

# City of Capitola Agenda

Mayor: Stephanie Harlan  
Vice Mayor: Sam Storey  
Council Members: Ed Bottorff  
Dennis Norton  
Michael Termini  
Treasurer: Kym DeWitt



## **SPECIAL JOINT BUDGET STUDY SESSION CAPITOLA CITY COUNCIL/SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT AGENCY**

**THURSDAY, MAY 30, 2013**

**6:00 PM**

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

*All matters listed on the Special Joint Budget Study Session of the Capitola City Council/Successor Agency Agenda shall be considered as Public Hearings.*

- 1. ROLL CALL AND PLEDGE OF ALLEGIANCE**  
Council Members Dennis Norton, Sam Storey, Ed Bottorff, Michael Termini and Mayor Stephanie Harlan
- 2. 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.*
- 3. GENERAL GOVERNMENT/PUBLIC HEARINGS**  
*General Government items are intended to provide an opportunity for public discussion of each item listed. The following procedure is followed for each General Government item: 1) Staff explanation; 2) Council questions; 3) Public comment; 4) Council deliberation; 5) Decision.*
  - A. Continued Budget Study Session on the proposed 2013/2014 Fiscal Year Budget for the City of Capitola General Fund, the Capitola Successor Agency, and the Capital Improvement Program.
    - 1) Finance Advisory Committee recommendations;
    - 2) Presentation regarding the Community Based Health and Human Service Grant process;
    - 3) Council deliberation and direction.

**RECOMMENDED ACTION:**

- (1) Receive Finance Advisory Committee recommendations;
- (2) Receive report on Community Based Health and Human Service Providers;
- (3) Continue City Council/Successor Agency budget deliberations and provide direction to staff for preparation of the budget Resolutions for adoption.

**4. ADDITIONAL MATERIALS**

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

**5. ADJOURNMENT**

Adjourn to the Special Budget Study Session of the City Council and the Successor Agency to be held on Thursday, June 6, 2013, at 6:00 PM, in the City Hall Council Chambers, 420 Capitola Avenue, Capitola, California.

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

**Agenda and Agenda Packet Materials:** The City Council Agenda and the complete agenda packet are available on the Internet at the City's website: [www.ci.capitola.ca.us](http://www.ci.capitola.ca.us). Agendas are also available at the Capitola Post Office located at 826 Bay Avenue, Capitola.

**Agenda Document Review:** The complete agenda packet is available at City Hall and at the Capitola Branch Library, 2005 Wharf Road, Capitola, on the Monday prior to the Thursday meeting. 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 replayed at 12:00 Noon on the Saturday following the meetings 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.ci.capitola.ca.us](http://www.ci.capitola.ca.us) by clicking on the Home Page link "View Capitola Meeting Live On-Line." Archived meetings can be viewed from the website at anytime.



## CITY COUNCIL/SUCCESSOR AGENCY TO THE FORMER RDA AGENDA REPORT

**SPECIAL MEETING OF MAY 30, 2013**

FROM: CITY MANAGER / FINANCE DEPARTMENT

SUBJECT: CONTINUED BUDGET STUDY SESSION ON THE PROPOSED FISCAL YEAR 2013/2014 BUDGET FOR THE CITY OF CAPITOLA GENERAL FUND, CAPITOLA SUCCESSOR AGENCY, CAPITAL IMPROVEMENT PROGRAM, INCLUDING A PRESENTATION FROM THE FINANCE ADVISORY COMMITTEE

### **RECOMMENDED ACTION:**

- (1) Receive Finance Advisory Committee recommendations;
- (2) Receive report on Community Based Health and Human Service Providers;
- (3) Continue City Council/Successor Agency Budget deliberations and provide direction to staff for preparation of the Budget Resolutions for adoption.

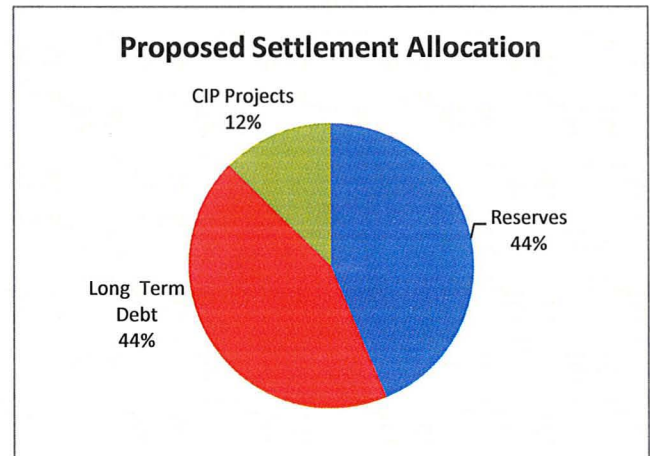
**DISCUSSION:** On May 22, 2013, City Council was presented with the balanced Proposed Fiscal Year 2013/2014 and Fiscal Year 2014/2015 Budget. The Proposed Budget does not include appropriations related to the \$1.35 million insurance settlement from the Pacific Cove pipe failure. The corresponding chart outlines staff's recommended distribution of the proceeds, which allows reserves to be funded at their recommended level one year early.

During the May 30, 2013 Budget Study Session, the Finance Advisory Committee will provide recommendations regarding the allocation of the settlement proceeds, as well as offer additional budgetary suggestions.

### **Community Grant Presentations**

A summary of all of the Providers who have applied for grant funding from the City is included in Attachment 1. There are 41 returning Providers requesting \$266,144, and five new applicants requesting a total of \$24,000. Total funds requested by the applicants are \$290,144. The proposed budget allocates \$250,000.

On May 22, 2013, the Council appointed a subcommittee composed of Mayor Harlan and Council Member Termini to develop a recommended list for allocating the designated funding to the Providers. Last year the Council gave the subcommittee guidelines to use when reviewing the applications. Those guidelines were as follows: Prioritizing programs that provide essential services; reducing or eliminating funding for higher cost programs; and in some cases consider combining funds for programs that are operated by the same Provider. The subcommittee may want to consider utilizing these same guidelines.



## Item #: 3.A. Staff Report.pdf

MAY 31, 2012 CITY COUNCIL SPECIAL BUDGET SESSION  
FY 12/13 & FY 13/14 BUDGET FOR THE CITY & THE SUCCESSOR AGENCY

The subcommittee will bring back their recommendation to the Council for consideration at the June 6, 2013, City Council meeting.

### **Additional Research**

During the May 22, 2013, Budget Study Session, Council requested the following information, which will be presented at this hearing:

- Police Service levels and costs/benefits associated with one additional Police Officer;
- Job description for the Environmental Projects Manager (Attachment 2);
- Debt ratios and benchmarks;
- Multi-year projection, including debt service and reserve levels;
- List of select unfunded Capital Improvement Projects (Attachment 3);
- Village sidewalk cleaning alternatives.

### **ATTACHMENTS**

1. Community Based Health and Human Service Providers funding request analysis;
2. Environmental Projects Manager draft job description;
3. List of unfunded projects for Fiscal Year 2013/2014.

Report Prepared By: Jamie Goldstein, City Manager  
Tori Hannah, Finance Director

Reviewed and Forwarded  
By City Manager: \_\_\_\_\_



**Funder: City of Capitola  
FY 13/14 Funding Requests**

Agency Name	Primary Service	Total Clients	Capitola Clients	% Capitola Clients	Cost Per Cap Client	FY 12/13 Contract Amt.	FY13/14 Requested Amt.
Advocacy, Inc.	LS-rep	2329	269	12%	\$27	\$7,165	\$7,165
Big Brothers Big Sisters	FS-soc	660	20	3%	\$135	\$2,692	\$2,692
Cabrillo Stroke and Disability Center	HC-hss	240	17	7%	\$393	\$6,688	\$6,688
California Grey Bears, Inc.	BN-food	4134	334	8%	\$42	\$13,871	\$13,871
Campus Kids Connection, Inc.	ED-ece	813	210	26%	\$79	\$16,495	\$16,495
CASA of Santa Cruz County	PS-intv	211	10	5%	\$296	\$2,157	\$2,957
Central Coast Center for Independent Living	FS-srv	161	13	8%	\$356	\$4,627	\$4,627
Community Action Bd. The Shelter Project	BN-hsg	752	28	4%	\$46	\$1,286	\$1,286
<b>Community Bridges</b>							
Meals on Wheels for Santa Cruz County	BN-food	1976	91	5%	\$608	\$55,361	\$55,361
Lift Line	BN-trn	604	93	15%	\$481	\$44,730	\$44,730
Live Oak Family Resource Center	PS-prev	637	33	5%	\$145	\$4,794	\$4,794
Child Development Division	ED-ece	181	1	1%	\$5,000	\$863	\$5,000
Sub-Total						\$105,748	\$109,885
Conflict Resolution Center of Santa Cruz	CD-eng	2567	236	9%	\$13	\$2,686	\$3,000
Cultural Council of Santa Cruz County	FS-soc	331550	1000	0%	\$4	\$930	\$4,147
Dientes Community Dental Care	HC-den	7305	389	5%	\$3	\$1,308	\$1,308
Families In Transition	BN-hsg	568	13	2%	\$181	\$2,352	\$2,352
<b>Family Service Agency of the Central Coast</b>							
Counseling - North County	MH-out	1003	40	4%	\$114	\$4,575	\$4,575
I-You Venture	MH-mhs	801	128	16%	\$10	\$1,305	\$1,305
Senior Outreach	MH-mhs	203	10	5%	\$131	\$1,305	\$1,305
Suicide Prevention	MH-mhs	6264	429	7%	\$3	\$1,134	\$1,134
Survivors Healing Center	MH-out	2047	13	1%	\$35	\$458	\$458
Sub-Total						\$8,777	\$8,777
<b>Homeless Services Center of Santa Cruz County</b>							
Paul Lee Loft Shelter	BN-hsg	658	2	0%	\$1,250	\$2,500	\$2,500
Hospice of Santa Cruz County	HC-spec	879	54	6%	\$26	\$1,310	\$1,380
Native Animal Rescue	EQ-pro					\$1,118	\$1,188
O'Neill Sea Odyssey	EQ-edu	6000	60	1%	\$46	\$2,746	\$2,746
Parents Center Santa Cruz	MH-out	1347	50	4%	\$140	\$7,018	\$7,018
<b>Santa Cruz Community Counseling Center</b>							
Youth Services Counseling	MH-out	2136	68	3%	\$100	\$6,816	\$6,816
Santa Cruz AIDS Project	FS-srv	190	4	2%	\$1,770	\$7,080	\$7,080
Sub-Total						\$13,896	\$13,896
Santa Cruz Toddler Care Center	ED-ece	55	6	11%	\$194	\$1,164	\$1,164
Save our Shores	EQ-pro	210	150	71%	\$13	\$1,309	\$2,000
Second Harvest Food Bank of Santa Cruz and San Benito	BN-food	55570	1500	3%	\$7	\$9,755	\$9,755
Senior Citizens Legal Services	LS-rep	727	53	7%	\$183	\$9,673	\$9,673
Senior Network Services, Inc.	FS-srv	16037	801	5%	\$3	\$2,391	\$2,391
<b>Seniors Council of Santa Cruz and San Benito Counties</b>							
Project Scout	IN-inc	2152	82	4%	\$100	\$3,207	\$8,207
WomenCARE	MH-mhs	286	8	3%	\$274	\$2,195	\$2,195
<b>United Way</b>							
Child Abuse Prevention	PS-prev	860	100	12%	\$60	\$6,037	\$6,037
Community Assessment Report						\$930	\$930
2-1-1 Help Line	FS-srv	6000	300	5%	\$5	\$930	\$1,500
Sub-Total						\$7,897	\$8,467
Vista Center for the Blind and Visually Impaired	HC-reh	161	11	7%	\$161	\$1,771	\$1,771
Volunteer Center - Santa Cruz Center	BN-hsg	5819	137	2%	\$22	\$1,286	\$3,000
Women's Crisis Support - Defensa de Mujeres	LS-srep	1470	22	1%	\$161	\$3,543	\$3,543
<b>NEW APPLICATIONS</b>							
Walnut Avenue Women's Center							
PAT Childcare Services	ED-ece	108	10	9%	\$500		\$5,000
Domestic Violence Services	MH-mhs	550	47	9%	\$106		\$5,000
Sub-Total							\$10,000
Santa Cruz County Office of Education	ED-ece	1447	38	3%	\$26		\$1,000
The Diversity Center	CD-eng	4500	375	8%	\$27		\$10,000
Young at Heart Project	HC-reh						\$3,000
<b>TOTALS</b>						<b>\$249,561</b>	<b>\$290,144</b>

TOTAL ADDITIONAL REQUESTS

\$40,583

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**CITY OF CAPITOLA  
ENVIRONMENTAL PROJECTS MANAGER**

**DEFINITION**

Under the general direction and oversight of the Public Works Director, the Environmental Projects Manager oversees, monitors, coordinates and manages one or more environmental programs in support of City services and operational activities, such as the storm water program, Soquel Creek Management plan, riparian conservation and enhancement projects, and coordinates with other agencies on programs related to drinking water, and wastewater programs. This position will also manage Public Works improvement projects as directed, collect samples, perform inspections and field and laboratory tests and analysis. Further duties will include performing research and analysis, writing reports, grants, correspondence and a variety of other materials; developing, implementing and administer programs; performing public outreach regarding assigned programs; and, performing other related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

- Receives executive direction from the Public Works Director.
- May exercise functional and technical supervision over assigned staff.
- Bargaining Unit: Mid-Management

**DISTINGUISHING CHARACTERISTICS**

The ***Environmental Projects Manager*** is a journey-level classification responsible for a variety of environmental programs and projects in support of City services and operational activities. The incumbent oversees daily program operations, and assists in reviewing the work performance of contractors.

**ESSENTIAL DUTIES & RESPONSIBILITIES** *(May include, but are not limited to: )*

Manages, oversees, monitors, conducts and coordinates one or more environmental programs and Public Works projects in support of City services and operational activities, such as the storm water program, Soquel Creek Management plan, riparian conservation and enhancement project, and coordinates with other agencies on programs related to drinking water, and wastewater programs.

Develops and implements City programs, including those involving storm water quality, watershed and water resource management; develops and implements and evaluates goals, objectives, policies and priorities for assigned projects and service areas; ensures that established goals and priorities are achieved.

Stays current with, interprets and applies federal, state and local regulations, codes and ordinances related to area of assignment, such as the Clean Water Act, Permitting for Soquel Creek Management Plan, California Environmental Quality Act, federal and California Endangered Species Acts, the National Environment Protection Act, National Pollutant Discharge Elimination System Program (NPDES), and other regulations related to groundwater and wastewater, storm water quality, waste management.

Develops and maintains environmental monitoring and reporting programs; notes compliance violations and assists with remediation efforts; conducts field studies; may coordinate the performance of a variety of laboratory and field chemical, biological and bacteriological analyses to determine compliance with state and federal agency requirements; performs statistical analyses; adheres to quality assurance programs for all monitoring including laboratory analysis and instrumentation as well as field methods and instrumentation.

Prepares, organizes and maintains comprehensive databases, records and technical reports, correspondence, requests for proposals, contracts for professional services, brochures,

## Item #: 3.A. Attach 2.pdf

### Draft City of Capitola Environmental Projects Manager Job Description

advertisements, posters, and other materials; develops educational materials; writes and monitors grants. Compiles statistics; organizes and analyzes data.

Acts as liaison with government officials, businesses, private landowners, the public and other City staff; provides public outreach and education; makes presentations; serves as a technical resource; responds to questions and inquiries; coordinates pertinent information, resources and work teams necessary for accomplishing tasks; works closely with other departments and outside groups and agencies to coordinate plans for proposed projects and to respond to their concerns. May coordinate the work of volunteers and interns.

Participates in the development of policies and procedures; recommends programs, projects and work assignments to higher level personnel; assists in the development or revision of policies, ordinances and codes relating to assigned duties; implements those policies and procedures.

Participates in the review of environmental and planning documents, environmental monitoring reports, biological assessments, environmental impact reports and permit applications.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge:**

- Principles, practices, and terminology of environmental programs related to the area of assignment.
- Applicable federal and state laws, codes, and regulations.
- Natural resource management.
- Basic statistics.
- Methods and techniques for record keeping and report preparation and writing.
- Office practices, methods and equipment, including using a computer for word processing and spreadsheets.
- Principles and practices of program development, administration, and evaluation.
- Nonpoint source water pollution and erosion control/sedimentation best management practices.

#### **The following apply for all positions except for those assigned to Water Resources:**

- Methods and techniques of budget development and monitoring.
- Grant writing and administration.

#### **Abilities:**

- Oversee, plan, organize, conduct, coordinate, and implement projects and programs.
- Learn more complex principles, practices, techniques, and regulations pertaining to assigned duties.
- Implement, explain, and apply applicable laws, codes, and regulations.
- Analyze and interpret large sets of laboratory, field, and/or statistical data.
- Perform mathematical calculations.
- Write and compile effective technical and administrative reports.
- Read, interpret, and record data accurately.
- Read and interpret maps, sketches, drawings, specifications and technical manuals.
- Adjust standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate.
- Participate in the establishment of section, division, and/or department goals, objectives and methods for evaluating achievement and performance levels.
- Assist with budget development and monitoring.
- Plan, organize, and direct work of assigned staff.
- Communicate clearly and concisely, both orally and in writing.



## Draft City of Capitola Environmental Projects Manager Job Description

- Follow written and oral directions.
- Work independently, as well as in a team context.
- Observe safety principles and work in a safe manner.
- Establish and maintain effective working relationships with representatives of community organizations, private landowners, state, federal, and local agencies and associations, City staff, the general public and other stakeholders.
- May safely and effectively operate the tools and equipment used in environmental fieldwork, sampling and/or laboratory testing and analysis.
- May calibrate and maintain environmental sampling and monitoring equipment.
- May collect a variety of samples in the field.

**OTHER REQUIREMENTS**

Willingness to work occasional evenings and weekends, as assigned. Willingness to attend off-site meetings and training sessions, such as basic health and safety training related to hazardous materials and waste, as required.

**REQUIRED EDUCATION AND EXPERIENCE**

Any combination of education and experience that provides the above knowledge, skills, and abilities combined with any required licenses or certificates is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following:

1. Bachelor's degree in engineering, environmental science, environmental studies, planning or a related field; or
2. Two years of experience in the coordination of environmental programs, environmental compliance programs, or related areas.
3. Possession and continued maintenance of a valid California class C driver's license and a safe driving record.

**DESIRABLE QUALIFICATIONS**

For Storm Water, California State Water Resource Control Board approved training as defined by the California Storm Water Quality Association (CASQA) for individuals intending to become Qualified SWPPP Practitioners (QSP), or Qualified SWPPP Developers (QSD)

**ENVIRONMENTAL AND WORKING CONDITIONS**

Position requires sitting, standing, walking on level, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. The position also requires near, far and color vision when collecting and analyzing samples. The need to lift, carry, and push tools, equipment and supplies weighing 25 pounds is also required. Additionally, the incumbent may be exposed to biohazards and a variety of working conditions, including mechanical, electrical and water - related hazards, loud noises when collecting samples and performing field inspections and surveys. The incumbent may work in adverse weather conditions, including wet, heat and cold, when collecting samples or performing inspections. The incumbent may use cleaning and lubricating chemicals or work in an environment that may involve exposure to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders and steep slopes. The incumbent may be required to occasionally work evenings and weekends. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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## City of Capitola

List of unfunded projects for consideration for funding in 2013/14

<b>Project Number</b>	<b>Project Category</b>	<b>Location</b>	<b>Project</b>	<b>Year Scheduled</b>	<b>Cost Range</b>
N9	NTAC	Stockton Ave	Pedestrian crossing improvements at Stockton and Esplanade	Unprogrammed	\$75,000- \$150,000
S53	Streets	Hill Street	Pedestrian Improvements from Capitola Ave to Rosedale Ave	Unprogrammed	\$35,000 - \$120,00
P17	Parks	Rispin	Complete conversion to park	Unprogrammed	\$100,000 - \$550,000
TBD	Parks	Monterey & Park	Street frontage and landscaping improvements to Historic Depot site	Unprogrammed	\$30,000 - \$100,000

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