

City of Capitola Agenda

Mayor: Ed Bottorff
Vice Mayor: Stephanie Harlan
Council Members: Jacques Bertrand
Dennis Norton
Michael Termini
Treasurer: Christine McBroom



SPECIAL JOINT BUDGET STUDY SESSION

CAPITOLA CITY COUNCIL/SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT AGENCY

WEDNESDAY, JUNE 1, 2016

6:00 PM

CITY COUNCIL CHAMBERS
420 CAPITOLA AVENUE, CAPITOLA, CA 95010

All correspondences received prior to 5:00 p.m. on the Tuesday preceding a City Council/Successor Agency Special Joint Budget Study Session will be distributed to Council/Agency Members to review prior to the meeting. Information submitted after 5 p.m. on that Tuesday may not have time to reach Council/Agency Members, nor be read by them prior to consideration of an item.

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

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Council/Board Members Dennis Norton, Stephanie Harlan, Jacques Bertrand, Michael Termini and Mayor/Chair Ed Bottorff

2. ADDITIONAL MATERIALS

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

3. ADDITIONS AND DELETIONS TO THE AGENDA

CAPITOLA CITY COUNCIL/SUCCESSOR AGENCY SPECIAL JOINT BUDGET
STUDY SESSION AGENDA
June 1, 2016

4. PUBLIC COMMENT

Oral Communications allows time for members of the Public to address the City Council/Successor Agency 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.

5. CITY COUNCIL / SUCCESSOR AGENCY / CITY TREASURER / STAFF COMMENTS

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

6. 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 City Council/Successor Agency votes on the action unless members of the public or the City Council/Successor Agency request specific items to be discussed for separate review. Items pulled for separate discussion will be considered following General Government.

- A. Consider the January 14, 2016, February 25, 2016, and the May 18, 2016, City of Capitola, as Successor Agency to the Former Capitola Redevelopment Agency, Minutes

RECOMMENDED ACTION: Approve the subject minutes as submitted.

7. 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. Receive a Presentation on the Fiscal Year 2016/2017 Proposed Budget and Continue Budget Study Session Deliberations

RECOMMENDED ACTION: Receive presentation and continue City Council/Successor Agency Budget deliberations, and provide direction to staff for preparation of the Budget Resolutions for adoption.

8. 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

CAPITOLA CITY COUNCIL/SUCCESSOR AGENCY SPECIAL JOINT BUDGET
STUDY SESSION AGENDA
June 1, 2016

comply with this 90-day rule will preclude any person from challenging the City Council decision in court.

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

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

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

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

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



**SPECIAL JOINT
BUDGET STUDY SESSION
CAPITOLA CITY COUNCIL/
SUCCESSOR AGENCY
AGENDA REPORT**

MEETING OF JUNE 1, 2016

FROM: City Manager Department

SUBJECT: Consider the January 14, 2016, February 25, 2016, and the May 18, 2016, City of Capitola, as Successor Agency to the Former Capitola Redevelopment Agency, Minutes

RECOMMENDED ACTION: Approve the subject minutes as submitted.

DISCUSSION: Attached for the Successor Agency's approval are the minutes of the subject meetings.

ATTACHMENTS:

1. Draft January 14, 2016, Successor Agency Minutes
2. Draft February 25, 2016, Successor Agency Budget Study Session Minutes
3. Draft May 18, 2016, Successor Agency Budget Study Session Minutes

Report Prepared By: Susan Sneddon
City Clerk

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

5/27/2016

**DRAFT MINUTES OF THE CITY OF CAPITOLA, AS SUCCESSOR
AGENCY TO THE FORMER CAPITOLA REDEVELOPMENT
AGENCY MINUTES**

THURSDAY, JANUARY 14, 2016

AFTER THE ADJOURNMENT OF THE CITY COUNCIL MEETING

CALL TO ORDER

Chairman Bottorff called the meeting to order at 9:52 p.m.

1. ROLL CALL

Board Members Dennis Norton, Jacques Bertrand, Michael Termini, Stephanie Harlan, and Chairman Ed Bottorff. City Treasurer McBroom was absent.

2. ADDITIONAL MATERIALS (None provided)

3. ADDITIONS AND DELETIONS TO THE AGENDA (None provided)

4. PUBLIC COMMENTS (None provided)

5. BOARD MEMBER / STAFF COMMENTS(None provided)

6. CONSENT CALENDAR

A. Consider the September 10, 2015, Successor Agency Minutes

B. Consider the approval of the Successor Agency Check Register Report

ACTION Motion made by Board Member Harlan, seconded by Board Member Termini, to approve Items 3.A. and 3.B.

7. GENERAL GOVERNMENT / PUBLIC HEARINGS

A. Consider Approval of the Recognized Obligation Payment Schedule for July 1, 2016 to June 30, 2017 (ROPS 16-17)

ACTION Motion made by Board Member Bottorff, seconded by Board Member Harlan, to approve the Recognized Obligation Payment Schedule for July 1, 2016 to June 30, 2017. The motion carried unanimously.

8. ADJOURNMENT

Adjourned at 10:00 PM.

Ed Bottorff, Chairman

ATTEST:

Susan Sneddon, Secretary

Attachment: Draft January 14, 2016, Successor Agency Minutes (1490 : Successor Agency Minutes)

**DRAFT JOINT BUDGET STUDY SESSION
CAPITOLA CITY COUNCIL/SUCCESSOR AGENCY
TO THE FORMER REDEVELOPMENT AGENCY
JOINT BUDGET STUDY SESSION MINUTES
THURSDAY, FEBRUARY 25, 2016**

CALL TO ORDER

Chair Bottorff called the meeting to order at 8:35 PM.

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Board Member Dennis Norton: Present, Chair Ed Bottorff: Present, Board Member Jacques Bertrand: Present, Board Member Stephanie Harlan: Present, Board Member Michael Termini: Present.

City Treasurer Christine McBroom was present.

2. ADDITIONAL MATERIALS (None provided)

3. ADDITIONS AND DELETIONS TO AGENDA (None provided)

4. PUBLIC COMMENTS (None provided)

5. CITY COUNCIL / CITY TREASURER / STAFF COMMENTS (None provided)

6. GENERAL GOVERNMENT / PUBLIC HEARINGS

A. Fiscal Year 2015/2016 Mid-Year Budget Report

RECOMMENDED ACTION: Receive mid-year report and amend the Fiscal Year 2015/2016 Budget based on the budget adjustment and authorize the staff changes.

RESULT:	ADOPTED FISCAL YEAR 2015/2016 MID-YEAR BUDGET REPORT [UNANIMOUS]
MOVER:	Dennis Norton, Board Member
SECONDER:	Stephanie Harlan, Board Member
AYES:	Norton, Bottorff, Bertrand, Harlan, Termini

B. Adopt the Fiscal Year 2016/2017 Budget Principles and Review the Fiscal Year 2015/2016 Budget Objective

RECOMMENDED ACTION: Adopt the Fiscal Year 2016/2017 Budget Principles and review the Fiscal Year 2015/2016 Budget Objective accomplishments.

RESULT:	ADOPTED THE FISCAL YEAR 2016/2017 BUDGET PRINCIPLES AND REVIEW THE FISCAL YEAR 2015/2016 BUDGET OBJECTIVE [UNANIMOUS]
MOVER:	Dennis Norton, Board Member
SECONDER:	Stephanie Harlan, Board Member
AYES:	Norton, Bottorff, Bertrand, Harlan, Termini

7. ADJOURNMENT

Meeting adjourned at 8:50 PM

ATTEST:

Ed Bottorff, Chair

Susan Sneddon, Secretary

Attachment: Draft February 25, 2016, Successor Agency Budget Study Session Minutes (1490 : Successor Agency Minutes)

**JOINT BUDGET STUDY SESSION
CAPITOLA CITY COUNCIL/SUCCESSOR AGENCY
TO THE FORMER REDEVELOPMENT AGENCY
JOINT BUDGET STUDY SESSION MINUTES
WEDNESDAY, MAY 18, 2016 – 6:00 PM**

CALL TO ORDER

Chair Bottorff called the meeting to order at 6:00 PM.

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Board Member Dennis Norton: Present, Chair Ed Bottorff: Present, Board Member Jacques Bertrand: Present, Board Member Stephanie Harlan: Present, Board Member Michael Termini: Present.

City Treasurer Christine McBroom was present.

2. ADDITIONAL MATERIALS (None provided)

3. ADDITIONS AND DELETIONS TO AGENDA (None provided)

4. PUBLIC COMMENTS (None provided)

5. CITY COUNCIL / CITY TREASURER / STAFF COMMENTS (None provided)

6. GENERAL GOVERNMENT / PUBLIC HEARINGS

A. Presentation of the Proposed 2016/2017 Fiscal Year Budget for the City of Capitola General Fund, the Capitola Successor Agency, and an Overview of the Capital Improvement Program

RECOMMENDED ACTION: Receive the Proposed Fiscal Year 2016/2017 and Planned Fiscal Year 2017/2018 Budget for the City and Successor Agency to the former Redevelopment Agency; receive an overview of the Capital Improvement Program, and provide staff direction.

<p>RESULT: RECEIVED PRESENTATION OF THE PROPOSED 2016/2017 FISCAL YEAR BUDGET FOR THE CITY OF CAPITOLA GENERAL FUND, THE CAPITOLA SUCCESSOR AGENCY, AND AN OVERVIEW OF THE CAPITAL IMPROVEMENT PROGRAM ADOPTED FISCAL YEAR 2015/2016 MID-YEAR BUDGET REPORT</p>
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7. ADJOURNMENT

Meeting adjourned at 7:34 PM

Ed Bottorff, Chair

ATTEST:

Susan Sneddon, Secretary

MINUTES WERE UNANIMOUSLY APPROVED ON JUNE 1, 2016



SPECIAL JOINT BUDGET STUDY SESSION CAPITOLA CITY COUNCIL/ SUCCESSOR AGENCY AGENDA REPORT

MEETING OF JUNE 1, 2016

FROM: Finance Department

SUBJECT: Receive a Presentation on the Fiscal Year 2016/2017 Proposed Budget and Continue Budget Study Session Deliberations

RECOMMENDED ACTION: Receive presentation and continue City Council/Successor Agency Budget deliberations, and provide direction to staff for preparation of the Budget Resolutions for adoption.

BACKGROUND: The City Council/Successor Agency met on May 18, 2016, to receive the Fiscal Year 2016/2017 Proposed Budget. The City Council/Successor Agency raised several questions and identified items they wished to be considered in the Fiscal Year 2016/2017 Budget. This agenda item will continue the Budget discussions and provide updates on questions and proposals from the first Budget hearing, which include the items below

General Fund

The proposed budget is balanced with a \$20,580 surplus. The below items were discussed at the May 18, 2016, Joint City Council/Successor Agency Budget Session and required additional research before Council decision on whether or not to include in the General Fund Budget.

General Fund Item	Est. Cost
Enhanced Esplanade sidewalk cleaning	\$10,000
Architectural and Site Review Committee stipend increase	\$1,000
Extend the Memorial Bench Program to Rispin Park	\$0 – ongoing maintenance
Replace Bollards on Wharf Road and Brommer Street	\$2,000
Park exercise equipment (four piece set, installed, on accessible path)	\$35,000
New Item - Police Department Multi-Disciplinary Interview Center Contract	\$5,615

Joint City Council/Successor Agency Budget Session - Proposed 2016/2017 Fiscal Year Budget
June 1, 2016

Facilities Fund

The items below were discussed for inclusion in the Facilities Fund with a current balance of \$129,870.

- City Hall bathroom new fixtures, flooring, paint and part of Lobby, Est cost: \$8,000
- Community Center Improvements were discussed but require additional study on potential improvements.

Arts and Culture

The Arts and Culture Commission has begun discussion on updating the "Welcome to Capitola" signs and a plan for the Rispin Park Fountain. The Public Arts Fund has a current balance of \$223,189.

Other items that will be discussed include:

- City's communication efforts related to disseminating information to the public;
- Improved security at City Hall through the use of Special Law Enforcement Service Funds;
- Update on the City's Disaster Plan;
- Update on the Sanctuary Trail Markers;
- Update on Hazardous Waster Program in the City's newsletter;
- Review the Fee Schedule for Fiscal Year 2016/2017;
- Consider designating Council members to a Community Grant Ad hoc Subcommittee to work with staff to review grant applications.

Report Prepared By: Mark Welch
Finance Director

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

5/27/2016