

City of Capitola Agenda

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

Treasurer: Peter Wilk



CAPITOLA CITY COUNCIL REGULAR MEETING

THURSDAY, MAY 24, 2018

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 LABOR NEGOTIATOR [Govt. Code § 54957.6]

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

REGULAR MEETING OF THE CAPITOLA CITY COUNCIL - 7 PM

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

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

CAPITOLA CITY COUNCIL REGULAR MEETING AGENDA
May 24, 2018

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

2. PRESENTATIONS

A. Capitola Public Safety Foundation 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 / CITY TREASURER / STAFF COMMENTS

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

8. BOARDS, COMMISSIONS AND COMMITTEES APPOINTMENTS

A. Consider Area Agency on Aging Appointments
RECOMMENDED ACTION: Appoint both a representative and alternate.

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 10, 2018, City Council Regular Meeting Minutes
RECOMMENDED ACTION: Approve minutes.

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

C. Approval of City Check Registers Dated April 6, April 13, April 20 and April 27, 2018.
RECOMMENDED ACTION: Approve check registers.

- D. Consider a Resolution of Intention to Levy Business Improvement Assessments for Fiscal Year 2018-2019
RECOMMENDED ACTION: Adopt a Resolution receiving the Capitola Village and Wharf Business Improvement Area Annual Report and the proposed Fiscal Year 2018-2019 Budget, and set and notice a public hearing.
- E. Accept a Donation to the Historical Museum and the Art and Cultural Commission from the Former Begonia Festival
RECOMMENDED ACTION: Accept donations.
- F. Adopt an Ordinance Amending Chapter 13.02 Pertaining to Water Conservation Plumbing Fixture Retrofit Requirements
RECOMMENDED ACTION: Approve the second reading and adopt an ordinance amending Municipal Code Chapter 13.02.- Water Conservation Plumbing Fixture Retrofit Requirements.
- G. Adopt an Ordinance Amending Chapter 10.36.170 Curb Markings
RECOMMENDED ACTION: Approve the second reading and adoption of the proposed ordinance amending Municipal Code Chapter 10.36.170 Curb Marking to allow establishment of site-by-site time limits in loading zones.

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. Food Cupboard Current Zoning Update
RECOMMENDED ACTION: Accept staff presentation and continue to prohibit unsupervised food distribution in residential areas.
- B. Review Potential Traffic Calming Options for Topaz Street and the Jewel Box Neighborhood
RECOMMENDED ACTION: Review options for traffic calming for Topaz Street and the Jewel Box neighborhood, receive public testimony, and authorize staff to proceed with a facilitated public workshop.

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.

CAPITOLA CITY COUNCIL REGULAR MEETING AGENDA
May 24, 2018

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

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

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

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



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MAY 24, 2018

FROM: City Manager Department
SUBJECT: Capitola Public Safety Foundation Update

DISCUSSION: A board member from the Capitola Public Safety and Community Service Foundation will provide an update on its annual activities.

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

5/18/2018



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MAY 24, 2018

FROM: City Manager Department

SUBJECT: Consider Area Agency on Aging Appointments

RECOMMENDED ACTION: Appoint both a representative and alternate.

BACKGROUND/DISCUSSION: The City of Capitola holds one of 15 seats, with a member and an alternate, on the Advisory Council to the Area Agency on Aging/Seniors Council of Santa Cruz and San Benito Counties. The Council serves as the advocate and focal point for programs and policies that affect the area's older individuals. The current City appointee's two-year term on the Advisory Council ends next month. The next City appointee's term will run from July 2018 through June 2020.

Council Member Stephanie Harlan currently serves as the City's representative; the alternate position is vacant. The City's appointees to the Advisory Council do not need to be elected City officials. Council Member Harlan has expressed interest in continuing to represent the City for another two-year term.

On March 14, the City Clerk received an application from Carolyn Sigstedt (Attachment 1), which was distributed to council members. Ms. Sigstedt has since met with and attended meetings with Council Member Harlan, and she is interested in serving as either the representative or the alternate.

FISCAL IMPACT: None

ATTACHMENTS:

1. Sigstedt Area Aging application

Report Prepared By: Linda Fridy
City Clerk

Consider Area Agency on Aging Appointment
May 24, 2018

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

5/18/2018

MAR 12 2018



CITY of CAPITOLA BOARDS AND COMMISSIONS APPLICATION

Application for:

- Art & Cultural Commission
[Artist; Arts Professional; At Large Member]
Please underline category above.
- Finance Advisory Committee
[Business Representative; At Large Member]
Please underline category above.
- Historical Museum Board
- Library Advisory Committee
- Architectural & Site Committee
[Architect; Landscape Architect; Historian]
Please underline category above.
- Traffic & Parking Commission
[Central Village Resident; Village Business Owner; City Council Appointee]
Please underline category above.
- Planning Commission
- Other Committee Area Agency on Aging

Name: Sigstedt Carolyn
Last First

Residential Neighborhood: Depot Hill

Occupation: _____

Describe your qualifications and interest in serving on this Board/Commission/Committee: _____

See attached

(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.

Date

on attached letter

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: Sigstedt Area Aging application (Consider Area Agency on Aging Appointment)

Carolyn B. Sigstedt



With this application, I am requesting to be considered as the Capitola Representative on the Advisory Council to the Area Agency on Aging of Santa Cruz and San Benito Counties. I have resided in Capitola for three years. Over the years, I have been a teacher, social worker, businesswoman, non-profit founder and community organizer. Attached are excerpts from previous letters of recommendation. I have a broad interest in and commitment to quality of senior life issues. I would look forward to learning facts and collectively considering the possibilities. I believe I can make a contribution to the council as a result of my varied experience working in the business and non-profit worlds. I look forward to having the opportunity to speak with you further regarding my qualifications and how I might be of benefit.

Thank you for your time.

Sincerely,

Handwritten signature of Carolyn B. Sigstedt and the date 3/9/18.

Carolyn B. Sigstedt

Attachment: Sigstedt Area Aging application (Consider Area Agency on Aging Appointment)

Carolyn B. Sigstedt

EXCERPTS FROM PREVIOUS LETTERS OF RECOMMENDATION

Carolyn..has clear community organizing skills. She has the empathy to work one on one and the intelligence to see the larger picture." - **Bill Belzner, Human Services Planner, City of Santa Fe.**

"I believe that Carolyn is eminently qualified...has proven herself repeatedly in numerous..community based projects... She is also the best community organizer I have ever met." - **Mary Ann Shaening, Director Shaening & Associates, Consultants in Research, Program Planning and Evaluation**

"[Carolyn] is clearly a person of initiative, enthusiasm and perseverance. ... - **Stephan E. Thompson, President, National Trust For Public Land**

"The contribution she made to the Reporter was invaluable. ... With imagination, energy and love she threw herself into her work, and into our larger shared goals. ... During the time we worked together, I developed the highest personal and professional regard for Carolyn Sigstedt. I came to understand that the secret to her success was her tireless commitment to the tasks she undertook. When she made up her mind to do something, it got done--because she would not rest until it was accomplished. ... She has my highest recommendation." - **Richard McCord, Former Editor and Co-Publisher, The Santa Fe Reporter.**

"I wholeheartedly recommend Carolyn Sigstedt...especially because of her extensive community advocacy experience and [] outgoing personality. She is totally comfortable working with the population [a] project proposes to serve and with the government and service agencies. Her work [] has been universally commended. I ... have always been tremendously impressed with her ability to listen and learn, her willingness to accept feedback, and her desire to help others. Her programs demonstrate a high level of multi-cultural awareness and an incredibly creative problem solving ability. Carolyn definitely has ... leadership qualities, initiative and intelligence. She is the type of person who will improve whatever community she finds herself in. I have no doubt that she would be a great asset." - **Meredith R. Machen, Ph.D., Division Head of Developmental Studies, Santa Fe Community College.**

Current letters of recommendation enclosed.



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MAY 24, 2018

FROM: City Manager Department

SUBJECT: Consider the May 10, 2018, City Council Regular Meeting Minutes

RECOMMENDED ACTION: Approve minutes.

DISCUSSION: Attached for City Council review and approval are the minutes of the regular meeting of May 10, 2018.

ATTACHMENTS:

1. 5-10 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

5/18/2018

**DRAFT
CAPITOLA CITY COUNCIL
REGULAR MEETING MINUTES
THURSDAY, MAY 10, 2018**

CALL TO ORDER

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

CONFERENCE WITH LABOR NEGOTIATOR [Govt. Code § 54957.6]

Negotiator: Dania Torres Wong

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

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

REGULAR MEETING OF THE CAPITOLA CITY COUNCIL – 7 PM

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

Treasurer Peter Wilk was present.

2. PRESENTATIONS

A. Public Service Week Proclamation

B. Presentation of Check from Capitola Public Safety Foundation to Support Scholarships for Junior Guards [485-10/1050-10]

3. REPORT ON CLOSED SESSION

Attorney Condotti said the Council discussed the negotiations and no reportable action was taken.

4. ADDITIONAL MATERIALS

A. Item 9.A – Three public communications

B. Item 9.E – Memo with modifications to proposed ordinance language

5. ADDITIONS AND DELETIONS TO AGENDA

6. PUBLIC COMMENTS

Tony Lazzarini explained that emergency vehicles, ride services, and others have difficulty finding residents of upper Cherry Avenue who access their homes from the alley above. He asked for a street sign. Staff noted that it would need to work with emergency services on a new street name. Mr. Lazzarini also asked for improved street conditions.

Marcos Vasquez, Topaz resident, asked for action on ongoing traffic concerns.

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
May 10, 2018

7. CITY COUNCIL / CITY TREASURER / STAFF COMMENTS

Treasurer Wilk followed up on a previous meeting comment about a drop in quarterly sales tax and suggested adding a marijuana tax would cover the current expected gap.

City Manager Jamie Goldstein said the draft budget will be distributed tomorrow.

Public Works Director Steve Jesberg announced his department will be holding two workshops next week on the wharf and Park Avenue sidewalk.

Council Members Harlan and Bertrand are attending the Queer Youth Awards recognizing outstanding youth and allies this weekend.

Mayor Termini noted installation has begun for the Art and Cultural Commission public art railing project on Capitola Avenue. In response to a resident's letter, he asked if the City can work with PG&E and Brookvale Terrace on failing transformers. Local firm Fuse Architects will oversee work on renovating Wharf buildings.

8. CONSENT CALENDAR

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

A. Consider the April 26, 2018, City Council Regular Meeting Minutes
RECOMMENDED ACTION: Approve minutes.

B. Approve a Side Letter with Capitola Mid-Management Employees Outlining a New Job Description and Salary for the Building Official
RECOMMENDED ACTION: Approve the side letter with the new job description and salary for the Building Official reflecting a shared services role with Scotts Valley.

C. Approve 2018 Slurry Seal Project Plans and Authorize Bidding
RECOMMENDED ACTION: Approve the plans, specifications, and construction estimate for the 2018 Slurry Seal Project and authorize the Public Works Department to advertise for bids, setting the bid opening date for June 20, 2018.

9. GENERAL GOVERNMENT / PUBLIC HEARINGS

A. Finalize the Scope of Work for the Jetty Rehabilitation Project
RECOMMENDED ACTION: Finalize the scope of work for the beach jetty rehabilitation project without the addition of a walking pathway on top of the jetty and direct staff to proceed with the final plans and permitting.

Director Jesberg presented the staff report, noting studies of sand movement have been conducted to assure the desired beach preservation. Workshop and community conversations included the option to add a pathway to the top of the jetty, but it was not popular with most respondents due to \ impacts to the beach between Esplanade Park and the jetty.

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
May 10, 2018

Mayor Termini asked if grants are available. Director Jesberg replied he does not believe there are any for the jetty within the time frame, but staff is exploring options for the Wharf.

Council Member Bertrand attended the workshops and confirmed the public input. He asked if there was any way to know if the original plans reflect what was built. Director Jesberg said height and length match and will be replicated.

Council Member Bottorff asked if the price range could be narrowed. Director Jesberg said it varies with the amount of rock required, but he estimates \$300,000. The pathway would increase costs by \$125,000 to \$150,000.

During public comment, resident Jack Digby said Operation Surf shows the beach is handicapped accessible and he opposes a sidewalk on the beach.

Council Member Bottorff said while a walkway initially seemed appealing, it is not prudent.

MOTION:	APPROVE THE RECOMMENDED SCOPE OF WORK FOR THE JETTY WITHOUT A PATHWAY AND DIRECT STAFF TO PROCEED.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Stephanie Harlan, Council Member
SECONDER:	Jacques Bertrand, Vice Mayor
AYES:	Harlan, Bottorff, Termini, Bertrand, Petersen

- B. Introduce an Ordinance Amending Chapter 13.02 Pertaining to Water Conservation Plumbing Fixture Retrofit Requirements
RECOMMENDED ACTION: Approve the first reading of an ordinance amending Municipal Code Chapter 13.02 - Water Conservation Plumbing Fixture Retrofit Requirements

Director Jesberg presented the staff report and noted the action comes at the request of Soquel Creek Water District.

Mayor Termini asked about the impacts of trying to keep the requirement in place. Director Jesberg said enforcement involves tracking properties sold and conducting inspections, and the City does not have staff to oversee this. City Manager Goldstein noted with real property that maintaining the requirement and not enforcing it could prevent the closing on a sale.

Shelly Flock, conservation manager of Soquel Creek Water District, explained the change was driven by both staff time and diminishing returns. Retrofit programs have succeeded and there are few non-complying structures remaining. In addition, point-of-sale and building code regulations have supported these efforts.

There was no other public comment.

Mayor Termini expressed a desire to continue to encourage water conservation and retrofits.

Attachment: 5-10 draft minutes (Approval of City Council Minutes)

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
May 10, 2018

MOTION:	APPROVE FIRST READING
RESULT:	PASSED FIRST READING [UNANIMOUS]
MOVER:	Ed Bottorff, Council Member
SECONDER:	Stephanie Harlan, Council Member
AYES:	Harlan, Bottorff, Termini, Bertrand, Petersen

- C. Recreation Division Report
RECOMMENDED ACTION: Receive report.

City Manager Goldstein presented the staff report. He noted that program participants skew toward women and above age 40. The division has also seen a decline in sports leagues. The Camp Capitola enrollment decline is due in part to competition from Boys and Girls Club and Simpkins Swim Center programs. To maintain league standards for competition, Junior Guards staffing costs increased and enrollment was reduced with an impact of more than \$100,000.

Mayor Termini confirmed that Junior Guards is not self-funding when overhead is included in costs.

Council Member Bertrand explained he asked for this report in part because of future costs to maintain the building. He would like future outreach on the types of programs desired to serve more of the community, and is especially interested in serving youth. Council Member Harlan suggested asking for ideas in the City newsletter.

RESULT:	RECEIVED REPORT
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- D. Consider a Resolution Opposing the Industry-Backed “Tax Fairness, Transparency, and Accountability Act of 2018” Ballot Initiative
RECOMMENDED ACTION: Adopt resolution.

City Manager Goldstein presented the staff report, noting the change in the tax threshold to two-thirds for voters and Council actions have potentially significant impact on the City’s ability to raise revenue.

Mayor Termini confirmed that, if qualified and passed, this initiative would increase the vote threshold for the marijuana tax Council is considering for the November ballot.

MOTION:	ADOPT THE RESOLUTION
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ed Bottorff, Council Member
SECONDER:	Stephanie Harlan, Council Member
AYES:	Harlan, Bottorff, Termini, Bertrand, Petersen

- E. Introduce an Ordinance Amending Chapter 10.36.170 Curb Markings
RECOMMENDED ACTION: Approve the first reading of an ordinance amending Municipal Code Chapter 10.36.170 Curb Markings to allow establishment of site-by-site time limits in loading zones.

Director Jesberg presented the staff report. He highlighted a change in the ordinance

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
May 10, 2018

language, though not of intent or direction, that was revised after agenda distribution. He noted a recommendation to make an additional change in Section 2 from “two-hour” to “posted times.”

There was no public comment.

Council Member Bottorff thanked staff for bringing this item back as requested.

MOTION:	APPROVE THE FIRST READING WITH THE UPDATED LANGUAGE AS PRESENTED
RESULT:	PASSED FIRST READING [UNANIMOUS]
MOVER:	Stephanie Harlan, Council Member
SECONDER:	Ed Bottorff, Council Member
AYES:	Harlan, Bottorff, Termini, Bertrand, Petersen

10. **ADJOURNMENT**

The meeting adjourned at 8:01 p.m.

Michael Termini, Mayor

ATTEST:

Linda Fridy, City Clerk



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MAY 24, 2018

FROM: City Manager Department

SUBJECT: Planning Commission Action Minutes

RECOMMENDED ACTION: Receive minutes.

DISCUSSION: Attached for Council review are the action minutes of the May 3, 2018, Planning Commission regular meeting.

ATTACHMENTS:

1. 05-03-2018 Action

Report Prepared By: Jackie Aluffi

Reviewed and Forwarded by:

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Jamie Goldstein, City Manager

5/18/2018



**DRAFT ACTION MINUTES
CAPITOLA PLANNING COMMISSION MEETING
THURSDAY, MAY 3, 2018
7 P.M. – CAPITOLA CITY COUNCIL CHAMBERS**

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Commissioner Newman: Present; Commissioner Smith: Present; Chairperson Storey: Present; Commissioner Welch: Present; Commissioner Westman: Present.

2. ORAL COMMUNICATIONS

A. Additions and Deletions to Agenda – None

B. Public Comments – None

C. Commission Comments – None

D. Staff Comments – None

3. APPROVAL OF MINUTES

1. Planning Commission - Regular Meeting - Apr 5, 2018 7:00 PM

The minutes were continued to a date in the future.

RESULT:	CONTINUED [UNANIMOUS]
MOVER:	Linda Smith, Commissioner
SECONDER:	Susan Westman, Commissioner
AYES:	Smith, Newman, Welch, Westman, Storey

4. CONSENT CALENDAR

A. 110 Capitola Avenue Suite 1 #18-128 APN: 035-185-25

Sign Permit for a new sign for Mia Bella Adonic, a new boutique located within the C-V (Central Village) zoning district.

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

Environmental Determination: Categorical Exemption

Property Owner: GI 110 Capitola Ave, LLC

Representative: Kayla & Dee Dee Wilson Filed: 03.23.2018

MOTION: Approve Sign Permit.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Edward Newman, Commissioner
SECONDER:	Linda Smith, Commissioner
AYES:	Smith, Newman, Welch, Westman, Storey

5. PUBLIC HEARINGS

A. 1350 49th Avenue #18-0050 APN: 034-068-14

Design Permit for a 670-square foot addition to an existing single-family residence with a variance for an encroachment into the side yard setback located at 1350 49th Avenue within the R-1 (Single-Family) zoning district.

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

Environmental Determination: Categorical Exemption

Property Owner: Rick Aberle

Representative: Stephen Lang, Filed: 01.26.2018

MOTION: Approve Design Permit, Coastal Development Permit, and variance for an encroachment into the side yard setback.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Edward Newman, Commissioner
SECONDER:	Susan Westman, Commissioner
AYES:	Smith, Newman, Welch, Westman, Storey

B. 318 Riverview Avenue #18-0045 APN: 035-172-18

Design Permit for demolition of an existing two-story single-family residence and construction of a new three-story single-family residence which includes a variance request for parking standards and open space located within the C-V (Central Village) zoning district.

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

Environmental Determination: Categorical Exemption

Property Owner: JDT Capital LLC

Representative: Derek Van Alstine, Filed: 01.24.2018

MOTION: Approve Design Permit, Coastal Development Permit, and variances for parking space dimensions and open space and a maximum floor area of 2,000 square feet, and deny the variance request for the required number of parking spaces, with final design approval by staff, and amended conditions and findings.

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

C. 2205 Wharf Road #18-0108 APN: 034-141-34

Minor land division to create two lots of record and design permit for a new single-family residence for the property located at 2205 Wharf Road in the RM-LM (Residential Multi-Family – Low-Medium Density) Zoning District.

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

Environmental Determination: Categorical Exemption

Attachment: 05-03-2018 Action (May 3, 2018 Planning Commission Action Minutes)

Property Owner: Christopher Wright
 Representative: Dennis Norton, filed: 3/7/2018

MOTION: Approve Minor Land Division, as amended with the additional CEQA exemption.

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

6. DIRECTOR'S REPORT

1. Retail Marijuana Sales in Regional Commercial Zoning District

Future amendment to the Capitola Zoning Code (Municipal Code Chapter 17) to allow retail cannabis sales within the Regional Commercial Zoning District with a Conditional Use Permit.

The Regional Commercial Zoning District is outside the Coastal Zone and therefore is not subject to Local Coastal Program Certification by the Coastal Commission.

Environmental Determination: Exempt

Property: All property within the Regional Commercial Zone within the City of Capitola

Representative: Katie Herlihy, Community Development Director, City of Capitola

7. COMMISSION COMMUNICATIONS

8. ADJOURNMENT



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MAY 24, 2018

FROM: Finance Department

SUBJECT: Approval of City Check Registers Dated April 6, April 13, April 20 and April 27, 2018.

RECOMMENDED ACTION: Approve check registers.

Account: City Main				
Date	Starting Check #	Ending Check #	Check/EFT Count	Amount
4/6/2018	89207	89249	48	\$319,058.58
4/13/2018	89250	89307	59	\$123,111.61
4/20/2018	89308	89358	55	\$233,398.56
4/27/2018	89359	89402	46	\$71,653.84

The main account check register dated March 30, 2018, ended with check #89206.

Account: Library				
Date	Starting Check #	Ending Check #	Check/EFT Count	Amount
4/13/2018	60	62	3	\$6,352.80
4/20/2018	63	63	1	\$475
4/27/2018	64	66	3	\$140,054.01

The library account check register dated March 30, 2018, ended with check #59.
Check #65 for \$548.20 was voided (not library expense).

Account: Payroll				
Date	Starting Check #	Ending Check #	Check/EFT Count	Amount
4/6/2018	5312	5312	1	\$953.78
4/13/2018	5313	5317	96	\$151,343.55
4/27/2018	5318	5324	97	\$175,417.33

The payroll account check register dated March 30, 2018, ended with check #5311.

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

Check	Issued to	Dept	Description	Amount
89243	US Bank PARS	FN	Quarterly PARS trust	\$125,000

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May 24, 2018

			contribution	
EFT 588	CalPERS Health Insurance	FN	April health insurance	\$63,036.56
EFT 589	CalPERS Member Services	FN	PERS contributions PPE 3/24/18	\$48,000.18
EFT 591	IRS	FN	Federal taxes & Medicare	\$23,276.25
89302	Visit Santa Cruz County	FN	3 rd Quarter TMD remittance	\$43,831.76
89309	Alexander Electric Inc.	REC	Community Center generator, transfer switch, installation	\$25,564.87
89310	Atchison Barisone Condotti & Kovacevich	CM	March legal services	\$20,641.71
89349	Vision Communications Company	PD	Police radio infrastructure	\$44,324.36
EFT 594	CalPERS Member Services	FN	PERS contributions PPE 4/7/18	\$48,420.12
EFT 596	IRS	FN	Federal taxes & Medicare	\$23,125.65
89360	4Leaf Inc.	CD	Interim building official services	\$10,530
89385	Kimley Horn and Associates	PW	Monterey and Park Ave. pedestrian trail improvements	\$10,531.20
89391	PG&E	PW	Monthly utilities	\$14,486.12
64	Kingsley Companies	PW	Library book drop and carts	\$11,142.79
66	Noll and Tam Architects	PW	Library construction documents and consultant expenses	\$128,911.22

ATTACHMENTS:

1. 4/6/18 City Check Register
2. 4/13/18 City Check Register
3. 4/20/18 City Check Register
4. 4/27/18 City Check Register

Report Prepared By: Maura Herlihy
Account Technician

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

5/18/2018

City Main account checks dated April 6, 2018, numbered 89207 to 89249 plus 5 EFTs, totaling \$319,058.58 and 1 Payroll account check, totaling \$953.78, for a grand total of \$320,012.36, have been reviewed and authorized for distribution by the City Manager.

As of April 6, 2018, the unaudited cash balance is \$4,806,823.43.

CASH POSITION - CITY OF CAPITOLA 4/6/18

	Net Balance
General Fund	\$921,671.25
Payroll Payables	\$13,186.54
Contingency Reserve Fund	\$1,969,845.66
Facilities Reserve Fund	\$389,826.00
Capital Improvement Fund	\$818,079.29
Stores Fund	\$28,259.42
Information Technology Fund	\$106,355.63
Equipment Replacement	\$275,304.22
Self-Insurance Liability Fund	\$97,174.26
Workers' Comp. Ins. Fund	\$151,391.79
Compensated Absences Fund	\$35,729.37
TOTAL UNASSIGNED GENERAL FUNDS	\$4,806,823.43

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

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

The Library Fund balance is \$484,971.16 (not included above).



 Jamie Goldstein, City Manager

4/10/18

 Date



 Peter Wilk, City Treasurer

4/11/18

 Date

Attachment: 4/6/18 City Check Register (Approval of City Check Registers)

City Checks Issued April 6, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
89207	04/06/2018	Open			AFLAC	\$2,585.94
	Invoice		Date	Description		Amount
	843447		03/30/2018	March supplemental insurance 1001 - Payroll Payables		\$2,585.94
89208	04/06/2018	Open			ANDREW DALLY	\$660.00
	Invoice		Date	Description		Amount
	AD030818		03/08/2018	Education reimbursement		\$660.00
89209	04/06/2018	Open			AT&T/CALNET 3	\$1,371.64
	Invoice		Date	Description		Amount
	000011058095		03/13/2018	March telephone service 1000 - General Fund 2211 - ISF - Information Tech	\$1,056.85 \$314.79	\$1,371.64
89210	04/06/2018	Open			AT&T/CALNET 3	\$770.73
	Invoice		Date	Description		Amount
	000011058763		03/13/2018	March PD T-1 access		\$770.73
89211	04/06/2018	Open			B & B SMALL ENGINE REPAIR	\$39.95
	Invoice		Date	Description		Amount
	393498		03/30/2018	Sharpen mower blades		\$39.95
89212	04/06/2018	Open			BATTERIES PLUS	\$609.24
	Invoice		Date	Description		Amount
	314-336895		03/27/2018	Parking meter batteries		\$609.24
89213	04/06/2018	Open			BIG CREEK LUMBER	\$145.42
	Invoice		Date	Description		Amount
	917598		03/06/2018	Wood for memorial plaques		\$120.72
	927883		03/28/2018	Rachet tie downs		\$24.70
89214	04/06/2018	Open			BURKE WILLIAMS AND SORENSEN LLP	\$974.00
	Invoice		Date	Description		Amount
	224488		03/26/2018	February legal services		\$974.00
89215	04/06/2018	Open			D & G SANITATION	\$252.65
	Invoice		Date	Description		Amount
	249149		03/31/2018	McGregor park portable toilets		\$252.65
89216	04/06/2018	Open			DONALD W ALLEY	\$3,822.98
	Invoice		Date	Description		Amount
	1117-01B		03/27/2018	Noble Gulch nutrient monitoring		\$3,822.98

Attachment: 4/6/18 City Check Register (Approval of City Check Registers)

City Checks Issued April 6, 2018

Invoice #	Date	Description	Amount	
89217	04/06/2018	Open	ED MORRISON	\$3,000.00
Invoice	Date	Description	Amount	
2018-05-9	04/02/2018	March inspection services	\$3,000.00	
89218	04/06/2018	Open	EWING IRRIGATION	\$15.24
Invoice	Date	Description	Amount	
4995006	03/24/2018	Irrigation supplies	\$15.24	
89219	04/06/2018	Open	FRANK HILL	\$1,000.00
Invoice	Date	Description	Amount	
0318	03/10/2018	Museum book illustrations	\$1,000.00	
89220	04/06/2018	Open	GAYLORD ARCHIVAL	\$153.99
Invoice	Date	Description	Amount	
2529640	03/20/2018	Museum archive supplies	\$153.99	
89221	04/06/2018	Open	GEORGE H WILSON INC.	\$410.00
Invoice	Date	Description	Amount	
000123650	03/28/2018	Semi-annual HVAC maintenance	\$410.00	
89222	04/06/2018	Open	GEORGE McMENAMIN	\$710.00
Invoice	Date	Description	Amount	
2018-6	04/04/2018	February - April riparian restoration services	\$710.00	
89223	04/06/2018	Open	ICMA RETIREMENT TRUST 457	\$5,772.57
Invoice	Date	Description	Amount	
41592266	03/30/2018	Employee 457 contributions PPE 3/24/18 1001 - Payroll Payables	\$5,772.57	
89224	04/06/2018	Open	KIMLEY HORN AND ASSOCIATES INC	\$2,186.10
Invoice	Date	Description	Amount	
097763120-0218	02/28/2018	February on-call engineering support 1200 - Capital Improvement Fund	\$2,186.10	
89225	04/06/2018	Open	KINGS PAINT AND PAPER INC.	\$43.85
Invoice	Date	Description	Amount	
A0265337	03/29/2018	Red curb paint	\$43.85	
89226	04/06/2018	Open	LIUNA PENSION FUND	\$1,353.60
Invoice	Date	Description	Amount	
CS3680	03/30/2018	March LIUNA pension dues 1001 - Payroll Payables	\$1,353.60	

Attachment: 4/6/18 City Check Register (Approval of City Check Registers)

City Checks Issued April 6, 2018

Invoice	Date	Description	Amount	
89227	04/06/2018	Open	MADELINE C HORN	\$660.00
017	03/30/2018	March cataloging and organizing of museum artifacts	\$660.00	
89228	04/06/2018	Open	MASTER CLEANERS	\$1,145.15
MC032718	03/27/2018	March uniform cleaning	\$1,145.15	
89229	04/06/2018	Open	MONTEREY BAY AREA SELF INSURANCE AUTHORITY	\$3,594.57
MBASIA032618	03/26/2018	Liability claim #MBA15-0809A 2213 - ISF - Self-Insurance Liability	\$3,594.57	
89230	04/06/2018	Open	MUNICIPAL CODE CORPORATION	\$2,400.00
00305209	03/06/2018	Annual website hosting maintenance support 2211 - ISF - Information Technology	\$2,400.00	
89231	04/06/2018	Open	PACIFIC PRODUCTS AND SERVICES LLC	\$1,850.40
23287	03/29/2018	2" Posts 1310 - Gas Tax	\$1,850.40	
89232	04/06/2018	Open	PALACE OFFICE SUPPLIES	\$113.10
473039-0	03/30/2018	Office supplies	\$42.16	
473211-0	04/02/2018	Thermal pouches	\$29.05	
473018-0	03/30/2018	Expandable pocket files	\$15.74	
9485184-0	04/03/2018	Tape, clasped envelopes	\$22.20	
472758-0	03/28/2018	Thermal pouches	\$3.95	
		1000 - General Fund	\$64.36	
		2210 - ISF - Stores Fund	\$48.74	
89233	04/06/2018	Open	R L HASTINGS AND ASSOCIATES LLC	\$3,200.00
040218-9	04/02/2018	Oversight of HOME monitoring for Bay Ave. senior apartments 1370 - HOME Reuse	\$3,200.00	
89234	04/06/2018	Open	SANTA CRUZ COUNTY INFORMATION SERVICES	\$521.99
SCC032718	03/27/2018	April open query charges	\$521.99	

Attachment: 4/6/18 City Check Register (Approval of City Check Registers)

City Checks Issued April 6, 2018

Invoice Number	Date	Description	Amount	
89235	04/06/2018	Open	SPECTRUM BUSINESS	\$3,674.08
0000178031918	03/19/2018	March internet service	\$3,674.08	
		1000 - General Fund	\$1,370.08	
		2211 - ISF - Information Tech	\$2,304.00	
89236	04/06/2018	Open	SPRINT	\$2,982.94
788070596-007	03/05/2018	February cell phone usage	\$2,982.94	
89237	04/06/2018	Open	STAPLES ADVANTAGE	\$101.93
8049137281	03/17/2018	Office supplies	\$87.35	
8049224712	03/24/2018	Spray bottle	\$14.58	
89238	04/06/2018	Open	SUPPLYWORKS	\$1,013.58
433513595	03/23/2018	Cleaning supplies	\$1,013.58	
89239	04/06/2018	Open	T MOBILE	\$492.98
20180320	03/21/2018	March cell phone usage	\$492.98	
89240	04/06/2018	Open	TURNER RISK CONSULTING INC.	\$2,400.00
8941	04/02/2018	Traffic Flagger training	\$2,400.00	
89241	04/06/2018	Open	UNITED PARCEL SERVICE	\$6.20
1234947395	03/23/2018	Brokerage charges for parking meter	\$6.20	
89242	04/06/2018	Open	US BANK PARS	\$176.29
PARS033018	03/30/2018	PARS contributions PPE 3/24/18	\$176.29	
		1001 - Payroll Payables		
89243	04/06/2018	Open	US BANK PARS	\$125,000.00
PARS040618	04/06/2018	Quarterly PARS trust contribution	\$125,000.00	
89244	04/06/2018	Open	WHEELCHAIRS OF SAN MATEO & TECH	\$160.00
00010012	10/13/2017	Wheelchair controller repairs	\$160.00	

Attachment: 4/6/18 City Check Register (Approval of City Check Registers)

City Checks Issued April 6, 2018

Invoice #	Date	Description	Amount	
89245	04/06/2018	Open	ZUMAR INDUSTRIES INC.	\$791.05
0175730	03/29/2018	Special event signs	\$791.05	
89246	04/06/2018	Open	Gail Swain	\$50.00
2003215.002	03/19/2018	Facility rental security deposit refund	\$50.00	
89247	04/06/2018	Open	Joanne C. da Luz	\$72.00
155127173	03/30/2018	Citation overpayment refund	\$72.00	
89248	04/06/2018	Open	Maor Katz	\$568.05
MK040418	04/04/2018	Fence permit & appeal fee refund	\$568.05	
		1000 - General Fund	\$566.00	
		1317 - Technology Fee Fund	\$2.05	
89249	04/06/2018	Open	Rickey or Janice Allen	\$36.00
211123608	03/27/2018	Citation refund	\$36.00	
Type Check Totals:				\$176,888.21

Attachment: 4/6/18 City Check Register (Approval of City Check Registers)

City Checks Issued April 6, 2018

EFT

588	04/03/2018	Open		CalPERS Health Insurance		\$63,036.56
	Invoice	Date	Description		Amount	
	1001047829	03/14/2018	April health insurance		\$63,036.56	
			1000 - General Fund	\$2,233.29		
			1001 - Payroll Payables	\$60,803.27		
589	04/03/2018	Open		CalPERS Member Services Division		\$48,000.18
	Invoice	Date	Description		Amount	
	1001048035-8	04/03/2018	PERS contributions PPE 3/24/18		\$48,000.18	
			1000 - General Fund	(\$0.25)		
			1001 - Payroll Payables	\$48,000.43		
590	04/03/2018	Open		EMPLOYMENT DEVELOPMENT DEPT		\$6,624.62
	Invoice	Date	Description		Amount	
	0-267-981-376	04/03/2018	State taxes PPE 3/24/18		\$6,624.62	
			1001 - Payroll Payables			
591	04/03/2018	Open		INTERNAL REVENUE SERVICE		\$23,276.25
	Invoice	Date	Description		Amount	
	21478735	04/03/2018	Federal taxes & Medicare PPE 3/24/18		\$23,276.25	
			1001 - Payroll Payables			
592	04/03/2018	Open		STATE DISBURSEMENT UNIT		\$1,232.76
	Invoice	Date	Description		Amount	
	N515YB96657	04/03/2018	Employee garnishments PPE 3/24/18		\$1,232.76	
			1001 - Payroll Payables			
Type EFT Totals:						\$142,170.37

CITY - Main City Totals	Counts:	Totals:
Checks	43	\$176,888.21
EFTs	5	\$142,170.37
All	48	\$319,058.58

WELLS - Payroll Totals		
Checks	1	\$953.78
EFTs	0	\$0.00
All	1	\$953.78

Grand Totals:		
Checks	44	\$177,841.99
EFTs	5	\$142,170.37
All	49	\$320,012.36

Attachment: 4/6/18 City Check Register (Approval of City Check Registers)


City Main account checks dated April 13, 2018, numbered 89250 to 89307 plus 1 EFT, totaling \$123,111.61, 3 Library account checks, totaling \$6,352.80, and 5 Payroll account checks plus 91 EFTs, totaling \$151,343.55, for a grand total of \$280,807.96, have been reviewed and authorized for distribution by the City Manager.

As of April 13, 2018, the unaudited cash balance is \$4,888,605.73.

CASH POSITION - CITY OF CAPITOLA 4/13/18

	Net Balance
General Fund	\$901,572.47
Payroll Payables	\$136,540.43
Contingency Reserve Fund	\$1,969,845.66
Facilities Reserve Fund	\$389,826.00
Capital Improvement Fund	\$812,711.18
Stores Fund	\$27,776.30
Information Technology Fund	\$98,315.01
Equipment Replacement	\$270,500.62
Self-Insurance Liability Fund	\$94,396.90
Workers' Comp. Ins. Fund	\$151,391.79
Compensated Absences Fund	\$35,729.37
TOTAL UNASSIGNED GENERAL FUNDS	\$4,888,605.73

The Emergency Reserve Fund balance is \$1,310,705.54 (not included above).
The PERS Contingency Fund balance is \$565,408.56 (not included above).
The Library Fund balance is \$478,618.36 (not included above).



Jamie Goldstein, City Manager

4/13/18
Date



Peter Wilk, City Treasurer

4/18/18
Date

Attachment: 4/13/18 City Check Register (Approval of City Check Registers)

City Checks Issued April 13, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
89250	04/10/2018	Open			LA County Surf Lifesaving Association	\$110.00
	Invoice		Date	Description		Amount
	CSLSA040618		04/06/2018	CA Surf Lifesaving Association board meeting		\$110.00
89251	04/13/2018	Open			ORCHARD SUPPLY HARDWARE	\$1,570.04
	Invoice		Date	Description		Amount
	153383		03/02/2018	Washers, hex nuts		\$9.04
	022666		03/06/2018	Crimpers, multi tool, casters		\$72.93
	021475		03/02/2018	Hose clamps		\$38.25
	039983		03/04/2018	Paint roller, tray liner plastic		\$21.64
	022680		03/06/2018	Rubber mallet, pry bar, paint, drill bits, sponge		\$71.38
	022707		03/06/2018	Vinyl patch		\$9.10
	040699		03/08/2018	Cleaning supplies		\$37.74
	154625		03/09/2018	Tool box, dividers, organizers		\$37.22
	030495		03/06/2018	Plants		\$26.88
	023185		03/08/2018	Bumper clear		\$6.81
	030788		03/08/2018	Gate pull		\$10.34
	024181		03/12/2018	Gloves, paint, rust stopper		\$55.83
	031731		03/13/2018	Gloves		\$22.77
	031706		03/13/2018	Batteries and roof sealer		\$101.42
	021511		03/02/2018	Parking meter supplies		\$42.39
	023017		03/07/2018	Dremel tool and accessory kit		\$191.53
	040664		03/08/2018	Teflon tri-flow, SCDVR security		\$43.46
	040731		03/08/2018	Bolts, nuts, washers		\$8.71
	025003		03/15/2018	Nuts, washers, bearings		\$26.28
	041822		03/14/2018	Buckets and tarp		\$46.03
	156361		03/19/2018	Conduit		\$27.89
	156830		03/22/2018	Gloves, fire hose nozzle		\$31.04
	053071		03/08/2018	Strong box, paint		\$31.87
	024238		03/12/2018	Pruning tools, hatchet		\$43.47
	155671		03/16/2018	Lawn rake		\$19.66
	156106		03/18/2018	Graffiti supplies		\$4.55
	156598		03/20/2018	Paint brushes, glass cleaner		\$18.60
	156816		03/22/2018	Gloves		\$20.70
	033403		03/22/2018	Rope and snap hook		\$14.48
	043039		03/23/2018	Plants, seeds		\$63.41
	043603		03/26/2018	Key tag kits		\$14.48
	027038		03/22/2018	Hinges, screws, grip		\$41.88
	033369		03/22/2018	Sandpaper and paint		\$8.58
	028131		03/26/2018	Cane bolt		\$10.34
	157619		03/27/2018	Key blank		\$2.58
	028760		03/28/2018	Anchor shackles, quick links		\$34.11

Continue on next page

Attachment: 4/13/18 City Check Register (Approval of City Check Registers)

City Checks Issued April 13, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
Continued from previous page						
	029036		03/29/2018	Pruner, hoe, multi-tools		\$231.91
	044315		03/30/2018	Parking meter supplies		\$22.33
	029217		03/30/2018	Staples, voltage tester		\$22.54
	044014		03/28/2018	Car wash brushes		\$25.87
89252	04/13/2018	Open			ACTION SPORTS CONSTRUCTION	\$3,290.00
	Invoice		Date	Description		Amount
	100165		03/27/2018	Pump track resurfacing and soil stabilizer application		\$3,290.00
89253	04/13/2018	Open			ALLSAFE LOCK COMPANY	\$59.00
	Invoice		Date	Description		Amount
	50413		03/28/2018	File cabinet lock repair		\$59.00
89254	04/13/2018	Open			ALVAREZ TECHNOLOGY GROUP INC	\$7,312.50
	Invoice		Date	Description		Amount
	45824		04/02/2018	May IT services & antivirus software 2211 - ISF - Information Technology		\$7,312.50
89255	04/13/2018	Open			AT&T	\$9.17
	Invoice		Date	Description		Amount
	ATT040118		04/01/2018	April long distance charges 1000 - General Fund 2211 - ISF - Information Technology	\$4.50 \$4.67	\$9.17
89256	04/13/2018	Open			CA DEPARTMENT OF JUSTICE	\$96.00
	Invoice		Date	Description		Amount
	293705		04/04/2018	Employee fingerprinting		\$32.00
	295277		04/04/2018	March fingerprinting		\$64.00
89257	04/13/2018	Open			CALE AMERICA INC.	\$1,829.00
	Invoice		Date	Description		Amount
	149022		03/28/2018	March active meters		\$1,829.00
89258	04/13/2018	Open			CALIFORNIA CLETS USERS GROUP	\$75.00
	Invoice		Date	Description		Amount
	CCUG041018		04/10/2018	CA law enforcement telecommunications system membership		\$75.00
89259	04/13/2018	Open			CAPITOLA-SOQUEL CHAMBER OF COMMERCE	\$7,500.00
	Invoice		Date	Description		Amount
	2144		03/29/2018	Quarterly contract payment		\$7,500.00

Attachment: 4/13/18 City Check Register (Approval of City Check Registers)

City Checks Issued April 13, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
89260	04/13/2018	Open			CHLOE WOODMANSEE	\$95.00
	Invoice		Date	Description		Amount
	CW040918		04/09/2018	Computer glasses		\$95.00
89261	04/13/2018	Open			CIVINOMICS	\$247.00
	Invoice		Date	Description		Amount
	040318		04/03/2018	March stormwater awareness survey services		\$247.00
89262	04/13/2018	Open			CLEAN BUILDING MAINTENANCE CO.	\$3,719.13
	Invoice		Date	Description		Amount
	19570		03/31/2018	March janitorial services		\$3,719.13
				1000 - General Fund	\$3,453.63	
				1311 - Wharf	\$265.50	
89263	04/13/2018	Open			CRYSTAL SPRINGS WATER CO.	\$279.00
	Invoice		Date	Description		Amount
	CSW033118		03/31/2018	March drinking water		\$279.00
89264	04/13/2018	Open			DAFIN SURFING PRODUCTS	\$1,017.48
	Invoice		Date	Description		Amount
	19320		03/02/2018	Fins for lifeguards		\$508.74
	19377		03/13/2018	Fins for lifeguards		\$508.74
89265	04/13/2018	Open			Division of the State Architect	\$256.40
	Invoice		Date	Description		Amount
	DSA033118		03/31/2018	Quarterly disability access & education fee		\$256.40
89266	04/13/2018	Open			EMERGENCY VEHICLE SPECIALISTS INC.	\$4,803.60
	Invoice		Date	Description		Amount
	8372		04/04/2018	2016 Toyota Camry equipment		\$4,803.60
				2212 - ISF - Equipment Replacement		
89267	04/13/2018	Open			FLYERS ENERGY LLC	\$3,982.32
	Invoice		Date	Description		Amount
	18-666716		03/30/2018	100 gallons diesel		\$365.30
	18-666712		03/30/2018	360 gallons ethanol		\$1,338.73
	18-662876		03/23/2018	502 gallons ethanol		\$1,837.82
	18-662879		03/23/2018	125 gallons diesel		\$440.47
89268	04/13/2018	Open			FRED C. BEYERS	\$117.00
	Invoice		Date	Description		Amount
	4102018		04/06/2018	Softball Officials 4/2 - 4/6/2018		\$117.00

Attachment: 4/13/18 City Check Register (Approval of City Check Registers)

City Checks Issued April 13, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
89269	04/13/2018	Open			G2 FORENSIC INVESTIGATIONS	\$1,160.00
	Invoice		Date	Description		Amount
	531		04/08/2018	Police officer background check		\$1,160.00
89270	04/13/2018	Open			GARDAWORLD	\$190.19
	Invoice		Date	Description		Amount
	10386719		04/01/2018	Armored transportation service		\$190.19
89271	04/13/2018	Open			HOME DEPOT CREDIT SERVICES	\$1,408.46
	Invoice		Date	Description		Amount
	6020176		02/01/2018	Buckets, lids, grids		\$37.73
	2024662		03/07/2018	Ratchet tie downs		\$13.97
	2575312		03/07/2018	Sander and sandpaper		\$33.56
	2593030		03/07/2018	Gloves		\$10.82
	7020313		03/12/2018	Shelf, hooks, brackets - CPD		\$94.98
	6011718		03/13/2018	Bucket, steel stakes, drive guides		\$92.07
	2130175		03/07/2018	Returned floor cleaning supplies		(\$183.86)
	5561456		03/14/2018	Organizer		\$21.43
	5031186		03/14/2018	Tension wire		\$28.73
	0223966		03/19/2018	Wood		\$141.38
	9562133		03/20/2018	Connector, plug, couplings		\$25.89
	0562030		03/19/2018	Electrical supplies, bucket		\$188.87
	0581076		03/19/2018	Straps, couplings		\$11.13
	0562025		03/19/2018	Crimping tool, volt meter		\$46.61
	6562417		03/23/2018	Wood screw, steel countersink		\$13.23
	6021786		03/23/2018	Stud, chalk boards, aluminum		\$85.71
	8012574		03/21/2018	Chisel kit, shovel, markers		\$72.58
	8050374		03/21/2018	Trash can, diablo set, pencils, waste container dolly		\$97.44
	1031567		03/28/2018	Lifeguard bouys - chain, cutoff disc		\$302.68
	9174698		03/30/2018	Hanging baskets, plants		\$111.81
	6023348		04/02/2018	Yellow jacket traps, lightning cables		\$62.52
	9024584		04/09/2018	Sakrete fast setting patch		\$36.82
	9024597		04/09/2018	Barrel bolt		\$8.14
	1040531		03/28/2018	Shop vac		\$54.22
89272	04/13/2018	Open			ICMA	\$1,400.00
	Invoice		Date	Description		Amount
	ICMA2018		04/13/2018	Annual membership renewal - Goldstein		\$1,400.00
89273	04/13/2018	Open			INTERSTATE ALL BATTERY CENTER	\$20.71
	Invoice		Date	Description		Amount
	1905501022215		03/12/2018	Batteries		\$20.71

Attachment: 4/13/18 City Check Register (Approval of City Check Registers)

City Checks Issued April 13, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
89274	04/13/2018	Open			JIM CLARK	\$123.50
	Invoice		Date	Description		Amount
	4418		04/04/2018	Backflow testing		\$123.50
89275	04/13/2018	Open			KATHY D'ANGELO	\$370.00
	Invoice		Date	Description		Amount
	000V-003142018		04/02/2018	Carolyn Swift interview, upload to YouTube		\$370.00
89276	04/13/2018	Open			KBA Docusys Inc.	\$567.89
	Invoice		Date	Description		Amount
	INV651903		04/02/2018	City Hall copier usage charges		\$444.46
	INV651902		04/02/2018	City Hall copier usage charges		\$123.43
				2211 - ISF - Information Technology		
89277	04/13/2018	Open			KELLY MOORE PAINT COMPANY INC.	\$51.21
	Invoice		Date	Description		Amount
	803-00000757240		04/09/2018	Graffiti cleanup supplies		\$51.21
89278	04/13/2018	Open			LABORMAX STAFFING	\$1,076.30
	Invoice		Date	Description		Amount
	26-91232		04/06/2018	Seasonal labor		\$1,076.30
89279	04/13/2018	Open			LENOVO GLOBAL TECHNOLOGY INC.	\$155.56
	Invoice		Date	Description		Amount
	6510051624		11/24/2017	On-site computer repair		\$155.56
				2211 - ISF - Information Technology		
89280	04/13/2018	Open			LESLIE CHAVEZ	\$400.00
	Invoice		Date	Description		Amount
	7		04/08/2018	BIA website and consulting services		\$400.00
				1321 - BIA - Capitola Village-Wharf BIA		
89281	04/13/2018	Open			LESLIE POTENZO	\$381.50
	Invoice		Date	Description		Amount
	LP040218		04/03/2018	Museum photo albums		\$381.50
89282	04/13/2018	Open			MACKAY METERS INC	\$1,205.20
	Invoice		Date	Description		Amount
	1049827		03/15/2018	Mackay meter display board, batteries		\$872.12
	1049973		03/31/2018	Mackay meter & credit card monthly fees		\$333.08

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City Checks Issued April 13, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
89283	04/13/2018	Open			MID COUNTY AUTO SUPPLY	\$419.79
	Invoice		Date	Description		Amount
	70711		03/21/2018	Screw, hardware		\$8.10
	70568		03/20/2018	Headlight switch		\$21.90
	71124		03/26/2018	Truck starter		\$149.73
	71141		03/26/2018	Returned truck starter		(\$149.73)
	71142		03/26/2018	Ford F250 starter		\$198.69
	70772		03/22/2018	Weathertec mats		\$168.55
	70775		03/22/2018	Ford F250 headlamp pigtail		\$11.13
	71556		03/29/2018	Adhesive		\$11.42
89284	04/13/2018	Open			MISSION LINEN SUPPLY	\$1,086.46
	Invoice		Date	Description		Amount
	506898921		03/07/2018	Linen service and shop towels		\$44.18
	506928233		03/12/2018	Recreation mats and mops		\$72.71
	506898922		03/07/2018	Linen service		\$99.31
	506883663		03/05/2018	PD mats		\$51.57
	506946537		03/14/2018	Linen service		\$44.18
	506946538		03/14/2018	Linen service, mats		\$121.42
	506993876		03/21/2018	Linen service, shop towels		\$44.18
	506975453		03/22/2018	PD mat service		\$51.57
	506993877		03/21/2018	Linen service		\$95.44
	507034286		03/26/2018	Community center mats and mops		\$72.71
	507052921		03/28/2018	Linen service, mats & towels		\$121.42
	507125638		04/09/2018	Recreation mats and mops		\$72.71
	507099521		04/04/2018	Linen service		\$99.31
	507078612		04/02/2018	PD mat service		\$51.57
	507052920		03/28/2018	Linen service, shop towels		\$44.18
89285	04/13/2018	Open			MOFFATT AND NICHOL	\$5,368.11
	Invoice		Date	Description		Amount
	733119		04/06/2018	Wharf outreach & design, flume design 1200 - Capital Improvement Fund		\$5,368.11
89286	04/13/2018	Open			MONTEREY BAY AREA SELF INSURANCE AUTH-	\$2,777.36
	Invoice		Date	Description		Amount
	MBASIA03262018		03/26/2018	Liability claim #MBA17-0811 2213 - ISF - Self-Insurance Liability		\$2,777.36
89287	04/13/2018	Open			NATIONAL NOTARY ASSOCIATION	\$69.00
	Invoice		Date	Description		Amount
	NNA040518		04/05/2018	Annual membership - Aluffi		\$69.00

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City Checks Issued April 13, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
89288	04/13/2018	Open			PACIFIC GAS & ELECTRIC	\$747.42
	Invoice		Date	Description		Amount
	PGE031418-acct5		03/14/2018	Pac cove parking lot utilities		\$736.91
	PGE031318-acct0		03/13/2018	Wharf Road Rispin Mansion utilities		\$10.51
89289	04/13/2018	Open			PALACE OFFICE SUPPLIES	\$26.32
	Invoice		Date	Description		Amount
	474211-0		04/09/2018	Paper cups		\$26.32
				2210 - ISF - Stores Fund		
89290	04/13/2018	Open			PK SAFETY SUPPLY	\$174.68
	Invoice		Date	Description		Amount
	353682		03/30/2018	Gloves		\$84.10
	353640		04/02/2018	Safety vests, glasses		\$90.58
89291	04/13/2018	Open			PROFORCE LAW ENFORCEMENT	\$135.16
	Invoice		Date	Description		Amount
	341458		04/02/2018	TSR Tact Performance Power magazine		\$135.16
89292	04/13/2018	Open			SAN LORENZO LUMBER	\$1,951.12
	Invoice		Date	Description		Amount
	55-0346737		03/08/2018	Auger, saw, tool		\$66.88
	55-0346733		03/08/2018	Wood, rebar		\$399.08
	57-0041233		03/12/2018	Door shoe		\$13.80
	55-0348734		03/19/2018	Concrete - generator pad		\$127.08
	55-0350612		03/27/2018	Bolts and nuts - flume		\$47.48
	55-0347574		03/13/2018	Wood for Hooper stairs		\$28.38
	55-0349846		03/23/2018	Concrete, rebar		\$45.15
	57-0041176		03/07/2018	Door knob, door bottom, weather stripping		\$40.76
	55-0335632		03/14/2018	Wharf board fasteners		\$1,165.16
	55-0353400		04/06/2018	Wood		\$17.35
				1000 - General Fund	\$785.96	
				1311 - Wharf	\$1,165.16	
89293	04/13/2018	Open			SANTA CRUZ COUNTY ANIMAL SHELTER	\$3,837.70
	Invoice		Date	Description		Amount
	17/18-4CA		04/03/2018	Animal services		\$3,837.70
89294	04/13/2018	Open			SANTA CRUZ COUNTY AUDITOR-CONTROLLEF	\$8,326.50
	Invoice		Date	Description		Amount
	SCC033118		04/04/2018	March citation processing		\$8,326.50

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City Checks Issued April 13, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
89295	04/13/2018	Open			SANTA CRUZ SENTINEL	\$272.00
	Invoice		Date	Description		Amount
	0006126221		03/31/2018	Public hearing notice		\$272.00
89296	04/13/2018	Open			SUMMIT UNIFORMS	\$97.23
	Invoice		Date	Description		Amount
	48693		03/09/2018	Body armor		\$97.23
89297	04/13/2018	Open			SUPERIOR PRESS	\$65.29
	Invoice		Date	Description		Amount
	3757076		04/02/2018	Deposit slip books		\$65.29
89298	04/13/2018	Open			U.S. BANK EQUIPMENT FINANCE	\$481.80
	Invoice		Date	Description		Amount
	354538977		04/03/2018	Copier leases		\$481.80
				1000 - General Fund	\$25.00	
				2210 - ISF - Stores Fund	\$456.80	
89299	04/13/2018	Open			U.S. BANK EQUIPMENT FINANCE	\$103.56
	Invoice		Date	Description		Amount
	354538944		04/03/2018	Recreation copier lease		\$103.56
89300	04/13/2018	Open			U.S. BANK EQUIPMENT FINANCE	\$288.85
	Invoice		Date	Description		Amount
	354539025		04/03/2018	PD copier leases		\$288.85
89301	04/13/2018	Open			UNITED STATES POSTAL SERVICE	\$5,100.00
	Invoice		Date	Description		Amount
	CMS67132		04/09/2018	Summer brochure postage		\$5,100.00
89302	04/13/2018	Open			VISIT SANTA CRUZ COUNTY	\$43,831.76
	Invoice		Date	Description		Amount
	VSCC033118		03/31/2018	January - March TMD remittance		\$43,831.76
89303	04/13/2018	Open			WESTERN EXTERMINATOR COMPANY	\$114.00
	Invoice		Date	Description		Amount
	5939115		03/31/2018	City Hall - rodent control		\$57.00
	5937824		03/31/2018	Turnouts - rodent control		\$57.00
89304	04/13/2018	Open			Abby Schneiderjohn	\$3.00
	Invoice		Date	Description		Amount
	AS040318		04/03/2018	Parking refund		\$3.00

Attachment: 4/13/18 City Check Register (Approval of City Check Registers)

City Checks Issued April 13, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
89305	04/13/2018	Open			Benjamin Strock	\$1,799.60
	Invoice		Date	Description		Amount
	17-063		04/06/2018	1810 Wharf Rd. historic review deposit refund		\$1,799.60
89306	04/13/2018	Open			Gary Shenfield	\$500.00
	Invoice		Date	Description		Amount
	17-0456		04/04/2018	Tree deposit refund		\$500.00
89307	04/13/2018	Open			Julie Rosas	\$130.00
	Invoice		Date	Description		Amount
	2003238.002		04/09/2018	Class refund		\$130.00
Type Check Totals:						\$122,584.87
<u>EFT</u>						
593	04/11/2018	Open			WELLS FARGO BANK	\$526.74
	Invoice		Date	Description		Amount
	WF041118		04/11/2018	Monthly client analysis charges		\$526.74
Type EFT Totals:						\$526.74
Library - Library						
<u>Check</u>						
60	04/13/2018	Open			AERO ENVIRONMENTAL CONSULTING	\$2,300.00
	Invoice		Date	Description		Amount
	3292		03/06/2018	Hazardous material survey for asbestos and lead 1360 - Library Fund		\$2,300.00
61	04/13/2018	Open			BOGARD CONSTRUCTION INC	\$3,480.00
	Invoice		Date	Description		Amount
	160707-19		03/31/2018	Library construction services 1360 - Library Fund		\$3,480.00
62	04/13/2018	Open			SANTA CRUZ SENTINEL	\$572.80
	Invoice		Date	Description		Amount
	0006111099		03/31/2018	Library public works project notice 1360 - Library Fund		\$572.80
Type Check Totals:						\$6,352.80

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City Checks Issued April 13, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
CITY - Main City Totals					Counts:	Totals:
Checks					58	\$122,584.87
EFTs					1	\$526.74
All					59	\$123,111.61
Library - Library Totals						
Checks					3	\$6,352.80
EFTs					0	\$0.00
All					3	\$6,352.80
WELLS - Payroll Totals						
Checks					5	\$2,348.28
EFTs					91	\$148,995.27
All					96	\$151,343.55
Grand Totals:						
Checks					66	\$131,285.95
EFTs					92	\$149,522.01
All					158	\$280,807.96

Attachment: 4/13/18 City Check Register (Approval of City Check Registers)

City Main account checks dated April 20, 2018, numbered 89308 to 89358 plus 4 EFT, totaling \$233,398.56, and 1 Library account check, totaling \$475.00, for a grand total of \$233,873.56, have been reviewed and authorized for distribution by the City Manager.

As of April 20, 2018, the unaudited cash balance is \$5,014,656.30.

CASH POSITION - CITY OF CAPITOLA 4/20/18

	Net Balance
General Fund	\$1,106,707.68
Payroll Payables	\$57,441.51
Contingency Reserve Fund	\$1,969,845.66
Facilities Reserve Fund	\$389,826.00
Capital Improvement Fund	\$812,711.18
Stores Fund	\$27,790.58
Information Technology Fund	\$98,315.01
Equipment Replacement	\$270,500.62
Self-Insurance Liability Fund	\$94,396.90
Workers' Comp. Ins. Fund	\$151,391.79
Compensated Absences Fund	\$35,729.37
TOTAL UNASSIGNED GENERAL FUNDS	\$5,014,656.30

The Emergency Reserve Fund balance is \$1,310,705.54 (not included above).
The PERS Contingency Fund balance is \$565,408.56 (not included above).
The Library Fund balance is \$478,618.36 (not included above).



Jamie Goldstein, City Manager

4/27/18

Date



Peter Wilk, City Treasurer

4/24/18

Date

Attachment: 4/20/18 City Check Register (Approval of City Check Registers)

City Checks Issued April 20, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
89308	04/20/2018	Open			A TOOL SHED	\$723.00
	Invoice		Date	Description		Amount
	1268062-5		04/10/2018	Compact rammer		\$25.00
	1267356-5		04/12/2018	Excavator		\$670.00
	1269562-5		04/17/2018	Concrete mixer		\$28.00
89309	04/20/2018	Open			ALEXANDER ELECTRIC INC.	\$25,564.87
	Invoice		Date	Description		Amount
	011640		04/09/2018	Community Center generator, transfer switch, installation 1025 - Facilities Reserve Fund		\$25,564.87
89310	04/20/2018	Open			ATCHISON BARISONE CONDOTTI & KOVACEVICH	\$20,641.71
	Invoice		Date	Description		Amount
	ABCK040518		04/05/2018	March legal services		\$20,641.71
89311	04/20/2018	Open			C AND N TRACTORS	\$55.17
	Invoice		Date	Description		Amount
	3090W		03/05/2018	Fittings		\$55.17
89312	04/20/2018	Open			CA DEPARTMENT OF CONSERVATION	\$919.45
	Invoice		Date	Description		Amount
	CDC033118		04/04/2018	January-March strong motion instrumentation & seismic hazard fee		\$919.45
89313	04/20/2018	Open			CA DEPARTMENT OF TRANSPORTATION	\$2,030.01
	Invoice		Date	Description		Amount
	SL180765		04/10/2018	January - March street signals & lighting 1310 - Gas Tax		\$2,030.01
89314	04/20/2018	Open			CALE AMERICA INC.	\$3,152.30
	Invoice		Date	Description		Amount
	149094		03/28/2018	Paystation paper		\$3,152.30
89315	04/20/2018	Open			CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,476.25
	Invoice		Date	Description		Amount
	POA041318		04/13/2018	POA and gym dues PPE 4/7/18 1001 - Payroll Payables		\$1,476.25
89316	04/20/2018	Open			CENTRAL HOME SUPPLY	\$34.97
	Invoice		Date	Description		Amount
	112864-1		04/11/2018	Base rock		\$34.97
89317	04/20/2018	Open			COASTAL WATERSHED COUNCIL	\$4,631.51
	Invoice		Date	Description		Amount
	1651		03/31/2018	March stormwater education services		\$4,631.51

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City Checks Issued April 20, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
89318	04/20/2018	Open			CONSTANCE J CHANDLEE-DORST	\$479.70
	Invoice		Date	Description		Amount
	CC041218		04/12/2018	Early spring instructor payments 2018		\$479.70
89319	04/20/2018	Open			CUBE SOLUTIONS	\$653.93
	Invoice		Date	Description		Amount
	21504		01/28/2018	Office chair, thin board, pad, budget arm		\$653.93
89320	04/20/2018	Open			EMERGENCY VEHICLE SPECIALISTS INC.	\$200.00
	Invoice		Date	Description		Amount
	8431		04/18/2018	Modify ToughBook laptop, install backlit keyboard 1300 - SLESF - Supl Law Enfc		\$200.00
89321	04/20/2018	Open			FLYERS ENERGY LLC	\$2,860.96
	Invoice		Date	Description		Amount
	18-673956		04/12/2018	495 gallons ethanol		\$1,802.07
	18-671936		04/10/2018	290 gallons ethanol		\$1,058.89
89322	04/20/2018	Open			GARDAWORLD	\$3.95
	Invoice		Date	Description		Amount
	20294378		03/31/2018	Armored car excess time on site		\$3.95
89323	04/20/2018	Open			GRANICUS LLC	\$1,190.70
	Invoice		Date	Description		Amount
	96053		04/01/2018	April legislative management software 1320 - PEG - Public Education and Govt		\$1,190.70
89324	04/20/2018	Open			GRANITE ROCK COMPANY	\$452.78
	Invoice		Date	Description		Amount
	1097200		04/07/2018	Granitepatch 1310 - Gas Tax		\$452.78
89325	04/20/2018	Open			HYDROSCIENCE ENGINEERS INC.	\$7,430.00
	Invoice		Date	Description		Amount
	331005002		07/03/2017	502 Pine Street stormwater services		\$5,225.00
	331014001		04/02/2018	#18-0041 New Brighton stormwater review services		\$2,205.00
89326	04/20/2018	Open			ICMA RETIREMENT TRUST 457	\$5,450.98
	Invoice		Date	Description		Amount
	41599389		04/13/2018	457 contributions PPE 4/7/18 1001 - Payroll Payables		\$5,450.98

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City Checks Issued April 20, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
89327	04/20/2018	Open			KBA Docusys Inc.	\$35.43
	Invoice		Date	Description		Amount
	INV655942		04/12/2018	City Hall copier usage		\$26.71
	INV656671		04/16/2018	Community Center copier usage		\$8.72
				1000 - General Fund	\$8.72	
				2211 - ISF - Information Tech	\$26.71	
89328	04/20/2018	Open			LABORMAX STAFFING	\$1,076.30
	Invoice		Date	Description		Amount
	26-91488		04/13/2018	Seasonal labor		\$1,076.30
89329	04/20/2018	Open			MBS BUSINESS SYSTEMS	\$718.31
	Invoice		Date	Description		Amount
	328894		03/31/2018	PD quarterly copier charges		\$718.31
89330	04/20/2018	Open			NANCY HOWELLS	\$141.70
	Invoice		Date	Description		Amount
	NH041318		04/13/2018	Early spring instructor payments 2018		\$141.70
89331	04/20/2018	Open			NORTH BAY FORD	\$437.03
	Invoice		Date	Description		Amount
	266070		04/09/2018	Auto part housing		\$84.62
	266162		04/16/2018	Auto light assembly and core		\$402.41
	266162CM		04/17/2018	Core refund		(\$50.00)
89332	04/20/2018	Open			O'REILLY AUTO PARTS	\$285.36
	Invoice		Date	Description		Amount
	2763-360847		03/29/2018	Wiper blades		\$50.66
	2763-360623		03/28/2018	Wiper blades		\$24.49
	2763-362018		04/03/2018	Anti-freeze, wiper fluid, diesel exhaust fluid		\$166.62
	2763-360845		03/29/2018	Wiper blades		\$43.59
89333	04/20/2018	Open			ORCHARD SUPPLY HARDWARE	\$279.37
	Invoice		Date	Description		Amount
	022705		03/06/2018	Saw blades, concrete mix, rebar, respirators		\$210.92
	024857		03/14/2018	Painter tool, cable		\$16.55
	028513		03/27/2018	Bungee cord, key ring		\$13.76
	158307		03/30/2018	Caulking gun, adhesive, lag shield, anchor cement		\$38.14
89334	04/20/2018	Open			PALACE OFFICE SUPPLIES	\$8.52
	Invoice		Date	Description		Amount
	9487975-0		04/13/2018	Chalk, clasp envelopes		\$8.52

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City Checks Issued April 20, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
89335	04/20/2018	Open			PRAXAIR DISTRIBUTION INC.	\$333.25
	Invoice		Date	Description		Amount
	82031395		03/21/2018	Acetylene rental		\$93.35
	81301801		02/06/2018	Welding tank rental		\$239.90
89336	04/20/2018	Open			SALINAS VALLEY SOLID WASTE AUTHORITY	\$5,000.00
	Invoice		Date	Description		Amount
	2017-18-14		09/09/2017	Central Coast recycling media coalition contribution		\$5,000.00
89337	04/20/2018	Open			SANTA CRUZ CORE FITNESS & REHAB	\$172.25
	Invoice		Date	Description		Amount
	CFR041318		04/13/2018	Early spring instructor payments 2018		\$172.25
89338	04/20/2018	Open			SANTA CRUZ MUNICIPAL UTILITIES	\$171.67
	Invoice		Date	Description		Amount
	SCMU031318		03/30/2018	March water service for medians		\$171.67
89339	04/20/2018	Open			SANTA CRUZ OCCUPATIONAL MEDICAL CENTER	\$372.00
	Invoice		Date	Description		Amount
	I-20575		03/31/2018	New employee general physical & tests		\$372.00
89340	04/20/2018	Open			SARA CLEVINGER	\$240.00
	Invoice		Date	Description		Amount
	1		04/01/2018	BIA administration and outreach 1321 - BIA - Capitola Village-Wharf BIA		\$240.00
89341	04/20/2018	Open			SOQUEL CREEK WATER DISTRICT	\$4,564.95
	Invoice		Date	Description		Amount
	SCWD032618		03/26/2018	March water usage and irrigation fees		\$4,564.95
				1000 - General Fund	\$4,166.44	
				1311 - Wharf	\$398.51	
89342	04/20/2018	Open			SOUTH BAY REGIONAL TRAINING	\$280.00
	Invoice		Date	Description		Amount
	113881		04/11/2018	Vazquez POST training		\$140.00
	113882		04/11/2018	Moreno POST training		\$140.00
89343	04/20/2018	Open			SUMMIT UNIFORMS	\$872.91
	Invoice		Date	Description		Amount
	49475		04/06/2018	Vest for Anderson		\$872.91

Attachment: 4/20/18 City Check Register (Approval of City Check Registers)

City Checks Issued April 20, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
89344	04/20/2018	Open			SUPPLYWORKS	\$2,336.05
	Invoice		Date	Description		Amount
	434593463		04/03/2018	Cleaning supplies		\$2,322.93
	435476304		04/10/2018	Cleaning supplies		\$13.12
89345	04/20/2018	Open			T&T PAVEMENT MARKINGS AND PRODUCTS INC	\$2,358.76
	Invoice		Date	Description		Amount
	2018139		04/06/2018	Traffic paint and glass beads		\$2,358.76
				1310 - Gas Tax		
89346	04/20/2018	Open			THELMA FREEMAN	\$130.00
	Invoice		Date	Description		Amount
	0285		04/08/2018	2018 Art and Music on the Beach postcard design		\$130.00
89347	04/20/2018	Open			TRANSPORTATION ALLIANCE BANK INC.	\$2,923.32
	Invoice		Date	Description		Amount
	643216		04/03/2018	Sweeper parts - blended filaments, gb set		\$1,542.13
	643447		04/16/2018	Sweeper relays		\$98.24
	643436		04/16/2018	Sweeper magnetic sensors		\$1,282.95
				1310 - Gas Tax		
89348	04/20/2018	Open			US BANK PARS	\$259.09
	Invoice		Date	Description		Amount
	PARS041318		04/13/2018	PARS contributions PPE 4/7/18		\$259.09
				1001 - Payroll Payables		
89349	04/20/2018	Open			VISION COMMUNICATIONS CO	\$44,324.36
	Invoice		Date	Description		Amount
	0725387-IN		04/10/2018	Police radio infrastructure		\$44,324.36
				2212 - ISF - Equipment Replacement		
89350	04/20/2018	Open			WELLS FARGO BANK	\$8,359.16
	Invoice		Date	Description		Amount
	WF040318		04/03/2018	March credit card purchases		\$8,359.16
				Purchases over \$500 threshold:		
				Dell OptiPlex 7050	\$830.50	
				Server battery backup	\$967.38	
				Hotel for lifeguard training	\$772.92	
				Server battery backup system	\$1,142.17	
				DUI glasses ABC grant funded	\$1,193.50	
				FBI conference registration x2	\$1,019.70	
				1000 - General Fund	\$5,121.39	
				2210 - ISF - Stores Fund	\$55.50	
				2211 - ISF - Information Tech	\$3,182.27	

Attachment: 4/20/18 City Check Register (Approval of City Check Registers)

City Checks Issued April 20, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
89351	04/20/2018	Open			ZUMAR INDUSTRIES INC.	\$159.25
	Invoice		Date	Description		Amount
	0175975		04/09/2018	Signs 1310 - Gas Tax		\$159.25
89352	04/20/2018	Open			Cathy McCarthy	\$73.80
	Invoice		Date	Description		Amount
	2003250.002		04/12/2018	Refund for canceled class		\$73.80
89353	04/20/2018	Open			Frances Wong	\$73.80
	Invoice		Date	Description		Amount
	2003256.002		04/12/2018	Refund for canceled class		\$73.80
89354	04/20/2018	Open			Hue or Loan Phan	\$62.00
	Invoice		Date	Description		Amount
	166123561		04/17/2018	Citation refund		\$62.00
89355	04/20/2018	Open			Lorraine McKie	\$68.00
	Invoice		Date	Description		Amount
	2003261.002		04/12/2018	Refund for canceled class		\$68.00
89356	04/20/2018	Open			Marny Chase	\$73.80
	Invoice		Date	Description		Amount
	1033115.002		04/12/2018	Refund for canceled class		\$73.80
89357	04/20/2018	Open			Ramiro Rodriguez	\$96.00
	Invoice		Date	Description		Amount
	11143336		04/17/2018	Citation refund		\$96.00
89358	04/20/2018	Open			Sam Hipkins	\$61.20
	Invoice		Date	Description		Amount
	2003248.002		04/12/2018	Refund for canceled class		\$61.20
Type Check Totals:						\$154,299.88
<u>EFT</u>						
594	04/17/2018	Open			CalPERS Member Services Division	\$48,420.12
	Invoice		Date	Description		Amount
	1001056567-70		04/17/2018	PERS contributions PPE 4/7/18		\$48,420.12
				1000 - General Fund	(\$0.24)	
				1001 - Payroll Payables	\$48,420.36	

Attachment: 4/20/18 City Check Register (Approval of City Check Registers)

City Checks Issued April 20, 2018

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
595	04/17/2018	Open			EMPLOYMENT DEVELOPMENT DEPT	\$6,320.15
	Invoice		Date	Description		Amount
	2-098-940-480		04/17/2018	State taxes PPE 4/7/18 1001 - Payroll Payables		\$6,320.15
596	04/17/2018	Open			INTERNAL REVENUE SERVICE	\$23,125.65
	Invoice		Date	Description		Amount
	45463621		04/17/2018	Federal taxes & Medicare PPE 4/7/18 1001 - Payroll Payables		\$23,125.65
597	04/13/2018	Open			STATE DISBURSEMENT UNIT	\$1,232.76
	Invoice		Date	Description		Amount
	BV3RVUH6657		04/13/2018	Employee garnishments PPE 4/7/18 1001 - Payroll Payables		\$1,232.76
Type EFT Totals:						\$79,098.68
Library - Library						
<u>Check</u>						
63	04/20/2018	Open			HYDROSCIENCE ENGINEERS INC.	\$475.00
	Invoice		Date	Description		Amount
	331012007		04/02/2018	Library stormwater review services 1360 - Library Fund		\$475.00
Type Check Totals:						\$475.00
Main City Account Totals						
Checks					51	\$154,299.88
EFTs					4	\$79,098.68
All					55	\$233,398.56
Library Account Totals						
Checks					1	\$475.00
EFTs					0	\$0.00
All					1	\$475.00
Grand Totals:						
Checks					52	\$154,774.88
EFTs					4	\$79,098.68
All					56	\$233,873.56

Attachment: 4/20/18 City Check Register (Approval of City Check Registers)

City Main account checks dated April 27, 2018, numbered 89359 to 89402 plus 2 EFTs, totaling \$71,653.84, 3 Library account checks, totaling \$140,602.21, and 8 Payroll account checks plus 89 EFTs, totaling \$175,417.33, for a grand total of \$387,673.38, have been reviewed and authorized for distribution by the City Manager.


As of April 27, 2018, the unaudited cash balance is \$6,247,588.45.

CASH POSITION - CITY OF CAPITOLA 4/27/18

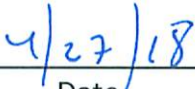
	Net Balance
General Fund	\$2,311,852.58
Payroll Payables	\$171,652.31
Contingency Reserve Fund	\$1,969,845.66
Facilities Reserve Fund	\$364,261.13
Capital Improvement Fund	\$801,631.78
Stores Fund	\$27,735.08
Information Technology Fund	\$94,715.59
Equipment Replacement	\$224,376.26
Self-Insurance Liability Fund	\$94,396.90
Workers' Comp. Ins. Fund	\$151,391.79
Compensated Absences Fund	\$35,729.37
TOTAL UNASSIGNED GENERAL FUNDS	\$6,247,588.45

The Emergency Reserve Fund balance is \$1,310,705.54 (not included above).
The PERS Contingency Fund balance is \$690,408.56 (not included above).
The Library Fund balance is \$338,089.35 (not included above).




 Jamie Goldstein, City Manager


 Peter Wilk, City Treasurer



 Date



 Date

Attachment: 4/27/18 City Check Register (Approval of City Check Registers)

City Checks Issued April 27, 2018

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Payee Name	Transaction Amount
89359	04/24/2018	Open			Nancy & Jeff Luchetti	\$3.15
	Invoice		Date	Description		Amount
	Luchetti030917		03/09/2017	Design permit deposit refund		\$3.15
89360	04/27/2018	Open			4LEAF INC.	\$10,530.00
	Invoice		Date	Description		Amount
	J3604E		04/24/2018	March interim building official services		\$10,530.00
89361	04/27/2018	Open			ALLSAFE LOCK COMPANY	\$14.65
	Invoice		Date	Description		Amount
	50448		04/25/2018	Keys		\$14.65
89362	04/27/2018	Open			AVENU MUNISERVICES	\$1,194.45
	Invoice		Date	Description		Amount
	INV06-002525		04/20/2018	Quarterly sales tax auditing services		\$1,194.45
89363	04/27/2018	Open			B & B SMALL ENGINE REPAIR	\$167.13
	Invoice		Date	Description		Amount
	395034		04/19/2018	Recoil repair, filler cap, starter cord, safety glasses, rake		\$65.37
	395381		04/24/2018	Honda mower repairs		\$101.76
89364	04/27/2018	Open			BATTERIES PLUS	\$261.25
	Invoice		Date	Description		Amount
	314-337731		04/13/2018	Meter supplies and batteries		\$261.25
89365	04/27/2018	Open			BEAR ELECTRICAL SOLUTIONS INC.	\$1,034.00
	Invoice		Date	Description		Amount
	6131		03/28/2018	March traffic signal maintenance - response		\$418.00
	6132		03/28/2018	March traffic signal maintenance - routine		\$616.00
				1310 - Gas Tax		
89366	04/27/2018	Open			BILL TASHNICK	\$33.00
	Invoice		Date	Description		Amount
	BT042018		04/20/2018	Softball Officials 4/9 - 4/20/18		\$33.00
89367	04/27/2018	Open			CALIFORNIA COAST UNIFORM COMPANY	\$24.00
	Invoice		Date	Description		Amount
	6238		04/18/2018	Minium uniform tailoring		\$24.00
89368	04/27/2018	Open			CALIFORNIA LAW ENFORCEMENT ASSOCIATION	\$490.00
	Invoice		Date	Description		Amount
	CLEA032218		03/22/2018	April POA long term disability		\$490.00
				1001 - Payroll Payables		

Attachment: 4/27/18 City Check Register (Approval of City Check Registers)

City Checks Issued April 27, 2018

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Payee Name	Transaction Amount
89369	04/27/2018	Open			CARIN HANNA	\$393.75
	Invoice		Date	Description		Amount
	CH041218		04/12/2018	BIA website repairs		\$393.75
				1321 - BIA - Capitola Village-Wharf BIA		
89370	04/27/2018	Open			CLIFF SLOMA	\$994.91
	Invoice		Date	Description		Amount
	CS041918		04/19/2018	FBI LEEDS training reimbursement		\$994.91
89371	04/27/2018	Open			CPS	\$423.50
	Invoice		Date	Description		Amount
	SOP46374		04/23/2018	Entry level law enforcement exam		\$423.50
89372	04/27/2018	Open			CRAIG FEENEY	\$847.03
	Invoice		Date	Description		Amount
	85		01/02/2018	Wharf restaurant electrical repairs		\$247.03
	86		12/29/2017	Preventative HVAC maintenance on city-owned facilities		\$600.00
				1000 - General Fund	\$600.00	
				1311 - Wharf	\$247.03	
89373	04/27/2018	Open			DEPARTMENT OF PESTICIDE REGULATION	\$140.00
	Invoice		Date	Description		Amount
	DPR041218		04/12/2018	Applicator certificate exams		\$140.00
89374	04/27/2018	Open			eFolder Inc.	\$125.00
	Invoice		Date	Description		Amount
	INV00136792		03/31/2018	March record storage fee		\$125.00
				2211 - ISF - Information Technology		
89375	04/27/2018	Open			EMERGENCY VEHICLE SPECIALISTS INC.	\$1,800.00
	Invoice		Date	Description		Amount
	8455		04/23/2018	Toyota Camry VIN#97216 siren, radio, handset install		\$1,800.00
				2212 - ISF - Equipment Replacement		
89376	04/27/2018	Open			EWING IRRIGATION	\$348.77
	Invoice		Date	Description		Amount
	5099505		04/11/2018	Carson box		\$56.69
	5107663		04/12/2018	Globe valve		\$15.96
	5124797		04/14/2018	Irrigation supplies		\$113.97
	5124798		04/14/2018	Benda-board, redwood stakes		\$76.47
	5124799		04/14/2018	Plumbing supplies		\$54.68
	5136138		04/17/2018	Benda-board		\$25.00
	5136139		04/17/2018	Sod pallet fee		\$6.00

Attachment: 4/27/18 City Check Register (Approval of City Check Registers)

City Checks Issued April 27, 2018

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Payee Name	Transaction Amount
89377	04/27/2018	Open			FEDERAL EXPRESS	\$52.58
	Invoice		Date	Description		Amount
	6-156-91123		04/20/2018	Postage		\$52.58
89378	04/27/2018	Open			FIRST SECURITY	\$315.00
	Invoice		Date	Description		Amount
	557125		04/20/2018	Jade St. park foot patrol		\$315.00
89379	04/27/2018	Open			FLYERS ENERGY LLC	\$2,574.22
	Invoice		Date	Description		Amount
	18-678650		04/20/2018	200 gallons diesel		\$755.08
	18-678649		04/20/2018	474 gallons ethanol		\$1,819.14
89380	04/27/2018	Open			FRED C. BEYERS	\$234.00
	Invoice		Date	Description		Amount
	FB042018		04/20/2018	Softball Officials 4/9 - 4/20/18		\$234.00
89381	04/27/2018	Open			GEORGE H WILSON INC.	\$1,295.00
	Invoice		Date	Description		Amount
	000123858		04/16/2018	Replace HVAC motor - CPD		\$1,295.00
89382	04/27/2018	Open			GRANITE ROCK COMPANY	\$58.75
	Invoice		Date	Description		Amount
	1098656		04/14/2018	3/8" California Gold rock		\$58.75
89383	04/27/2018	Open			HUMBOLDT PETROLEUM LLC	\$6.50
	Invoice		Date	Description		Amount
	087398		04/15/2018	April carwash		\$6.50
89384	04/27/2018	Open			JOHN'S ELECTRIC MOTOR SERVICE	\$172.13
	Invoice		Date	Description		Amount
	15423		04/18/2018	Concrete mixer repair		\$172.13
89385	04/27/2018	Open			KIMLEY HORN AND ASSOCIATES INC	\$10,531.20
	Invoice		Date	Description		Amount
	11122935		03/31/2018	Monterey & Park Ave. pedestrian rail trail improvements 1200 - Capital Improvement Fund		\$10,531.20
89386	04/27/2018	Open			LABORMAX STAFFING	\$1,076.30
	Invoice		Date	Description		Amount
	26-91770		04/20/2018	Seasonal labor		\$1,076.30

Attachment: 4/27/18 City Check Register (Approval of City Check Registers)

City Checks Issued April 27, 2018

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Payee Name	Transaction Amount
89387	04/27/2018	Open			LAS ANIMAS CONCRETE	\$941.76
	Invoice		Date	Description		Amount
	1340116		04/10/2018	Sand slurry - Park Ave.		\$941.76
89388	04/27/2018	Open			LLOYDS TIRE SERVICE	\$28.00
	Invoice		Date	Description		Amount
	311230		04/18/2018	Flat repair 2006 Honda Civic		\$28.00
89389	04/27/2018	Open			MAR-KEN K-9 TRAINING CENTER	\$240.00
	Invoice		Date	Description		Amount
	0111-18		04/15/2018	April K-9 training		\$240.00
89390	04/27/2018	Open			NICHOLS CONSULTING ENGINEERS CHTD	\$9,180.00
	Invoice		Date	Description		Amount
	303095501		04/19/2018	2018 surface seal project kickoff, condition survey, PS&E 1309 - RTC Streets		\$9,180.00
89391	04/27/2018	Open			PACIFIC GAS & ELECTRIC	\$14,486.12
	Invoice		Date	Description		Amount
	PGE042318-acct9		04/23/2018	Monthly utilities		\$14,486.12
				1000 - General Fund	\$4,936.25	
				1300 - SLESF - Supl Law Enfc	\$113.28	
				1310 - Gas Tax	\$7,677.73	
				1311 - Wharf	\$1,758.86	
89392	04/27/2018	Open			PACIFIC PRODUCTS AND SERVICES LLC	\$1,267.13
	Invoice		Date	Description		Amount
	23351		04/16/2018	Aluminum for street signs 1310 - Gas Tax		\$1,267.13
89393	04/27/2018	Open			PAPA	\$80.00
	Invoice		Date	Description		Amount
	PAPA051518		04/24/2018	QAC license test prep class		\$80.00
89394	04/27/2018	Open			PHOENIX GROUP INFORMATION SYSTEMS	\$3,197.16
	Invoice		Date	Description		Amount
	032018070		04/17/2018	March citation processing		\$3,197.16
89395	04/27/2018	Open			PRAXAIR DISTRIBUTION INC.	\$62.81
	Invoice		Date	Description		Amount
	81887490		03/14/2018	Welding equipment rental		\$62.81

Attachment: 4/27/18 City Check Register (Approval of City Check Registers)

City Checks Issued April 27, 2018

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Payee Name	Transaction Amount
89396	04/27/2018	Open			PUBLIC PARKING ASSOCIATES	\$435.00
	Invoice		Date	Description		Amount
	2017-1019-4		10/18/2017	Meters serviced July/Aug 2017		\$435.00
89397	04/27/2018	Open			SOQUEL NURSERY GROWERS INC.	\$28.84
	Invoice		Date	Description		Amount
	0000343002		04/16/2018	Plants		\$28.84
89398	04/27/2018	Open			STAPLES ADVANTAGE	\$113.29
	Invoice		Date	Description		Amount
	8049507940		04/14/2018	Office supplies		\$113.29
89399	04/27/2018	Open			SUPPLYWORKS	\$2,578.54
	Invoice		Date	Description		Amount
	436318596		04/17/2018	Cleaning supplies		\$2,578.54
89400	04/27/2018	Open			VISUAL INK PUBLISHING	\$480.00
	Invoice		Date	Description		Amount
	SB-18		04/12/2018	BIA advertising		\$480.00
				1321 - BIA - Capitola Village-Wharf BIA		
89401	04/27/2018	Open			WHEELCHAIRS OF SAN MATEO & TECH	\$2,481.48
	Invoice		Date	Description		Amount
	00010242		04/16/2018	Wheelchair repairs		\$2,481.48
89402	04/27/2018	Open			Tradewinds Residents Association	\$500.00
	Invoice		Date	Description		Amount
	16-197and15-173		04/23/2018	Tree deposit refund		\$500.00
Type Check Totals:						\$71,240.40
<u>EFT</u>						
598	04/25/2018	Open			DISCOVERY BENEFITS	\$148.00
	Invoice		Date	Description		Amount
	0000862866-IN		03/31/2018	March COBRA and FSA admin.		\$148.00
599	04/27/2018	Open			ADP LLC	\$265.44
	Invoice		Date	Description		Amount
	513075790		04/20/2018	EZ Labor processing charges		\$265.44
				2211 - ISF - Information Technology		
Type EFT Totals:						\$413.44

Attachment: 4/27/18 City Check Register (Approval of City Check Registers)

City Checks Issued April 27, 2018

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Payee Name	Transaction Amount
Library - Library						
<u>Check</u>						
64	04/27/2018	Open			KINGSLEY COMPANIES	\$11,142.79
	Invoice		Date	Description		Amount
	m14392		03/15/2018	Library book drop and carts 1360 - Library Fund		\$11,142.79
65	04/27/2018	Open			KVO INDUSTRIES INC	\$548.20
	Invoice		Date	Description		Amount
	5894		04/20/2018	High pressure laminate 1360 - Library Fund		\$548.20
66	04/27/2018	Open			NOLL AND TAM ARCHITECTS	\$128,911.22
	Invoice		Date	Description		Amount
	0057716		03/31/2018	March library construction document services		\$126,590.25
	0057717		03/31/2018	Library consultant reimbursable expenses		\$1,748.98
	0057671		02/28/2018	Library consultant reimbursable expenses 1360 - Library Fund		\$571.99
Type Check Totals:						\$140,602.21
CITY - Main City Totals						
Checks					44	\$71,240.40
EFTs					2	\$413.44
All					46	\$71,653.84
Library - Library Totals						
Checks					3	\$140,602.21
EFTs					0	\$0.00
All					3	\$140,602.21
WELLS - Payroll Totals						
Checks					8	\$24,424.45
EFTs					89	\$150,992.88
All					97	\$175,417.33
Grand Totals:						
Checks					55	\$236,267.06
EFTs					91	\$151,406.32
All					146	\$387,673.38

Attachment: 4/27/18 City Check Register (Approval of City Check Registers)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MAY 24, 2018

FROM: Finance Department

SUBJECT: Consider a Resolution of Intention to Levy Business Improvement Assessments for Fiscal Year 2018-2019

RECOMMENDED ACTION: Adopt a Resolution receiving the Capitola Village and Wharf Business Improvement Area Annual Report and the proposed Fiscal Year 2018-2019 Budget, and set and notice a public hearing.

BACKGROUND: In June 2005, the City of Capitola adopted Ordinance No. 889, which established the Capitola Village and Wharf Business Improvement Area (CVWBIA) to generate revenue for the exclusive purpose of promoting business in the CVWBIA. State law requires certain annual actions and a public hearing to continue this assessment district.

DISCUSSION: In accordance with state law, the CVWBIA is required to submit an annual plan for each year for assessments to be levied in the CVWBIA. The annual report, Exhibit A to the proposed Resolution (Attachment 1), was prepared by the CVWBIA. It fulfills the requirement for Fiscal Year 2018/2019 and is submitted for Council review and approval. Assessment rates are unchanged from last year and a discount will be offered to businesses that pay by the due date.

The annual report also outlines the CVWBIA's Fiscal Year 2018/2019 planned activities and proposed budget. These include:

- Increasing the number of year-round visits;
- Increasing the number of people who stay, shop and dine;
- Improving ease of access to information via newsletters, the internet and print advertising;
- Providing fun, family-oriented events throughout the year;
- Improving and enhancing the appearance of the Village in cooperation with the City;
- Enhancing the ability of the CVWBIA to serve as a liaison between business owners, private and government agencies, and the City; and
- Increasing awareness outside of our community about the uniqueness of Capitola.

Pursuant to state law, staff recommends the City Council adopt the proposed resolution of intention providing notification of the City's intent to levy business improvement assessments for Fiscal Year 2018/2019; receiving the annual report and proposed budget of the CVWBIA;

Business Improvement Area Advisory Committee Intention
May 24, 2018

setting the date for a public hearing to be held on Thursday, June 14, 2018; and outlining noticing requirements.

A representative of the CVWBIA will attend the meeting; however, the CVWBIA's presentation will be made at the public hearing on June 14.

A notice of public hearing (Attachment 2) will be sent to each business in the area, along with a copy of the adopted resolution of intention.

FISCAL IMPACT: There is no fiscal impact to the City. CVWBIA billing and accounts payable costs incurred by the City are offset by assessment revenues. The City and CVWBIA have reviewed amounts charged by the City for these services and agree that they are reasonable.

ATTACHMENTS:

1. CVWBIA Exhibit A FY18-19 (PDF)
2. CVWBIA mailed notice (PDF)

Report Prepared By: Mark Sullivan
Senior Accountant

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

5/18/2018

DRAFT RESOLUTION

RESOLUTION OF INTENTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA TO LEVY BUSINESS IMPROVEMENT ASSESSMENTS FOR FISCAL YEAR 2018/2019

WHEREAS, the Capitola Village and Wharf Business Improvement Area (“CVWBIA”) has prepared a report to the City of Capitola for Fiscal Year 2018/2019 pertaining to the Business Improvement Area assessments for the CVWBIA under California Streets and Highways Code §36533; and

WHEREAS, Capitola Municipal Code §5.10.050 requires annual assessments to be imposed within the CVWBIA pursuant to a formula set forth in City Council Resolution.

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

1. The Annual Report and Proposed Fiscal Year 2018/2019 Budget of the CVWBIA pertaining to business improvement assessments, as presented in Exhibit A attached hereto, is received.

2. The City Council intends to levy and collect assessments within the CVWBIA for Fiscal Year 2018/2019.

3. The proposed activities authorized by Capitola Municipal Code Chapter 5.10 are described in the afore-referenced CVWBIA Annual Report. The activities financed from these funds include promotional information, media announcements, and advertising in regional magazines, broadcast services, and websites.

4. The Business Improvement Area is bounded per the map referenced in Municipal Code §5.10.020 and included in Ordinance 1003. The CVWBIA boundaries are not being altered this year.

5. The Annual Report of the CVWBIA and proposed assessments for Fiscal Year 2018/2019 are presented in Exhibit A attached hereto and on file with the City Clerk to provide a full and detailed description of the improvements and activities to be provided during Fiscal Year 2018/2019, the boundaries of the area, and the proposed assessments to be levied upon the businesses within the area for Fiscal Year 2018/2019.

6. The Capitola City Council will hold a public hearing in the City Hall Council Chambers, 420 Capitola Avenue, Capitola, California, at 7 p.m. on Thursday, June 14, 2018, to receive any oral or written protests or endorsements to the regularity or sufficiency of the proposed business improvement assessments. If written protests complying with Streets and Highways Code §36524 and §36525 are received from the owners of businesses which will pay fifty percent or more of the assessments, assessments will not be levied, the procedure will be terminated and will not be reconsidered until one full year has elapsed.

7. The City Clerk is directed to give notice of the public hearing to consider the levy of business improvement assessments for Fiscal Year 2018/2019 by publishing this Resolution of

Business Improvement Area Advisory Committee Intention
May 24, 2018

Intention in a newspaper of general circulation in the City once, at least seven days prior to the public hearing.

8. The CVWBIA Advisory Committee is directed to give notice of the public hearing to each business owner in the area by mailing a copy of the Council's Resolution of Intention to each business within its boundaries.

I HEREBY CERTIFY that the above and foregoing resolution was passed and adopted by the City Council of the City of Capitola at its regular meeting held on the 24th day of May, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Michael Termini, Mayor

ATTEST:

Linda Fridy, City Clerk

EXHIBIT A

Resolution No. _____

Annual Report & Proposed Fiscal Year 2018-2019 Budget CVWBIA Assessment Basis CVWBIA Business Listing and Assessment Method

Mission Statement

The objective of the CVWBIA is to provide a unified organization to promote, stimulate and improve the business conditions in the designated area, primarily during the shoulder season, September – May. The belief is that if the lodging properties and short-term rentals are full, the rest of the businesses in the area will benefit.

This can be achieved by the CVWBIA continuing to fund activities and projects that will:

- Improve access to information regarding the businesses and services provided by the Village and Wharf BIA to likely visitors to the area via newsletters, the internet and print advertising.
- Provide fun, family-oriented events throughout the year emphasizing the attributes of the Village and Wharf, by working in partnership with the Capitola/Soquel Chamber of Commerce.
- Improve and enhance the appearance of the Village and Wharf in partnership with the City of Capitola.
- Enhance the ability of the CVWBIA to serve as a liaison between the business community and local governments.

As the CVWBIA begins its thirteenth year, we will continue and expand successful programs from prior years, which include the following:

1. **Website** – We maintain a recently updated, mobile compatible, website (www.capitolavillage.com) for ease of use and connectivity to BIA member's businesses, lodging and short-term rentals. Each member has a unique page with links to their individual websites. There is a schedule of events and other helpful features. Visitors can sign up on the site to receive newsletters and enter contests to win gift certificates from member businesses.
2. **Social Media** – The Communications Manager creates a monthly newsletter, which is emailed to over 10,500 subscribers. Our Facebook page has over 10,868 fans. Our contests on Facebook have an average engagement of 5,000. On Facebook, our top 5 cities are Santa Cruz, San Jose, Capitola, Modesto and Sacramento. Our Instagram has 4,442 followers with an average of 250 website visits from our account per week. We are new to Twitter with 550 followers and growing. We have many professional photographs posting to our pages.

3. **Print Advertising** – While placing an emphasis on our social media development, there is still a need for carefully placed advertising in quality visitor publications. We are constantly monitoring these publications for the ones with the most effective online presence. The CVWBIA will continue to co-op with Visit Santa Cruz to promote Capitola Village and Wharf in their visitor magazine, their map and on their website.
4. **Village Brochures** – We print 25,000 brochures and distribute them throughout Santa Cruz County. We contract with Certified Display Service. This company has exclusive rights to lobby racks in the hotels, resorts and visitor centers in the county. These brochures are also available in various places of business throughout the Village and Wharf. We feel it is important to make visitors to other areas in the county aware of Capitola Village and Wharf through these brochures.
5. **Branding and Logo Development** – The Marketing & Events Committee is interviewing graphic designers and agencies to review our branding, with possible changes in the logo, to be used in advertising and social media.
6. **Winter Festivities** – Every year we plan to improve the decorations in the village to further our brand as the Holiday Village and Lights, with a consistent theme and increased location of specialty lighting. A tree lighting ceremony, community caroling and window decorating contest are components of the winter festivities with other events in the planning stages.
7. **Membership Breakfast** – These breakfasts, hosted by Paradise Beach Grille, are an opportunity to inform members about current activities and receive valuable input. Educational presentations, as well as reports by city representatives, are given at these breakfasts.
8. **Public Works** – The CVWBIA contributes annually to the City of Capitola Public Works Department. Our contribution is used to help maintain the Village and Wharf.
9. **Chamber of Commerce** – The CVWBIA contributes annually to support community interest projects and events in the Village.

Capitola Village & Wharf Business Improvement Area Assessment Basis

The method of assessment classifies businesses within the CVWBIA boundaries into seven categories:

1. Retail / Service businesses
2. Restaurant / Bar / Take-out food and beverage businesses
3. Restaurant - Limited
4. Office and Professional businesses / Specialty
5. Short-term Rental businesses
6. Seasonal Foods
7. Hotel / Motel / Inn businesses

Assessment fees are assigned to these seven business categories by number of full-time equivalent employees, a flat rate, and a per unit amount. Registered non-profits are exempt from assessment fees.

The following table shows the assessment fees for the proposed CVWBIA. Assessment fees have not increased from the prior year and a discount is offered to businesses that pay their assessment by the due date.

Business Category	Number of Full-Time Equivalent Employees*		
	0 – 5 employees	6 – 10 employees	More than 10 employees
Retail / Service	\$462	\$924	\$1,386
Restaurant / Bar / Take-out	\$528	\$1,056	\$1,584
	Flat Fee		
Restaurant – Limited**	\$308		
Office / Professional / Specialty	\$132		
Short-term Rental***	\$198		
Seasonal Food Service	\$308		
	Per Unit Fee		
Hotel / Motel / Inn	\$396 per unit		

Footnote* “Full-time employee” is an employee who works 2,000 hours per year or more. Multiple part-time employees are combined into a single full-time employee for the basis of this assessment calculation. (i.e. “fulltime equivalents”)

Footnote** “Restaurant-Limited” businesses are defined as small, informal cafes serving simple foods, baked goods, and/or drinks, for consumption on or off the premises, that may or may not have seating, including, but not limited to, coffee stores, juice bars, bakeries, delicatessens, and confectioneries. Annual gross receipts are \$150,000 or less.

Footnote*** “Short-term rental” businesses are defined as those dwellings which, at least once per fiscal year, are rented to a tenant for a tenancy of less than thirty days.

In-Lieu Payments/Trades. The City Manager is authorized to approve “in lieu” assessment payments in the form of Gift Certificates from CVWBIA retail, food or lodging business members whereby these businesses tender retail, restaurant and lodging gift certificates for use by the CVWBIA in connection with its promotional activities. The amount of “in lieu” assessment payments will be fixed per category, with exceptions that may be authorized by the City Manager.

Business Category	Assessment if paid after 8/31/18	Discount	Amount due WITHOUT In-lieu/trade	In-lieu/trade for timely payment	Amount due paid by 8/31/18
Retail/Service (0 - 5 Employees)	\$462	\$42	\$420	\$75	\$345
Retail/Service (6 - 10 Employees)	\$924	\$84	\$840	\$150	\$690
Retail/Service (11+ Employees)	\$1,386	\$126	\$1,260	\$225	\$1,035
Restaurant/Bar (0 - 5 Employees)	\$528	\$48	\$480	\$75	\$405
Restaurant/Bar (6 - 10 Employees)	\$1,056	\$96	\$960	\$150	\$810
Restaurant/Bar (11+ Employees)	\$1,584	\$144	\$1,440	\$225	\$1,215
Restaurant – Limited	\$308	\$28	\$280	\$0	\$280
Office / Professional /Specialty	\$132	\$12	\$120	\$0	\$120
Hotel / Motel / Inn	\$396 per unit	\$36 per unit	\$360 per unit	50%	\$180 per unit
Short-term Rental	\$198	\$18	\$180	\$0	\$180
Seasonal Food Service	\$308	\$28	\$280	\$0	\$280

Associate Membership. CVWBIA is authorized to accept “associate membership” financial contributions from businesses outside the CVWBIA, which may wish to participate in the CVWBIA’s promotional activities, but are not subject to the CVWBIA assessments.

New Business Assessment. Assessments will be prorated by the quarter in which a business opens. “In Lieu” payments will be accepted.

Business Closing. A business notifying the CVWBIA before the end of the first quarter of the fiscal year (September 30th) that it will close before December 31st will be exempt from paying the assessment for that fiscal year. If the business does not close before December 31st, it must pay the year's assessment in full.

Discount. There will be a discount for paying the assessment by the due date of August 31, 2018.

Delinquencies. CVWBIA has a clear policy relative to delinquent assessments. Businesses that have not paid their assessment by October 31, 2018, will be removed from the CVWBIA website and brochure. Assessments that have not been paid by January 31, 2019, will be sent to collections.

Capitola Village & Wharf Business Improvement Area
Estimated Actual for FY 2017-2018 and Proposed Budget for FY 2018-2019

	FY 16/17 Actual	FY 17/18 Budget	FY 17/18 Est. Actual	FY 18/19 Proposed
Beginning Fund Balance	\$ (2)	\$ 11,848	\$ 11,848	\$ 8,000
Revenues				
BIA Assessment Revenues - Village*	57,810	60,000	59,028	60,000
Assessment Associate	-	-	-	1,450
BIA Assessment Revenues - Trade**	12,670	13,000	13,230	13,000
BIA Assessment Late Fees	748	-	1,040	150
Interest Revenue	186	100	540	150
Misc. Revenue (iSkate)	-	-	3,189	-
Total Revenues	71,414	73,100	77,027	74,750
Total Source of Funds	\$ 71,412	\$ 84,948	\$ 88,875	\$ 82,750
Expenditures				
Advertising & Consulting	\$ 44,063	\$ 60,750	\$ 62,440	\$ 57,350
Maintenance - City Public Works	3,000	3,000	3,000	3,000
Billing/Collection - City Accounting	4,200	4,200	4,200	4,200
Capitola Soquel Chamber Of Commerce	3,000	3,000	3,000	3,000
Services	-	-	-	3,800
Supplies	5,300	800	8,235	400
Doubtful Accounts	-	3,000	-	3,000
Total Expenditures	59,563	74,750	80,875	74,750
Ending Fund Balance	\$ 11,848	\$ 10,198	\$ 8,000	\$ 8,000

The following tables provide detail for selected items of the proposed FY 18/19 Budget:

Assessment Revenue Detail*	Proposed FY 18/19
Retail / Service	\$ 18,900
Restaurant / Bar / Take-out	\$ 16,320
Restaurant - Limited	\$ 2,520
Office / Professional / Specialty	\$ 2,880
Hotel / Motel / Inn	\$ 18,360
Short-term Rentals	\$ 14,040
Associate Member	\$ 1,440
Seasonal Foods	\$ -
Subtotal	\$ 74,460

Advertising Detail	Proposed FY 18/19
Gift Certificates**	\$ 13,000
Directories	4,454
VSC Partnership	7,680
Various Advertising	6,800
Website Management	1,000
Consulting	10,500
Holiday	6,500
Projects	5,400
Insurance	1,100
Unanticipated Events	916
Total	\$ 57,350

* 18/19 Proposed Budget revenues reduced from roster estimates based on prior year actual information

** Gift Certificates are provided from "Trade" revenues

Attachment: CVWBIA Exhibit A FY18-19 (Business Improvement Area Advisory Committee Intention)

Capitola Village & Wharf Business Improvement Area Budget Discussion

The CVWBIA will begin Fiscal Year 2018-2019 with an estimated fund balance of \$8,000.

Revenues: The proposed revenue is derived from the CVWBIA business roster and corresponding assessment rates. The allocation of cash and in-lieu revenue is based upon FY 2017-2018 actuals.

Expenditures:

Summary. The proposed expenditures include advertising and related services of \$57,350, City public works maintenance for beautification of \$3,000, City accounting staff of \$4,200 for billing and accounts payable services and \$3,000 for the partnership with the Chamber of Commerce. This year's proposed budget also includes \$3,000 for doubtful accounts and \$400 for supplies.

Advertising is the CVWBIA's principal expenditure.

- **Advertising (\$14,480)** In addition to social media, the CVWBIA advertises in various visitor information magazines and in projects in partnership with Visit Santa Cruz (VSC). The past year included SF Guide, Monterey Bay Travel Magazine, Summer Magazine, Explore Silicon Valley, VSC Map, VSC Travel Guide and a VSC TV partnership covering SF, Sacramento & the Central Valley. Each of these is considered on an individual basis each year.
- **Gift Certificates (\$13,000):** Members may satisfy a portion of their annual fee with gift certificates. These certificates are used to promote specific businesses in the Village through donations to various activities in the Village and promotional incentives to potential visitors to Capitola.
- **Winter Festivities:** This year we have budgeted \$6,500 for holiday decorations & events.
- **Brochures (\$4,454):** We print approximately 25,000 brochures, which are available at all local merchants and distribution centers throughout the area.
- **Website Management (\$1,000):** Our website www.capitolavillage.com is now thirteen years old and was overhauled in 2015-16.
- **Communications Manager and Village Ambassador (\$10,500):** The consultants filling these positions communicate directly with members to promote the village and individual businesses on all forms of social media. They produce twelve visitor-newsletters and approximately six member-newsletters per year.
- **Social Media Boost (\$1,000):** The recent increase in social media advertising results in a shift from traditional advertising to web-based advertising.
- **Unanticipated Events:** We have also provided \$916 for unanticipated events as we add new members with new ideas.

The following is a roster of open businesses in the assessment area as of May 14, 2018.

Capitola Village & Wharf Business Improvement Area Business Listing and Assessment Method

Business Type	Assessment Method	Estimate Assessment	
F = FOOD (Larger restaurants)	Per employee category: 0-5; 6-10; >10 employees	F	\$16,320
RL = RESTAURANT LIMITED	Flat fee	RL	\$2,520
H = HOTEL/MOTEL/INN	Flat fee per unit or room	H	\$18,360
O = OFFICE/PROFESSIONAL	Flat fee	O	\$2,880
R = RETAIL/SERVICE	Per employee category: 0-5; 6-10; >10 employees	R	\$18,900
SF = SEASONAL FOOD	Flat fee	SF	\$0
SR = SHORT TERM RENTALS	Flat fee per unit	SR	\$14,040
AM = Associate Member	Associate Member	AM	\$1,440
		Total	\$74,460

<u>Business Address</u>	<u>Business Name</u>	<u>TYPE</u>	<u>FY18/19 Est. Size</u>	<u>FY18/19 Est. Amt Due</u>
504 Bay Avenue	Gayle's Bakery & Rosticceria	AM	> 10	\$1,440
1400 Wharf Road	Wharf House Restaurant	F	6 - 10	\$960
209A Esplanade	Pizza My Heart	F	6 - 10	\$960
215 Esplanade	Paradise Beach Grille	F	> 10	\$1,440
1750 Wharf Road	Shadowbrook Restaurant	F	> 10	\$1,440
203 Esplanade	Zelda's	F	> 10	\$1,440
110 Monterey Avenue	Britannia Arms Pub & Rest.	F	> 10	\$1,440
231 Esplanade #101	Margaritaville	F	> 10	\$1,440
316 Capitola Avenue	Bella Roma Café	F	0 - 5	\$480
123 Monterey Avenue	El Toro Bravo	F	0 - 5	\$480
231 Esplanade #100	Mr. Toots Coffee & Tea	F	0 - 5	\$480
200 Monterey Avenue #1	Souza's Ice Cream & Candy	F	0 - 5	\$480
103 Stockton Avenue	Armida Winery	F	0 - 5	\$480
200 Monterey Avenue #3	Geisha Japanese Restaurant & Tea House	F	0 - 5	\$480
209B Esplanade	Bay Bar & Grill	F	0 - 5	\$480
207 Esplanade	Sea Side Siam	F	0 - 5	\$480
115 San Jose Avenue Ste #6	Caruso's Tuscan Cuisine	F	0 - 5	\$480
211 Esplanade	The Sand Bar	F	0 - 5	\$480
427 Capitola Avenue	Avenue Café	F	0 - 5	\$480
104 Stockton Avenue	Beach Break by Marianne's	F	0 - 5	\$480
231 Esplanade Suite 102	Sotola Bar & Grill	F	0 - 5	\$480
200 Monterey Avenue #2	Mijos Taqueria	F	0 - 5	\$480
115 San Jose Avenue Suite #G	Capitola Wine Bar & Merchants	F	0 - 5	\$480
210 Esplanade	Capitola Hotel II, LLC	H	10	\$3,600
5000 Cliff Drive	Capitola Beach Suites aka Harbor Lights	H	10	\$3,600
250 Monterey Avenue	Inn at Depot Hill	H	12	\$4,320
1500 Wharf Road	Venetian Hotel	H	19	\$6,840
321 Capitola Avenue	Vice Salon	O		\$120

<u>Business Address</u>	<u>Business Name</u>	<u>TYPE</u>	<u>FY18/19 Est. Size</u>	<u>FY18/19 Est. Amt Due</u>
312E Capitola Avenue	57 Design Inc.	O		\$120
312D Capitola Avenue	Beach House Rentals	O		\$120
301 Capitola Avenue	David Lyng & Associates	O		\$120
411 Capitola Avenue	Fuse Architects	O		\$120
415 Capitola Avenue	James B. Colip Insurance	O		\$120
201 Monterey Avenue Suite H	Landmark Properties	O		\$120
425 Capitola Avenue #3	Kathy Macdonald Association	O		\$120
314 Capitola Avenue	Katz & Lapidés	O		\$120
331 Capitola Avenue #B	Michael Lavigne Real Estate	O		\$120
331 Capitola Avenue Suite K	Newman & Marcus,LLP	O		\$120
413 Capitola Avenue	Richard Emigh, Land Use	O		\$120
331 Capitola Avenue #D	Suess Insurance Agency	O		\$120
208 San Jose Avenue	Capitola Surf & Paddle	O		\$120
220 Capitola Avenue	Psychic Mermaid	O		\$120
331 Capitola Avenue	Capitola Village Real Estate	O		\$120
314 Capitola Ave	Law Offices of Sam Storey	O		\$120
425 Capitola Avenue Suite #1	Bodhi Adiction Treatment and Wellness	O		\$120
314 Capitola Avenue	John H. McSpadden	O		\$120
314 Capitola Avenue	Miles J. Dolinger, Attorney at Law	O		\$120
112 Stockton Avenue Suite B	Visions by Sheena	O		\$120
331 Capitola Avenue	Capitola Village Massage	O		\$120
200 Monterey Avenue #A1	La Bella Fiori	O		\$120
207 Monterey Avenue Suite 100	Yellow Bus	O		\$120
1400 Wharf Road	JFS Inc. dba Capitola Boat & Bait	R	0 - 5	\$420
131 Monterey Avenue	MRA Sales, dba Capitola Beach Co.	R	0 - 5	\$420
417 Capitola Avenue	Betsy's Summerhouse Antiques	R	0 - 5	\$420
217 Capitola Avenue	Big Kahuna Hawaiian Shirts	R	0 - 5	\$420
209 Capitola Avenue	Craft Gallery	R	0 - 5	\$420
207 Capitola Avenue	Craft Gallery Annex	R	0 - 5	\$420
114 Stockton Avenue	Euphoria Rio Mix	R	0 - 5	\$420
110 Capitola Avenue #2	Free to Ride	R	0 - 5	\$420
212 Capitola Avenue	Gaia Earth Treasures	R	0 - 5	\$420
219 Capitola Avenue	Hot Feet	R	0 - 5	\$420
201 Monterey Avenue #B	Kickback	R	0 - 5	\$420
120 Stockton Avenue	Latta	R	0 - 5	\$420
202 Capitola Avenue	Nubia Swimwear	R	0 - 5	\$420
204 Capitola Avenue	Oceania	R	0 - 5	\$420
110 Capitola Avenue #1	Panache Bath & Body Shop	R	0 - 5	\$420
107 Capitola Avenue	Phoebe's	R	0 - 5	\$420
116 San Jose Avenue	Rainbow City Limit	R	0 - 5	\$420
216 Capitola Avenue	Slap Happy	R	0 - 5	\$420

Attachment: CVWBIA Exhibit A FY18-19 (Business Improvement Area Advisory Committee Intention)

<u>Business Address</u>	<u>Business Name</u>	<u>TYPE</u>	<u>FY18/19 Est. Size</u>	<u>FY18/19 Est. Amt Due</u>
214 Capitola Avenue	Super Silver	R	0 - 5	\$420
117 Capitola Avenue	Surf n Shack	R	0 - 5	\$420
120 San Jose Avenue	Sweet Asylum	R	0 - 5	\$420
121 San Jose Avenue	Thomas Kinkade Gallery	R	0 - 5	\$420
201 Capitola Avenue	Village Mouse	R	0 - 5	\$420
122 Capitola Avenue	Yvonne	R	0 - 5	\$420
115 San Jose Avenue	Southstar PM, Inc. - Parking at the Mercantile	R	0 - 5	\$420
120 Monterey Avenue	Uchiyama - Swenson - Parking at the Theater	R	0 - 5	\$420
201 Monterey Avenue #A	Village Sea Glass	R	0 - 5	\$420
112 Capitola Avenue Suite, 100	Lumen Gallery	R	0 - 5	\$420
115 Capitola Avenue	Capitola Reef	R	0 - 5	\$420
409 Capitola Avenue	Art Inspired	R	0 - 5	\$420
115 San Jose Avenue	Om Rhythms	R	0 - 5	\$420
224 Esplanade	RNTF LLC dba Bedroom Desserts	R	0 - 5	\$420
112 Stockton Avenue	Sea Level T's	R	0 - 5	\$420
115 San Jose Avenue	Carousel Taffy & Treats	R	0 - 5	\$420
115 San Jose Avenue	BFF Boutique	R	0 - 5	\$420
215 Capitola Avenue	Vanity by the Sea	R	0 - 5	\$420
116 Stockton Avenue	Xandra Swimwear	R	0 - 5	\$420
300 Capitola Avenue	Quality Market	R	0 - 5	\$420
115 San Jose Avenue Suite D	Reclaimed in Love	R	0 - 5	\$420
109 Capitola Avenue	Capitola Seashells	R	0 - 5	\$420
110 Capitola Avenue Unit 3	Carmel Bay Company	R	0 - 5	\$420
309 Capitola Avenue	Neil Simmons Photography	R	0 - 5	\$420
208 Monterey Avenue	Jade Allen	R	0 - 5	\$420
205 Capitola Avenue	Capitola Candy Company	R	0 - 5	\$420
126 San Jose Avenue	Pueblo Viejo Imports	R	0 - 5	\$420
115 San Jose Avenue	Santa Cruz Poke	RL	0 - 5	\$280
210 Monterey Avenue #1	Thai Basil	RL	0 - 5	\$280
105 Stockton Avenue	Sea Side Coffee	RL	0 - 5	\$280
311 Capitola Avenue	Calypso's Cove	RL	0 - 5	\$280
201 Monterey Avenue #C	Castagnola Deli & Café	RL	0 - 5	\$280
110 Stockton Avenue	Bouchees	RL	0 - 5	\$280
115 San Jose Avenue Suite Q	Off The Block	RL	0 - 5	\$280
312-B Capitola Avenue	Cork and Fork LLC	RL	0 - 5	\$280
107 San Jose Avenue Suite #8	Left Coast Sausage Worx	RL	0 - 5	\$280
222 San Jose Avenue	Avonne Stone Jacobs, Judy Jacobs	SR	1	\$180
303 Cherry Way	Cal & Carla Cornwell	SR	1	\$180
305 Riverview Avenue	Capitola Pelican House	SR	1	\$180
1500 Wharf Road #5	Colleen Merle Lund	SR	1	\$180
116 Esplanade	Dorean Moore	SR	1	\$180

<u>Business Address</u>	<u>Business Name</u>	<u>TYPE</u>	<u>FY18/19 Est. Size</u>	<u>FY18/19 Est. Amt Due</u>
310 Riverview Avenue	Eleanor Glover	SR	1	\$180
1500 Wharf Road #14	Erline Mello	SR	1	\$180
318 Capitola Avenue #2	Fred & Sharon Andres	SR	1	\$180
215 Monterey Avenue #A	Greg & Maxine Sivaslian	SR	1	\$180
206 Monterey Avenue	Jay & Pamela Chesavage	SR	1	\$180
5005 Cliff Drive #3	Jean Ladoucour	SR	1	\$180
301 Cherry Way	Jeff & Kathie Gaylord	SR	1	\$180
208 Monterey Avenue C	Pat Castagnola	SR	1	\$180
327 Riverview Avenue A	Paulo Franca	SR	1	\$180
109 Monterey Avenue #4	Sharon Dougan	SR	1	\$180
1500 Wharf Road #7	Viola M Carr	SR	1	\$180
1500 Wharf Road #1	Bob Coe	SR	1	\$180
1500 Wharf Road #20	Leonard Tyson	SR	1	\$180
4960 Cliff Drive #2	Tim & Stacy Hopkins	SR	1	\$180
1500 Wharf Road #11	Jeri Chestnut	SR	1	\$180
225 San Jose Avenue	Michelle & Stephen Murphy	SR	1	\$180
318 Capitola Avenue #1	Janet Lau	SR	1	\$180
4995 Cliff Drive #B	David Johnson	SR	1	\$180
1500 Wharf Road #2	Albert Ribisi & Mary Scolari	SR	1	\$180
5005 Cliff Drive Unit 1	Tom & Susan Baines	SR	1	\$180
4950 Cliff Drive	Lou Bergma	SR	1	\$180
318 Capitola Avenue #4	Deborah Cohen	SR	1	\$180
206 California Avenue	Vito Mazzarino	SR	1	\$180
131 Lawn Way	Sunshine Villa	SR	1	\$180
320 Riverview Avenue	Leslie Vineyard	SR	1	\$180
409 Riverview Avenue	Creekside Cottage	SR	1	\$180
417 Riverview Avenue	Bridget Taylor	SR	1	\$180
309 Cherry Avenue	Pan American Investments	SR	1	\$180
102 Lawn Way	Craig & Mimi French	SR	1	\$180
5005 Cliff Drive #6	Alanna Harvey	SR	1	\$180
1500 Wharf Road #9	Grandma's Nest	SR	1	\$180
109 Monterey Avenue #10	Kelli Aita	SR	1	\$180
211 Stockton Avenue #1	Bookman Rental Property	SR	1	\$180
317 Riverview Avenue	BHR Property Management	SR	1	\$180
112 Capitola Avenue #200	BHR Property Management	SR	1	\$180
119 Lawn Way	BHR Property Management	SR	1	\$180
208 Stockton Avenue	John McEnery	SR	1	\$180
105 Park Place	Capitola Village Deco Beach House	SR	1	\$180
214 California Avenue	Talbot Family	SR	1	\$180
4995 Cliff Drive #A	Chris Rasmussen	SR	1	\$180
1500 Wharf Road #16	Jacqui Rice Property Management	SR	1	\$180

<u>Business Address</u>	<u>Business Name</u>	<u>TYPE</u>	<u>FY18/19 Est. Size</u>	<u>FY18/19 Est. Amt Due</u>
317 & 327 Riverview Avenue B	Steve & Linda Woodside	SR	2	\$360
5005 Cliff Dr #4, 314 Riverview Ave	Sue Norris	SR	2	\$360
1500 Wharf Road #3,4	Watson Family Limited Partnership (Mike Newell)	SR	2	\$360
109 Cherry Avenue Units A & B	Bill & Julie Kenney	SR	2	\$360
209 Stockton Avenue A & B	Castillo Properties	SR	2	\$360
215 San Jose Avenue #A & #B	Beach House Rentals	SR	2	\$360
4980 Cliff Drive Unit A & B	Steve Pericone	SR	2	\$360
207 San Jose Avenue A & B	Surf City Rentals	SR	2	\$360
397 & 399 Riverview Avenue	Castellanos Properties - Windmill Properties	SR	2	\$360
402 Bluegum Avenue A & B	Lynda Paulsen	SR	2	\$360
122 San Jose #4 & 6	Khasrow Haghshenas/SJ Apartment LLC	SR	2	\$360
207 Monterey Avenue #200 & 201	207 Monterey Avenue #200 & 201	SR	2	\$360
201 Monterey Avenue #1 & #2	BHR Property Management	SR	2	\$360
231 Esplanade #301, #300, #200	Robert Chestnut	SR	3	\$540
212 Monterey Avenue #1, 3, 4	Joseph Minigione	SR	3	\$540

\$74,460



NOTICE OF PUBLIC HEARING

ANNUAL RENEWAL OF THE CAPITOLA VILLAGE AND WHARF BUSINESS IMPROVEMENT AREA

Hearing Body: Capitola City Council
 Hearing Date: Thursday, June 14, 2018
 Hearing Time: 7 p.m.
 Hearing Place: City Hall Council Chambers
 420 Capitola Avenue, Capitola

The Capitola City Council notifies you of a public hearing regarding the annual renewal of the Capitola Village and Wharf Business Improvement Area (CVWBIA) and establishing the fee assessments for fiscal year 2017-2018. The renewal plan proposes to keep assessment rates the same as last year, offering a discount to businesses that pay by the due date.

The Capitola City Council will hold the public hearing in the City Hall Council Chambers after 7 p.m. on Thursday, June 14, 2017, and will receive any oral or written protests or endorsements of the proposed business improvement assessments. If written protests complying with Streets and Highways Code §36524 and §36525 are received from the owners of businesses that will pay 50 percent or more of the assessments, assessments will not be levied, and the procedure will be terminated and will not be reconsidered until one full year has elapsed.

If you have any questions, please contact CVWBIA Board Member Carin Hanna at 831-475-4466 or the City of Capitola Finance Department at 831-475-7300.

DATED: XX, 2018

 CITY OF CAPITOLA
 Linda Fridy, City Clerk



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MAY 24, 2018

FROM: City Manager Department

SUBJECT: Accept a Donation to the Historical Museum and the Art and Cultural Commission from the Former Begonia Festival

RECOMMENDED ACTION: Accept donations.

BACKGROUND: The Capitola Begonia Festival held its final festival in 2017. As part of the process of commemorating the festival, the Begonia Festival Committee has offered to donate \$10,000 to the Capitola Historical Museum to help with archiving the history of the Begonia Festival and \$20,000 to the Art and Cultural Commission to partner with the City on a public art project to memorialize the festival.

City of Capitola policy requires City Council acceptance of any donation greater than \$5,000.

DISCUSSION: The Capitola Begonia Festival Committee requested the Capitola Historical Museum be the central location for archiving and preserving the Begonia Festival's historical documents. At the May 1, 2018, Historical Museum Board Meeting, the Festival Committee submitted a proposal to donate \$10,000 to the museum to enable the archiving. The Historical Museum Board unanimously recommended the City Council accept the donation.

At the May 8, 2018, Art and Cultural Commission meeting, Commissioner Laurie Hill presented a proposal from the Begonia Committee to co-fund a public art project with the City to memorialize the Begonia Festival. The Begonia Committee will contribute \$20,000 to a yet-undecided public art project, with the City contributing at least \$20,000 from the Public Art Fund for the project. The Begonia Committee suggested the art to be located near the beach or creek and will participate on the Art Selection Committee. The Art and Cultural Commission unanimously recommended the City Council accept the donation and provide the matching Public Art Funds for the project. The final project will be brought to the City Council for approval.

FISCAL IMPACT: The Historical Museum would receive \$10,000 toward archiving and preserving the Begonia Festival documents and artifacts. These funds will be tracked separately from other museum funds. The \$20,000 donation for the public art project would go into the restricted Public Art Fund, and would be matched with an additional \$20,000 from the City's Public Art Fund for the project.

ATTACHMENTS:

Accept Donation To Museum from Begonia Festival
May 24, 2018

1. Museum Begonia Agenda Report 5-1-18
2. Museum Minutes Excerpt
3. A&C Begonia Festival donation report

Report Prepared By: Larry Laurent
Assistant to the City Manager

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

5/18/2018

Capitola Historical Museum Board of Trustees
Agenda Report

Meeting of Tuesday, May 1, 2018

From: Frank Perry, Curator

Date: April 30, 2018

Subject: Cash donation from Begonia Festival

Recommended Action: Accept donation with conditions below

Background: At the conclusion of the 65th and final Capitola Begonia Festival, the festival board of directors voted to donate \$10,000 of remaining festival funds to the Capitola Historical Museum to curate and store past Begonia Festival memorabilia and to periodically highlight the unique history of the festival in future exhibits and displays. This funding is for Begonia Festival memorabilia such as posters, photographs, commemorative programs, and souvenir items that will be donated by the Festival or otherwise acquired in the future by the Museum, as well as Begonia Festival materials already in the Museum collection, so as to develop a permanent Begonia Festival archive. Proper storage, using acid-free folders and other appropriate archival containers will ensure that Begonia Festival history lives on.

If approved, the donation will held in a restricted fund and only used for the purposes indicated.

Fiscal Impact: \$10,000 donation to the Museum

[REDACTED]

[REDACTED]

[REDACTED]

5. BUSINESS

A. Presentation by Begonia Festival

President Kisling welcomed Laurie Hill and Teresa Green from the Capitola Begonia Festival Committee board of directors to the meeting.

Laurie Hill, former President of the Capitola Begonia Festival Committee board, introduced herself and discussed her reason for addressing the Museum Board. She explained that after the festival came to a close and the Gala event was held last October, there was still money left in the bank. She said the committee has been meeting to find a way to perpetuate the festival in some fashion, and they are currently working on a Capitola Beach Festival that would occur the last weekend in September. The committee meets on the first Monday of the month and they welcome others from the community who are interested in getting involved with the event.

The committee recognizes the history of the Capitola Begonia Festival to Capitola after 65 years, and they could think of no better place than the Capitola Historical Museum to curate and store past Begonia Festival memorabilia. For that reason, the festival board of directors voted to donate \$10,000 of remaining funds to the Museum. This funding would be used for developing a permanent Begonia Festival archive of festival memorabilia, such as posters, photographs commemorative programs, videos, and souvenir items that will be donated to the Museum. Proper storage, using acid-free folders and other appropriate archival containers will ensure the Begonia Festival history will live on. Mrs. Hill also responded to questions of board members pertaining to why there is no more festival.

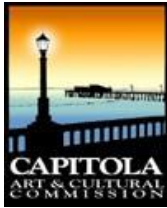
President Kisling thanked Mrs. Hill for her presentation and said he is honored that the Begonia Festival is interested in preserving its history with the Museum. Trustee Peyton stated that the Begonia Festival has been one of the most significant events in the history of Capitola and needs to be preserved. Laurie Hill said the board is happy to share the Begonia Festival's resources with the Museum in order to preserve its history.

Trustee vanZuiden commented on the Museum's collaboration with the new library where a Begonia Festival exhibit could be included. Mrs. Hill said they are also working with the Art & Cultural Commission in developing an art object commemorating the festival.

Curator Perry read the Agenda Report dated April 30, 2018, pertaining to a "Cash donation from Begonia Festival." He noted that the donation would be held in a restricted fund that can only be used for the purposes indicated in the report.

ACTION: After Trustee discussion, the following action was taken:
Trustee Greeninger moved, seconded by President Kisling, to accept the \$10,000 donation from the Capitola Begonia Festival Committee with the conditions set forth in the Agenda Report dated April 30, 2018. The motion carried unanimously.

Attachment: Museum Minutes Excerpt (Accept Donation To Museum from Begonia Festival)



Item #: 5.e

ART & CULTURAL COMMISSION AGENDA REPORT

MEETING OF MAY 8, 2018

FROM: STAFF
DATE: May 4, 2018
SUBJECT: Begonia Festival Committee Donation

Recommended Action: Recommend Accepting Donation to City Council

BACKGROUND At the April Commission meeting, Commissioner Hill requested that proposal from the Begonia Festival Committee for a public art project be considered by the Commission. The Begonia Festival has proposed that a public art project to memorialize 65 years of the Begonia Festival be installed in Capitola.

The Begonia Festival Committee has proposed donating \$20,000 to the City for the project, with an equal amount coming from the Public Art fund for the project. To accept the donation greater than \$5,000.00, it must be approved by the City Council. If the Commission recommends receiving the donation, staff will bring the donation to the May 24, 2018 Council meeting for approval.

If the donation is accepted by the Council, the Commission can form an art selection subcommittee to decide on a potential location and create a Call-to-Artists.

FISCAL IMPACT

The Begonia Festival Subcommittee is offering to donate \$20,000 of a \$40,000 for public art project memorializing the Capitola Begonia Festival.

ATTACHMENT

Begonia Call to Artists

Report Prepared By: Larry Laurent
Assistant to the City Manager

Attachment: A&C Begonia Festival donation report (Accept Donation To Museum from Begonia Festival)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MAY 24, 2018

FROM: City Manager Department

SUBJECT: Adopt an Ordinance Amending Chapter 13.02 Pertaining to Water Conservation Plumbing Fixture Retrofit Requirements

RECOMMENDED ACTION: Approve the second reading and adopt an ordinance amending Municipal Code Chapter 13.02.- Water Conservation Plumbing Fixture Retrofit Requirements.

BACKGROUND/DISCUSSION: The City's water retrofit code section was enacted in 2003 at the joint request of Soquel Creek Water District and the City of Santa Cruz Water Department. Both agencies have service areas within Capitola and requested the original ordinance adoption to implement their respective plumbing fixture retrofit regulations. The City's existing code identifies the respective water providers as the entity responsible for implementing the City's ordinance.

Soquel Creek Water District's Board of Directors voted to discontinue implementing and enforcing Capitola's Municipal Code Section 13.02, Water Conservation Plumbing Fixture Retrofit Requirements. The proposed ordinance change removes references to Soquel Creek Water District's service area from the requirements. Once the City of Santa Cruz Water Department notifies the Capitola that it has discontinued enforcement, anticipated in 2020, the entire ordinance can be repealed.

The City Council passes the proposed amendment's first reading at its May 10, 2018, meeting.

FISCAL IMPACT: None

Report Prepared By: Linda Fridy
City Clerk

Second Reading Water Conservation Amendment
May 24, 2018

Reviewed and Forwarded by:

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

Jamie Goldstein, City Manager

5/18/2018

Second Reading Water Conservation Amendment
May 24, 2018

ORDINANCE NO. _____

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
AMENDING SECTIONS 13.02.010, 13.02.020, and 13.02.030(B) and (C)
OF THE CAPITOLA MUNICIPAL CODE**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CAPITOLA AS FOLLOWS:

Section 1. Sections 13.02.010 and 13.02.020 of Chapter 13.02 "WATER CONSERVATION PLUMBING FIXTURE RETROFIT REQUIREMENTS" are hereby amended to read as follows:

"13.02.010 Purpose.

The purpose of this chapter is to reduce long-term demand for potable water within the portions of the city served by the City of Santa Cruz Water Department in order to ensure a reliable and adequate public water supply by establishing water efficiency standards for interior plumbing fixtures when changes in ownership of real property occur.

13.02.020 Application of regulations.

The provisions of this chapter shall apply to all residential, commercial, and industrial buildings served by the City of Santa Cruz Water Department that use water in showers, toilets, and urinals whenever the title to real property is conveyed from the seller to the buyer, for consideration, by means of a grant deed."

Section 2. Subsections B and C of Section 13.02.030 "Definitions" are hereby amended to read as follows:

"B. Department. For persons served by the City of Santa Cruz Water Department, the term "department" shall refer to the City of Santa Cruz Water Department.

C. Director. For persons served by the City of Santa Cruz Water Department, the term "director" shall refer to the director of the City of Santa Cruz Water Department."

Section 3. This ordinance shall take effect and be in force thirty (30) days after final adoption.

This ordinance was introduced on the 10th day of May, 2018, and was passed and adopted by the City Council of the City of Capitola on the 24th day of May, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Michael Termini, Mayor

ATTEST:

Linda Fridy, City Clerk



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MAY 24, 2018

FROM: City Manager Department

SUBJECT: Adopt an Ordinance Amending Chapter 10.36.170 Curb Markings

RECOMMENDED ACTION: Approve the second reading and adoption of the proposed ordinance amending Municipal Code Chapter 10.36.170 Curb Marking to allow establishment of site-by-site time limits in loading zones.

BACKGROUND/DISCUSSION: On April 12, 2018, the City Council approved changes to curb markings along Capitola Avenue. At that time, the Council directed staff to prepare a municipal code amendment of Chapter 10.36.170 Curb Markings to allow alternate time limits for yellow curb markings (loading zones) on a site-by-site basis.

The City Council passed the first reading of the proposed amendment at its May 10, 2018, meeting.

FISCAL IMPACT: None

Report Prepared By: Linda Fridy
City Clerk

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

5/18/2018

Second Reading Yellow Curb Ordinance Amendment
May 24, 2018

ORDINANCE NO. ____

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
AMENDING SECTION 10.36.170 (B) OF THE CAPITOLA MUNICIPAL CODE**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CAPITOLA AS FOLLOWS:

Section 1. Chapter 10.36.170 (B) is hereby amended to read as follows:

Chapter 10.36.170

B. "Yellow" means:

1. From eight a.m. to one p.m., or during such hours as determined by the superintendent of streets, all days of the week including holidays, no stopping, standing or parking at any time, except that commercial vehicles loading or unloading freight, or passenger vehicles loading or unloading passengers, may park therein for twenty minutes, or for a period not to exceed the time necessary for the loading or unloading, whichever is less.
2. Between hours during which loading and unloading restrictions are not applicable, parking meter and/or posted time restrictions shall apply.

Section 2. This ordinance shall take effect and be in force thirty (30) days after final adoption.

This ordinance was introduced on the 10th day of May, 2018, and was passed and adopted by the City Council of the City of Capitola on the 24th day of May, 2018, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

Michael Termini, Mayor

ATTEST:

Linda Fridy, City Clerk



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MAY 24, 2018

FROM: Community Development
SUBJECT: Food Cupboard Current Zoning Update

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

BACKGROUND: In March, City staff in both the Police and Community Development Departments received several complaints regarding a self-serve food cupboard in the front yard of the single-family home at 1973 42nd Avenue. Staff followed up with the owner of the property and informed her of multiple zoning violations related to the use and location of the structure. After two verbal warnings, the owner removed the food cupboard.

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

On April 26, 2018, the City Council discussed food cupboards and little libraries. The Council directed staff to return with additional information on locations within the City in which food cupboards are permitted. (Attachment 1)

DISCUSSION: There are currently two zoning codes in effect in the City: a new code outside the coastal zone boundary and the original code inside the coastal zone. The codes have different regulations for accessory uses.

In this staff report, a small, stand-alone, unsupervised food distribution structure is referred to as a "food cupboard," considered in the new zoning code as a "non-residential accessory use" within an accessory structure. (Attachment 2)

In summary, for areas inside the coastal zone, governed by the original zoning code, a small food cupboard located within a commercial zone (excluding the Central Village) would be allowed by right on any commercial property that engages in food distribution. The cupboard could be located either inside or outside of the primary use building. The design of the structure must comply with the accessory structure limitation of 80 square feet or less in size, eight feet or less in height, with no electric or plumbing. (See map Attachment 3)

For areas outside the coastal zone, governed by the new zoning code, a small food cupboard located within a commercial zone is allowed by right on any commercial property that already engages in food distribution as long as the food cupboard is located within the primary structure.

Food Cupboard Current Zoning Update
May 24, 2018

The new code established the internal access requirement for accessory uses to clean up clutter along the frontage of stores. (See map Attachment 4)

On a larger scale, a traditional food pantry or soup kitchen (not a small accessory structure) can be allowed within residential and commercial zones subject to a property's primary land use and the required permits outlined in the table below. The following two tables are separated based on inside/outside the coastal zone.

Zoning Applicable Inside Coastal Zone for Traditional Food Pantry		
Zone	Existing Land Use	Required Permit
Single Family (R-1)	Churches and Religious Institutions	Conditional Use Permit (CUP)
Multi Family (R-M)	Churches and Religious Institutions	CUP
Mobile Home (MH)	Prohibited	Prohibited
Neighborhood Commercial (CN)	Lodges and Clubs	Permitted
Professional Office (PO)	Public and Quasi Public Uses	CUP
Commercial/Residential (C-R)	Club	CUP
Central Village (CV)	Prohibited	
Community Commercial (C-C)	Assembly Halls	CUP
	Lodges and Clubs	CUP
Industrial (I)	Warehouse and Distribution	CUP

Zoning Applicable Outside Coastal Zone for Traditional Food Pantry Use		
Zone	Existing Land Use	Required Permit
Single Family (R-1)	Community Assembly*	CUP
Multi Family (R-M)	Community Assembly	CUP
Mobile Home (MH)	Community Assembly	CUP
Mixed Use Neighborhood (MU-N)	Community Assembly	CUP
Mixed Use Village (MU-V)	Community Assembly	CUP
Regional Commercial (C-R)	Community Assembly	CUP
Community Commercial (C-C)	Food Preparation	Minor Use Permit / CUP greater than 5,000 square feet
Regional Commercial (C-R)	Community Assembly	CUP
Industrial (I)	Warehousing and Distribution	Permitted

Established Food Distribution Options in Capitola

Second Harvest Food Bank of Santa Cruz County has partnerships with more than 100 agencies and nonprofits throughout Santa Cruz County that help gather and distribute food to those in need. The established non-profit organizations manage large quantities of food in compliance with food safety standards.

Second Harvest provided the data in the table below identifying the top 12 agencies/programs that served Capitola residents in September 2017. The largest program delivers fresh fruits and

Food Cupboard Current Zoning Update
May 24, 2018

vegetables to New Brighton Middle School's central kitchen every week. The second largest program, administered by Grey Bears, delivers food to 286 Capitola seniors in need. In total, 9,265 pounds of food were provided to Capitola residents in September 2017.

Capitola Monthly Report		
September 2017	Pounds	Capitola Residents
Soquel Elementary School District	1,233	562
Grey Bears	582	286
Mental Health Client Action Network	1,518	146
People's Pantry Twin Lakes Church	953	101
Bay Avenue Senior Apartments	1,738	92
Santa Cruz Community Health Center	593	79
Santa Cruz County Office of Alternative Ed	253	27
Inner Light Pantry	1,488	24
Star of the Sea Church	275	18
Harbor Light Church	263	16
Walnut Avenue Women's Center	89	15
Janus of Santa Cruz	281	10
Total	9,265	1,376

* A facility that provides space for public or private meetings or gatherings. Includes places of worship, community centers, meeting space for clubs and other membership organizations, social halls, union halls, banquet centers, and other similar facilities.

FISCAL IMPACT: None.

ATTACHMENTS:

1. Food Cupboard Council Report 4-26-18
2. 17.52 Accessory Structures
3. Zoning Map Inside Coastal Boundary
4. 2018 Zoning Map for Outside Coastal Boundary

Report Prepared By: Katie Herlihy
Community Development Director

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

5/18/2018



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF APRIL 26, 2018

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

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

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

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

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

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

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

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

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

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

Food Pantry Cupboard and Free Little Libraries
April 26, 2018

compatible uses within specific zones.

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

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

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

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

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

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

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

Food Pantry Cupboard and Free Little Libraries
April 26, 2018

the food cupboards were identified:

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

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

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

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

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

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

ATTACHMENTS:

1. Food Pantry Cupboard Photo

Report Prepared By: Katie Herlihy
Community Development Director

Chapter 17.52 – ACCESSORY STRUCTURES AND USES

Sections:

- 17.52.010 Purpose and Applicability
- 17.52.020 Accessory Structures
- 17.52.030 Accessory Uses

17.52.010 Purpose and Applicability

This chapter establishes requirements for accessory structures and uses in residential and non-residential zoning districts. These requirements do not apply to accessory dwelling units, including two-story accessory dwelling units above a detached garage, which are addressed in Chapter 17.74 (Secondary Dwelling Units).

17.52.020 Accessory Structures

A. All Accessory Structures. The following requirements apply to accessory structures in all zoning districts.

1. Accessory structures shall be clearly incidental and subordinate to the primary structure on the same lot.
2. Accessory structures may not be located on a separate lot from the primary use to which it is incidental and subordinate.
3. A Minor Design Permit is required for garages, sheds and other enclosed buildings with one or more of the following characteristics: an enclosed area of over 120 square feet, a height of over 10 feet, or plumbing fixtures per Section 17.120.030.A.
4. Accessory structures attached to a primary structure are considered a part of the primary structure and shall comply with all standards applicable to the primary structure.
5. Accessory structures may not be designed or used as a bedroom, sleeping area, and/or kitchen, except for accessory dwelling units consistent with Section 17.74 (Accessory Dwelling Units) and outdoor kitchens.

B. Accessory Structures in Residential Zoning Districts.

1. **Development Standards.** Accessory structures in residential zoning districts shall comply with the development standards in Table 17.52-1 and in Figure 17.52-1.

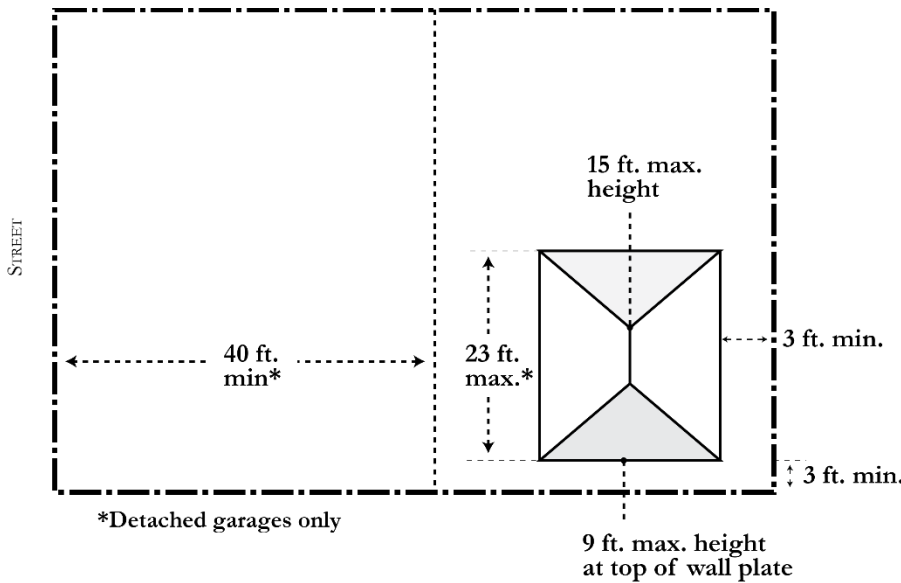
TABLE 17.52-1: ACCESSORY STRUCTURE STANDARDS IN RESIDENTIAL ZONING DISTRICTS

	Single-Family Residential Zoning Districts	Multi-Family Residential Zoning Districts	Additional Standards
Height, Maximum			
Structure	15 ft. [1]	15 ft.	Section 17.52.020.B.2
Top of Wall Plate	9 ft.	9 ft.	
Width, Maximum	23 ft. for detached garages; None for other accessory structures	None	
Setbacks, Minimum			Section 17.52.020.B.3
Front	40 ft. for detached garages; Same as primary structure for other accessory structures	Same as primary structure	
Interior Side	3 ft.	3 ft.	
Street Side	Same as primary structure	3 ft.	
Rear	3 ft.	3 ft.	

Note:

[1] Accessory structures less than 8 feet from a rear or interior side property line may not exceed 12 feet in height.

FIGURE 17.52-1: DETACHED GARAGE STANDARDS IN RESIDENTIAL ZONING DISTRICTS



2. **Height Exception.** The Planning Commission may approve an exception to allow additional height if necessary to match the architectural style of the existing primary structure.
 3. **Setback Exceptions.** One accessory structure permanently attached to the ground is allowed by-right in required side and rear setback areas if the structure is less than 10 feet in height, has 120 square feet or less of enclosed area, and has no plumbing. One additional accessory structure is allowed in required side and rear setback areas with an Administrative Permit.
 4. **Driveway Standards.** The placement of detached garages shall allow for the design and location of driveways consistent with Chapter 17.76 (Parking and Loading).
 5. **Nonconforming Garages.** An existing detached garage in a residential single-family zoning district that does not comply with development standards in Table 17.52-1 is legal nonconforming and may be repaired, renovated, or replaced provided that the nonconformity is not increased or exacerbated
- C. Accessory Structures in Non-Residential Zones.** Accessory structures in non-residential zoning districts are subject to the same development standards (e.g., height and setbacks) as primary structures in the applicable zoning district. Accessory structures should be located to the side or rear of buildings and screened from public view.

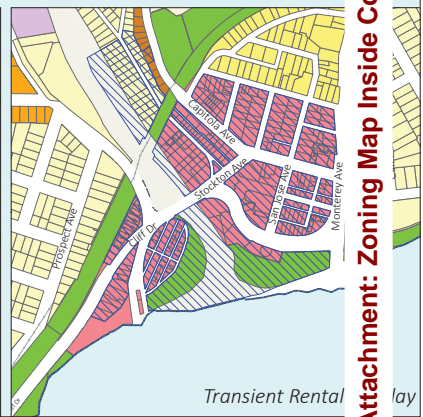
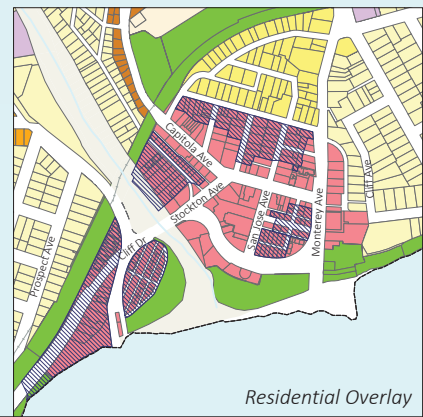
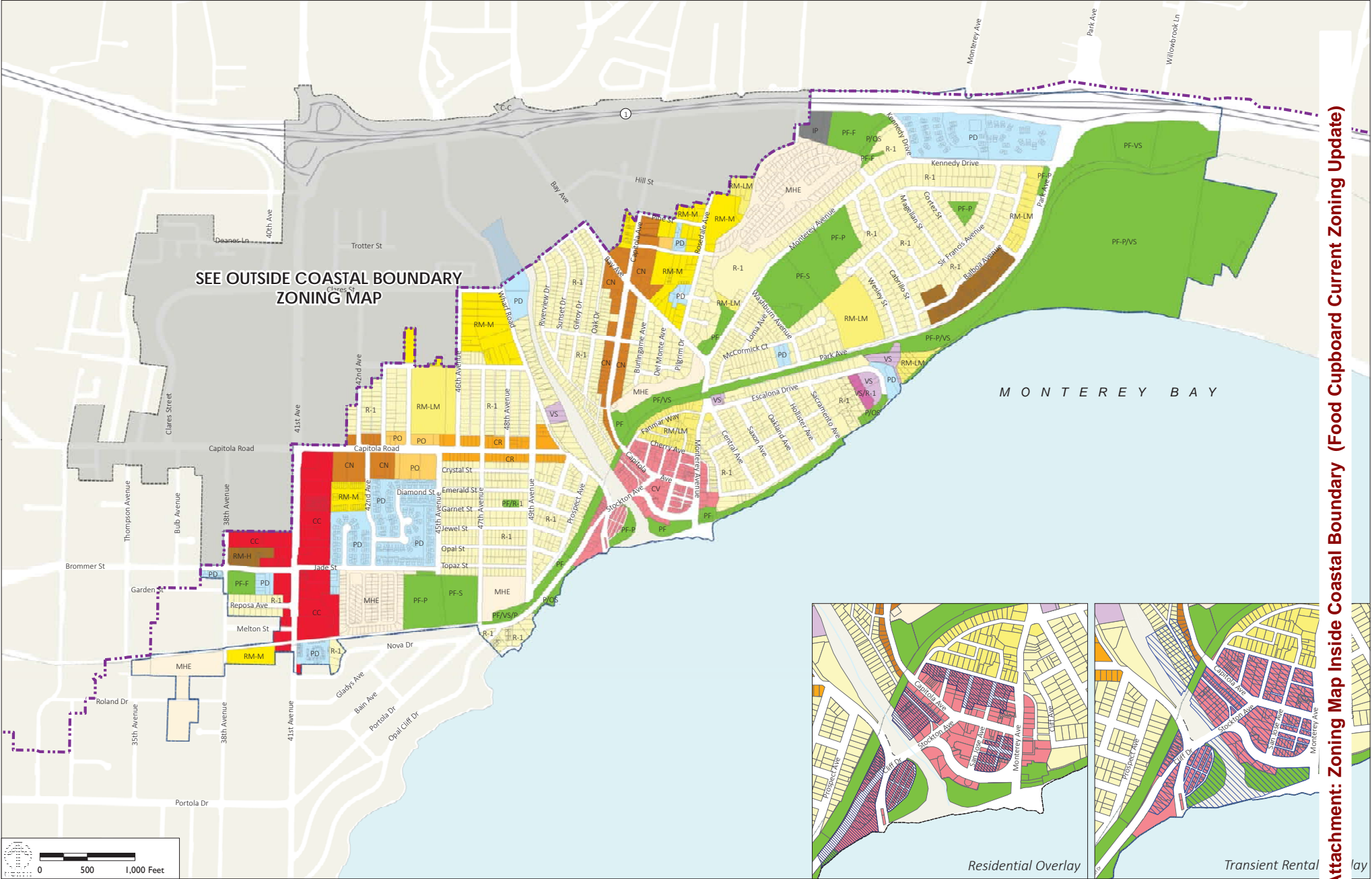
17.52.030 Accessory Uses

- A. Residential Accessory Uses.** The following requirements apply to accessory uses in residential zoning district.
1. Accessory uses shall be located on the same parcel as a residence and shall be clearly incidental and subordinate to the residence.
 2. Accessory uses shall not change the character of the residential use. Examples of permitted accessory uses include home occupations and personal property sales (i.e., garage or yard sales).
- B. Non-Residential Accessory Uses.** The following requirements apply to accessory uses in non-residential zoning districts.
1. Accessory uses shall be a part of and clearly incidental and subordinate to the primary use to which it relates.
 2. Accessory uses shall be located on the same parcel as the primary use to which it is incidental and subordinate, within the structure.
 3. Accessory uses shall be customarily associated with the primary use to which it is incidental and subordinate. Examples of common non-residential accessory uses include ATMs, vending machines, newsstands, and personal service establishments

(e.g., child day care, food services) intended to serve employees or customers and that are not visible from public streets.

4. All exterior vending machines require a Conditional Use Permit.
5. Accessory uses may not necessitate an increase in required number of parking spaces.

SEE OUTSIDE COASTAL BOUNDARY ZONING MAP



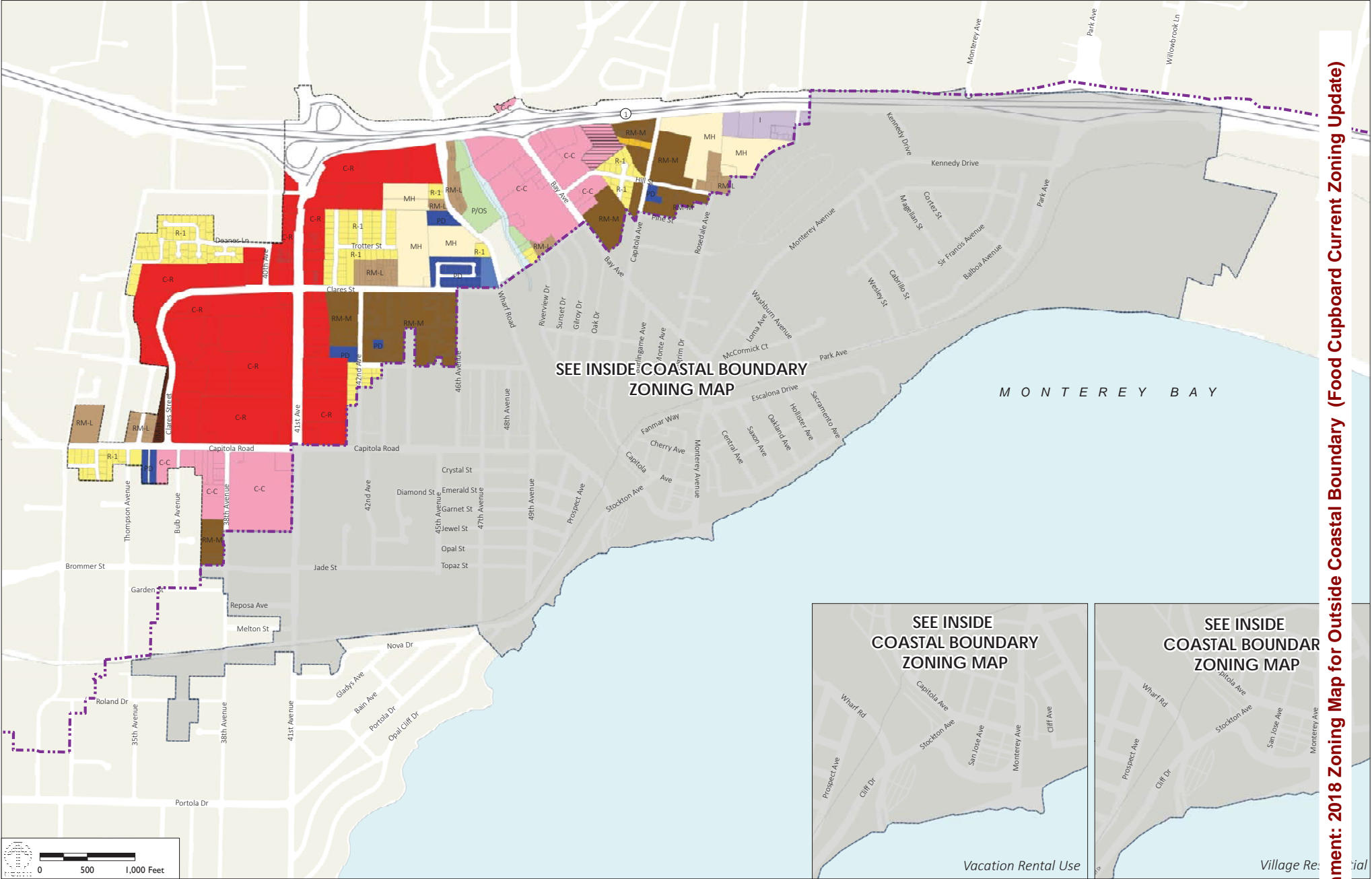
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|---|---|-----------------------------|------------------------------------|
| Residential Districts | Commercial/Office/Industrial Districts | Industrial Districts | Automatic Review Overlay |
| ■ R-1 - Single-Family Residential | ■ PO - Professional Office | ■ IP - Industrial Park | ■ Residential Overlay |
| ■ RM-LM - Multi-Family Residential Low-Medium Density | ■ CR - Commercial/Residential | ■ Other Districts | ■ Transient Rental Overlay |
| ■ RM-M - Multi-Family Residential Medium Density | ■ CN - Neighborhood Commercial | ■ PF - Public Facility | ■ CZ - Coastal Zone |
| ■ RM-H - Multi-Family Residential High Density | ■ CV - Central Village | ■ VS - Visitor Serving | ■ Santa Cruz Coastal Zone Boundary |
| ■ MHE - Mobile Home Exclusive | ■ CC - Community Commercial | ■ PD - Planned Development | ■ City Limit |

- Combining District**
- F Facility
 - P Park
 - OS Open Space
 - S School

Source: ESRI, 2017; City of Capitola, 2018; Place

*See Local Coastal Program Habitats Map for boundaries of Environmentally Sensitive Habitats Area Overlay Zone.

Attachment: Zoning Map Inside Coastal Boundary (Food Cupboard Current Zoning Update)



SEE INSIDE COASTAL BOUNDARY ZONING MAP

SEE INSIDE COASTAL BOUNDARY ZONING MAP

SEE INSIDE COASTAL BOUNDARY ZONING MAP

Residential Zoning Districts

- R-1 - Single-Family Residential
- RM-L - Multi-Family Residential, Low Density
- RM-M - Multi-Family Residential, Medium Density
- RM-H - Multi-Family Residential, High Density
- MH - Mobile Home Park

Mixed-Use Zoning Districts

- MU-V - Mixed Use Village
- MU-N - Mixed Use Neighborhood
- C-R - Regional Commercial
- C-C - Community Commercial

Other Zoning Districts

- P/OS - Parks and Open Space
- CF - Community Facility
- PD - Planned Development

Overlay Zones

- AHO - Affordable Housing Overlay
- CZ - Coastal Zone
- VRU - Vacation Rental Use
- VR - Village Residential

City Limit

- City Limit
- Santa Cruz Coastal Zone Boundary

Source: ESRI, 2017; City of Capitola, 2018; Place

*See Local Coastal Program Habitats Map for boundaries of Environmentally Sensitive Habitats Area Overlay Zone.

Attachment: 2018 Zoning Map for Outside Coastal Boundary (Food Cupboard Current Zoning Update)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MAY 24, 2018

FROM: Public Works Department

SUBJECT: Review Potential Traffic Calming Options for Topaz Street and the Jewel Box Neighborhood

RECOMMENDED ACTION: Review options for traffic calming for Topaz Street and the Jewel Box neighborhood, receive public testimony, and authorize staff to proceed with a facilitated public workshop.

BACKGROUND: In January and February the Council held public hearings on how to address concerns regarding traffic volume issues on Topaz Street in the Jewel Box neighborhood. The ultimate outcome of those meetings was direction to: develop a series of traffic calming measures that would have less significant changes to the overall Jewel Box traffic patterns such as signage and speed tables; bring those options to Council for review; and then host a public meeting to obtain community feedback on the options.

DISCUSSION: Several tools can be used to influence traffic that do not require the permanent diversion of traffic from one street to another. The following devices may prove to be helpful in slowing and discouraging cut-through traffic in the Jewel Box.

Speed tables. Speed tables are midblock traffic calming devices that raise the entire wheelbase of a vehicle to reduce its traffic speed. Speed tables are longer than speed humps and flat-topped, with a height of 3–3.5 inches and a length of 22 feet. Vehicle operating speeds for streets with speed tables range from 25 to 45 mph, depending on the spacing. Speed tables can be constructed in conjunction with crosswalks and curb extensions. (see Attachment 1)

Neighborhood traffic circles: Small raised islands placed in residential roads to deflect motorists from travelling straight through an intersection, like a roundabout but smaller in scale. These require drivers to slow to a speed less than they would in a standard intersection. An analysis of the intersection of Topaz Street and 47th Avenue indicates that a 12-foot diameter traffic circle could be placed in the intersection. Passenger vehicles would pass to the right of the circle but large commercial vehicles like garbage trucks or fire engines would need to pass to the left in order to make a turn to the left. (see Attachment 2)

Curb extensions (choker or bulb-outs): Concrete curb extensions from the edge of the roadway that extend into the street that narrow the driving lanes. They can be constructed both at intersection (bulb-outs) or mid-block (choker). Typically, these reduce the cross section of traveled roadway from two lanes to one-and-one-half or one lane. (see Attachment 3)

Jewel Box Traffic Calming
May 24, 2018

In addition to the constructed items above, signage and movement restrictions can also be useful.

Traffic calming signs: These signs, as shown in Attachment 4, help identify the streets as a neighborhood street and advise motorists to drive slowly.

Movement restrictions: Restricting left or right turns during commute hours will redirect cut-through traffic. The effect of the restriction is dependent on periodic enforcement.

The plan sheet included as Attachment 5 shows how these elements could be combined to address different cut-through routes. Although further analysis will be required, these changes could potentially be implemented without creating significant impacts that would trigger CEQA (California Environmental Quality Act) review.

Several residents have shared their ideas on this matter, offering differing solutions that eliminate cut-through routes by signage or reconfiguring intersections. Copies of these emails are included as Attachment 6.

Staff's recommendation is to consult with a traffic engineer to prepare a presentation on these options and present them at a workshop to be held at the Jade Street Community Center. The object of the workshop would be to talk about these and other options and seek a plan that is supported by the varied interests in the community.

FISCAL IMPACT: The cost to host a facilitated workshop that will include a traffic engineer and staff is \$3,000. This cost can be covered with existing funding in the Public Works engineering budget. The cost to implement a plan is dependent on the elements of the plan, required permitting, and construction costs.

ATTACHMENTS:

1. Speed Tables
2. Curb Extensions
3. Traffic Circles
4. Jewel Box Traffic Calming Option Plan
5. Traffic calming signs
6. Public input emails

Report Prepared By: Steve Jesberg
Public Works Director

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

5/18/2018

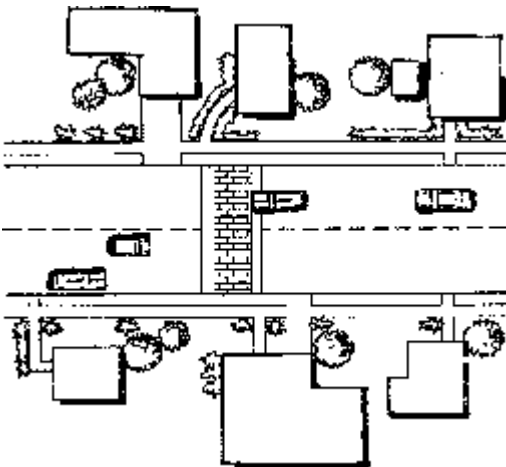
Traffic Calming Measures - Speed Table

Description:

- long raised speed humps with a flat section in the middle and ramps on the ends; sometimes constructed with brick or other textured materials on the flat section
- **sometimes called flat top speed humps, trapezoidal humps, speed platforms, raised crosswalks, or raised crossings**

Applications:

- local and collector streets
- main roads through small communities
- typically long enough for the entire wheelbase of a passenger car to rest on top
- work well in combination with textured crosswalks, curb extensions, and curb radius reductions
- can include a crosswalk



Design/Installation Issues:

- typically 22 feet in the direction of travel with 6 foot ramps on each end and a 10 foot flat section in the middle; other lengths (32 and 48 feet) reported in U.S. practice
- most common height is between 3 and 4 inches (and reported as high as 6 inches)
- ramps are typically 6 feet long (reported up to 10 feet long) and are either parabolic or linear
- careful design is needed for

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SPEED HUMP | SPEED TABLE | RAISED INTERSECTION | CLOSURE | NEIGHBORHOOD TRAFFIC CIRCLE | CHICANE | CHOKER | CENTER ISLAND NARROWING

Attachment: Speed Tables (Jewel Box Traffic Calming)

Potential Impacts:

- no effect on access
- speeds are reduced, but usually to a higher crossing speed than at speed humps (typically between 25 and 27 miles per hour)
- traffic volumes have been reduced on average by 12 percent depending on alternative routes available
- collisions have been reduced on average by 45 percent on treated streets (not adjusted for traffic diversion)
- reported to increase pedestrian visibility and likelihood that driver yields to pedestrian

Emergency Response Issues:

- typically preferred by fire departments over 12 to 14-foot speed humps
- generally less than 3 seconds of delay per hump for fire trucks

Typical Cost:

- approximately \$2,500 (in 1997 dollars) for asphalt tables; higher for brickwork, stamped asphalt, concrete ramps and other enhancements sometimes used at pedestrian crossings

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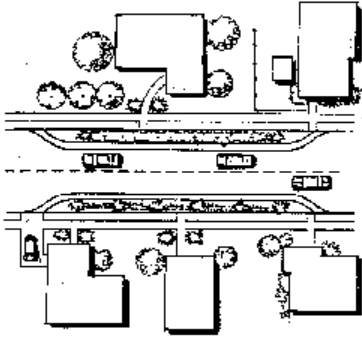
Traffic Calming Measures - Choker

Description:

- curb extensions at midblock or intersection corners that narrow a street by extending the sidewalk or widening the planting strip
- can leave the cross section with two narrow lanes or with a single lane
- at midblock, sometimes called parallel chokers, angled chokers, twisted chokers, angle points, pinch points, or midblock narrowings
- at intersections, sometimes called neckdowns, bulbouts, knuckles, or corner bulges
- if marked as a crosswalk, they are also called safe crosses

Applications:

- local and collector streets
- pedestrian crossings
- main roads through small communities
- work well with speed humps, speed tables, raised intersections, textured crosswalks, curb radius reductions, and raised median islands



Design/Installation Issues:

- some applications use an island which allows drainage and bicyclists to continue between the choker and the original curb line
- typically designed to narrow road to 20 feet for two-way traffic; typically avoid the use of widths between 13 and 17 feet
- adequate drainage is a key consideration
- provides opportunity for landscaping
- vertical delineators, bollards or object markers are often used to make visible to snowplow operators

Potential Impacts:

- can impact parking and driveway access
- reduces pedestrian crossing width and increases visibility of pedestrian
- speeds have typically been reduced on average by 4 percent for two-lane chokers and 14 percent for one lane chokers
- minor decrease in traffic for two-lane and 20 percent reduction for one-lane chokers
- collision data not available
- bicyclists prefer not to have the travelway narrowed into path of motor vehicles

Emergency Response Issues:

- preferred by many fire department/emergency response agencies to most other traffic calming measures

Other/Special Considerations:

- one-lane chokers rely on regulatory signs and driver courtesy to work

Typical Cost:

- approximately \$7,000 to \$10,000 (1997 dollars)

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SPEED HUMP | SPEED TABLE | RAISED
INTERSECTION | CLOSURE | NEIGHBORHOOD
TRAFFIC
CIRCLE | CHICANE | CHOKER | CENTER
ISLAND NARROWING

Traffic Calming Measures - Neighborhood Traffic Circle

Description:

- raised islands, placed in intersections, around which traffic circulates
- motorists yield to motorists already in the intersection
- require drivers to slow to a speed that allows them to comfortably maneuver around them
- sometimes called intersection islands
- different from roundabouts

Applications:

- intersections of local or collector streets
- one lane each direction entering intersection
- not typically used at intersections with high volume of large trucks and buses turning left

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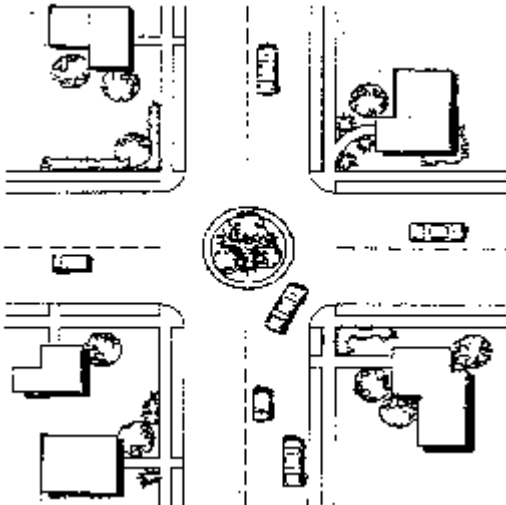


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SPEED HUMP | SPEED TABLE | RAISED INTERSECTION | CLOSURE | NEIGHBORHOOD TRAFFIC CIRCLE | CHICANE | CHOKER | CENTER ISLAND NARROWING



Design/Installation Issues:

- typically circular in shape, though not always
- usually landscaped in their center islands, though not always
- often controlled by YIELD signs on all approaches, but many different signage approaches have been used
- key design features are the offset distance (distance between projection of street curb and

Attachment: Traffic Circles (Jewel Box Traffic Calming)

center island),
lane width for
circling the circle,
the circle
diameter, and
height of
mountable outer
ring for large
vehicles such as
school buses and
trash trucks

Potential Impacts:

- no effect on access
- reduction in midblock speed of about 10 percent; area of influence tends to be a couple hundred feet upstream and downstream of intersection
- only minimal diversion of traffic
- intersection collisions have been reduced on average by 70 percent and overall collisions by 28 percent
- can result in bicycle/auto conflicts at intersections because of narrowed travel lane

Emergency Response Issues:

- emergency vehicles typically slow to approximately 13 mph; approximate delay of between 5 and 8 seconds per circle for fire trucks
- fire trucks can maneuver around traffic circles at slow speeds provided vehicles are not parked near the circle

Other/Special Considerations:

- large vehicles may need to turn left in front of the circle (which could be unsafe at higher volumes); legislation may be required to legally permit this movement
- quality of landscaping and its maintenance are key issues
- landscaping needs to be designed to allow adequate sight distance
- care must be taken to avoid routing vehicles through unmarked crosswalks on side-street approach

Typical Cost:

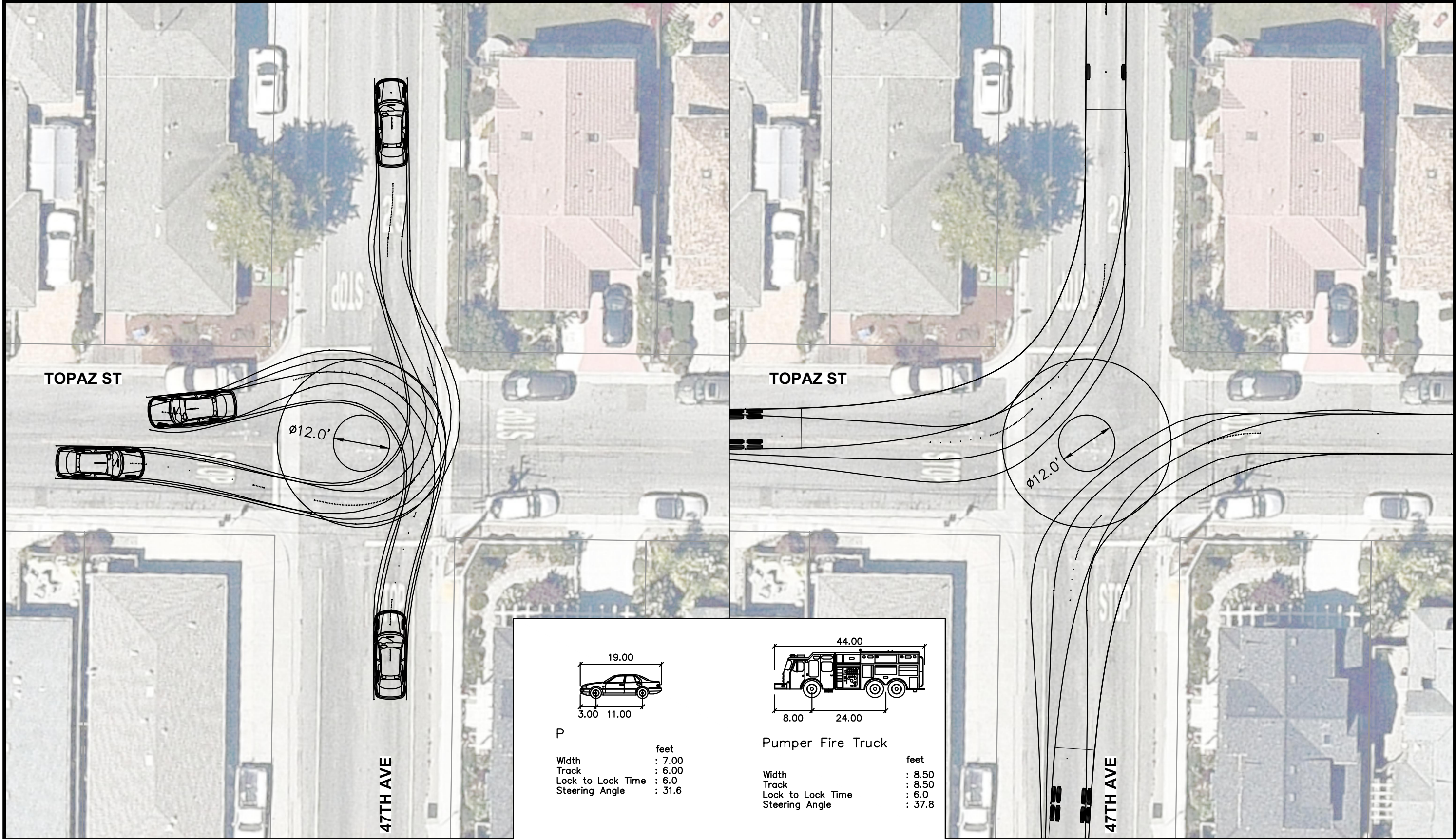
- approximately \$3,500 to \$15,000 (1997 dollars)

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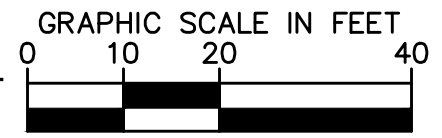
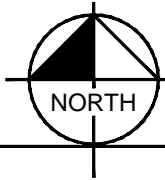
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Attachment: Traffic Circles (Jewel Box Traffic Calming)



Potential Traffic Measures

Legend

-  Bulb Out
-  Neighborhood Traffic Circle
-  No Left Turn 3pm - 7pm
-  No Right Turn 3pm - 7pm
-  Speed Table (Approximate Location)
-  Traffic Calming Sign



Google Earth

© 2018 Google

900 ft



Attachment: Jewel Box Traffic Calming Option Plan (Jewel Box Traffic Calming)



Attachment: Traffic calming signs (Jewel Box Traffic Calming)

Jesberg, Steve (sjesberg@ci.capitola.ca.us)

From: Karl Shubert <karl.shubert@gmail.com>
Sent: Thursday, May 10, 2018 12:25 PM
To: Jesberg, Steve (sjesberg@ci.capitola.ca.us)
Subject: Topaz Traffic Calming

Hi Steve,

The Topaz neighbors have been discussing possible low-impact solutions that might "calm" the cut-through traffic on our street. We still want a solution that will significantly reduce this traffic volume, but not create new problems. We'd also like to get our thoughts to you before you lock on a decision.

Our desire to see a one-way Topaz Street has changed, mostly because of the potential for increased speeding. We have been discussing an alternative solution that also may be less intrusive to the other Jewel Box neighbors. **This would involve placing "No Entry" signs to Topaz at particular intersections.** In one placement option, the "No Entry" signs would be placed entering both sides of Topaz on 47th Avenue. (Another placement possibility would be "No Entry" signs to Topaz at 45th and 49th.) In any placement option, Topaz remains two-way.

Positives:

- 1) Low cost and simple to implement. (Two signs)
- 2) No involvement of the Coastal Commission or other official body.
- 3) Limits the flow of East to West traffic on both sections of Topaz.
- 4) West to East traffic on the west section of Topaz diverted to 47th.
- 5) Full access for emergency/service vehicles is maintained.

Downside:

- 1) Enforcement will be required, especially at start. Violation of these signs is not like running a one-way street the wrong way, so once a vehicle is across the junction they are clear to go. (It would take guts to daily commute through a traffic violation.)
- 2) Some minimal negative reactions from other Jewel Box neighbors. Before and after traffic counts will be necessary to respond to anecdotal evidence and complaints.

There may be variations of these "No Entry" ideas that could be considered, such as limiting them to commute hours, etc. However the solution is implemented, it could easily be done for a trial period with little cost. Please provide me your thoughts about these ideas, and suggest how we should proceed to work with you.

regards,
 Karl Shubert (on behalf of Topaz neighbors)

Attachment: Public input emails (Jewel Box Traffic Calming)

Jesberg, Steve (sjesberg@ci.capitola.ca.us)

From: Jesberg, Steve (sjesberg@ci.capitola.ca.us)
Sent: Thursday, May 17, 2018 4:41 PM
To: Jesberg, Steve (sjesberg@ci.capitola.ca.us)
Subject: FW: Jewel Box Cut-Through Traffic Intersection Reconfiguration

From: Matt Arthur [<mailto:marthur70@sbcglobal.net>]
Sent: Wednesday, May 16, 2018 8:26 AM
To: City Council <citycouncil@ci.capitola.ca.us>; PLANNING COMMISSION <planningcommission@ci.capitola.ca.us>
Cc: Wilson, Lorrie (lwilson@ci.capitola.ca.us) <lwilson@ci.capitola.ca.us>; Ording, Molly (mollyording@yahoo.com) <mollyording@yahoo.com>
Subject: Jewel Box Cut-Through Traffic Intersection Reconfiguration

Council,

I'd like to thank the Capitola City Council, Police Department and the City staff for placing the safety of Capitola residents as their top priority. As you are well aware of, the Jewel Box neighborhood is less than safe due to the high volume of cross-town cut-through traffic as stated by your most recent traffic studies.

As some of you are aware of, the morning of May 4th I was nearly struck by a cross-town cut-through vehicle that ran a stop sign and swerved to miss my dog and I. The gray minivan turned left off of Topaz, failing to stop had to swerved to miss us. The vehicle drove north on 49th Ave at a rate well above the posted limit, arrived at the stop sign at 49th Ave and Capitola Rd, crossed over Capitola Rd and continued it's cross-town path. This is the face of cut-through traffic in the Jewel Box neighborhood to the east of 47th Ave.

Any talk of safety and cross-town cut-through traffic relief in the Jewel Box neighborhood should first begin with redirecting cut-through traffic out of the Jewel Box neighborhood. The 4-way stop intersection at 49th Ave and Capitola Rd is the single largest cause of cut through traffic in the Jewel Box neighborhood east of 47th Ave. Disallowing vehicles to cross over Capitola Rd on 49th Ave will eliminate ALL cut-through cross town-traffic wanting to connect to the north end of 49th Ave. Reconfiguration of this intersection will provide IMMEDIATE relief of cross-town cut-through traffic, restore a level of safety and will be the least impactful to the Jewel Box residents living to the east of 47th Ave.

I appreciate your time!

Matt

Matt Arthur
C: 831-818-2021

Attachment: Public input emails (Jewel Box Traffic Calming)

Jesberg, Steve (sjesberg@ci.capitola.ca.us)

From: Jesberg, Steve (sjesberg@ci.capitola.ca.us)
Sent: Thursday, May 17, 2018 4:41 PM
To: Jesberg, Steve (sjesberg@ci.capitola.ca.us)
Subject: FW: Jewel Box Cut-Through Traffic Intersection Reconfiguration

From: Nels Westman [<mailto:nels@bestwestman.com>]
Sent: Wednesday, May 16, 2018 3:28 PM
To: Arthur, Matt <Marthur70@sbcglobal.net>
Cc: City Council <citycouncil@ci.capitola.ca.us>; PLANNING COMMISSION <planningcommission@ci.capitola.ca.us>; Wilson, Lorrie (lwilson@ci.capitola.ca.us) <lwilson@ci.capitola.ca.us>; Ording, Molly (mollyording@yahoo.com) <mollyording@yahoo.com>
Subject: Jewel Box Cut-Through Traffic Intersection Reconfiguration

Hi, Matt,

Susan shared your email with me. Sorry to hear of your close call. Sadly your experience is the face of cut through traffic in many neighborhoods of Capitola, not just the Jewel Box. Eliminating it (if possible) on one street or neighborhood often has the unfortunate consequence of forcing it onto other streets or neighborhoods. The elusive trick is to try to manage it as safely as possible when it cannot be equitably eliminated.

All that being said, I think your suggestion about the intersection of 49th and Capitola Road makes some common sense. It would certainly eliminate the significant cut through traffic on the Wharf Road/49th Ave route but wouldn't effectively discourage cut through traffic turning right off 49th onto Capitola Road down into the Village. I'd like to suggest you expand on your suggestion by exploring including the installation of a 4-way stop at 47th and Capitola Road. This will reduce cut through traffic east of 47th and will, I believe, improve safety throughout the Jewel Box.

I suggest focusing on 47th including a Capitola Road 4-way stop for the following reasons:

1. It is a wide roadway due to no on-street parking along most of its length.
2. It has bike lanes.
3. It has an abundance of speed bumps to discourage speeding.
4. It has the only R/R crossing in the Jewel Box making it an essential route for all drivers - locals and Jewel Box residents as well as commuters. The safety improvement of a stop sign protected intersection at Capitola Road should eliminate many cars using the north/south Jewel Box streets (Topaz, etc) to get to a stop-sign protected intersection at 45th or 49th.

To those who might object to an additional stop sign on Capitola Road slowing down traffic I would say, "Hey, isn't that the whole idea?"

These two steps combined would be very inexpensive to implement but should significantly improve safety in the Jewel Box.

Regards and be safe.

Nels

Attachment: Public input emails (Jewel Box Traffic Calming)