancy definition was not carried over from the parking section of the previous zoning code. The proposed revision adds the definition of a single-room occupancy as “a dwelling unit, with kitchen facilities, which is 400 square feet or less.” The parking standard for single-room occupancy has remained unaltered at one space per unit plus one guest space per six units.

Next Steps

June 27, 2019 City Council meeting. Staff to present an overview of Coastal Commission redlines and the City Attorney’s guidance.

July 25, 2019 City Council meeting. Continuation of Coastal Commission redlines and City Attorney’s guidance. Discuss topics requested by City Council. City Council may continue the hearing for further discussion or direct staff to prepare the document for adoption. An updated version with all City Council recommendations will be prepared prior to the first and second reading of the amended ordinance.

Future Zoning Code Updates

Chapter 17.68 (Geologic Hazards) and Chapter 17.92 (Non-conforming Parcels, Uses, and Structures) will not be included in the current Local Coastal Program amendment submittal to the Coastal Commission. Extensive public outreach is necessary regarding geological hazards, sea level rise, and flooding relative to non-conforming structures. The Coastal Commission staff expressed support for submitting the two chapters after certification of the current chapters under review. The existing chapters will be renumbered in the meantime. Chapter 17.48 Geologic Hazards will be renumbered to Chapter 17.68 and Chapter 17.72: Nonconforming Uses to Chapter 17.92.

Zoning Code Webpage

The April 5, 2019 updated draft of the zoning code that included all Planning-Commission-accepted Coastal Commission modifications in redlines is available online at <https://www.cityofcapitola.org/communitydevelopment/page/zoning-code-update>.

Modifications that were not accepted by the Planning Commission are highlighted within the draft with a graphic of a pointing finger followed by an explanation of the Coastal Commission-requested modification and the Planning Commission’s reason for not accepting it. For example:



Note: Coastal Commission staff requested adding to 17.44.010.B “This chapter shall be given the broadest interpretation possible so as to protect, restore, and enhance coastal resources, including that public access to the navigable waters shall be provided and protected...” The Planning Commission recommends not accepting this language due to concerns over regulatory overreach.

CEQA: An Addendum to the General Plan Update Environmental Impact Report (EIR) was adopted with the Zoning Code update on January 25, 2018, and continues to be applicable.

FISCAL IMPACT: None.

Revised Zoning Code for Coastal Commission Certification
May 23, 2019

ATTACHMENTS:

1. 17.16_Residential Zoning Districts_

Report Prepared By: Katie Herlihy
Community Development Director

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

5/17/2019

Chapter 17.16 - RESIDENTIAL ZONING DISTRICTS

Sections:

- 17.16.010 Purpose of the Residential Zoning Districts
- 17.16.020 Land Use Regulations
- 17.16.030 Development Standards

17.16.010 Purpose of the Residential Zoning Districts

A. General. The purpose of residential zoning districts is to support attractive, safe, and friendly neighborhoods consistent with Capitola's intimate small-town feel and coastal village charm. Development within the residential zoning districts will feature high quality design that enhances the visual character of the community. The mass, scale, and design of new homes shall be compatible with existing homes in neighborhoods and carefully designed to minimize impacts to existing homes. Residential zoning districts contain a range of housing types and community facilities to support diverse and complete neighborhoods with a high quality of life for residents.

B. Specific.

1. **Residential Single-Family (R-1) Zoning District.** The purpose of the R-1 zoning district is to protect and enhance the unique qualities of individual neighborhoods in Capitola. The R-1 zoning district allows for variation in development standards based on the existing development patterns within these neighborhoods. New development will respect the existing scale, density, and character of neighborhoods to strengthen Capitola's unique sense of place.
2. **Residential Multi-Family (RM) Zoning District.** The purpose of the RM zoning district is to accommodate a range of housing types to serve all Capitola residents. The RM zoning districts allows single-family and multi-family housing at higher densities to maintain and increase the supply of affordable housing choices. Housing in the RM zoning districts will be carefully designed to enhance Capitola's unique identity and to minimize impacts on adjacent land uses and structures. The RM zone is divided into three subzones (RM-L, RM-M, and RM-H) allowing for a range of permitted residential densities.
3. **Mobile Home Park (MH) Zoning District.** The MH zone provides areas for exclusive development of mobile home parks. Mobile home parks provide a valuable source of affordable housing serving Capitola's lower-income and senior residents.

17.16.020 Land Use Regulations

A. Permitted Land Uses. Table 17.16-1 identifies land uses permitted in the residential zoning districts.



Note: Coastal Commission staff requested adding Public Pathways and Coastal Accessways to the all land use tables and required approval of a conditional use permit. This is consistent with the City’s Land Use Plan (LUP) Chapter II “Public Access Component”. The LUP identifies existing public access through a descriptive narrative (pages 24-29) and within Shoreline Access Maps (pages 36-38).

TABLE 17.16-1: PERMITTED LAND USES IN THE RESIDENTIAL ZONING DISTRICTS

Key	Zoning District			Additional Regulations
	R-1	RM	MH	
P Permitted Use				
A Administrative Permit required				
M Minor Use Permit required				
C Conditional Use Permit required				
- Use not allowed				
Residential Uses				
Duplex Homes	-	P	-	
Elderly and Long Term Care	-	C	-	
Group Housing	-	P	-	
Mobile Home Parks	-	C	P [1]	Chapter 17.100
Multi-Family Dwellings	-	P	-	
Residential Care Facilities, Small	P	P	C [2]	
Residential Care Facilities, Large	C	C	C [2]	Section 17.96.080
Accessory Dwelling Units	A/C	A/C [4]	-	Chapter 17.74
Single-Family Dwellings	P	P	C [2]	
Public and Quasi-Public Uses				
Community Assembly	C	C	C	
Day Care Centers	C	C	C	
Home Day Care, Large	M	M	M	Section 17.96.070
Home Day Care, Small	P	P	P	
Parks and Recreational Facilities	-	C	C	
<u>Public Pathways and Coastal Accessways</u>	<u>C</u>	<u>C</u>	<u>C</u>	
Schools, Public or Private	-	C	C	
Commercial Uses				
Bed and Breakfast	C	C	-	
Vacation Rentals	See Section 17.40.030			
Transportation, Communication, and Utility Uses				
Utilities, Major	C	C	C	
Utilities, Minor	P	P	P	
Wireless Communications Facilities	See Chapter 17.104			
Other Uses				
Accessory Uses and Structure	P [3]	P [3]	P[3]	Chapter 17.52
Home Occupation	A	A	A	Section 17.96.040

Attachment: 17.16_Residential Zoning Districts_ (Revised Zoning Code for Coastal Commission Certification)

Key	Zoning District			Additional Regulations
	R-1	RM	MH	
P Permitted Use				
A Administrative Permit required				
M Minor Use Permit required				
C Conditional Use Permit required				
- Use not allowed				
Temporary Uses and Structures	M	M	-	Section 17.96.180
Urban Agriculture				
Home Gardens	P	P	P	
Community Gardens	M	M	M	
Urban Farms	C	C	C	

Notes:

- [1] May include offices incidental and necessary to conduct a mobile home park use.
- [2] Permitted on the mobile home park parcel or on a separate parcel of no less than 5,000 square feet.
- [3] An accessory structure that exceed the development standards of Chapter 17.52 requires a Conditional Use Permit.
- [4] Permitted only when there is one single family dwelling on the parcel.

B. Additional Permits. In addition to permits identified in Table 17.16-1, development projects in the residential zoning districts may also require a Design Permit pursuant to Chapter 17.120 (Design Permits). Modifications to a historic resource may require a Historic Alteration Permit pursuant to Chapter 17.84 (Historic Preservation). Development in the coastal zone may require a Coastal **Development** Permit pursuant to Chapter 17.44 (Coastal Overlay Zone) independent of and in addition to any other required permit or approval.

17.16.030 Development Standards

A. General Standards - Single-Family and Multi-Family Zoning Districts. Table 17.16-2 identifies development standards that apply in the R-1 and RM zoning districts.

TABLE 17.16-2: DEVELOPMENT STANDARDS IN THE R-1 AND RM ZONING DISTRICTS

	R-1	RM	Additional Standards
Site Requirements			
Parcel Area, Minimum [1]	5,000 sq. ft.	N/A	
Parcel Width, Minimum [1]	30 ft.	N/A	
Parcel Depth, Minimum [1]	80 ft.	N/A	
Floor Area Ratio, Maximum	See Section 17.16.030.B.1	N/A	Section 17.16.030.B Section 17.48.040
Building Coverage, Maximum	N/A	40%	
Open Space	N/A	Section 17.030.C.2	
Parcel Area Per Unit, Minimum	N/A	<u>RM-L</u> : 4,400 sq. ft. <u>RM-M</u> : 2,900 sq. ft. <u>RM-H</u> : 2,200 sq. ft.	
Parking and Loading	See Chapter 17.76		

	R-1	RM	Additional Standards
Structure Requirements			
Setbacks, Minimum			Section 17.48.030.B.2- 5 -6
Front	<u>Ground floor:</u> 15 ft. <u>Garage:</u> 20 ft. <u>Second story:</u> 20 ft.	<u>Main structure:</u> 15 ft. <u>Garage:</u> 20 ft.	Section 17.16.030.B.2 Section 17.16.030.B. 3 -5 Garage Setback: <u>Section 17.16.030.B.4</u>
Rear	20% of parcel depth; 25 ft. max.	15% of parcel depth	Section 17.16.030.B.4-5
Interior Side	<u>Ground floor:</u> 10% of parcel width; 3 ft. min.; 7 ft. max. <u>Second story:</u> 15% of parcel width	10% of parcel width	Section 17.16.030.B. 4 <u>5</u> 5 <u>6</u>
Street Side, Corner Lots	10 ft.	10 ft.	Section 17.16.030.B. 3 -5
Height, Maximum	25 ft.	<u>RM-L:</u> 30 ft. <u>RM-M:</u> 30 ft. <u>RM-H:</u> 35 ft.	Section 17.16.030.B. 7 <u>6</u> 8 <u>7</u> Section 17.48.020
Accessory Structures	See Chapter 17.52		

Notes:

[1] Parcel area, width, and depth requirements apply only to the creation of new parcels. These requirements do not apply to legally created parcels existing as of [effective date of updated Zoning Code]. See Capitola Municipal Code Title 16 (Subdivisions) for requirements that apply to lot line adjustments to existing parcels that do not comply with the parcel area, width, and depth requirements in this table.

B. Additional Standards in the R-1 Zoning District. The following additional standards apply in the R-1 zoning district.

- 1. Floor Area Ratio.** Table 17.16-3 identifies the maximum permitted floor area ratio (FAR) in the R-1 zoning district. See Section 17.48.040.B for floor area calculations.

TABLE 17.16-3: MAXIMUM FLOOR AREA RATIO IN THE R-1 ZONING DISTRICT

Lot Size	Maximum FAR
2,650 sq. ft. or less	0.58
2,651 to 3,250 sq. ft.	0.57
3,251 to 3,500 sq. ft.	0.56
3,501 to 3,750 sq. ft.	0.55
3,751 to 4,000 sq. ft.	0.54
4,001 to 4,250 sq. ft.	0.53
4,251 to 4,500 sq. ft.	0.52
4,501 to 4,750 sq. ft.	0.51

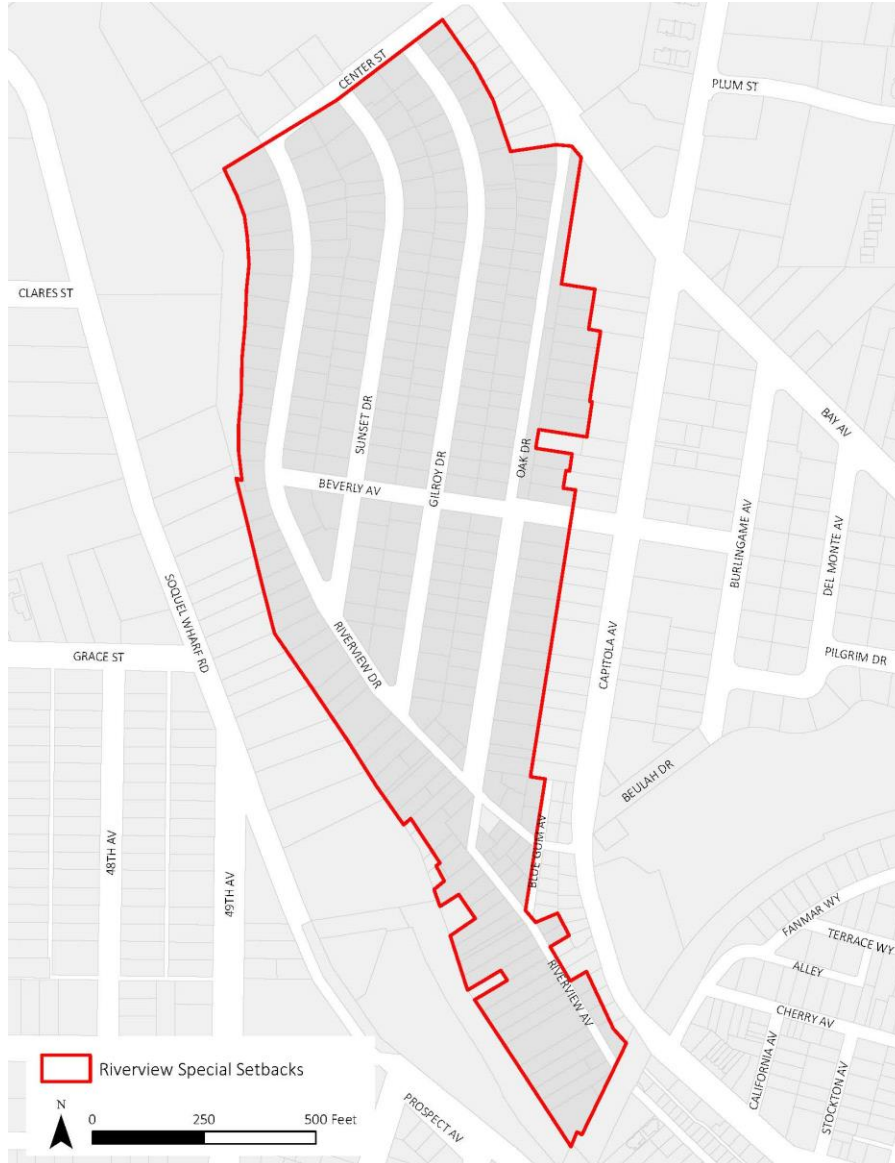
4,751 to 5,000 sq. ft.	0.50 [1]
5,001 to 6,000 sq. ft.	0.49 [1]
More than 6,000 sq. ft.	0.48 [1]

Notes:

[1] Parcels of 4,000 sq. ft. or more with an existing or proposed approved accessory dwelling units are permitted a maximum FAR of 0.60 for all structures.

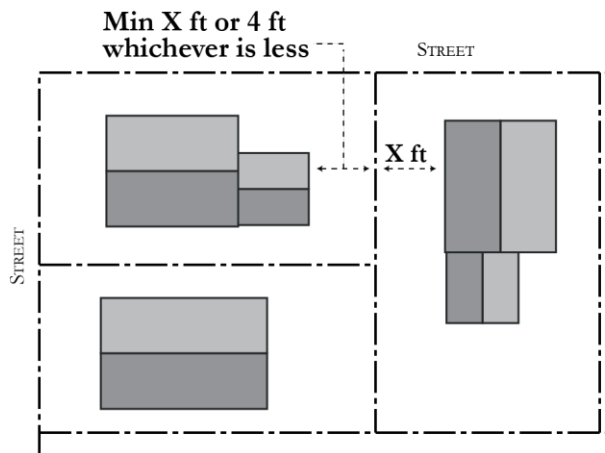
2. **Front Setbacks in Riverview Terrace.** Within the areas shown in Figure 17.16-1, the Planning Commission may approve a reduced front setback to reflect existing front setbacks on neighboring properties within 100 feet on the same side of the street. The reduced front setback shall in all cases be no less than 10 feet.

FIGURE 17.16-1: RIVERVIEW TERRACE



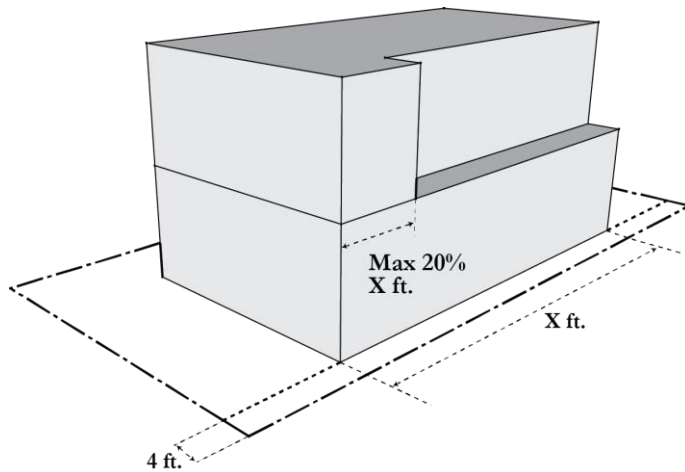
3. **Wharf Road Reduced Setback.** For properties on the east side of Wharf Road from 1820 Wharf Road to 1930 Wharf Road, the Planning Commission may approve a reduced front setback to reflect existing front setbacks on neighboring properties within 100 feet on the same side of the street.
4. **Garage Setbacks.**
 - a. Attached garages shall be setback a minimum of 5 feet behind the front or street side building wall of the primary structure. The Planning Commission may reduce this minimum setback to 3 feet in sidewalk exempt areas.
 - b. Required setbacks for detached garages are identified in Chapter 17.52 (Accessory Structures).
5. **Corner Lots.**
 - a. The minimum rear setback for reverse corner lots shall be the minimum interior side yard of the adjacent property, but no less than 4 feet. See Figure 17.16-2.
 - b. On a corner lot, the front line of the lot is ordinarily construed as the least dimension of the parcel facing the street. The Community Development Director has the discretion to determine the location of the front yard based on existing conditions and functions.

FIGURE 17.16-2: REVERSE CORNER LOT REAR SETBACK



6. **Second Story Setback Exceptions.** Second story additions must comply with increased setback requirements in Table 17.16-2, except in the following cases:
 - a. For lots 30 feet wide or less, the minimum interior side setback for a second story is the same as the ground floor.
 - b. Up to 20 percent of the length of an upper story wall may be constructed at the same setback as the first-floor wall if the first-floor wall is at least 4 feet from the side property line. See Figure 17.16-3.

FIGURE 17.16-3: SECOND STORY SETBACK EXCEPTION



7. **Height Exceptions.** A maximum height of up to 27 feet in the R-1 zoning district is allowed in the following circumstances:
 - a. Additions to historic structures that are designed to match the roof pitch of the historic structure within the area of new addition.
 - b. Parcels greater than 6,000 sf in size.
 - c. Parcels with a width 60 feet or more.
 - d. Parcels with an average slope of 25 percent or greater.
 - e. When the plate height of structure does not exceed 22 feet.
 8. **Landscaping.** See Section 17.72.050.A for residential landscape requirements.
 9. **Mini-Bar/Convenience Areas.** A single-family home may contain one mini-bar/convenience area in addition to a kitchen, subject to the following standards:
 - a. Fixtures shall be limited to a small refrigerator, a microwave oven, and a small sink with a drain size less than one and one-half inches.
 - b. No gas line or 220-volt electric service is permitted within the area.
 - c. Only one such area is permitted within a ~~dwelling property~~ in addition to the kitchen.
 - d. ~~Internal access to the area shall be maintained within the dwelling.~~
- C. Additional Standards for RM Zoning Districts.** The following additional standards apply in the RM zoning district.
1. **Single-Family Dwellings.** Single-family dwellings in RM zoning districts shall comply with the development standards that apply in the R-1 zoning district.
 2. **Open Space.** Common and private open space in the RM zoning district shall be provided as shown in Table 17.16-4 and Figure 17.16-4.

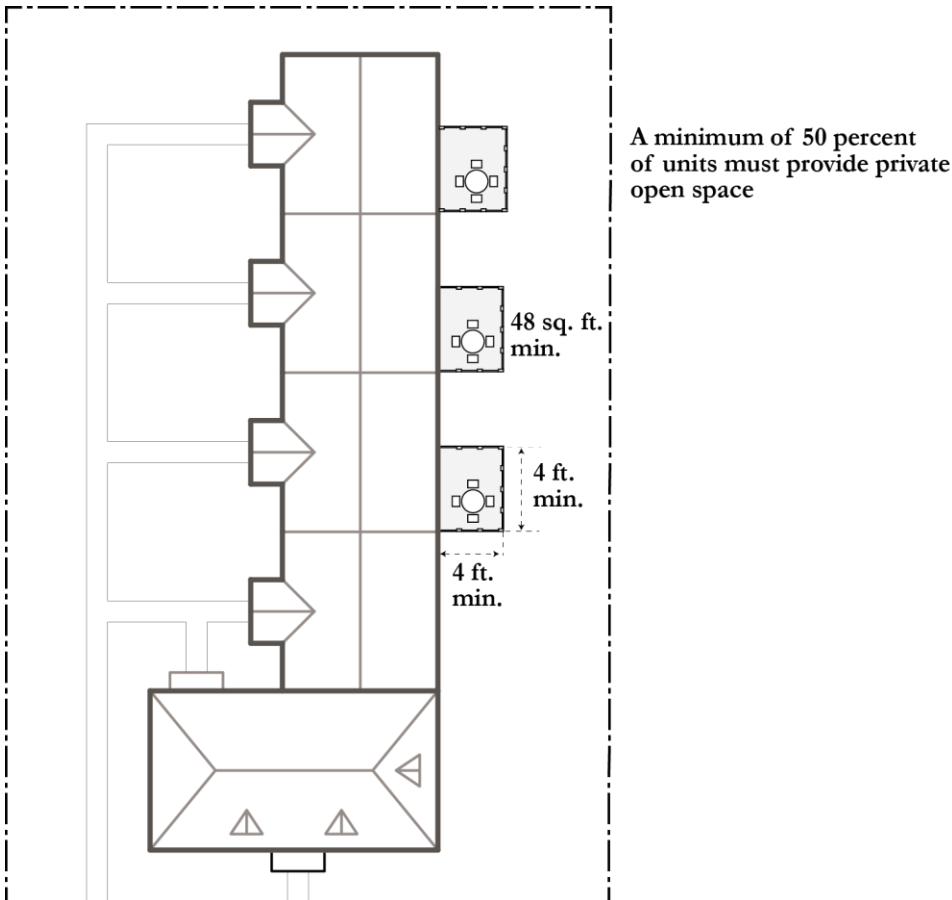
TABLE 17.16-4: USABLE OPEN SPACE IN RM ZONING DISTRICT

Common Open Space [1]	
Minimum area (percent of site area)	15% [2] [3]
Minimum horizontal dimension	15 ft.
Private Open Space [4]	
Minimum percentage of units with private open space	50%
Minimum area (for individual unit)	48 sq. ft.
Minimum horizontal dimension	4 ft.

Notes:

- [1] Common open space shall be fully landscaped and accessible to all residents.
- [2] Roof terraces and roof gardens may provide up to 50 percent of the required common open space area if the Planning Commission finds that roof terraces and roof gardens provide quality open space for residents and minimize noise, privacy and other potential impacts on neighboring properties.
- [3] The Planning Commission may allow reduced common open space to a minimum of 10 percent for projects less than one acre in size or for projects that provide additional private open space equal to or greater than the amount of reduced common open space.
- [4] Private open space may include screened terraces, decks, balconies, and other similar areas

FIGURE 17.16-4: PRIVATE OPEN SPACE



1. **Landscaping.** See Section 17.72.050.A for residential landscape requirements.

D. Standards for the MH Zoning District. Table 17.16-5 identifies development standards that apply in the Mobile Home (MH) zoning district.

TABLE 17.16-5 MH ZONING DISTRICT DEVELOPMENT STANDARDS

		Additional Standards
Site Area [1]	5 acres [2]	
Residential Density, Maximum	20 units per acre	
Setbacks [3]		17.48.030
Front	15 ft.	
Interior Side	10 ft.	
Exterior Side	10 ft.	
Rear	20 ft.	

Notes:

[1] Applies to overall mobile home park area, not sites for individual units.

[2] For vacant property rezoned to MH, the minimum lot area is 5 acres. For existing mobile home parks, the minimum parcel size is 5 acres or the existing parcel size, whichever is less.

[3] Applies only to the perimeter of the mobile home park, not to sites and structures within the interior of the park.