

City of Capitola Agenda

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

Treasurer: Peter Wilk



REVISED

CAPITOLA CITY COUNCIL REGULAR MEETING

THURSDAY, JUNE 22, 2017

7:00 PM

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

CLOSED SESSION - 6:00 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.

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

City Council's Performance Evaluation of the City Attorney

REGULAR MEETING OF THE CAPITOLA CITY COUNCIL - 7:00 PM

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

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

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

2. REPORT ON CLOSED SESSION

3. ADDITIONAL MATERIALS

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

A. Item 7.H. Public Communications regarding the Climate Mayors Network

4. ADDITIONS AND DELETIONS TO AGENDA

5. 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.

6. 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.

7. 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.

CAPITOLA CITY COUNCIL REGULAR MEETING AGENDA
June 22, 2017

- A. Consider the May 31, 2017, Joint Budget Study Session and June 8, 2017, City Council Regular Meeting Minutes
RECOMMENDED ACTION: Approve minutes.
- B. Receive Planning Commission Action Minutes for the Regular Meeting of June 1, 2017
RECOMMENDED ACTION: Receive minutes.
- C. Approval of City Check Register Reports Dated May 5, May 12, May 19 and May 26, 2017
RECOMMENDED ACTION: Approve check registers.
- D. Consider City Attorney Contract
RECOMMENDED ACTION: Approve the updated Agreement for City Attorney Services with Atchison, Barisone & Condotti in the amount of \$133,560 and authorize the City Manager to execute the agreement.
- E. Consider Accepting Alcoholic Beverage Control Grant
RECOMMENDED ACTION: Adopt a resolution accepting a State of California Department of Alcoholic Beverage Control grant in the amount of \$16,256 and authorize amending the Fiscal Year 2017-18 general fund operating budget to increase revenues and expenditures by \$16,256.
- F. City Hall Parking Lot Regulations
RECOMMENDED ACTION: Receive report on implementation of Capitola Municipal Code Section 10.36.060 regarding City Hall parking lot use.
- G. Declare Three City Vehicles to Be Surplus Property
RECOMMENDED ACTION: Declare one Recreation Department and two Police Department vehicles as surplus property and authorize their sale.
- H. Consider Directing the Mayor to join the Climate Mayors Network and Related Actions
RECOMMENDED ACTION: Consider a motion to direct the Mayor to join the Climate Mayors, appoint the Community Development Director as policy/climate lead and the Environmental Projects Manager as communications lead, and consider a related resolution in support of the Paris Agreement as recommended by the Climate Mayors network.

8. 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. Discussion of Library Donation/Naming Parameters
RECOMMENDED ACTION: Consider the Library Advisory Commission recommendations regarding the types of naming opportunities the City will consider for the new library, and direct staff to return to City Council with a formal library naming policy later this summer.

- B. Consider a Resolution for the Levy of Capitola Village and Wharf Business Improvement Area (CVWBIA) Assessments for Fiscal Year 2017/2018
RECOMMENDED ACTION: Conduct the public hearing and adopt the proposed Resolution levying the Fiscal Year 2017-2018 Capitola Village and Wharf Business Improvement Area (CVWBIA) Assessments and accepting the CVWBIA Annual Plan and budget.

- C. Designation of Voting Delegate and Alternate for the 2017 League of California Cities Annual Conference
RECOMMENDED ACTION: Designate Capitola's voting delegate and alternate.

- D. Consider the 2017-2018 Salary Schedule
RECOMMENDED ACTION: Approve the Resolution authorizing the Fiscal Year 2017/18 annual salary adjustment consistent with existing employee labor agreements.

9. ADJOURNMENT

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

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

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

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

CAPITOLA CITY COUNCIL REGULAR MEETING AGENDA
June 22, 2017

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.



SANTA CRUZ COUNTY GROUP

Of The Ventana Chapter

P.O. Box 604, Santa Cruz, CA 95061

<https://ventana2.sierraclub.org/santacruz/>

e-mail: sierraclubsantacruz@gmail.com

June 20, 2017

To: Mayor Harlan and Capitola City Council
420 Capitola Ave, Capitola, CA 95010

Subject: Please Join the Climate Mayor's Group

Mayor Harlan and Capitola City Council Members:

The Santa Cruz Group of the Sierra Club remains committed to addressing climate change and urges the Capitola City Council to direct the Mayor to join the Climate Mayors Group. We greatly appreciate Capitola's leadership on addressing Climate Change in our local beach communities.

In the following days a growing group of Mayors, representing more than 51 million Americans and some of the largest U.S. cities, outlined a plan to align with the other 194 nations that adopted the accord:

“We will continue to lead. We are increasing investments in renewable energy and energy efficiency. We will buy and create more demand for electric cars and trucks. We will increase our efforts to cut greenhouse gas emissions, create a clean energy economy, and stand for environmental justice. And if the President wants to break the promises made to our allies enshrined in the historic Paris Agreement, we'll build and strengthen relationships around the world to protect the planet from devastating climate risks.”

In the Climate Mayors statement, the Mayors claim that not only will their cities individually adopt the Paris Accord, they will work as a group to push for even stronger climate action.

“We will intensify efforts to meet each of our cities' current climate goals, push for new action to meet the 1.5 degrees Celsius target, and work together to create the 21st-century clean energy economy,” reads the statement. “The world cannot wait—and neither will we.”

Again, we thank the Capitola City Council for their leadership on this critically important issue.

Sincerely,

Greg McPheeters
Chair, Santa Cruz Group, Sierra Club

Communication: Item 7.H. Public Communications regarding the Climate Mayors Network (ADDITIONAL MATERIALS)

DRAFT MINUTES
Commission on the Environment
Special Meeting
June 20, 2017

Peter Wilk called the meeting to order at 5:30 p.m.

CALL TO ORDER AND ROLL CALL

Commissioners Present: Cathlin Atchison, Jacques Bertrand, Kailash Mozumder, and Chair Peter Wilk

Commissioners Absent: Megan Sixt

City Staff Present: Steve Jesberg, Danielle Uharriet

Community Members Present: None

DISCUSSION

1. Consider Recommendations to the City Council on the Climate Mayors and Paris Agreement.

Staff distributed a revised copy of the City Council agenda report, including the draft resolution.

Following a lengthy discussion regarding the pros and cons of a local agency making a statement regarding a national political issue, Cathlin Atchison made a motion to recommend to the City Council that they direct the Mayor to join the Climate Mayors and approve a related resolution in support of the Paris Agreement as recommended by the Climate Mayors network. The motion was seconded by Kailash Mozumder. The motion passed 3-0, Jacques Bertrand abstained.

ADJOURNMENT to Workshop on June 28, 2017

Approved at the meeting of July 26, 2017

Danielle Uharriet
Environmental Projects Manager

Communication: Item 7.H. Public Communications regarding the Climate Mayors Network (ADDITIONAL MATERIALS)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF JUNE 22, 2017

FROM: City Manager Department

SUBJECT: Consider the May 31, 2017, Joint Budget Study Session and June 8, 2017, City Council Regular Meeting Minutes

RECOMMENDED ACTION: Approve minutes.

DISCUSSION: Attached for City Council review and approval are the minutes of the May 31, 2017, joint budget study session and the regular meeting of June 8, 2017.

ATTACHMENTS:

1. 5-31-17 Joint Budget Session draft minutes
2. 6-8-17 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

6/15/2017

**DRAFT
CAPITOLA CITY COUNCIL COUNCIL/SUCCESSOR AGENCY
JOINT BUDGET STUDY SESSION ACTION MINUTES
WEDNESDAY, MAY 31, 2017 – 6 PM**

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Council Member Ed Bottorff: Present, Council Member Jacques Bertrand: Present, Mayor Stephanie Harlan: Present (arrived at 6:10 p.m.), Vice Mayor Michael Termini: Present, Council Member Kristen Petersen: Present.

Treasurer Peter Wilk was present.

2. ADDITIONAL MATERIALS - None

3. ADDITIONS AND DELETIONS TO THE AGENDA - None

4. PUBLIC COMMENT - None

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

Council Member Bertrand reported that he is attempting to work with the Regional Transportation Commission (RTC) to get support for Metro to offer free senior bus passes.

Vice Mayor Termini reminded the community that the summer concert series begins June 7.

6. CONSENT CALENDAR

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

A. Consider the May 17, 2017, City Council/Successor Agency Joint Meeting Minutes RECOMMENDED ACTION: Approve minutes.

B. Consider a Resolution of Intention to Levy Business Improvement Assessments for Fiscal Year 2017-2018[140-05] RECOMMENDED ACTION: Adopt **Resolution No. 4078** receiving the Capitola Village and Wharf Business Improvement Area Annual Report and the proposed Fiscal Year 2017-2018 Budget, and set and notice a public hearing.

Mayor Harlan arrived following the Consent Calendar vote. She requested that both the City Attorney’s evaluation and contract be placed on the June 22 agenda.

Attachment: 5-31-17 Joint Budget Session draft minutes (1877 : Approval of City Council Minutes)

CAPITOLA CITY COUNCIL /SUCCESSOR AGENCY JOINT BUDGET STUDY SESSION
MINUTES
May 31, 2017

7. GENERAL GOVERNMENT / PUBLIC HEARINGS

- A. Discuss the Proposed 2017/2018 Fiscal Year Budget for the City of Capitola General Fund, the Capitola Successor Agency, and Capital Improvement Program [330-05/780-30]

RECOMMENDED ACTION: Receive a presentation on the Fiscal Year 2017/18 Proposed Budget and continue budget deliberations.

City Manager Jamie Goldstein summarized the overview and discussion from the May 17 meeting. He noted the final draft will correct a \$30,000 overage error in personnel costs, which are already reduced from current year, and offered a chart outlining projected CalPERS (Public Employee Retirement System) costs. It showed a slight cost downturn near-term but increases within five years. Staff is continuing to research transitioning street sweeping to GreenWaste, which has expressed interest if it can involve multiple jurisdictions.

Council Member Termini confirmed the budget transfers previous contract expenses to new staff in Public Works. The position is budgeted for the entire year although hiring may not occur by July 1.

Public Works Director Steve Jesberg presented additional details for ongoing Capital Improvement Projects.

- Americans with Disabilities Act upgrades are underway in public facilities and programs, and roads will be the focus for the upcoming year.
- The Monterey and Park Avenue trail is designed but is encountering multi-jurisdictional challenges.
- The Stockton Avenue schematics are complete.
- Rispin path work should be finished by July. Rispin Park itself will go to bid when the path is completed, and is fully funded.
- Esplanade Park walls are still under evaluation.
- Hill Street traffic improvements are coming to Council soon.
- The green bike lanes contract has been awarded.
- The Stockton Bridge study is complete.
- 41st Avenue signal coordination came in over budget and is being reworked.
- Design of Fanmar Way improvements has been initiated.
- A pavement condition index study is underway.
- Staff has located and is working with the artist on Marine Sanctuary markers.
- Clares Street improvements are under design. Grant funds remain but most local funds were diverted to other projects. A potential Community Development Block Grant has been identified.
- Park Avenue sidewalk work should be in spring 2018.

In response to Council questions about the proposed roundabout at the Bay/Capitola Avenue intersection, Director Jesberg said utilities need to be underground first and public hearings will not be held until then. He said he has not heard specific concerns about a roundabout, just overall pedestrian safety in the intersection. That project could be eligible for a clean-air grant.

CAPITOLA CITY COUNCIL /SUCCESSOR AGENCY JOINT BUDGET STUDY SESSION
MINUTES
May 31, 2017

Mayor Harlan asked if the bollards on Brommer Street have been replaced and was told yes, but they are regularly hit.

Council discussed options for \$1.1 million identified by staff as discretionary remaining fund balance. Treasurer Wilk, Finance Advisory Committee chair, provided the committee's recommendations, which focused on large items: \$400,000 to PERS trust, \$200,000 for streets to show progress by fully funding slurry seal needs, and support for the proposed new housing down payment assistance fund of \$300,000 to attract and keep staff.

Individual council members each offered his or her preferred allocations. There was consensus support for increasing the PERS trust and adding to support for the library, and most members supported \$25,000 for Jade Street basketball court improvements and some level of funding for senior exercise equipment. Discussions supported allocating money to both the down payment program and senior equipment, but members asked for additional research into best practices before implementing either program.

Council members debated the merits of additional support for street programs and improvements to City Hall, both interior and to the frontage as included in the facilities line of the budget. Council Member Bottorff was adamant that since streets would have long-term funding through both the Regional Transportation Commission sales tax and increased state gas taxes, additional support was better directed elsewhere, while other members said streets are a community priority. Members also questioned the timing of doing work on City Hall, but Mayor Harlan advocated for improvements to staff offices and public bathrooms at the minimum.

Council eventually called for a vote on a compromise allotment as follows:

General Fund:	
Community Center Basketball Courts	\$25,000
Senior Exercise Equipment	\$40,000
PERS Trust Fund	\$500,000
Library Fund	\$220,000
RTC Streets Fund	\$100,000
<u>Employee Housing Assistance Fund</u>	<u>\$300,000</u>
Total Extra General Fund appropriations	\$1,185,000

Facilities Reserve Fund:	
City Hall Frontage Improvements	\$0
City Hall Office Improvements	\$25,000
<u>Community Center Parking Lot</u>	<u>\$75,000</u>
Total Facilities Reserve Fund	\$100,000

In related work program discussion, Council Member Bertrand asked to reestablish the recreation committee, which could aid in looking at senior equipment. Council Member Petersen supported adding youth representation to existing commissions.

Council Member Petersen also asked to keep the \$40,000 earmarked for the Grand

Attachment: 5-31-17 Joint Budget Session draft minutes (1877 : Approval of City Council Minutes)

CAPITOLA CITY COUNCIL /SUCCESSOR AGENCY JOINT BUDGET STUDY SESSION
MINUTES

May 31, 2017

Avenue path within Measure F projects as she meets with the community about options. The Council concurred that her meetings could result in recommendations to spend all or portions of that money, including additional sand studies related to the jetty.

Regarding the ongoing concerns about stability of the cliffs along upper Esplanade Park, Mayor Harlan asked if the City could sell the lower portion to the apartments above. However, that part of Esplanade Park includes property owned by the Sanitation District, which now uses city property for a pump station. Staff said that rather than exchanging ownership of the property, the agencies have reciprocal responsibility for maintenance. Stabilization discussions will continue with Crest Apartments ownership, which has a vested interest.

MOTION:	DIRECT STAFF TO ADJUST THE BUDGET TO REFLECT THE FOLLOWING ALLOCATIONS: FROM THE FUND BALANCE \$25,000 FOR BASKETBALL COURT IMPROVEMENTS, \$40,000 FOR SENIOR EXERCISE EQUIPMENT, \$500,000 FOR THE PERS TRUST, \$220,000 ADDITIONAL TO THE LIBRARY, \$100,000 ADDITIONAL TO STREETS, AND \$300,000 TO ESTABLISH AN EMPLOYEE DOWN PAYMENT PROGRAM; AND DECREASE THE FACILITIES LINE TO ALLOCATE \$25,000 FOR CITY HALL IMPROVEMENTS.
RESULT:	ADOPTED [4 TO 1]
MOVER:	Michael Termini, Vice Mayor
SECONDER:	Jacques Bertrand, Council Member
AYES:	Jacques Bertrand, Stephanie Harlan, Michael Termini, Kristen Petersen
NAYS:	Ed Bottorff

8. ADJOURNMENT

The meeting was adjourned at 7:49 p.m. to the regular meeting of June 8, 2017.

ATTEST:

Stephanie Harlan, Mayor/Chair

Linda Fridy, City Clerk/Secretary

Attachment: 5-31-17 Joint Budget Session draft minutes (1877 : Approval of City Council Minutes)

**DRAFT CAPITOLA CITY COUNCIL
REGULAR MEETING ACTION MINUTES
THURSDAY, JUNE 8, 2017**

CLOSED SESSION 6:30 PM

CALL TO ORDER

Mayor Harlan called the meeting to order at 6:30 p.m. with the following items to be discussed in Closed Session:

**CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
[Govt. Code § 54956.9(d)(1)]**

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

There was no one in the audience; therefore, the City Council recessed to the 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 Ed Bottorff: Present, Council Member Jacques Bertrand: Present, Mayor Stephanie Harlan: Present, Vice Mayor Michael Termini: Present, Council Member Kristen Petersen: Present.

Treasurer Peter Wilk was present.

2. PRESENTATIONS

A. Introduction of New Maintenance Worker Thomas Gonzales

Public Works Superintendent Eddie Ray Garcia introduced Thomas Gonzales, who expressed his pleasure to join the crew.

3. REPORT ON CLOSED SESSION

City Attorney Anthony Condotti said Council received a report and took no reportable action.

4. ADDITIONAL MATERIALS

A. Item 9.A -- Public communication regarding trial parking program on Hill Street

B. Item 9.C -- Revised attachments 1 and 3 regarding the Fiscal Year 2017/18 Budget

C. Item 9.C -- Revised Proposed Fiscal Year 2017/18 Budget for the City

D. Item 9.C. – Memo and quote regarding emergency Wharf repairs

5. ADDITIONS AND DELETIONS TO AGENDA

Public Works Director Steve Jesberg reviewed his request to add to the agenda an emergency contract for Wharf repairs.

MOTION:	THE COUNCIL MAKES THE FOLLOWING FINDINGS: (1) AN EMERGENCY SITUATION EXISTS REQUIRING IMMEDIATE ACTION AND (2) THAT INFORMATION RELATED TO THAT ACTION CAME TO STAFF'S ATTENTION AFTER THE POSTING OF THE MEETING AGENDA, AND ADDS AN ACTION ITEM TO 9.C TO AWARD A CONTRACT TO POWER ENGINEERING IN THE AMOUNT OF \$126,300 FOR REPAIRS TO THE WHARF NECESSARY TO OPEN THE MARINA.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael Termini, Vice Mayor
SECONDER:	Ed Bottorff, Council Member
AYES:	Bottorff, Bertrand, Harlan, Termini, Petersen

6. PUBLIC COMMENTS - None

7. CITY COUNCIL / CITY TREASURER / STAFF COMMENTS

Council Member Petersen noted the recent women's mixer attracted about 30 participants who were encouraged to become involved in Capitola. She added the Capitola Classic Car Show is this weekend.

Council Member Termini announced that on June 19 and 20 the Police Officer Appreciation Dinner will be held at Paradise Beach Grill. The first Twilight Concert went well. Lastly, he asked for Council support to add to the next agenda consideration of the Mayors for the Paris Agreement, and received consensus.

Council Member Bertrand encouraged blood donations. He reported that in response to ongoing concerns regarding the Nob Hill Center pump station odor, the County Sanitation Board approved \$750,000 for a monitoring system upgrade and injections to counter odors. He also announced that Central Fire Protection District new permanent Chief Steve Hall will be sworn in June 16.

Mayor Harlan acknowledged World Oceans Day and noted local ways to learn about and support ocean projects. She congratulated Historical Museum Curator Frank Perry, who was recognized with the Laura Hecox Award from the Santa Cruz Museum of Natural History. She offered a tribute to Lance Elliott of the Public Works crew following his recent death.

Treasurer Wilk said he would continue to advocate for loan repayment in future budget deliberations.

City Manager Goldstein introduced the new Finance Director, Jim Malberg, who comes to the City from Elk Grove Water District and has a long background in municipal finance. Mr. Malberg said he is looking forward to joining the City staff.

Attachment: 6-8-17 draft minutes (1877 : Approval of City Council Minutes)

8. **CONSENT CALENDAR**

MOTION:	APPROVE OR ADOPT ALL ITEMS AS RECOMMENDED.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael Termini, Vice Mayor
SECONDER:	Ed Bottorff, Council Member
AYES:	Bottorff, Bertrand, Harlan, Termini, Petersen

- A. Consider the May 25, 2017, City Council Regular Meeting Minutes
RECOMMENDED ACTION: Approve minutes.
- B. Consider the Adoption of a Resolution Setting the Fiscal Year 2017-2018 Appropriation Limit [330-05]
RECOMMENDED ACTION: Adopt **Resolution No. 4079** setting the Fiscal Year 2017-2018 Appropriation Limit as required by Article XIII B of the California Constitution.
- C. Consider the City's Investment Policy [100-10/350-10]
RECOMMENDED ACTION: Confirm the City's Administrative Policy Number III-1, Investment Policy, or provide direction to staff regarding any recommended changes.
- D. Consider Extending the Criminal Justice Council Joint Powers Agreement [150-70/500-10 A/C: Santa Cruz County Regional Criminal Justice Council JPA]
RECOMMENDED ACTION: Approve the agreement extending the Santa Cruz County Criminal Justice Council through June 30, 2021.
- E. Consider a Resolution Designating Agents for Disaster Assistance with the State Office of Emergency Services and Repealing Resolution No. 3865 [420-20]
RECOMMENDED ACTION: Adopt **Resolution No. 4080**.

9. **GENERAL GOVERNMENT / PUBLIC HEARINGS**

- A. Trial Program of Hill Street Vehicle, Bike, and Pedestrian Improvements [770-05/940-40]
RECOMMENDED ACTION: Consider a two-week trial program that removes the parking along the south side of Hill Street between Capitola Avenue and Rosedale Avenue to address ongoing vehicle-to-vehicle conflicts and improve both pedestrian and bicycle access.

Director Jesberg presented the staff report. He and project contractors Kimley-Horn held a neighborhood meeting in February, and he reviewed three options with variables and increasing costs that were presented then. He noted Hill Street is identified as a Safe Route to School. Currently it is narrow with two traffic and parking lanes, which does not provide ample room for cars to pass going both ways. It is 20 feet short of the recommended width for all uses. They studied on-street parking in the vicinity. The neighborhood workshop had strong consensus that the roadway is dangerous, but there was concern expressed about inadequate parking in local apartment complexes. Phased improvements were also supported. Staff does not support one-way traffic or preferential permit parking by street. The trial program would help assess traffic impacts ahead of installing a sidewalk at a later date.

Council Member Termini asked about pairing the trial program with speed monitoring

Attachment: 6-8-17 draft minutes (1877 : Approval of City Council Minutes)

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES

June 8, 2017

and was told it would cost an additional \$1,500. Council Member Bertrand agreed with safety concerns about the regular use by students walking to and from New Brighton Middle School.

A Hill Street resident asked if there have been fatalities or accidents. She does not wish to lose parking. She questioned ticketing at the bus stop since it is not in use.

Another Hill Street resident said parking is not always available and also does not want to reduce street parking.

Hill Street resident Teresa Green shared an example of dangerous pedestrian interaction and said parents regularly drive Hill Street getting students to and from school.

Residents of a four-home, shared-access area at the Hill Street and Capitola Avenue intersection described difficulty with sight lines exiting the driveway due to parked vehicles and said they avoid walking there because of safety concerns.

Council Member Termini asked about painting specific parking stalls and Director Jesberg said they can be considered, although they have both pros and cons. Staff and Council noted speed bumps have not been supported in the City since the 1990s.

Council Member Petersen confirmed that this is a trial program and will allow for evaluation. Council Member Termini worried if speed would increase with more space, but he does not wish to wait for a fatality to act. Council Member Bertrand asked for another workshop after the trial period, not just the survey. Council Member Bottorff requested to extend the trial period, possibly to 30 days. Staff and Council targeted July 7 through August 4 with speed monitoring.

MOTION:	APPROVE THE RECOMMENDED TRIAL PROGRAM ELIMINATING PARKING ON THE SOUTH SIDE OF HILL STREET BETWEEN JULY 7 AND AUGUST 4, 2017, CONDUCT SPEED MONITORING, AND HOLD A COMMUNITY MEETING FOLLOWING THE TRIAL PROGRAM.
RESULT:	ADOPTED AS AMENDED [UNANIMOUS]
MOVER:	Kristen Petersen, Council Member
SECONDER:	Michael Termini, Vice Mayor
AYES:	Bottorff, Bertrand, Harlan, Termini, Petersen

B. Free Tree Program Proposal [1030-60]
RECOMMENDED ACTION: Authorize staff to offer a free tree program to Capitola residents as detailed in the staff report.

Community Development Director Rich Grunow presented the staff report, and noted the large increase in the in-lieu fund from a PG&E payment. The proposed Arbor Day program requires little staff time and provides strong marketing and outreach, along with follow-up tracking of positive climate impacts.

Council Member Termini clarified that the City covers all costs, with none to residents. Mayor Harlan asked that outreach remind residents not to plant over utility lines.

A community member confirmed that multi-family units could participate. Director Grunow said any property is qualified. The program allows for flexibility and staff can work with different properties.

Attachment: 6-8-17 draft minutes (1877 : Approval of City Council Minutes)

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
June 8, 2017

Treasurer Wilk asked if some of the remaining funds could be used to maintain the canopy along the creek. At Council’s request, staff will review the ordinance to see what specific uses are permitted for the funds.

MOTION:	AUTHORIZE THE FREE TREE PROGRAM IMPLEMENTATION.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael Termini, Vice Mayor
SECONDER:	Ed Bottorff, Council Member
AYES:	Bottorff, Bertrand, Harlan, Termini, Petersen

C. Proposed 2017/2018 Fiscal Year Budget for the City of Capitola General Fund and Capital Improvement Program [330-05/780-30]

RECOMMENDED ACTION:

1. Approve the Resolution adopting the Fiscal Year 2017/18 City Budget and Capital Improvement Program.
2. Award a contract to Power Engineering in the amount of \$126,300 for Repairs to the Wharf necessary to open the marina.

City Manager Goldstein reviewed discussions and revised figures from the previous two workshop hearings.

Director Jesberg reviewed the Wharf steel pile failure identified earlier this spring. A last-minute opening by the previous contractor resulted in a bid and the request for the emergency contract. The marina cannot open until this work is complete. Staff identified funding to add to the Wharf Fund by diverting some Measure F Wharf design funding and \$20,000 from Grand Avenue.

Council Member Termini confirmed the contract is to replace one wooden and two steel piles. Director Jesberg said this work is on the east side of the Wharf and future work will be on the west. Other piles will be inspected during the process. The repairs will require the Wharf to be closed for about a week.

Council Member Termini emphasized the importance of preserving the Wharf and asked the Council to vote on the Wharf emergency contract before other budget deliberations. Council concurred.

MOTION:	AWARD A CONTRACT TO POWER ENGINEERING IN THE AMOUNT OF \$126,300 FOR EMERGENCY REPAIRS TO THE WHARF
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael Termini, Vice Mayor
SECONDER:	Ed Bottorff, Council Member
AYES:	Bottorff, Bertrand, Harlan, Termini, Petersen

Returning the draft budget, City Manager Goldstein asked for clarification if Council supports the proposed per-member training budget. Council Member Termini favored assigning an amount to each member, as long as unused funds can be transferred. Assistant to the City Manager Larry Laurent confirmed that spending recently has been \$4,000 to \$5,000 annually. Council recommended doubling the proposal to \$2,000 each.

Attachment: 6-8-17 draft minutes (1877 : Approval of City Council Minutes)

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES

June 8, 2017

Noreen Huber requested funding for a program to emphasize "do not litter," especially in the Village. Staff reported that the City current contracts with Hope Services for \$13,000 to provide trash clearing weekdays from June 19 through the Art and Wine Festival and Public Works shifts have been extended on weekends. Staff is still exploring options for disposing of pizza boxes.

In response to Mayor Harlan, staff confirmed the need for replacing face plates on all parking fee stations due to corrosion and to create a consistent approach in all parking areas. The oldest have been in place seven years.

Council Member Bertrand asked where the PERS (Public Employee Retirement System) income is generated, and staff responded it has funds in outside interest accounts. Most funds must remain liquid and cities have limited availability to invest. Under the new Finance Director the Finance Advisory Committee may wish to review if all of the emergency reserves need to remain as liquid.

Mayor Harlan advocated for more for funding for interior City Hall improvements from the Facilities Fund, while Council Member Bottorff noted the City has made a verbal commitment to make improvements to the Community Center in order to extend its lease.

City Manager Goldstein noted that much-needed larger City Hall improvements will require future discussion and will require a strategy, while the Community Center is widely used by the public and is a priority in discussions with the school district. After discussion, the majority of Council favored allowing up to \$50,000 for interior work pending input from employees.

MOTION:	ADOPT THE REVISED PROPOSED BUDGET WITH THE RECOMMENDED TRANSFERS TO THE WHARF FUND, \$10,000 IN TRAVEL AND TRAINING FOR COUNCIL, AND \$50,000 FROM THE FACILITIES FUND FOR CITY HALL INTERIOR IMPROVEMENTS.
RESULT:	ADOPTED AS AMENDED [4 TO 1]
MOVER:	Michael Termini, Vice Mayor
SECONDER:	Jacques Bertrand, Council Member
AYES:	Jacques Bertrand, Stephanie Harlan, Michael Termini, Kristen Petersen
NAYS:	Ed Bottorff

10. ADJOURNMENT

The meeting was adjourned at 9:17 p.m.

Stephanie Harlan, Mayor

ATTEST:

Linda Fridy, City Clerk

Attachment: 6-8-17 draft minutes (1877 : Approval of City Council Minutes)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF JUNE 22, 2017

FROM: Community Development

SUBJECT: Receive Planning Commission Action Minutes for the Regular Meeting of June 1,
2017

RECOMMENDED ACTION: Receive minutes.

ATTACHMENTS:

1. June 1, 2017, Planning Commission Action Minutes

Report Prepared By: Linda Fridy
City Clerk

Reviewed and Forwarded by:



**DRAFT ACTION MINUTES
CAPITOLA PLANNING COMMISSION MEETING
THURSDAY, JUNE 1, 2017
7 P.M. – CAPITOLA CITY COUNCIL CHAMBERS**

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Commissioner TJ Welch: Present, Commissioner Linda Smith: Present, Chairperson Edward Newman: Present, Commissioner Susan Westman: Present, Commissioner Sam Storey: Present

2. ORAL COMMUNICATIONS

- A. Additions and Deletions to Agenda**
- B. Public Comments**
- C. Commission Comments**
- D. Staff Comments**

3. APPROVAL OF MINUTES

A. Planning Commission - Regular Meeting - April 6, 2017

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

4. CONSENT CALENDAR

A. 210 Esplanade #17-058 APN: 035-221-08/09

Sign Permit for wall sign and projecting sign for the Capitola Hotel located in the CV (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: Corrie & Jeff Sid

Representative: FUSE Architects Inc., filed: 4/21/17

MOTION: Approve Sign Permit

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

B. 203 & 205 Sacramento Avenue #17-043 & 44 APN: 036-125-03 & 15

Major Revocable Encroachment Permit for a 42-inch fence and gate in the public right-of-way along Sacramento Avenue at two adjacent properties, located in the R-1 (Single-Family Residential) zoning district.

This project is in the Coastal Zone but does not require a Coastal Development Permit.
 Environmental Determination: Categorical Exemption
 Property Owner: Nicholas Cierkosz
 Representative: Anna Cierkosz, filed: 3/28/17

MOTION: Approve Major Revocable Encroachment Permit

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

C. 212 Monterey Avenue #16-111 035-261-11

Design Permit application for an exterior remodel and addition of 304 square feet to an existing two-story multi-family residential building, with a variance request to height, located in the CV (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: Joe Mingione
 Representative: Derek Van Alstine, filed: 5/31/16

NOTE: Request for Continuance to July 20, 2017 Planning Commission Meeting

MOTION: Continue to next regular Planning Commission meeting on July 20, 2017

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

D. Capitola Mall Redevelopment - Request to Continue to July 20, 2017

MOTION: Continue to next regular Planning Commission meeting on July 20, 2017

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

5. PUBLIC HEARINGS**A. 2205 Wharf Road #16-041 APN: 034-141-34**

Minor land division to create two lots of record and a design permit for a new Single-Family Residence for a property located 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

Property Owner: Christopher Wright

Representative: Dennis Norton, filed: 3/14/16

MOTION: Continue to next regular Planning Commission meeting on July 20, 2017

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

B. 312 Park Avenue #17-027 036-094-16

Design Permit to demolish an existing residence and to construct a new, two-story residence with an attached Secondary Dwelling Unit in the R-1 (Single-Family Residential) zoning district.

This project is in the Coastal Zone and requires a Coastal Development Permit which is not appealable to the California Coastal Commission.

Environmental Determination: Categorical Exemption

Property Owner: Arthur Lin

Representative: Dennis Norton, filed: 3/6/17

MOTION: Approve the project with the staff recommendation

RESULT:	APPROVED [3 TO 1]
MOVER:	Sam Storey, Commissioner
SECONDER:	Linda Smith, Commissioner
AYES:	Smith, Westman, Storey
NAYS:	Newman
RECUSED:	Welch

6. DIRECTOR'S REPORT**7. COMMISSION COMMUNICATIONS****8. ADJOURNMENT**



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF JUNE 22, 2017

FROM: Finance Department

SUBJECT: Approval of City Check Register Reports Dated May 5, May 12, May 19 and May 26, 2017

RECOMMENDED ACTION: Approve check registers.

BACKGROUND: Check registers are attached for:

Account: City Main				
Date	Starting Check #	Ending Check #	Check/EFT Count	Amount
5/5/2017	86492	86534	48	\$148,548.33
5/12/2017	86535	86581	49	\$144,666.41
5/19/2017	86582	86671	95	\$232,532.33
5/26/2017	86672	86724	55	\$75,239.45

The City Main check register dated April 28, 2017, ended with check #86491.

Account: Library				
Date	Starting Check #	Ending Check #	Check/EFT Count	Amount
5/5/2017	19	19	1	\$12,995
5/12/2017	20	20	1	\$430
5/19/2017	21	21	1	\$2,300
5/26/2017	22	23	2	\$1,840

The Library account check register dated April 28, 2017, ended with check #18.

Account: Payroll				
Date	Starting Check #	Ending Check #	Check/EFT Count	Amount
5/12/2017	5113	5119	100	\$205,681.70
5/26/2017	5120	5124	93	\$147,268.83

The Payroll account check register dated April 28, 2017, ended with check #5112.

Following is a list of checks issued for more than \$10,000.00 and a brief description of the expenditure:

Approval of City Check Registers
June 22, 2017

Check	Issued to	Dept.	Description	Amount
86534	CA Regional Water Quality Control Board	PW	Soquel Creek 401 application fee	\$12,548
eft433	CalPERS Member Services	FN	PERS contributions PPE 4-22-17	\$46,773.25
eft435	IRS	FN	Federal taxes & Medicare	\$26,948.91
19	Noll and Tam Architects	PW	Library schematic design	\$12,995
86574	SCC Auditor-Controller	PD	April citation processing	\$10,095
86575	Santa Cruz Regional 911	PD	Regional 911 capital and debt service 2 nd installment	\$36,100
eft439	CalPERS Health Insurance	FN	May employee health insurance	\$59,362.86
86626	ICMA Retirement Trust	FN	457 contributions PPE 5-6-17	\$21,358.25
86661	SZS Consulting Group	PW	ADA self-evaluation and transition plan review & update	\$10,594.90
eft440	CalPERS Member Services	FN	PERS contributions PPE 5-6-17	\$47,052.64
eft441	EDD	FN	State taxes PPE 5-6-17	\$13,165.73
eft442	IRS	FN	Federal taxes & Medicare	\$47,665.46
86672	Sunset Auto Sales	REC	2007 Ford Ranger	\$11,609.95
86675	Atchison Barisone Condotti & Kovacevich	CM	April legal services	\$24,096.17

ATTACHMENTS:

1. 05-05-17 City Check Register
2. 05-12-17 City Check Register
3. 05-19-17 City Check Register
4. 05-26-17 City Check Register

Report Prepared By: Maura Herlihy
Account Technician

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

6/15/2017

City accounts payable checks dated 5/5/2017, numbered 86492 to 86534 and 5 EFTS, totaling \$148,548.33, plus 1 Library account check totaling \$12,995.00, for a grand total of \$161,543.33 have been reviewed and authorized for distribution by the City Manager.


As of 5/5/2017, the unaudited cash balance is \$5,228,863.64.

CASH POSITION - CITY OF CAPITOLA 5/5/17

	<u>Net Balance</u>
General Fund	\$2,101,540.46
Payroll Payables	\$66,790.34
Contingency Reserve Fund	\$1,898,345.66
Facilities Reserve Fund	\$284,870.00
Capital Improvement Fund	\$451,976.94
Stores Fund	\$20,179.35
Information Technology Fund	\$73,990.90
Equipment Replacement	\$129,794.88
Self Insurance Liability Fund	\$198,526.70
Worker's Comp. Ins. Fund	\$120,588.79
Compensated Absences Fund	(\$7,740.38)
TOTAL UNASSIGNED GENERAL FUNDS	<u>\$5,338,863.64</u>

The Emergency Reserve Fund Balance is \$1,269,705.54 (not included above).

The PERS Contingency Fund Balance is \$300,000.00 (not included above).



 Jamie Goldstein, City Manager

5/8/17

 Date



 Peter Wilk, City Treasurer

5/17/17

 Date

Attachment: 05-05-17 City Check Register (1900 : Approval of City Check Registers)

City Checks Issued May 5, 2017

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
86492	05/05/2017	Open			AFLAC	\$989.14
	Invoice		Date	Description		Amount
	131743		04/30/2017	April supplemental insurance 1001 - Payroll Payables		\$989.14
86493	05/05/2017	Open			ANDREW DALLY	\$96.99
	Invoice		Date	Description		Amount
	Dally042717		04/27/2017	Team building workshop expenses		\$96.99
86494	05/05/2017	Open			APTOS LANDSCAPE SUPPLY INC.	\$175.77
	Invoice		Date	Description		Amount
	440260		04/25/2017	Landscape supplies		\$175.77
86495	05/05/2017	Open			AT&T/CALNET 3	\$1,901.62
	Invoice		Date	Description		Amount
	0009555657		04/13/2017	Monthly telephone service & T-1 access		\$1,135.02
	0009556325		04/13/2017	Monthly telephone service & T-1 access 1000 - General Fund 2211 - ISF - Information Tech		\$766.60 \$1,592.91 \$308.71
86496	05/05/2017	Open			B & B SMALL ENGINE REPAIR	\$218.15
	Invoice		Date	Description		Amount
	372038		04/25/2017	Starter cord, rope rotor		\$20.29
	372242		04/27/2017	Honda parts		\$146.22
	372300		04/27/2017	Mower cable & hardware		\$41.52
	372336		04/28/2017	Mower parts		\$10.12
86497	05/05/2017	Open			BEN NOBLE URBAN AND REGIONAL PLANNING	\$1,518.50
	Invoice		Date	Description		Amount
	1129		05/01/2017	Zoning code update services 1313 - General Plan Update and Maint		\$1,518.50
86498	05/05/2017	Open			BIOBAG AMERICAS INC.	\$2,546.10
	Invoice		Date	Description		Amount
	448414		04/27/2017	Dog waste bags		\$2,546.10
86499	05/05/2017	Open			CALIFORNIA LAW ENFORCEMENT ASSOCIATION	\$514.50
	Invoice		Date	Description		Amount
	CLEA041917		04/28/2017	May POA LTD insurance 1001 - Payroll Payables		\$514.50
86500	05/05/2017	Open			CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,643.00
	Invoice		Date	Description		Amount
	POA0242817		04/28/2017	POA and gym dues PPE 04-22-17 1001 - Payroll Payables		\$1,643.00
86501	05/05/2017	Open			CARIN HANNA	\$384.78
	Invoice		Date	Description		Amount
	Hanna041817		04/18/2017	BIA website renewal, constant contact expenses, postage 1321 - BIA - Capitola Village-Wharf BIA		\$384.78

Attachment: 05-05-17 City Check Register (1900 : Approval of City Check Registers)

City Checks Issued May 5, 2017

Invoice #	Date	Description	Amount
86502	05/05/2017	Open	CHRISTINE CANDELARIA
8	04/30/2017	BIA consulting and website support 1321 - BIA - Capitola Village-Wharf BIA	\$893.75
86503	05/05/2017	Open	FEDERAL EXPRESS
5-778-31919	04/21/2017	Shipping	\$55.16
86504	05/05/2017	Open	FLYERS ENERGY LLC
17-456711	04/28/2017	95 gallons diesel	\$269.55
17-456710	04/28/2017	289 gallons ethanol	\$914.97
86505	05/05/2017	Open	GAYLORD ARCHIVAL
2479202	04/20/2017	Museum archiving materials	\$147.20
86506	05/05/2017	Open	ICMA RETIREMENT TRUST 457
41383248	04/28/2017	457 contributions PPE 4-28-17 1001 - Payroll Payables	\$3,595.21
86507	05/05/2017	Open	INTERWEST CONSULTING GROUP INC.
33311	04/27/2017	March plan review services	\$1,343.63
32706	03/29/2017	February plan review services	\$297.68
32033	02/17/2017	January plan review services	\$1,366.47
86508	05/05/2017	Open	JAUQUA OF CALIFORNIA
1498	04/27/2017	Wood benches (10)	\$3,969.38
86509	05/05/2017	Open	LABORMAX STAFFING
26-76312	04/28/2017	Seasonal labor	\$1,871.82
86510	05/05/2017	Open	LIUNA PENSION FUND
CS3669	04/28/2017	April LIUNA pension dues 1001 - Payroll Payables	\$774.00
86511	05/05/2017	Open	O'REILLY AUTO PARTS
2763-284509	04/27/2017	Auto supplies	\$197.12
2763-284523	04/27/2017	Auto fluids	\$32.68

Attachment: 05-05-17 City Check Register (1900 : Approval of City Check Registers)

City Checks Issued May 5, 2017

Invoice #	Date	Description	Amount	
86512	05/05/2017	Open	PALACE OFFICE SUPPLIES	\$282.10
Invoice	Date	Description	Amount	
422247-0	04/25/2017	Office supplies	\$55.57	
422293-0	04/25/2017	Office supplies	\$41.41	
422847-0	05/01/2017	Office supplies	\$12.97	
423224-0	05/01/2017	Index markers	\$135.96	
9382032-0	05/02/2017	Clip frames for chamber awards	\$36.19	
		1000 - General Fund	\$133.17	
		2210 - ISF - Stores Fund	\$148.93	
86513	05/05/2017	Open	PREFERRED BENEFIT INSURANCE ADMIN.	\$5,408.90
Invoice	Date	Description	Amount	
EIA20824	05/01/2017	May dental & vision insurance	\$5,408.90	
		1000 - General Fund	\$73.10	
		1001 - Payroll Payables	\$5,335.80	
86514	05/05/2017	Open	REGISTER-PAJARONIAN	\$595.00
Invoice	Date	Description	Amount	
278402	03/31/2017	BIA Monterey bay travel magazine advertising	\$595.00	
		1321 - BIA - Capitola Village-Wharf BIA		
86515	05/05/2017	Open	ROYAL WHOLESALE ELECTRIC	\$46.50
Invoice	Date	Description	Amount	
7719-615104	04/28/2017	Gloves	\$46.50	
86516	05/05/2017	Open	SANTA CRUZ COUNTY INFORMATION SERVICES	\$521.99
Invoice	Date	Description	Amount	
042517	04/25/2017	May open query scan charges	\$521.99	
86517	05/05/2017	Open	SANTA CRUZ MUNICIPAL UTILITIES	\$128.87
Invoice	Date	Description	Amount	
SCMU041317	04/26/2017	Water service for medians	\$128.87	
86518	05/05/2017	Open	SOQUEL CREEK ANIMAL HOSPITAL	\$374.50
Invoice	Date	Description	Amount	
46149	04/24/2017	K-9 vaccinations, exams, deworming	\$374.50	
86519	05/05/2017	Open	SPECTRUM BUSINESS	\$3,654.82
Invoice	Date	Description	Amount	
SB041917	04/19/2017	Monthly internet service	\$3,654.82	
		1000 - General Fund	\$1,356.62	
		2211 - ISF - Information Tr	\$2,298.20	
86520	05/05/2017	Open	STEVE JESBERG	\$81.32
Invoice	Date	Description	Amount	
JESBERG41817	04/18/2017	Arbitration hearing mileage reimbursement	\$81.32	
86521	05/05/2017	Open	T MOBILE	\$2,912.56
Invoice	Date	Description	Amount	
TM041317	04/13/2017	Monthly cell phone usage	\$2,912.56	

Attachment: 05-05-17 City Check Register (1900 : Approval of City Check Registers)

City Checks Issued May 5, 2017

Invoice #	Date	Description	Amount	
86522	05/05/2017	Open	THELMA FREEMAN	\$97.50
Invoice 0278	04/22/2017	2017 Art and Music on the Beach postcard design	\$97.50	
86523	05/05/2017	Open	THOMAS CONSULTING	\$4,900.00
Invoice 1081	04/27/2017	Team building workshop training services	\$4,900.00	
86524	05/05/2017	Open	TOM HELD	\$155.09
Invoice HELD42717	04/27/2017	Team building workshop food and parking	\$155.09	
86525	05/05/2017	Open	TRACIE HERNANDEZ	\$165.81
Invoice Hernandez42717	04/27/2017	Team building workshop expenses	\$165.81	
86526	05/05/2017	Open	UNITED WAY OF SANTA CRUZ COUNTY	\$30.00
Invoice UW043017	04/28/2017	United Way contributions PPE 04-22-17 1001 - Payroll Payables	\$30.00	
86527	05/05/2017	Open	UPEC LIUNA LOCAL 792	\$1,228.50
Invoice 1030	04/03/2017	April UPEC dues 1001 - Payroll Payables	\$1,228.50	
86528	05/05/2017	Open	US BANK PARS	\$477.19
Invoice PARS042817	04/28/2017	PARS contributions PPE 04-22-17 1001 - Payroll Payables	\$477.19	
86529	05/05/2017	Open	Joanne Nelson	\$31.00
Invoice 199125034	04/28/2017	Citation refund	\$31.00	
86530	05/05/2017	Open	ED MORRISON	\$2,030.00
Invoice 2017-11-10	05/02/2017	April inspections for public works	\$2,030.00	
86531	05/05/2017	Open	KIMLEY-HORN AND ASSOCIATES INC.	\$3,959.11
Invoice 097763118-0117	02/21/2017	Engineering services air board grant	\$2,186.03	
Invoice 097763118-0217	03/28/2017	Air board grant bid documents, engineering services 1200 - Capital Improvement Fund	\$1,773.08	
86532	05/05/2017	Open	SCC ENVIRONMENTAL HEALTH SVC	\$1,465.00
Invoice IN0083572	04/28/2017	Corp. yard health permit	\$1,465.00	
86533	05/05/2017	Open	WATSONVILLE BLUEPRINT	\$28.67
Invoice 68890	04/25/2017	Prints	\$28.67	

Attachment: 05-05-17 City Check Register (1900 : Approval of City Check Registers)

City Checks Issued May 5, 2017

86534	05/05/2017	Open		CA REGIONAL WATER QUALITY CONTROL BOARD	\$12,548.00
	Invoice		Date	Description	Amount
	RWQCB401		05/02/2017	Soquel Creek 401 application fee	\$12,548.00
Type Check Totals:					\$66,839.60

EFT

433	05/01/2017	Open		CalPERS Member Services Division	\$46,773.25
	Invoice		Date	Description	Amount
	1000852187-90		05/01/2017	PERS contributions PPE 4-22-17	\$46,773.25
				1000 - General Fund (\$0.26)	
				1001 - Payroll Payables \$46,773.51	
434	05/01/2017	Open		EMPLOYMENT DEVELOPMENT DEPT	\$6,611.58
	Invoice		Date	Description	Amount
	1-153-979-264		05/01/2017	State taxes PPE 04-22-17	\$6,611.58
				1001 - Payroll Payables	
435	05/01/2017	Open		INTERNAL REVENUE SERVICE	\$26,948.91
	Invoice		Date	Description	Amount
	14864111		05/01/2017	Federal taxes & Medicare PPE 04-22-17	\$26,948.91
				1001 - Payroll Payables	
436	04/29/2017	Open		STATE DISBURSEMENT UNIT	\$1,117.84
	Invoice		Date	Description	Amount
	1V12PX86657		04/28/2017	Garnishments PPE 4-28-17	\$1,117.84
				1001 - Payroll Payables	
437	4/28/2017	Open		ADP LLC	257.15
	Invoice		Date	Description	Amount
	492239451		4/28/2017	ez Labor processing charges	\$257.15
				2211 - ISF - Information	
Type EFT Totals:					\$81,708.73

Library - Library

Check

19	05/05/2017	Open		NOLL AND TAM ARCHITECTS	\$12,995.00
	Invoice		Date	Description	Amount
	0057205		03/31/2017	Library schematic design	\$12,995.00
				1360 - Library Fund	
Type Check Totals:					\$12,995.00

Attachment: 05-05-17 City Check Register (1900 : Approval of City Check Registers)

City Checks Issued May 5, 2017

	Counts:	Totals:
CITY - Main City Totals		
Checks	43	\$66,839.60
EFTs	5	\$81,708.73
All	48	\$148,548.33
Library - Library Totals		
Checks	1	\$12,995.00
EFTs	0	\$0.00
All	1	\$12,995.00
Grand Totals:		
Checks	44	\$79,834.60
EFTs	5	\$81,708.73
All	49	\$161,543.33

Attachment: 05-05-17 City Check Register (1900 : Approval of City Check Registers)

City accounts payable checks dated 5/12/2017, numbered 86535 to 86581 and 2 EFTs, totaling \$144,666.41, plus 1 Library account check totaling \$430, plus 7 Payroll account checks and 93 EFTs, totaling \$205,681.70, for a grand total of \$350,778.11, have been reviewed and authorized for distribution by the City Manager.

As of 5/12/2017, the unaudited cash balance is \$5,165,855.86.

CASH POSITION - CITY OF CAPITOLA 5/12/17

	<u>Net Balance</u>
General Fund	\$1,796,260.20
Payroll Payables	\$188,294.87
Contingency Reserve Fund	\$1,898,345.66
Facilities Reserve Fund	\$284,870.00
Capital Improvement Fund	\$448,017.83
Stores Fund	\$20,122.41
Information Technology Fund	\$74,279.90
Equipment Replacement	\$144,289.88
Self-Insurance Liability Fund	\$198,526.70
Workers' Compensation Fund	\$120,588.79
Compensated Absences Fund	(\$7,740.38)
TOTAL UNASSIGNED GENERAL FUNDS	<u>\$5,165,855.86</u>

The Emergency Reserve Fund balance is \$1,269,705.54.

The PERS Contingency Fund balance is \$300,000.

The Library Fund balance is \$637,214.97.



Jamie Goldstein, City Manager

5/15/17

Date



Peter Wilk, City Treasurer

5/17/17

Date

Attachment: 05-12-17 City Check Register (1900 : Approval of City Check Registers)

City Checks Issued May 12, 2017 - AP COPY

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
86535	05/10/2017	Open			UNITED STATES POSTAL SERVICE	\$850.00
	Invoice		Date	Description		Amount
	CMS41499		05/08/2017	CDD public notice postage 1314 - Green Building Education		\$850.00
86536	05/12/2017	Open			ORCHARD SUPPLY HARDWARE	\$1,391.63
	Invoice		Date	Description		Amount
	154817		04/14/2017	Hex bolts, lock nut		\$45.43
	022119		04/11/2017	Valves, hole saws, small tools		\$86.39
	021939		04/10/2017	Acrylic board, zinc rods		\$85.91
	154602		04/13/2017	Scouring pads		\$14.26
	053606		04/13/2017	Lag screws		\$7.64
	022417		04/12/2017	Gloves and tarp		\$48.65
	022777		04/13/2017	Sprayer		\$64.18
	038289		04/17/2017	Lag screws		\$2.26
	189216		04/18/2017	Lavender		\$20.19
	054172		04/19/2017	Nips, taps, plugs and bits		\$60.89
	054238		04/19/2017	Tap & die set		\$81.79
	155625		04/20/2017	Cable cutter		\$34.95
	155637		04/20/2017	Elbows, plugs		\$29.32
	024808		04/21/2017	Nuts and bolts		\$8.57
	154844		04/14/2017	Screwdriver set and adj. wrench		\$18.62
	155471		04/19/2017	Graffiti paint		\$14.88
	155623		04/20/2017	Batteries		\$26.90
	038942		04/20/2017	Fertilizer and brush		\$26.90
	025778		04/24/2017	Painting supplies		\$14.46
	042250		04/24/2017	Graffiti paint and supplies		\$82.59
	042515		04/25/2017	Graffiti removal		\$13.64
	042529		04/25/2017	Safety vests and glue		\$97.25
	156268		04/25/2017	Bolt and washer		\$25.87
	026074		04/25/2017	Strap, hinge remover, steel ring		\$9.29
	022668		04/13/2017	Dustpan and blades		\$30.01
	155620		04/20/2017	Split ring trigger		\$3.10
	030311		04/26/2017	Large wrench		\$93.18
	157322		05/02/2017	Drano, plants, light bulbs		\$39.32
	028374		05/02/2017	Cleaning supplies		\$9.30
	028495		05/02/2017	Painting supplies		\$46.55
	037114		04/12/2017	Safety glasses		\$37.25
	023813		04/17/2017	Spray adhesive		\$13.45
	024037		04/18/2017	Screws and washers		\$49.58
	056101		05/04/2017	Hoses		\$86.96
	067695		05/05/2017	Manure forks		\$62.10
86537	05/12/2017	Open			ANDREW DALLY	\$370.00
	Invoice		Date	Description		Amount
	Dally042817		04/28/2017	Education reimbursement		\$370.00
86538	05/12/2017	Open			ASCE/AMERICAN SOCIETY OF CIVIL ENGINEERS	\$240.00
	Invoice		Date	Description		Amount
	ASCE42817		04/28/2017	Public works director membership dues		\$240.00

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City Checks Issued May 12, 2017 - AP COPY

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
86539	05/12/2017	Open			B & B SMALL ENGINE REPAIR	\$83.97
	Invoice		Date	Description		Amount
	372875		05/03/2017	Chainsaw parts		\$29.84
	373004		05/04/2017	Choke knob		\$3.19
	373062		05/05/2017	Mower cable		\$10.99
	373282		05/08/2017	Sharpen mower blades		\$39.95
86540	05/12/2017	Open			BILL TASHNICK	\$33.00
	Invoice		Date	Description		Amount
	05052017		05/05/2017	Softball Officials 4/24 - 5/5/2017		\$33.00
86541	05/12/2017	Open			BOWMAN & WILLIAMS INC.	\$2,472.50
	Invoice		Date	Description		Amount
	11216		05/05/2017	Grand Ave. mapping & surveying		\$2,472.50
86542	05/12/2017	Open			BRANTLY SANDRETTI	\$192.81
	Invoice		Date	Description		Amount
	Sandretti42917		04/29/2017	Post training expenses		\$192.81
86543	05/12/2017	Open			BSN SPORTS LLC	\$634.70
	Invoice		Date	Description		Amount
	98980246		04/25/2017	Softball equipment		\$634.70
86544	05/12/2017	Open			CALE AMERICA INC.	\$1,829.00
	Invoice		Date	Description		Amount
	144802		04/30/2017	April CALE meters monthly fees		\$1,829.00
86545	05/12/2017	Open			COASTAL WATERSHED COUNCIL	\$3,370.37
	Invoice		Date	Description		Amount
	1573		04/30/2017	April NPDES Public Education & Outreach		\$3,370.37
86546	05/12/2017	Open			CODE PUBLISHING COMPANY INC.	\$300.30
	Invoice		Date	Description		Amount
	56370		05/03/2017	Municipal code electronic update		\$300.30
86547	05/12/2017	Open			CRESTOR INC.	\$346.12
	Invoice		Date	Description		Amount
	R217111		05/03/2017	Memorial plaques		\$346.12
86548	05/12/2017	Open			D & G SANITATION	\$306.48
	Invoice		Date	Description		Amount
	239816		04/30/2017	Esplanade park fencing		\$54.25
	239817		04/30/2017	McGregor park portable toilets		\$252.23
86549	05/12/2017	Open			DOGHERRAS INC	\$99.00
	Invoice		Date	Description		Amount
	326731		07/01/2016	Ford Ranger tow from Jade St. park to shop		\$99.00

Attachment: 05-12-17 City Check Register (1900 : Approval of City Check Registers)

City Checks Issued May 12, 2017 - AP COPY

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
86550	05/12/2017	Open			EXPLORE PUBLISHING INC.	\$1,000.00
	Invoice		Date	Description		Amount
	931672		04/27/2017	BIA advertising in explore Silicon Valley 1321 - BIA - Capitola Village-Wharf BIA		\$1,000.00
86551	05/12/2017	Open			FRED C. BEYERS	\$231.00
	Invoice		Date	Description		Amount
	5517		05/05/2017	Softball Officials 4/24 - 5/5/2017		\$231.00
86552	05/12/2017	Open			GARDAWORLD	\$183.82
	Invoice		Date	Description		Amount
	10301750		05/01/2017	May armored transportation service		\$183.82
86553	05/12/2017	Open			GEORGE McMENAMIN	\$745.00
	Invoice		Date	Description		Amount
	Riparian13		05/10/2017	Riparian restoration contract services		\$745.00
86554	05/12/2017	Open			HOME DEPOT CREDIT SERVICES	\$1,855.80
	Invoice		Date	Description		Amount
	8570159		04/05/2017	Lumber		\$9.83
	9583141		04/04/2017	Wharf bathroom floor covering		\$262.42
	8015384		04/05/2017	Plumbing supplies		\$42.66
	8054299		04/05/2017	Plumbing supplies		\$35.96
	7210778		04/06/2017	Pressure washer, surface cleaner		\$725.83
	2010526		04/11/2017	Respirator		\$34.69
	6564123		04/17/2017	Welded ring, rubber deck plate		\$24.64
	1055379		04/12/2017	Supplies		\$32.90
	9010838		04/14/2017	Hardware for Corp. yard		\$27.95
	3011509		04/20/2017	Anti skid floor coating for wharf bathroom		\$278.34
	3585317		04/20/2017	Anti-skid additive		\$18.16
	3050581		04/20/2017	Adjustable wrench		\$54.22
	2211075		04/21/2017	Brushes		\$11.87
	8023105		04/25/2017	Brown mulch		\$21.70
	7010457		04/26/2017	Grinding wheel		\$70.49
	5023491		04/28/2017	Floral cultivator		\$15.16
	8024695		05/05/2017	Wall chargers, cables		\$51.92
	8024726		05/05/2017	Pry bars and hammer		\$72.60
	5050643		05/08/2017	Cable ties, gloves, sharpie		\$64.46
				1000 - General Fund	\$1,260.92	
				1311 - Wharf	\$594.88	
86555	05/12/2017	Open			HUMBOLDT PETROLEUM LLC	\$58.50
	Invoice		Date	Description		Amount
	086454		04/30/2017	April car washes		\$58.50
86556	05/12/2017	Open			JAMES P ALLEN	\$1,440.00
	Invoice		Date	Description		Amount
	Allen050917		05/09/2017	#16-045 Peery Park tree pruning		\$1,440.00

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City Checks Issued May 12, 2017 - AP COPY

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
86557	05/12/2017	Open			JIM CLARK	\$56.00
	Invoice		Date	Description		Amount
	5317		05/03/2017	Backflow test		\$56.00
86558	05/12/2017	Open			JOSE LOPEZ	\$1,804.59
	Invoice		Date	Description		Amount
	Lopez40617		04/06/2017	Lifeguard tower painting 1300 - SLESF - Supl Law Enfc		\$1,804.59
86559	05/12/2017	Open			KELLY MOORE PAINT COMPANY INC.	\$641.73
	Invoice		Date	Description		Amount
	803-00000702435		05/09/2017	Street painting supplies		\$522.72
	803-00000702455		05/09/2017	Paint thinner		\$119.01
				1000 - General Fund	\$119.01	
				1310 - Gas Tax	\$522.72	
86560	05/12/2017	Open			LABORMAX STAFFING	\$1,986.92
	Invoice		Date	Description		Amount
	26-76642		05/05/2017	Seasonal labor		\$1,986.92
86561	05/12/2017	Open			LLOYDS TIRE SERVICE	\$194.17
	Invoice		Date	Description		Amount
	306503		05/04/2017	2016 Explorer tire mounting		\$20.00
	306498		05/04/2017	2014 Explorer tire mount and balance		\$174.17
86562	05/12/2017	Open			MADELINE C HORN	\$675.00
	Invoice		Date	Description		Amount
	002		05/02/2017	Museum cataloging and artifact organization		\$675.00
86563	05/12/2017	Open			MARK GONZALEZ	\$127.19
	Invoice		Date	Description		Amount
	Gonzalez4272017		04/27/2017	Team building workshop expenses		\$127.19
86564	05/12/2017	Open			MASTER CAR WASH	\$148.97
	Invoice		Date	Description		Amount
	MCW050517		05/05/2017	April car washes		\$148.97

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City Checks Issued May 12, 2017 - AP COPY

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
86565	05/12/2017	Open			MID COUNTY AUTO SUPPLY	\$994.22
	Invoice		Date	Description		Amount
	31758		04/06/2017	Battery terminals		\$95.90
	31623		04/05/2017	Fasteners		\$7.58
	31494		04/04/2017	Carburetor cleaner		\$55.86
	32418		04/11/2017	Ford F250 parts, tube, hose assembly		\$291.90
	32327		04/11/2017	Auto supplies		\$32.04
	32957		04/17/2017	Ford Crown Victoria spark plugs, ignition coil		\$303.64
	32961		04/17/2017	Silicone paste		\$22.45
	33080		04/18/2017	Ball bearing		\$21.52
	33081		04/18/2017	Pullers		\$78.37
	34074		04/26/2017	Ford F250 orifice tube		\$3.67
	34079		04/26/2017	Auto supplies		\$13.63
	34101		04/26/2017	Oil		\$11.54
	34878		05/02/2017	Carb cleaner		\$56.12
86566	05/12/2017	Open			MISSION LINEN SUPPLY	\$958.94
	Invoice		Date	Description		Amount
	504646129		04/05/2017	Linen service, shop towels		\$33.65
	504646130		04/05/2017	Linen service		\$81.12
	504627811		04/03/2017	Mat service for PD		\$48.18
	504488400		03/13/2017	Community center mats and mops		\$67.73
	504674877		04/10/2017	Community center mats and mops		\$67.73
	504682763		04/12/2017	Linen service, shop towels		\$33.65
	504682764		04/12/2017	Linen service		\$101.59
	504736959		04/19/2017	Linen service & shop towels		\$33.65
	504764239		04/24/2017	Center mats & mops		\$67.73
	504736960		04/19/2017	Linen service		\$77.54
	504718862		04/17/2017	PD mat service		\$48.18
	504785134		04/26/2017	Linen service, shop towels		\$33.65
	504785135		04/26/2017	Linen service		\$101.59
	504832074		05/03/2017	Linen service		\$33.65
	504810948		05/01/2017	PD mat service		\$48.18
	504832075		05/03/2017	Linen service		\$81.12
86567	05/12/2017	Open			NUZ Inc. dba GOOD TIMES	\$225.00
	Invoice		Date	Description		Amount
	2017-235371		04/30/2017	Advertising		\$225.00
86568	05/12/2017	Open			OLIVE SPRINGS QUARRY INC.	\$84.14
	Invoice		Date	Description		Amount
	108575		05/01/2017	1.10 T 1/2" asphalt 1310 - Gas Tax		\$84.14

Attachment: 05-12-17 City Check Register (1900 : Approval of City Check Registers)

City Checks Issued May 12, 2017 - AP COPY

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
86569	05/12/2017	Open			PALACE OFFICE SUPPLIES	\$133.25
	Invoice		Date	Description		Amount
	9377072-0		04/14/2017	Recreation supplies		\$56.37
	424035-0		05/05/2017	Dividers and binders		\$56.94
	9382414-0		05/03/2017	Office supplies		\$19.94
				1000 - General Fund	\$76.31	
				2210 - ISF - Stores Fund	\$56.94	
86570	05/12/2017	Open			PEDRO ZAMORA	\$225.81
	Invoice		Date	Description		Amount
	043017		04/30/2017	Training reimbursement		\$225.81
86571	05/12/2017	Open			PHIL ALLEGRI ELECTRIC INC.	\$95.00
	Invoice		Date	Description		Amount
	22500		04/27/2017	Car charger repair		\$95.00
86572	05/12/2017	Open			PK SAFETY SUPPLY	\$193.10
	Invoice		Date	Description		Amount
	321824		05/01/2017	N95 respirators		\$120.77
	321825		05/01/2017	Safety vests		\$72.33
86573	05/12/2017	Open			SAN LORENZO LUMBER	\$543.11
	Invoice		Date	Description		Amount
	55-0247627		03/02/2017	Locks		\$173.85
	55-0257182		04/10/2017	Compressor and nailer		\$219.28
	55-0259453		04/18/2017	Wood for the wharf		\$79.46
	56-0061891		05/03/2017	Plants		\$70.52
				1000 - General Fund	\$463.65	
				1311 - Wharf	\$79.46	
86574	05/12/2017	Open			SANTA CRUZ COUNTY AUDITOR-CONTROLLER	\$10,095.00
	Invoice		Date	Description		Amount
	050317		04/30/2017	April citation processing		\$10,095.00
86575	05/12/2017	Open			SANTA CRUZ REGIONAL 911	\$36,100.00
	Invoice		Date	Description		Amount
	SCR31517		03/15/2017	Regional 911 capital and debt service 2nd installment		\$36,100.00
86576	05/12/2017	Open			SOQUEL CREEK WATER DISTRICT	\$6,407.54
	Invoice		Date	Description		Amount
	042617		04/26/2017	Monthly water usage and irrigation fees		\$4,426.92
	041917		04/19/2017	Monthly water usage and irrigation fees		\$1,980.62
				1000 - General Fund	\$5,862.69	
				1311 - Wharf	\$544.85	
86577	05/12/2017	Open			STEVE JESBERG	\$250.00
	Invoice		Date	Description		Amount
	042317		04/23/2017	Digital reading device reimbursement		\$250.00

Attachment: 05-12-17 City Check Register (1900 : Approval of City Check Registers)

City Checks Issued May 12, 2017 - AP COPY

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
86578	05/12/2017	Open			SUPPLYWORKS	\$1,250.45
	Invoice		Date	Description		Amount
	398385120		04/21/2017	Cleaning supplies		\$1,250.45
86579	05/12/2017	Open			THE CLEANING MACHINE INC.	\$2,680.00
	Invoice		Date	Description		Amount
	6123		04/26/2017	Sidewalk cleaning		\$2,680.00
86580	05/12/2017	Open			TURF & INDUSTRIAL EQUIPMENT CO.	\$679.25
	Invoice		Date	Description		Amount
	IV21151		05/02/2017	spindles (3)		\$679.25
86581	05/12/2017	Open			WESTERN EXTERMINATOR COMPANY	\$109.00
	Invoice		Date	Description		Amount
	5048845		04/30/2017	City Hall - rodent control		\$54.50
	5059982		04/30/2017	Turnouts - rodent control		\$54.50
Type Check Totals:						\$84,692.38
<u>EFT</u>						
438	05/11/2017	Open			WELLS FARGO BANK	\$611.17
	Invoice		Date	Description		Amount
	WF051117		05/11/2017	May client analysis service charges		\$611.17
439	05/03/17	Open			CalPERS Health Insurance	\$59,362.86
	Invoice		Date	Description		Amount
	1E+14		5/3/2017	May employee health insurance		
				1000- General Fund		\$2,527.42
				1001- Payroll Payables		\$56,835.44
Type EFT Totals:						\$59,974.03
Library - Library						
<u>Check</u>						
20	05/12/2017	Open			BOGARD CONSTRUCTION INC	\$430.00
	Invoice		Date	Description		Amount
	160707-08		04/30/2017	Library project management services - construction		\$430.00
				1360 - Library Fund		
Type Check Totals:						\$430.00

Attachment: 05-12-17 City Check Register (1900 : Approval of City Check Registers)

City Checks Issued May 12, 2017 - AP COPY

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
CITY - Main City Totals					Counts:	Totals:
Checks					47	\$84,692.38
EFTs					2	\$59,974.03
All					49	\$144,666.41
Library - Library Totals						
Checks					1	\$430.00
EFTs					0	\$0.00
All					1	\$430.00
WELLS - Payroll Totals						
Checks					7	\$16,012.21
EFTs					93	\$189,669.49
All					100	\$205,681.70
Grand Totals:						
Checks					55	\$101,134.59
EFTs					95	\$249,643.52
All					150	\$350,778.11

Attachment: 05-12-17 City Check Register (1900 : Approval of City Check Registers)

City accounts payable checks dated 5/19/2017, numbered 86582 to 86671 and 5 EFTs, totaling \$232,532.33, plus 1 Library account check totaling \$2,300.00, for a grand total of \$234,832.33, have been reviewed and authorized for distribution by the City Manager.

As of 5/19/2017 the unaudited cash balance is \$5,696,220.87.

CASH POSITION - CITY OF CAPITOLA 5/19/17

	<u>Net Balance</u>
General Fund	\$2,484,913.37
Payroll Payables	\$55,500.43
Contingency Reserve Fund	\$1,898,345.66
Facilities Reserve Fund	\$284,870.00
Capital Improvement Fund	\$434,552.93
Stores Fund	\$19,386.18
Information Technology Fund	\$64,099.31
Equipment Replacement	\$144,289.88
Self Insurance Liability Fund	\$197,414.70
Worker's Comp. Ins. Fund	\$120,588.79
Compensated Absences Fund	(\$7,740.38)
TOTAL UNASSIGNED GENERAL FUNDS	<u>\$5,696,220.87</u>

The Emergency Reserve Fund balance is \$1,269,705.54.

The PERS Contingency Fund balance is \$300,000.

The Library Fund balance is \$634,914.97.



 Jamie Goldstein, City Manager

5/22/17

 Date



 Peter Wilk, City Treasurer

5/25/17

 Date

Attachment: 05-19-17 City Check Register (1900 : Approval of City Check Registers)

City Checks Issued May 19, 2017

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
86582	05/19/2017	Open			ABSOLUTE AUTO GLASS INC.	\$675.75
	Invoice		Date	Description		Amount
	W053355		02/27/2017	windshield replacement Ford explorer		\$675.75
86583	05/19/2017	Open			ACCELA INC	\$1,134.00
	Invoice		Date	Description		Amount
	INV-ACC30001		05/01/2017	Legislative management software 2211 - ISF - Information Technology		\$1,134.00
86584	05/19/2017	Open			ADAMS ASHBY GROUP INC	\$600.00
	Invoice		Date	Description		Amount
	2020		05/01/2017	April housing program admin. & reporting 1350 - CDBG Grants		\$600.00
86585	05/19/2017	Open			ADRIENNE HARRELL	\$702.00
	Invoice		Date	Description		Amount
	2017-00000893		05/16/2017	Late Spring Instructor Payments 2017		\$702.00
86586	05/19/2017	Open			AIMEE FITZGERALD	\$439.40
	Invoice		Date	Description		Amount
	2017-00000889		05/16/2017	Late Spring Instructor Payments 2017		\$439.40
86587	05/19/2017	Open			ALLSAFE LOCK COMPANY	\$9.77
	Invoice		Date	Description		Amount
	49475		05/10/2017	keys		\$9.77
86588	05/19/2017	Open			ALVAREZ TECHNOLOGY GROUP INC	\$7,992.80
	Invoice		Date	Description		Amount
	40607		03/23/2017	Firewall upgrade		\$892.80
	41201		05/01/2017	June IT support 2211 - ISF - Information Technology		\$7,100.00
86589	05/19/2017	Open			AMY BOSSO	\$195.00
	Invoice		Date	Description		Amount
	2017-00000884		05/16/2017	Late Spring Instructor Payments 2017		\$195.00
86590	05/19/2017	Open			ANDREW PORTER	\$371.80
	Invoice		Date	Description		Amount
	2017-00000905		05/16/2017	Late Spring Instructor Payments 2017		\$371.80
86591	05/19/2017	Open			ARACELLY BIBL	\$205.40
	Invoice		Date	Description		Amount
	2017-00000882		05/16/2017	Late Spring Instructor Payments 2017		\$205.40
86592	05/19/2017	Open			B & B SMALL ENGINE REPAIR	\$54.18
	Invoice		Date	Description		Amount
	373529		05/10/2017	Pole saw bar		\$54.18

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City Checks Issued May 19, 2017

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
86593	05/19/2017	Open			BAY PHOTO LAB	\$11.40
	Invoice		Date	Description		Amount
	6500521		05/17/2017	Museum prints		\$7.60
	6500522		05/17/2017	Museum print		\$3.80
86594	05/19/2017	Open			BECKY ADAMS	\$395.20
	Invoice		Date	Description		Amount
	2017-00000880		05/16/2017	Late Spring Instructor Payments 2017		\$395.20
86595	05/19/2017	Open			CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,643.00
	Invoice		Date	Description		Amount
	051217		05/12/2017	POA and gym dues PPE 05-06-17 1001 - Payroll Payables		\$1,643.00
86596	05/19/2017	Open			CAROLYN FLYNN	\$4,320.00
	Invoice		Date	Description		Amount
	CBF-04-2017		05/12/2017	April affordable housing program management 1000 - General Fund \$2,040.00 5552 - Cap Hsg Succ- Prog Incon \$2,280.00		\$4,320.00
86597	05/19/2017	Open			CASEY PRINTING	\$4,677.94
	Invoice		Date	Description		Amount
	33521011		05/05/2017	Summer brochure printing		\$4,677.94
86598	05/19/2017	Open			CHARMAINE MONIZ	\$35.10
	Invoice		Date	Description		Amount
	2017-00000903		05/16/2017	Late Spring Instructor Payments 2017		\$35.10
86599	05/19/2017	Open			CHERYL PETERSON	\$136.50
	Invoice		Date	Description		Amount
	2017-00000904		05/16/2017	Late Spring Instructor Payments 2017		\$136.50
86600	05/19/2017	Open			CHRISTINE CANDELARIA	\$261.00
	Invoice		Date	Description		Amount
	WPE-INV00581237		05/11/2017	BIA website maintenance reimbursement 1321 - BIA - Capitola Village-Wharf BIA		\$261.00
86601	05/19/2017	Open			CLASSIFIED SOUND	\$3,250.00
	Invoice		Date	Description		Amount
	170607-0705A		05/17/2017	Twilight concert PA system partial payment		\$3,250.00
86602	05/19/2017	Open			CLAUDIO FRANCA	\$117.00
	Invoice		Date	Description		Amount
	2017-00000892		05/16/2017	Late Spring Instructor Payments 2017		\$117.00
86603	05/19/2017	Open			CLEAN BUILDING MAINTENANCE CO.	\$3,719.13
	Invoice		Date	Description		Amount
	17833		04/30/2017	April facility cleaning fees 1000 - General Fund \$3,453.63 1311 - Wharf \$265.50		\$3,719.13

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City Checks Issued May 19, 2017

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
86604	05/19/2017	Open			CLIFF SLOMA	\$890.57
	Invoice		Date	Description		Amount
	051017		05/10/2017	FBINAA Advanced Trainer training		\$890.57
86605	05/19/2017	Open			COMPLETE MAILING SERVICE INC.	\$1,105.54
	Invoice		Date	Description		Amount
	1961		05/12/2017	Green Building fund public notice mailing 1314 - Green Building Education		\$1,105.54
86606	05/19/2017	Open			COUNTY OF SANTA CRUZ GENERAL SERVICES	\$822.00
	Invoice		Date	Description		Amount
	040517		04/30/2017	Tires (6)		\$822.00
86607	05/19/2017	Open			CRYSTAL SPRINGS WATER CO.	\$319.02
	Invoice		Date	Description		Amount
	043017		04/30/2017	Monthly drinking water		\$319.02
86608	05/19/2017	Open			CYNTHIA LARSON	\$1,000.00
	Invoice		Date	Description		Amount
	062817		06/28/2017	Tsunami Band performance		\$1,000.00
86609	05/19/2017	Open			DAVID SCOTT COBABE	\$1,324.40
	Invoice		Date	Description		Amount
	2017-00000886		05/16/2017	Late Spring Instructor Payments 2017		\$1,324.40
86610	05/19/2017	Open			DAWN MAC LAUGHLIN	\$695.50
	Invoice		Date	Description		Amount
	2017-00000899		05/16/2017	Late Spring Instructor Payments 2017		\$695.50
86611	05/19/2017	Open			DIXON AND SON INC.	\$511.47
	Invoice		Date	Description		Amount
	205805		05/17/2017	flat repair, tire and service		\$511.47
86612	05/19/2017	Open			EDITH LENI	\$624.00
	Invoice		Date	Description		Amount
	2017-00000898		05/16/2017	Late Spring Instructor Payments 2017		\$624.00
86613	05/19/2017	Open			eFolder Inc.	\$375.00
	Invoice		Date	Description		Amount
	INV00093665		03/31/2017	March record storage fee		\$125.00
	INV00096832		04/30/2017	April record storage fee		\$125.00
	INV00090472		02/28/2017	February record storage fee 2211 - ISF - Information Technology		\$125.00
86614	05/19/2017	Open			EMPLOYMENT DEVELOPMENT DEPT	\$1,112.00
	Invoice		Date	Description		Amount
	L0134612512		05/02/2017	January - March unemployment claims 2213 - ISF - Self-Insurance Liability		\$1,112.00

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City Checks Issued May 19, 2017

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
86615	05/19/2017	Open			EWING IRRIGATION	\$396.55
	Invoice		Date	Description		Amount
	3242611		05/03/2017	Irrigation supplies		\$222.48
	3251518		05/04/2017	Irrigation supplies		\$174.07
86616	05/19/2017	Open			FASTENAL COMPANY	\$210.36
	Invoice		Date	Description		Amount
	CASAT42493		05/03/2017	washers		\$11.39
	CASAT42415		04/28/2017	washers		\$198.97
86617	05/19/2017	Open			FLYERS ENERGY LLC	\$3,094.98
	Invoice		Date	Description		Amount
	CFS-1424071		05/15/2017	Fuel for Captain's training		\$42.50
	17-464314		05/12/2017	112 gallons diesel		\$316.42
	17-464303		05/12/2017	320 gallons ethanol		\$1,012.30
	17-461476		05/08/2017	130 gallons diesel		\$366.07
	17-461475		05/08/2017	430 gallons ethanol		\$1,357.69
86618	05/19/2017	Open			FREITAS + FREITAS INC.	\$80.00
	Invoice		Date	Description		Amount
	050317		05/03/2017	Venetian Court book copies		\$80.00
86619	05/19/2017	Open			GLOBAL ENVIRONMENTAL PRODUCTS INC	\$1,159.77
	Invoice		Date	Description		Amount
	637755		05/02/2017	Mud flaps for sweeper		\$126.13
	637993		05/15/2017	Parking brake actuator for sweeper 1310 - Gas Tax		\$1,033.64
86620	05/19/2017	Open			HANYA FOJACO	\$1,049.75
	Invoice		Date	Description		Amount
	2017-00000890		05/16/2017	Late Spring Instructor Payments 2017		\$1,049.75
86621	05/19/2017	Open			HELENA FOX	\$314.60
	Invoice		Date	Description		Amount
	2017-00000891		05/16/2017	Late Spring Instructor Payments 2017		\$314.60
86622	05/19/2017	Open			HO KUK MU SUL CORPORATION	\$50.05
	Invoice		Date	Description		Amount
	2017-00000885		05/16/2017	Late Spring Instructor Payments 2017		\$50.05
86623	05/19/2017	Open			HOSE SHOP	\$194.33
	Invoice		Date	Description		Amount
	396781		05/10/2017	hose assemblies		\$194.33
86624	05/19/2017	Open			HOUSING AUTHORITY OF SCC	\$97.00
	Invoice		Date	Description		Amount
	17-10CDBG		05/03/2017	April homeownership assistance 1350 - CDBG Grants		\$97.00

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City Checks Issued May 19, 2017

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
86625	05/19/2017	Open			HYDROSCIENCE ENGINEERS INC.	\$5,162.50
	Invoice		Date	Description		Amount
	331011001		05/01/2017	#17-054 3400 Clares St. stormwater review		\$1,850.00
	331010002		05/01/2017	#17-006 4199 Clares St. stormwater review		\$3,312.50
86626	05/19/2017	Open			ICMA RETIREMENT TRUST 457	\$21,358.25
	Invoice		Date	Description		Amount
	41392235		05/12/2017	457 contributions PPE 05-06-17 1001 - Payroll Payables		\$21,358.25
86627	05/19/2017	Open			INNOVATIVE PRODUCTIONS INC.	\$1,400.00
	Invoice		Date	Description		Amount
	14967		06/21/2017	Big City Revue band performance		\$1,400.00
86628	05/19/2017	Open			JAMES POLIZZI	\$1,400.00
	Invoice		Date	Description		Amount
	060717		06/07/2017	Mambo Tropical band performance		\$1,400.00
86629	05/19/2017	Open			JEANI MITCHELL	\$351.00
	Invoice		Date	Description		Amount
	2017-00000902		05/16/2017	Late Spring Instructor Payments 2017		\$351.00
86630	05/19/2017	Open			JOHANNA WEINSTEIN	\$493.35
	Invoice		Date	Description		Amount
	2017-00000895		05/16/2017	Late Spring Instructor Payments 2017		\$493.35
86631	05/19/2017	Open			KATHY D'ANGELO	\$152.50
	Invoice		Date	Description		Amount
	000V-05152017		05/15/2017	McCrary museum video services		\$152.50
86632	05/19/2017	Open			KBA Docusys Inc.	\$444.90
	Invoice		Date	Description		Amount
	INV542067		05/01/2017	City Hall copier charges		\$106.43
	INV541510		05/01/2017	City Hall copier charges 2211 - ISF - Information Technology		\$338.47
86633	05/19/2017	Open			LABORMAX STAFFING	\$1,629.52
	Invoice		Date	Description		Amount
	26-76994		05/12/2017	Seasonal labor		\$1,629.52
86634	05/19/2017	Open			LORRAINE KINNAMON	\$191.75
	Invoice		Date	Description		Amount
	2017-00000897		05/16/2017	Late Spring Instructor Payments 2017		\$191.75
86635	05/19/2017	Open			MADELINE C HORN	\$848.00
	Invoice		Date	Description		Amount
	003		05/12/2017	Cataloging and organizing museum artifacts		\$848.00
86636	05/19/2017	Open			MANPOWER	\$208.22
	Invoice		Date	Description		Amount
	31394103		05/07/2017	Temporary receptionist		\$208.22

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City Checks Issued May 19, 2017

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
86637	05/19/2017	Open			MICHAEL ARNONE	\$2,268.00
	Invoice		Date	Description		Amount
	201715-1		05/02/2017	Esplanade park architectural services 1315 - Public Art Fee Fund		\$2,268.00
86638	05/19/2017	Open			MICHELE FAIA	\$546.00
	Invoice		Date	Description		Amount
	2017-00000888		05/16/2017	Late Spring Instructor Payments 2017		\$546.00
86639	05/19/2017	Open			MILLER'S TRANSFER & STORAGE CO.	\$120.60
	Invoice		Date	Description		Amount
	88915		04/30/2017	May record storage		\$120.60
86640	05/19/2017	Open			MRWPCA	\$380.00
	Invoice		Date	Description		Amount
	11885		05/12/2017	Annual stormwater public service announcements		\$380.00
86641	05/19/2017	Open			MUNISERVICES LLC	\$1,264.63
	Invoice		Date	Description		Amount
	0000045466		05/08/2017	STARS 4th quarter sales tax reporting		\$1,264.63
86642	05/19/2017	Open			NICHOLS CONSULTING ENGINEERS CHTD	\$2,870.00
	Invoice		Date	Description		Amount
	303065502		05/09/2017	Pavement management GIS mapping 1200 - Capital Improvement Fund		\$2,870.00
86643	05/19/2017	Open			NORTH BAY FORD	\$649.71
	Invoice		Date	Description		Amount
	261048		05/08/2017	glove box assembly		\$300.01
	261162		05/15/2017	name plate		\$25.81
	261155		05/15/2017	rear view mirror assembly		\$183.94
	317012		05/16/2017	2011 Ford Crown Vic front end alignment, rebalance		\$139.95
86644	05/19/2017	Open			O'REILLY AUTO PARTS	\$271.73
	Invoice		Date	Description		Amount
	2763-287910		05/11/2017	shop supplies		\$287.23
	2763-287911		05/11/2017	return shop supplies		(\$15.50)
86645	05/19/2017	Open			PALACE OFFICE SUPPLIES	\$357.03
	Invoice		Date	Description		Amount
	424323-0		05/10/2017	Heater		\$72.58
	9384543-0		05/11/2017	Museum supplies		\$34.17
	424503-0		05/09/2017	Envelopes, pens		\$250.28
				1000 - General Fund	\$106.75	
				2210 - ISF - Stores Fund	\$250.28	
86646	05/19/2017	Open			PAULA BLISS	\$479.70
	Invoice		Date	Description		Amount
	2017-00000883		05/16/2017	Late Spring Instructor Payments 2017		\$479.70

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City Checks Issued May 19, 2017

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
86647	05/19/2017	Open			PIRATES PRESS INC	\$573.56
	Invoice		Date	Description		Amount
	PPM1276		05/09/2017	Junior guard patches (250)		\$573.56
86648	05/19/2017	Open			PRAXAIR DISTRIBUTION INC.	\$94.94
	Invoice		Date	Description		Amount
	77079642		04/21/2017	acetylene cylinder rental		\$94.94
86649	05/19/2017	Open			ROBERT IVERS	\$375.00
	Invoice		Date	Description		Amount
	4378		04/19/2017	Opacity test, smoke test 2008 Ford F450		\$75.00
	4379		04/19/2017	Opacity test, smoke test 1991 Ford F800		\$75.00
	4380		04/19/2017	Opacity test, smoke test for sweeper		\$75.00
	4381		04/19/2017	Opacity test, smoke test for Alliance 3000		\$75.00
	4382		04/19/2017	Opacity test, smoke test John Deere 544H		\$75.00
86650	05/19/2017	Open			SANDY MARRUJO	\$518.70
	Invoice		Date	Description		Amount
	2017-00000900		05/16/2017	Late Spring Instructor Payments 2017		\$518.70
86651	05/19/2017	Open			SANTA CRUZ COUNTY INFORMATION SERVICES	\$992.49
	Invoice		Date	Description		Amount
	042817		04/28/2017	3rd quarter radio shop charges		\$992.49
86652	05/19/2017	Open			SECURITY SHORING AND STEEL PLATES INC	\$62.00
	Invoice		Date	Description		Amount
	151118		05/02/2017	4x8 steel plate rental for 47th Ave.		\$62.00
86653	05/19/2017	Open			SESE EGAN GEDDES	\$85.80
	Invoice		Date	Description		Amount
	2017-00000887		05/16/2017	Late Spring Instructor Payments 2017		\$85.80
86654	05/19/2017	Open			SHERRI BETZ	\$4,803.50
	Invoice		Date	Description		Amount
	2017-00000881		05/16/2017	Late Spring Instructor Payments 2017		\$4,803.50
86655	05/19/2017	Open			SIAOSI SELE-AMA	\$175.50
	Invoice		Date	Description		Amount
	2017-00000907		05/16/2017	Late Spring Instructor Payments 2017		\$175.50
86656	05/19/2017	Open			SOQUEL CREEK WATER DISTRICT	\$134.37
	Invoice		Date	Description		Amount
	SCWD042617		04/26/2017	Pac Cove water usage and irrigation fees		\$134.37
86657	05/19/2017	Open			SOQUEL HEARING AID CENTER	\$304.46
	Invoice		Date	Description		Amount
	TLS050817		05/08/2017	Radio adapter for B. Irao		\$152.23
	TLS051117		05/11/2017	Radio adapter Rannals		\$152.23

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City Checks Issued May 19, 2017

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
86658	05/19/2017	Open			SUELLEN MCCUTCHEN	\$107.25
	Invoice		Date	Description		Amount
	2017-00000901		05/16/2017	Late Spring Instructor Payments 2017		\$107.25
86659	05/19/2017	Open			SUMMIT UNIFORMS	\$368.17
	Invoice		Date	Description		Amount
	40313		04/03/2017	Class A hat, hat piece for Quolas		\$183.54
	40613		04/13/2017	Duty belt for S. Ryan		\$75.38
	40815		04/22/2017	Pants, belt for Pearson		\$109.25
86660	05/19/2017	Open			SUPPLYWORKS	\$1,088.91
	Invoice		Date	Description		Amount
	399772078		05/05/2017	Cleaning supplies		\$901.43
	400056362		05/09/2017	Hand soap refills		\$187.48
86661	05/19/2017	Open			SZS CONSULTING GROUP	\$10,594.90
	Invoice		Date	Description		Amount
	3		05/09/2017	Review and update of the ADA self-evaluation and transition plan 1200 - Capital Improvement Fund		\$10,594.90
86662	05/19/2017	Open			TARGET SPECIALTY PRODUCTS	\$174.08
	Invoice		Date	Description		Amount
	PI0631655		05/11/2017	Gloves		\$174.08
86663	05/19/2017	Open			TODD C MORGAN	\$1,000.00
	Invoice		Date	Description		Amount
	0427-2017		04/27/2017	Todd Morgan and the Emblems band performance		\$1,000.00
86664	05/19/2017	Open			TOM HELD	\$1,682.74
	Invoice		Date	Description		Amount
	051517		05/15/2017	Criminal courts and professional ethics course		\$870.00
	051117		05/11/2017	FBI LEEDS training expenses		\$812.74
86665	05/19/2017	Open			TRENISE POT	\$2,153.45
	Invoice		Date	Description		Amount
	2017-00000906		05/16/2017	Late Spring Instructor Payments 2017		\$2,153.45
86666	05/19/2017	Open			US BANCORP EQUIPMENT FINANCE INC.	\$581.00
	Invoice		Date	Description		Amount
	330084484		05/03/2017	Copier leases		\$581.00
				1000 - General Fund	\$120.00	
				2210 - ISF - Stores Fund	\$461.00	
86667	05/19/2017	Open			US BANK PARS	\$444.00
	Invoice		Date	Description		Amount
	PARS051217		05/12/2017	PARS contributions PPE 05-06-17 1001 - Payroll Payables		\$444.00
86668	05/19/2017	Open			VICTORIA M JOHNSON	\$314.60
	Invoice		Date	Description		Amount
	2017-00000896		05/16/2017	Late Spring Instructor Payments 2017		\$314.60

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City Checks Issued May 19, 2017

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
86669	05/19/2017	Open			VISIT SANTA CRUZ COUNTY	\$1,605.00
	Invoice		Date	Description		Amount
	STMNT051717		05/17/2017	BIA advertising 1321 - BIA - Capitola Village-Wharf BIA		\$1,605.00
86670	05/19/2017	Open			WELLS FARGO BANK	\$5,611.31
	Invoice		Date	Description		Amount
	WF050217		05/02/2017	April credit card charges Purchases over \$500 threshold: 2017 PD training symposium \$700.00 Seat covers for CSO truck \$1,008.03 AED supplies \$1,454.74 Desk \$712.00 1000 - General Fund \$4,318.44 1300 - SLESF - Supl Law Enfc \$1,008.03 1313 - General Plan Update and I \$26.00 2210 - ISF - Stores Fund \$24.95 2211 - ISF - Information Technolo \$233.89		\$5,611.31
86671	05/19/2017	Open			YOLOXOCHITL HUNTER	\$117.00
	Invoice		Date	Description		Amount
	2017-00000894		05/16/2017	Late Spring Instructor Payments 2017		\$117.00
Type Check Totals:						\$123,183.38
<u>EFT</u>						
440	05/16/2017	Open			CalPERS Member Services Division	\$47,052.64
	Invoice		Date	Description		Amount
	1000859438-41		05/16/2017	PERS contributions PPE 5-06-17 1000 - General Fund (\$0.24) 1001 - Payroll Payables \$47,052.88		\$47,052.64
441	05/16/2017	Open			EMPLOYMENT DEVELOPMENT DEPT	\$13,165.73
	Invoice		Date	Description		Amount
	0-531-964-800		05/16/2017	State taxes PPE 05-06-17 1001 - Payroll Payables		\$13,165.73
442	05/16/2017	Open			INTERNAL REVENUE SERVICE	\$47,665.46
	Invoice		Date	Description		Amount
	95798508		05/16/2017	Federal taxes & Medicare PPE 05-06-17 1001 - Payroll Payables		\$47,665.46
443	05/15/2017	Open			STATE DISBURSEMENT UNIT	\$1,117.84
	Invoice		Date	Description		Amount
	HS8B3KS6657		05/15/2017	Garnishments PPE 05-06-17 1001 - Payroll Payables		\$1,117.84
444	05/16/2017	Open			CalPERS Member Services Division	\$347.28
	Invoice		Date	Description		Amount
	1000859566		05/16/2017	PERS contributions for Finance Director's final paycheck 1001 - Payroll Payables		\$347.28
Type EFT Totals:						\$109,348.95

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City Checks Issued May 19, 2017

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
Library - Library						
<u>Check</u>						
21	05/19/2017	Open			HOLMAN & ASSOCIATES	\$2,300.00
	Invoice		Date	Description		Amount
	MAY2017		05/16/2017	Library archaeological services		\$2,300.00
				1360 - Library Fund		
Type Check Totals:						\$2,300.00

	Counts:	Totals:
CITY - Main City Totals		
Checks	90	\$123,183.38
EFTs	5	\$109,348.95
All	95	\$232,532.33
Library - Library Totals		
Checks	1	\$2,300.00
EFTs	0	\$0.00
All	1	\$2,300.00
Grand Totals:		
Checks	91	\$125,483.38
EFTs	5	\$109,348.95
All	96	\$234,832.33

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City accounts payable checks dated 5/26/2017, numbered 86672 to 86724 and 2 EFTs, totaling \$75,239.45, plus 2 Library accounts payable checks totaling \$1,840.00, plus 5 Payroll checks and 88 Payroll efts totaling \$147,268.83, for a grand total of \$224,348.28, have been reviewed and authorized for distribution by the City Manager.

As of 5/26/2017 the unaudited cash balance is \$5,521,656.80.

CASH POSITION - CITY OF CAPITOLA 5/26/17

	<u>Net Balance</u>
General Fund	\$2,210,686.76
Payroll Payables	\$173,646.89
Contingency Reserve Fund	\$1,898,345.66
Facilities Reserve Fund	\$284,870.00
Capital Improvement Fund	\$430,749.12
Stores Fund	\$16,618.43
Information Technology Fund	\$63,796.90
Equipment Replacement	\$132,679.93
Self-Insurance Liability Fund	\$197,414.70
Workers' Comp. Ins. Fund	\$120,588.79
Compensated Absences Fund	(\$7,740.38)
TOTAL UNASSIGNED GENERAL FUNDS	<u>\$5,521,656.80</u>

The Emergency Reserve Fund balance is \$1,269,705.54.

The PERS Contingency Fund balance is \$300,000.

The Library Fund balance is \$633,074.97.



Jamie Goldstein, City Manager

5/31/17

Date



Peter Wilk, City Treasurer

5/31/17

Date

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City Checks Issued May 26, 2017

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
86672	05/25/2017	Open			SUNSET AUTO SALES	\$11,609.95
	Invoice		Date	Description		Amount
	SAS052517		05/24/2017	2007 Ford Ranger 2212 - ISF - Equipment Replacement		\$11,609.95
86673	05/26/2017	Open			ADT SECURITY SERVICES INC.	\$190.82
	Invoice		Date	Description		Amount
	ADT051917		05/19/2017	Security system monitoring		\$190.82
86674	05/26/2017	Open			AT&T	\$9.12
	Invoice		Date	Description		Amount
	ATT050117		05/01/2017	Monthly long distance charges 1000 - General Fund \$4.48 2211 - ISF - Information \$4.64		\$9.12
86675	05/26/2017	Open			ATCHISON BARISONE CONDOTTI & KOVACEVICH	\$24,096.17
	Invoice		Date	Description		Amount
	ABCK043017		04/30/2017	April legal services		\$24,096.17
86676	05/26/2017	Open			BEAR ELECTRICAL SOLUTIONS INC.	\$1,171.00
	Invoice		Date	Description		Amount
	4733		04/28/2017	April traffic signal services - routine		\$616.00
	4732		04/28/2017	April traffic signal services - response 1310 - Gas Tax		\$555.00
86677	05/26/2017	Open			BILL TASHNICK	\$66.00
	Invoice		Date	Description		Amount
	51917		05/19/2017	Softball Officials 5/8 - 5/19/17		\$66.00
86678	05/26/2017	Open			CA DEPARTMENT OF JUSTICE	\$49.00
	Invoice		Date	Description		Amount
	230263		05/03/2017	Fingerprinting		\$49.00
86679	05/26/2017	Open			CADILLAC DESIGNS INC.	\$547.26
	Invoice		Date	Description		Amount
	6991		05/22/2017	Habitat restoration signs		\$547.26
86680	05/26/2017	Open			CALIFORNIA COAST UNIFORM COMPANY	\$85.27
	Invoice		Date	Description		Amount
	5398		05/19/2017	Uniform for Explorer Peterson		\$85.27
86681	05/26/2017	Open			CALIFORNIA LAW ENFORCEMENT ASSOCIATION	\$514.50
	Invoice		Date	Description		Amount
	CLEA062017		05/18/2017	June POA LTD insurance 1001 - Payroll Payables		\$514.50
86682	05/26/2017	Open			CHRIS HOLYOAKE	\$500.00
	Invoice		Date	Description		Amount
	0114		05/16/2017	BIA website optimization 1321 - BIA - Capitola Village-Wharf BIA		\$500.00

Attachment: 05-26-17 City Check Register (1900 : Approval of City Check Registers)

City Checks Issued May 26, 2017

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
86683	05/26/2017	Open			COMPLETE MAILING SERVICE INC.	\$1,357.97
	Invoice		Date	Description		Amount
	1953		05/10/2017	Summer recreation brochure mailing		\$1,357.97
86684	05/26/2017	Open			CVS PHARMACY INC.	\$86.05
	Invoice		Date	Description		Amount
	051817		05/18/2017	Camp Capitola supplies		\$28.27
	4226		05/19/2017	Sunscreen for parking enforcement		\$57.78
86685	05/26/2017	Open			EWING IRRIGATION	\$45.52
	Invoice		Date	Description		Amount
	3291997		05/10/2017	PVC pipe cutter		\$45.52
86686	05/26/2017	Open			FRED C. BEYERS	\$198.00
	Invoice		Date	Description		Amount
	05192017		05/19/2017	Softball Officials 5/8 - 5/19/17		\$198.00
86687	05/26/2017	Open			GEORGE McMENAMIN	\$787.50
	Invoice		Date	Description		Amount
	riparian14		05/24/2017	May riparian restoration services		\$787.50
86688	05/26/2017	Open			GRANITE ROCK COMPANY	\$138.24
	Invoice		Date	Description		Amount
	1029659		05/13/2017	Sand, concrete mix, gloves - Eplanade Park pavers		\$138.24
86689	05/26/2017	Open			GROWING UP IN SANTA CRUZ	\$353.00
	Invoice		Date	Description		Amount
	1534		05/01/2017	Camp Capitola advertising		\$353.00
86690	05/26/2017	Open			HUMBOLDT PETROLEUM LLC	\$39.00
	Invoice		Date	Description		Amount
	086511		05/15/2017	Vehicle car washes		\$39.00
86691	05/26/2017	Open			JENNY SHELTON	\$1,000.00
	Invoice		Date	Description		Amount
	05242017		05/24/2017	Coordination of Plein Air event		\$1,000.00
86692	05/26/2017	Open			KBA Docusys Inc.	\$77.09
	Invoice		Date	Description		Amount
	INV541511		05/01/2017	Recreation copier usage charges		\$36.47
	INV546012		05/12/2017	City Hall copier usage charges		\$40.62
				1000 - General Fund	\$36.47	
				2211 - ISF - Information T€	\$40.62	
86693	05/26/2017	Open			KELLY MOORE PAINT COMPANY INC.	\$159.17
	Invoice		Date	Description		Amount
	803-0000703677		05/16/2017	Spray tips for spray rig		\$159.17
86694	05/26/2017	Open			KIMLEY-HORN AND ASSOCIATES INC.	\$3,603.47
	Invoice		Date	Description		Amount

Attachment: 05-26-17 City Check Register (1900 : Approval of City Check Registers)

City Checks Issued May 26, 2017

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
	097763118-0417		05/23/2017	Traffic signal control - construction assistance 1200 - Capital Improvement Fund		\$3,603.47
86695	05/26/2017	Open			KINGS PAINT AND PAPER INC.	\$58.19
	Invoice		Date	Description		Amount
	A0252023		05/22/2017	Paint and brushes		\$58.19
86696	05/26/2017	Open			LABORMAX STAFFING	\$2,980.38
	Invoice		Date	Description		Amount
	26-77329		05/19/2017	Seasonal labor		\$2,980.38
86697	05/26/2017	Open			LEAGUE OF CALIFORNIA CITIES	\$50.00
	Invoice		Date	Description		Amount
	8178		05/08/2017	League of CA cities division meeting - Harlan, Bertrand		\$50.00
86698	05/26/2017	Open			MAR-KEN K-9 TRAINING CENTER	\$240.00
	Invoice		Date	Description		Amount
	0112-17		05/19/2017	May K-9 training		\$240.00
86699	05/26/2017	Open			MASTER CLEANERS	\$1,587.49
	Invoice		Date	Description		Amount
	043017		05/09/2017	March & April uniform cleaning		\$1,587.49
86700	05/26/2017	Open			MOFFATT AND NICHOL	\$470.00
	Invoice		Date	Description		Amount
	726483		05/24/2017	Wharf evaluation professional services 1311 - Wharf		\$470.00
86701	05/26/2017	Open			NUZ Inc. dba GOOD TIMES	\$225.00
	Invoice		Date	Description		Amount
	2017-235372		05/17/2017	Recreation advertising		\$225.00
86702	05/26/2017	Open			OLIVE SPRINGS QUARRY INC.	\$82.61
	Invoice		Date	Description		Amount
	108816		05/15/2017	Medium asphalt 1310 - Gas Tax		\$82.61
86703	05/26/2017	Open			OUTDOOR WORLD INC.	\$534.02
	Invoice		Date	Description		Amount
	34996		05/09/2017	Waders		\$534.02
86704	05/26/2017	Open			PALACE OFFICE SUPPLIES	\$457.91
	Invoice		Date	Description		Amount
	426118-0		05/19/2017	Office supplies		\$25.89
	426175-0		05/19/2017	Office supplies		\$37.90
	426355-0		05/22/2017	Office supplies		\$170.41
	426372-0		05/22/2017	Chair mat		\$154.08
	426506-0		05/23/2017	Sign frames 2210 - ISF - Stores Fund		\$69.63
86705	05/26/2017	Open			PHIL ALLEGRI ELECTRIC INC.	\$720.00

Attachment: 05-26-17 City Check Register (1900 : Approval of City Check Registers)

City Checks Issued May 26, 2017

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
	Invoice		Date	Description		Amount
	22596		05/17/2017	Lawn Way pumps re-wiring		\$720.00

Attachment: 05-26-17 City Check Register (1900 : Approval of City Check Registers)

City Checks Issued May 26, 2017

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
86706	05/26/2017	Open			PHOENIX GROUP INFORMATION SYSTEMS	\$1,942.83
	Invoice		Date	Description		Amount
	042017070		05/15/2017	April citation processing		\$1,942.83
86707	05/26/2017	Open			PITNEY BOWES	\$2,020.99
	Invoice		Date	Description		Amount
	PB051917		05/19/2017	Postage meter refill 2210 - ISF - Stores Fund		\$2,020.99
86708	05/26/2017	Open			ROBERT SEELEY & ASSOCIATES	\$120.00
	Invoice		Date	Description		Amount
	2017-015		05/18/2017	January - March parking citation hearings		\$120.00
86709	05/26/2017	Open			SANTA CRUZ SENTINEL	\$1,676.85
	Invoice		Date	Description		Amount
	0001047329		04/30/2017	Newspaper notices 1000 - General Fund \$1,476.51 1200 - Capital Improvemer \$200.34		\$1,676.85
86710	05/26/2017	Open			SPORT ABOUT GRAPHICS	\$5,421.14
	Invoice		Date	Description		Amount
	JL041217		04/12/2017	Camp senior leaders shirts (81)		\$841.75
	CC041217		04/12/2017	Camp kids t-shirts (260)		\$1,407.25
	Staff041217		04/12/2017	Camp staff shirts (56)		\$546.87
	JG041117		04/11/2017	Junior guards kids shirts (564)		\$2,625.27
86711	05/26/2017	Open			STAPLES ADVANTAGE	\$195.15
	Invoice		Date	Description		Amount
	8044405323		05/06/2017	Office supplies		\$195.15
86712	05/26/2017	Open			SUPPLYWORKS	\$1,485.18
	Invoice		Date	Description		Amount
	400753190		05/16/2017	Cleaning supplies		\$1,485.18
86713	05/26/2017	Open			T&T PAVEMENT MARKINGS AND PRODUCTS INC	\$2,585.09
	Invoice		Date	Description		Amount
	2017210		05/18/2017	Street signs 1310 - Gas Tax		\$2,585.09
86714	05/26/2017	Open			THELMA FREEMAN	\$375.00
	Invoice		Date	Description		Amount
	0281		05/20/2017	Twilight concert postcard design		\$375.00
86715	05/26/2017	Open			US BANCORP EQUIPMENT FINANCE INC.	\$288.85
	Invoice		Date	Description		Amount
	330085234		05/03/2017	Copier leases 2210 - ISF - Stores Fund		\$288.85
86716	05/26/2017	Open			WATSONVILLE BLUEPRINT	\$156.92
	Invoice		Date	Description		Amount

Attachment: 05-26-17 City Check Register (1900 : Approval of City Check Registers)

City Checks Issued May 26, 2017

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
	69472		05/22/2017	Rispin mansion prints		\$156.92
86717	05/26/2017	Open			Ann Thiermann	\$14.00
	Invoice		Date	Description		Amount
	05192017		05/19/2017	Paint for museum photo-op sign		\$14.00
86718	05/26/2017	Open			Fred Valdez	\$513.00
	Invoice		Date	Description		Amount
	16-152		05/19/2017	Tree deposit refund #16-152		\$513.00
86719	05/26/2017	Open			Gotti Properties LLC	\$1,080.00
	Invoice		Date	Description		Amount
	17-011-B		05/19/2017	Planning deposit refund #17-011 708 Capitola Ave.		\$1,080.00
86720	05/26/2017	Open			Leslie Warren	\$958.00
	Invoice		Date	Description		Amount
	17-011		05/19/2017	Planning deposit refund #17-011 708 Capitola Ave.		\$958.00
86721	05/26/2017	Open			Samuel Leslie Stewart	\$355.00
	Invoice		Date	Description		Amount
	199123456		05/19/2017	Citation refund		\$355.00
86722	05/26/2017	Open			Starley Moore	\$581.60
	Invoice		Date	Description		Amount
	15-196		05/19/2017	Planning deposit refund #15-196 114 Grand Ave.		\$581.60
86723	05/26/2017	Open			Timberworks Inc.	\$948.00
	Invoice		Date	Description		Amount
	16-222		05/19/2017	Planning deposit refund #16-222 4025 Brommer St.		\$948.00
86724	05/26/2017	Open			Yoali Lamarque	\$36.00
	Invoice		Date	Description		Amount
	199125187		05/19/2017	Citation refund		\$36.00
Type Check Totals:						\$74,843.30

Attachment: 05-26-17 City Check Register (1900 : Approval of City Check Registers)

EFT

445	05/26/2017	Open			ADP LLC	\$257.15
	Invoice		Date	Description		Amount
	493643180		05/26/2017	ADP ezLabor old time sheet software 2211 - ISF - Information Technology		\$257.15
446	05/25/2017	Open			DISCOVERY BENEFITS	\$139.00
	Invoice		Date	Description		Amount
	0000753768-IN		04/30/2017	April COBRA and FSA administration		\$139.00

City Checks Issued May 26, 2017

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
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Type EFT Totals:

\$396.15

Attachment: 05-26-17 City Check Register (1900 : Approval of City Check Registers)

City Checks Issued May 26, 2017

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
Library - Library						
<u>Check</u>						
22	05/26/2017	Open			KIMLEY-HORN AND ASSOCIATES INC.	\$1,340.00
	Invoice		Date	Description		Amount
	9279852		04/30/2017	Library traffic and parking study 1360 - Library Fund		\$1,340.00
23	05/26/2017	Open			NOLL AND TAM ARCHITECTS	\$500.00
	Invoice		Date	Description		Amount
	0057260		04/30/2017	Library schematic design services 1360 - Library Fund		\$500.00
Type Check Totals:						\$1,840.00

CITY - Main City Totals	Counts:	Totals:
Checks	53	\$74,843.30
EFTs	2	\$396.15
All	55	\$75,239.45
Library - Library Totals		
Checks	2	\$1,840.00
EFTs	0	\$0.00
All	2	\$1,840.00
WELLS - Payroll Totals		
Checks	5	\$6,246.09
EFTs	88	\$141,022.74
All	93	\$147,268.83
Grand Totals:		
Checks	60	\$82,929.39
EFTs	90	\$141,418.89

Attachment: 05-26-17 City Check Register (1900 : Approval of City Check Registers)

City Checks Issued May 26, 2017

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
All					150	\$224,348.28

Attachment: 05-26-17 City Check Register (1900 : Approval of City Check Registers)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF JUNE 22, 2017

FROM: City Manager Department

SUBJECT: Consider City Attorney Contract

RECOMMENDED ACTION: Approve the updated Agreement for City Attorney Services with Atchison, Barisone & Condotti in the amount of \$133,560 and authorize the City Manager to execute the agreement.

BACKGROUND: In Fiscal Year 01/02, the City transitioned from an in-house City Attorney to a contract City Attorney with the law firm of Atchison, Barisone & Condotti (Firm) for general and special legal services. Since that time the Firm has been providing full-time City Attorney services. Anthony (Tony) Condotti became the City Attorney effective April 1, 2015. Mr. Condotti has been with the Firm since 1993.

DISCUSSION: The Firm has submitted a revised contract proposal for a term of one-year, from July 1, 2017 – June 30, 2018, at the same retainer fee, \$11,130 per month. The retainer fee includes attendance at City Council meetings and other meetings as requested; day-to-day legal work required by the various departments; assistance to the City Council; and participation in various training programs.

The Firm proposes special legal services at a rate of \$265 per hour for principal attorneys, \$245 for associate attorneys, and \$125 to \$145 an hour for paralegals and clerks. These fees reflect increases from \$225 per hour for attorneys and \$85 per hour for paralegals, which had not been changed since 2009. Special legal services are composed of litigation, arbitration, mediation or hearings commenced or defended by the City, civil or administrative municipal code enforcement, and criminal municipal code prosecutions. These services are provided only upon assignment by the City Council or City Manager.

FISCAL IMPACT: The ongoing fiscal impact would be \$133,560 per year for general legal services. Special litigation services are budgeted separately depending upon the anticipated litigation. The adopted Fiscal Year 2017/2018 Operating Budget includes \$75,000 for special legal services.

ATTACHMENTS:

1. 2017-2018 Agreement for City Attorney Services-Capitola

Report Prepared By: Larry Laurent
Assistant to the City Manager

City Attorney Contract
June 22, 2017

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

6/15/2017

AGREEMENT FOR CITY ATTORNEY SERVICES

THIS AGREEMENT is made and entered into this 8th day of June, 2017 (the “Effective Date”) by and between the CITY OF CAPITOLA, a Municipal Corporation, hereinafter referred to as “City,” and ATCHISON, BARISONE & CONDOTTI, a Professional Corporation, hereinafter referred to as “Law Firm”;

WHEREAS, ANTHONY P. CONDOTTI (hereinafter referred to as “Attorney”) is a principal in the Law Firm and Law Firm’s members and associates (hereinafter referred to as “Law Firm Attorneys”) specialize in the field of Governmental and Municipal law; and

WHEREAS, the CITY COUNCIL of City has determined it is in the best interest of City that Attorney serve as its City Attorney and that the City provide for its legal services by this Agreement.

NOW, THEREFORE, the parties hereby agree as follows:

1. Law Firm shall provide through the services of Law Firm Attorneys, all of those usual legal services required by City and customarily provided by the City Attorney, in particular, but not exclusively, those legal services specified in Section 2.04.340 of the Capitola Municipal Code and section 6 of this Agreement. Attorney shall be the designated “City Attorney” for such purposes as may be required by law; provided, however, that Law Firm shall devote such time and provide such services as may be reasonably necessary to carry out the purposes of this Agreement, and each member and associate of Law Firm shall be deputized therefore, and wherever required by the circumstances, or the context of applicable laws or regulations, each shall be referred to as Deputy City Attorney, Assistant City Attorney or Associate City Attorney.

2. The term of this Agreement shall commence on July 1, 2017 and shall continue through June 30, 2018 provided, however, that upon expiration of the term this Agreement shall continue in full force and effect on a month-to-month basis unless City provides notice of termination or non-renewal. For fiscal year 2017/2018, the annual compensation amounts and rates specified herein shall remain in full force and effect.

3. City shall pay to Law Firm for all general legal services, as defined in paragraph 6 of this Agreement, the sum of \$11,130 per month, payable in monthly installments net 30 days. City shall pay Law Firm for all special legal services, as defined in paragraph 7 of this Agreement on an hourly basis at a rate of \$245 for the Law Firm’s associate attorneys, \$265 for the Law Firm’s principal attorneys and \$125-145.00 per hour for services provided by Law Firm Paralegals and Law Clerks. Invoices for special legal services shall be submitted monthly and be due and payable within thirty (30) days of submittal.

Attachment: 2017-2018 Agreement for City Attorney Services-Capitola (1853 : City Attorney Contract)

4. City shall reimburse Law Firm for out-of-pocket costs incurred by Law Firm in providing general and special legal services to the City. These include: notary fees; court filing fees; charges for service of process; record reproduction costs; investigation fees; expert fees; deposition costs; arbitration costs; jury/witness and subpoena fees; publication notices; automobile parking costs; messenger/courier costs; long distance telephone charges incurred on behalf of the City; mileage costs (IRS rates) for any out-of-county automobile transportation undertaken on the City’s behalf and, for special legal services, reproduction costs (25 cents per page) and outgoing facsimile transmissions (\$1.00 per page). City shall also reimburse Law Firm for food or lodging costs incurred by Law Firm in connection with the transaction of City business or, with City Manager’s advance consent, the attendance at professional conferences or continuing legal education seminars.

- 5. This Agreement may be terminated on the following terms and conditions:
 - a. By City, upon providing Law Firm with thirty (30) days written notice thereof.
 - b. By Law Firm, upon providing City with three (3) months written notice thereof.

In the event of termination, Law Firm agrees to cooperate fully with City to achieve an orderly transition and assumption of duties by any succeeding City Attorney.

6. For purposes of this Agreement, subject to the qualifications set forth in this paragraph and paragraph 7, general legal services shall include those services which the City would customarily expect to receive from a City Attorney who is employed as a City staff member. Specifically general legal services shall include, but shall not be limited to:

- a. Attendance at all regular City Council meetings. Attendance at special City Council meetings and Planning Commission meetings on an as needed basis as determined by either the Mayor or City Council. Attorney will generally attend these meetings with other Law Firm attorneys as assigned by Attorney generally attending any such meetings in Attorney’s absence;
- b. The maintenance of office hours at Capitola City Hall as requested by the City Manager or City Council immediately preceding City Council meetings on the second and fourth Thursday of each month. Other on-site office hours will be provided on an as needed basis. Law Firm Attorneys will be available for consultation by telephone at all times and, given Law Firm’s proximity to Capitola, Law Firm Attorneys will generally be available to meet personally with City officials on short notice when the need arises;
- c. Day to day legal work required by the City’s various departments which, among other areas of practice, encompasses contract drafting and review, public utilities work, election law, public meeting law, labor law, construction law, constitutional law, real estate transactional work, basic

Attachment: 2017-2018 Agreement for City Attorney Services-Capitola (1853 : City Attorney Contract)

bankruptcy and collection work, the review and drafting of legislation, ordinances and resolutions, and land use and environmental law;

- d. Assistance to the City Council and the City's various commissions. In this regard, in addition to the meeting attendance outlined above, Law Firm Attorneys will answer legal questions posed by City Councilmembers and Council-appointed board members and commissioners on a regular basis, provide them with advice under the Brown Act and offer conflict of interest opinions under the Political Reform Act and other applicable statutes and laws;
- e. Participation in the City Attorney component of any citizens' academy or governmental forum training programs which might be presented or sponsored by the City;

All Law Firm Attorneys will be available to provide general legal services and Attorney, in his discretion, will assign Law Firm Attorneys in connection with the provision of general legal services to the City.

7. For purposes of this Agreement, special legal services shall include:

- a. Any litigation, arbitration, mediation, code enforcement, criminal prosecution or hearing commenced or defended by the City of Capitola, or disciplinary/grievance arbitrations;
- b. Eminent domain (condemnation) work;
- c. Any legal services required by the City in connection with the enforcement or defense of rent control ordinances including the City's Mobilehome Rent Control Ordinance;
- d. Legal services provided at City's request to any independent or separate agency or entity of government where the City Council does not act as a legislative body, or which is not operated as a department or division of the City. Examples of separate agencies or entities are joint powers authorities and non-profit corporations governed by administrative or legislative bodies other than the City Council acting in its capacity as the City Council.

Special legal services shall be provided to the City by Law Firm on a case by case basis and shall only be undertaken by Law Firm upon receipt of a specific case assignment by the City Council or City Manager. All Law Firm Attorneys will be available to provide special legal services and Attorney, in his discretion, will assign Law Firm Attorneys in connection with the provision of special legal services.

8. It is understood that Law Firm will not provide legal services to the City relating to workers' compensation, municipal bond/finance work, complex transactional work on behalf of the City's Redevelopment Agency and labor contract negotiations.

9. In connection with clerical support necessitated by Law Firm's general and special legal services, Law Firm will provide all reasonable and necessary office facilities, equipment, books, supplies, secretarial services, insurance policies and other property or services necessary to carry out and provide said legal services to the City. City will provide office space and clerical support in connection with legal services provided by Law Firm Attorneys while present at City Hall or other City facilities.

10. City has determined that it is in the best interest of City that Law Firm Attorneys keep abreast of rapidly evolving developments in Municipal Law, and one or more of them shall be expected to attend conferences of the League of California Cities, conferences of IMLA, and the American Bar Association State and Local Government Section, conferences and meetings of Bay Area City Attorneys, and such other courses and seminars in Municipal Law as may be necessary to maintain current proficiency. To the extent approved in advance by the City Manager, Law Firm shall be reimbursed for reasonable out-of-pocket expenses for travel, lodging and incidental expenses in connection with attendance at such official meetings, conferences, courses and seminars.

11. This Agreement shall not be assigned by Law Firm without the consent of City, except to Attorney, or to a partnership or a professional legal corporation of which Attorney is a partner or shareholder.

12. Law Firm shall not accept private clients or cases which in the reasonable judgment of Law Firm attorneys will, or may in the future, create conflicts of interest between City and such clients or cases. Should any such conflict develop, despite efforts to avoid conflicts, then Law Firm and its attorneys will immediately notify the City Council and City Manager and appropriate measures will be agreed upon to remove the conflict or to resolve it consistent with Attorney and Law Firm's professional ethical obligations.

13. The City hereby acknowledges and understands that Law Firm has continuously provided legal services to the City of Santa Cruz and that one of Law Firm's attorneys has continuously served as the Santa Cruz City Attorney since 1964. The parties contemplate that in nearly all instances, Law Firm's simultaneous representation of Santa Cruz and Capitola will not create legal conflicts of interest or practical circumstances that preclude Law Firm's representation of Capitola with respect to a given matter. However, should such a conflict or circumstance arise, Capitola hereby consents to Law Firm's representation of the City of Santa Cruz unless it would be unethical for Law Firm to do so in which case Law Firm shall recuse itself from representing either Capitola or Santa Cruz.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

Attachment: 2017-2018 Agreement for City Attorney Services-Capitola (1853 : City Attorney Contract)

“CITY”

CITY OF CAPITOLA, a
Municipal Corporation

By: _____
JAMIE GOLDSTEIN
City Manager

“LAW FIRM”

ATCHISON, BARISONE & CONDOTTI,
a Professional Corporation

By: _____
ANTHONY P. CONDOTTI

Attachment: 2017-2018 Agreement for City Attorney Services-Capitola (1853 : City Attorney Contract)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF JUNE 22, 2017

FROM: Capitola Police Department

SUBJECT: Consider Accepting Alcoholic Beverage Control Grant

RECOMMENDED ACTION: Adopt a resolution accepting a State of California Department of Alcoholic Beverage Control grant in the amount of \$16,256 and authorize amending the Fiscal Year 2017-18 general fund operating budget to increase revenues and expenditures by \$16,256.

BACKGROUND: Each fiscal year, the State of California Department of Alcoholic Beverage Control (ABC) awards grants through its Grant Assistance to Local Law Enforcement Program to help local law enforcement agencies reduce alcohol-related crimes through training, prevention, community involvement, and enforcement. The Police Department has applied for and received several ABC grants over the years, the latest one for Fiscal Year (FY) 2015-16. This grant is for FY 2017-18.

DISCUSSION: The Police Department has experienced significant staffing changes over the past three years. In addition, there have been several changes in licensee ownership, including an increase in the number of licensees from 65 in 2015 to the current total of 68. With the help of the ABC grant funding received in FY 2015-16, the department provided the education and enforcement necessary to prevent a significant increase in alcohol-related offenses during that period.

The department applied for and was awarded an ABC grant for \$16,256 for FY 2017-18 to be used for officer overtime, travel expenses, equipment, and supplies to expand efforts in addressing underage and adult alcohol-related problems in the community. The grant funds will give the department the resources needed to purchase equipment to aid in presentations at New Brighton Middle School regarding ABC-related laws, including the effects and consequences of drinking and driving. The additional funds will also help the department to continue to increase the education of Capitola businesses and allow for increased enforcement of alcohol-related laws.

FISCAL IMPACT: This will not require additional general fund resources. The funds received from this grant must be used for grant-related overtime, travel, equipment, and supplies.

ATTACHMENTS:

State of California ABC Grant Acceptance
June 22, 2017

1. FY17-18 ABC Grant Award Budget Amendment (PDF)
2. 2017 ABC Grant Award Letter (PDF)

Report Prepared By: Denice Pearson
Administrative Records Analyst

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

6/15/2017

State of California ABC Grant Acceptance
June 22, 2017

DRAFT RESOLUTION NO. ____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
ACCEPTING A STATE OF CALIFORNIA DEPARTMENT OF ALCOHOLIC BEVERAGE
CONTROL (ABC) GRANT IN THE AMOUNT OF \$16,256 AND AMENDING THE FY 2017-18
GENERAL FUND OPERATING BUDGET, INCREASING BOTH REVENUES AND
EXPENDITURES BY \$16,256 FOR THE 2017-2018 FISCAL YEAR**

WHEREAS, the Capitola Police Department is a recipient of a State of California Department of Alcoholic Beverage Control (ABC) Grant; and

WHEREAS, a budget amendment must be enacted before funds can be accepted and expended for their intended and legally mandated purposes.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Capitola hereby accepts a State of California Department of Alcoholic Beverage Control (ABC) Grant for \$16,256, and authorizes an amendment to the Police Department's 2017-18 budget by increasing both revenues and expenditures by \$16,256 as follows:

Category	FY 2017-18 Budget Amendment
ABC Grant Revenue	\$16,256
Total Source of Funds	\$16,256
Use of Funds:	
Overtime	\$ 13,196
Supplies	\$ 1,560
Training	\$ 1,500
Total Use of Funds	\$ 16,256

BE IT FURTHER RESOLVED that the Finance Department shall record these changes into the City's accounting records in accordance with appropriate accounting practices.

BE IT FURTHER RESOLVED that these grants will be expended pursuant to the conditions of the grant program.

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 22nd day of June, 2017, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Stephanie Harlan, Mayor

ATTEST:

State of California ABC Grant Acceptance
June 22, 2017

Linda Fridy, City Clerk

City of Capitola Budget Adjustment Form



Date 6/6/2017

Requesting Department Police

Administrative Council

Item #
Council Date: 6/22/2017
Council Approval

Revenues		
Account #	Account Description	Increase/Decrease
1000-20-20-000-3320.100	State Government Grants - Operating Category	\$ 16,256.00
Total		\$ 16,256.00

Expenditures		
Account #	Account Description	Increase/Decrease
1000-20-20-000-4130.200	Overtime Grant Funded	\$ 13,196.00
1000-20-20-000-4400.100	Training & Memberships Registration/Material	\$ 1,500.00
1000-20-20-000-4450.100	Supplies Grant Funded	\$ 1,560.00
Total		\$ 16,256.00

Net Impact -

Purpose: FY 2017-18 ABC Grant Awarded

Department Head Approval _____

Finance Department Approval _____

City Manager Approval _____

Attachment: FY17-18 ABC Grant Award Budget Amendment (1895 : State of California ABC Grant Acceptance)

DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

3927 Lennane Drive, Suite 100
 Sacramento, CA 95834
 (916) 419-2500



May 19, 2017

Chief Terry McManus
 Capitola Police Department
 422 Capitola Avenue
 Capitola, CA 95010

Dear Chief McManus:

Congratulations! Your agency has been selected by the Department of Alcoholic Beverage Control to receive funding for your 2017/2018 GAP grant proposal in the amount of \$16,256. We look forward to working with your department to meet the goals and objectives in your proposal.

A grant contract will be forthcoming within the next couple of weeks which requires a resolution from your agency's governing body. A sample resolution was included in the Request for Proposal packet. **Due to the fact that these resolutions have to be put on your governing body's calendar, we ask that you do this as soon as possible.**

We are planning a two and a half-day training conference July 11 – 13, 2017, at the Embassy Suites Sacramento Riverfront Promenade. The conference can accommodate two attendees from each agency and it is recommended that your Project Director and the officer assigned to the grant program attend.

This conference will offer valuable training in alcohol enforcement and will also be an excellent opportunity for the officers and deputies from your agency to meet and share information with others. Attendees are encouraged to utilize a pre-registration session on Monday, July 10, from 4:00 – 5:00 p.m. in order to expedite the registration on the next day.

A block of rooms at a special conference rate of \$189.00 plus tax has been reserved for grant agency participants.¹ **PLEASE NOTE THAT ATTENDEES MUST MAKE RESERVATIONS BY THE HOTEL'S DEADLINE OF JUNE 18, 2017,** to guarantee the special room rate or availability. There will be a \$275.00 registration fee per person for the

¹ Based on the State regulations we are unable to reimburse those agencies that are within a 50 mile radius from the Embassy Suites Sacramento Riverfront Promenade. The distance is based on the agency's physical headquarters address. Agency(s) that fall in this category are: **Placer Co Sheriff's Office, Rancho Cordova Police Dept, Sacramento Police Dept, and Stockton Police Dept.** Travel reimbursable costs for the aforementioned agency(s) will be limited to the registration fee only.

May 19, 2017
Page 2

training that is reimbursable through the grant. Space at the hotel is limited and late registrants may be referred to nearby hotels.

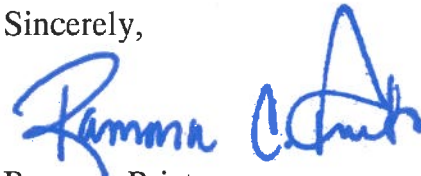
Participants must contact the Embassy Suites Hotel **directly** to make reservations. Below are three options:

1. Call (916) 326-5000 and ask for the Department of ABC discount rate.
2. Go to www.sacramento.embassysuites.com and make a reservation using the group/convention code: **ABC**.
3. Go to website: http://embassysuites.hilton.com/en/es/groups/personalized/S/SACESES-ABC-20170710/index.jhtml?WT.mc_id=POG

Due to the short time frame for registering at the hotel, your prompt attention is appreciated. The special room rate will only be available until June 18, 2017, or until the group block is sold out, whichever comes first. We have also enclosed a conference registration form to be filled out and returned using the same time frame.

If you have any questions, please call Grant Coordinator Suzanne Pascual at (916) 419-2572.

Sincerely,



Ramona Prieto
Acting Director

Enclosure

Cc: Sergeant Marquis Booth, Project Director ✓

Attachment: 2017 ABC Grant Award Letter (1895 : State of California ABC Grant Acceptance)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF JUNE 22, 2017

FROM: Public Works Department

SUBJECT: City Hall Parking Lot Regulations

RECOMMENDED ACTION: Receive report on implementation of Capitola Municipal Code Section 10.36.060 regarding City Hall parking lot use.

BACKGROUND: At its May 25, 2017, meeting, the City Council requested staff review section 10.36.060 of the Municipal Code, which regulates parking in the City Hall Parking Lot. A copy of this code section is included as Attachment 1. The requested review was to determine if changes to the code section were necessary to limit the length of parking permitted on weekends. Signage in the parking lot that was posted several years ago limits parking to one hour between 8 a.m. and 5 p.m. during the business week, but on weekends unlimited parking is permitted. Previously the lot had been posted as two-hour parking, seven days a week.

DISCUSSION: Upon review of the code section the current signs do not reflect the regulations. Paragraph D of 10.36.060 is written as follows:

*D. City hall parking lot spaces not otherwise regulated by this section shall be open to the parking of the general public, except that **between the hours of eight a.m. and five p.m. no vehicle may be parked for longer than one hour.***

In light of this review, Public Works will modify the existing signs to remove the “Monday – Friday” wording. In addition to help notify the public of the change, a temporary sign will be placed on a barricade at the entrance of the parking lot for two weeks detailing the changes. During this two-week period, the Police Department will issue warnings rather than citations to violators.

FISCAL IMPACT: The cost to modify the signs and purchase a temporary sign would be minimal and covered within the Public Works operating budget.

ATTACHMENTS:

1. CMC 10.36.060 - City Hall Parking Lot Use

Report Prepared By: Steve Jesberg
Public Works Director

City Hall parking limits
June 22, 2017

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

6/15/2017

10.36.060 City hall parking lot use.

- A. "City hall parking lot," as used in this section, means those paved and lined parking spaces which are contained in the area adjacent to the city hall and located immediately adjacent to the westerly side of Capitola Avenue.
- B. No change shall be made regarding the presently existing spaces reserved for handicapped parking.
- C. The five parking spaces which are on the north side of the city hall parking lot that are nearest to the police station shall be limited to the parking of police vehicles only. No person may, at any time, park any vehicles (except police vehicles of public agencies) within such spaces. The superintendent of streets shall paint the curbs of those spaces red and shall provide appropriate signing for the spaces.
- D. City hall parking lot spaces not otherwise regulated by this section shall be open to the parking of the general public, except that between the hours of eight a.m. and five p.m. no vehicle may be parked for longer than one hour.
- E. The chief of police is authorized to create and issue a parking sticker or other appropriate marker which will exempt any bona fide user of that sticker or marker from the prohibitions of subsection D of this section. The chief is authorized to issue a sticker or appropriate marker to persons falling within the following classes:
1. Employees of the city;
 2. Elected officials of the city;
 3. Appointed officials of the city;
 4. Those persons, including, but, not limited to, officials from other governmental entities who have frequently recurring business or contracts with the city staff, or who have been invited or requested by city officials or employees to make a lengthy visit to the city hall premises.
- F. Fire department vehicles, ambulances, and other emergency vehicles of public agencies shall be exempted from the prohibitions of this section.
- G. Violation of the provisions of this section shall constitute an infraction.
- H. Spaces adjoining the southern and eastern sides of the city hall parking lot, shall, from eight a.m. to five p.m. Monday through Friday (holidays excepted), be utilized only by the holders of the permits described in subsection (E) of this section. (Ord. 614 § 4, 1986; Ord. 450, 1979)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF JUNE 22, 2017

FROM: Public Works Department

SUBJECT: Declare Three City Vehicles To Be Surplus Property

RECOMMENDED ACTION: Declare one Recreation Department and two Police Department vehicles as surplus property and authorize their sale.

BACKGROUND: City Council authorization is required for the sale of city vehicles. City staff is recommending the sale of the following three vehicles:

1. A 1999 Ford Ranger pickup truck (VIN 1FTYR14V7XPB09609) used by the Recreation Department that was damaged in a recent accident.
2. A 2007 Ford Crown Victoria (VIN 2FAFP71W27X111667) police cruiser with 138,000 miles.
3. A 2002 Ford F-150 pick-up truck (VIN 1FTRF17232NB75836) with 123,000 miles and used by the Police Department's Community Service Officers.

DISCUSSION: The damaged Ford Ranger currently is being stored at the Corporation Yard. Based on its condition, it has been determined that it can only be sold for parts and the Public Works Department has reached out to several yards that may purchase it from the City.

The Police Department has pre-negotiated the sale of the two police vehicles to the City of Parlier Police Department in Fresno County, which needs the vehicles for public use. The prices for these vehicles were based on previous similar sales through a sealed bid or public auction sale.

FISCAL IMPACT: It is estimated the recreation truck will sell for \$300 and the two police vehicles for \$500 each. The proceeds from these sales will be deposited in the Equipment Replacement Fund.

Report Prepared By: Steve Jesberg
Public Works Director

Vehicle Surplus - 3 vehicles
June 22, 2017

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

6/15/2017



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF JUNE 22, 2017

FROM: Public Works Department

SUBJECT: Consider Directing the Mayor to join the Climate Mayors Network and Related Actions

RECOMMENDED ACTION: Consider a motion to direct the Mayor to join the Climate Mayors, appoint the Community Development Director as policy/climate lead and the Environmental Projects Manager as communications lead, and consider a related resolution in support of the Paris Agreement as recommended by the Climate Mayors network.

BACKGROUND: At the June 8, 2017, meeting, the City Council directed staff to place on this agenda an item to consider directing the Mayor to join the Climate Mayors network in support of the Paris Agreement. Further direction was given to have the Commission on the Environment meet and make a recommendation to the City Council prior to the June 22, 2017, Council meeting.

The Commission on the Environment will hold a special meeting on June 20, 2017, to review the material and make a recommendation, which will be distributed to Council prior to the hearing.

DISCUSSION: Climate Mayors (a.k.a. the Mayors National Climate Action Agenda) is a Mayor-to-Mayor network of nearly 200 of U.S. mayors representing more than 50 million Americans, working together to strengthen local efforts for reducing greenhouse gas emissions and supporting efforts for binding federal and global-level policy making.

There are no binding commitments as a Climate Mayors member, only that cities are pursuing actions to achieve an emissions reduction target through:

1. Developing a community Greenhouse Gas (GHG) inventory
2. Setting near- and long-term targets to reduce emissions
3. Developing a Climate Action Plan aligned with the city's targets
4. Resourcing City-led activities to demonstrate year-on-year progress

The City of Capitola has already completed many of these actions and continues to work on implementing the Climate Action Plan.

Paris Accord Mayor's resolution
June 22, 2017

Climate Mayors membership is open to Mayors of U.S. cities, towns, and municipalities. To join, the City simply needs to send an email to the Climate Mayors network and appoint appropriate staff to serve as liaisons with the group.

Joining Climate Mayors mutually strengthens grassroots-level, city-led activity on undertaking climate action by supporting clean energy sources, making infrastructure efficient, and growing the economy through investing in the sectors that enable a climate-compatible future.

Finally, although there is no formal mechanism for sub-national entities such as cities and municipalities to join the Paris Agreement, the Climate Mayors network has recommended that cities approve a resolution which is attached for Council's consideration.

FISCAL IMPACT: None

Report Prepared By: Danielle Uharriet
Environmental Projects Manager

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

6/15/2017

Paris Accord Mayor's resolution
June 22, 2017

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
ACKNOWLEDGING ITS COMMITMENT TO ADDRESS CLIMATE CHANGE
AND MEET THE LOCAL GREEN HOUSE GAS REDUCTION GOALS IN THE
PARIS AGREEMENT**

WHEREAS, consensus exists among the world's leading climate scientists that global warming caused by emissions of greenhouse gases (GHG) from human activities is among the most significant problems facing the world today; and

WHEREAS, documented impacts of global warming include but are not limited to increased occurrences of extreme weather events (e.g. droughts and floods), adverse impacts on ecosystems, demographic patterns and economic value chains; and

WHEREAS, the State of California has mandated statewide reduction of the 2030 GHG emissions target by reducing today's petroleum use in cars and trucks by up to 50 percent; increasing from one-third to 50 percent of electricity derived from renewable sources; doubling the energy efficiency savings achieved at existing buildings and making heating fuels cleaner; reducing the release of methane, black carbon and other short-lived climate pollutants; managing farm and rangelands, forests and wetlands so they can store carbon; and periodically updating the state's climate adaptation strategy; and

WHEREAS, the Paris Agreement resulted in a commitment from almost every nation to take action and enact programs to limit global temperature increase to less than 2 degrees Celsius, with an expectation that this goal would be reduced to 1.5 degrees in the future;

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY OF CAPITOLA:

1. Indicates its commitment to reducing GHG emissions through an implementation of a Climate Action Plan; and
2. Joins other United States cities in the Climate Mayors network in supporting the greenhouse gas reduction goals of the Paris Agreement; and
3. Commits to exploring the potential benefits and costs of adopting policies and programs that promote the long-term goal of GHG emissions reduction while maximizing economic and social co-benefits of such action.

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 22nd day of June, 2017, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Stephanie Harlan, Mayor

ATTEST:

Paris Accord Mayor's resolution
June 22, 2017

Linda Fridy, City Clerk



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF JUNE 22, 2017

FROM: City Manager Department

SUBJECT: Discussion of Library Donation/Naming Parameters

RECOMMENDED ACTION: Consider the Library Advisory Commission recommendations regarding the types of naming opportunities the City will consider for the new library, and direct staff to return to City Council with a formal library naming policy later this summer.

BACKGROUND: The City is currently developing plans for a new 11,700-square-foot Capitola Branch Library. Earlier this year the City Council approved a project budget change, increasing the total budget from \$10.6 million to \$13 million. Part of the increased budget is anticipated to come from a fundraising campaign coordinated by the recently formed Friends of the Capitola Branch Library. Donor recognition and naming rights are important components of that campaign.

Earlier this year the Santa Cruz Public Libraries (SCPL) adopted a Library Naming Policy (Attachment 1). That policy establishes the authority and process for donor naming of Santa Cruz Public Libraries interior and exterior spaces, features, and major programs. The policy also assigns authority to local jurisdictions to adopt their own naming policies, consistent with the SCPL policy but tailored to each local jurisdiction.

In March, the Council and Library Advisory Committee (LAC) held a joint meeting to discuss a City policy governing naming rights at the Capitola Branch. At that meeting, the LAC recommended the City's policy should allow naming rooms and key exterior spaces but not the overall library building or on smaller fixtures or furniture.

On June 22, the City Council will consider the LAC recommendation and provide direction regarding the City's library naming policy.

DISCUSSION: Understanding how the City will recognize donors is an important component of the overall library fund-raising strategy. As with any public naming rights opportunity, there is some inherent tradeoff between fund-raising goals and the potential impression that a public asset has been commercialized.

While the adopted SCPL policy limits the name of the specific branch library to its geographic location, other naming rights can be assigned at the City's discretion. The list below outlines other types of naming rights that would be consistent with the SCPL policy and have been utilized in other jurisdictions.

- *Building name* - The LAC recommended against naming the building.
- *Room naming* - The LAC recommended the City policy allow naming of specific

Discussion of Library Naming Parameters
June 22, 2017

locations within the library.

- *Exterior spaces* - The LAC recommended the City policy allow naming of key outdoor areas.
- *Furnishing and Equipment recognition* - The LAC recommended against naming furnishing and minor equipment within the library.

Lastly, some jurisdictions limit types of donor recognition to individuals or non-profit groups, as opposed to corporations. At the joint meeting the LAC recommended the City Council consider accepting donations from individuals, foundations, civic groups, and corporations for room and exterior space names.


FISCAL IMPACT: Funds raised by the Friends of the Capitola Branch Library will help finance the new library project.

ATTACHMENTS:

1. SCPL Naming Policy

Report Prepared By: Jamie Goldstein
City Manager

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

6/15/2017



Library Naming Policy

JPAB Policy # 403

Adopted: 3/2/2017

Revised: xx/xx/xxxx

Five-year Review Schedule: 2022

1. Purpose

This policy establishes the authority and process for philanthropic naming or re-naming of Santa Cruz Public Libraries interior and exterior spaces and features, major programs, and collections associated with specific branches. Philanthropic naming opportunities provide the Library with funds to meet strategic objectives.

2. Library Names

The Santa Cruz Public Libraries (the Library) name each branch according to their geographic location in the county, in order to identify each branch with either the neighborhood where it is located or the neighborhood that it primarily serves. This practice allows library users to easily determine the general location of a library facility they want to visit. Member jurisdictions may determine it appropriate to allow the Library building to be included in a naming policy.

3. Naming Criteria

Santa Cruz Public Libraries interior and exterior spaces and features, major programs, and a collection associated with a specific branch may be named in honor of an individual, family, or entity. Naming or re-naming rights is the purview of the local jurisdictions (City of Capitola, City of Scotts Valley, City of Santa Cruz, and County of Santa Cruz) subject to review by the Library Joint Powers Authority Board (JPAB) consistent with this policy.

Naming opportunity is provided only to those that exemplify the attributes of integrity, civic leadership, and deep commitment to the Library and community, specifically where:

- a) the proposed honoree reflects the spirit, values, and mission of the Library in support of free and equal access to information for all.
- b) an individual has provided extraordinary service and support to the Library system.
- c) an individual donor has made a significant monetary contribution to the Library.
- d) an entity's financial sponsorship has allowed the Library to significantly advance the provision of programs, services, or collections.

4. Naming Process

Each jurisdiction shall develop, propose, and maintain a list of Naming Opportunities.

The JPAB shall review each jurisdiction's naming plan to ensure that residents have a unified library experience as they visit branches across jurisdictions, and that the plan is consistent with this policy.



The JPAB shall review each jurisdiction's naming policy to ensure the plan:

- a) is appropriately consistent with other approved naming plans.
- b) does not overly commercialize the library space.
- c) includes clear time limits outlined below.
- d) reserves the right to reject any naming proposal or donation from any individual, family, or entity.

Naming rights shall not extend beyond the normal life of any interior or exterior space or feature, major program, or collection associated with a specific branch, or twenty (20) years, whichever is less. In the event that a named Library interior or exterior space or feature, major program, or collection is significantly altered within (a) 75% of the expected lifespan, or (b) a timeframe agreed upon in the naming rights contract, the JPA jurisdiction will carry the name forward in a similar capacity. A jurisdiction's naming plan may include longer timelines for significant donations, subject to approval by the JPAB.

Naming rights contracts shall be reviewed and approved by the appropriate JPA jurisdiction and reported to the JPAB.

5. Naming Revocation

Any naming opportunity authorized by a JPAB jurisdiction can be revoked only by a vote of that body.

If an individual, family, or entity for whom a naming commitment has been made violates the standards defined in section three (3. Naming Criteria) of this policy, the JPAB may recommend the removal of the individual, family, or entity's name from the naming opportunity, interior or exterior space or feature, major program, or collection associated with a specific branch.

Before taking such action, the JPAB jurisdiction shall undertake due diligence, including consultation with counsel, as to any legal ramifications that the jurisdiction may expect under any pre-existing agreement(s) related to naming opportunities or in regard to any other matter that may have legal bearing upon a proposed change in name.

Where unforeseen circumstances make it impossible for a donor to complete a monetary donation commitment after associated name placement has occurred, the JPAB shall make reasonable efforts to work with the donor to create a plan for completion of the commitment. However, in certain circumstances it may be necessary and in the best interests of the Library to remove the donor's name choice from the naming opportunity.



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF JUNE 22, 2017

FROM: Finance Department

SUBJECT: Consider a Resolution for the Levy of Capitola Village and Wharf Business Improvement Area (CVWBIA) Assessments for Fiscal Year 2017/2018

RECOMMENDED ACTION: Conduct the public hearing and adopt the proposed Resolution levying the Fiscal Year 2017-2018 Capitola Village and Wharf Business Improvement Area (CVWBIA) Assessments and accepting the CVWBIA Annual Plan and budget.

BACKGROUND: On June 23, 2005, the City Council adopted Ordinance No. 889 adding Chapter 5.10 to the Capitola Municipal Code establishing the Capitola Village and Wharf Business Improvement Area (CVWBIA). The CVWBIA assessments fund various programs that benefit the businesses within the CVWBIA district boundaries and are renewed annually.

DISCUSSION: On May 31, 2017, the City Council adopted Resolution No. 4078, Resolution of Intention to Levy Business Improvement Assessments for Fiscal Year 2017-2018, which set a public hearing for June 22, 2017, in accordance with state law and Chapter 5.10 of the Capitola Municipal Code. Notice of this public hearing was published in the *Santa Cruz Sentinel* newspaper and was mailed to affected business owners by the CVWBIA.

The billing for City services identified in the CVWBIA plan was based on past agreements. The current billing rates are \$3,000 for public works and \$4,200 for accounting services. The annual report and budget are included as Attachment 1.

During the public comment portion of this hearing, written and oral protests may be made pertaining to the proposed levy of assessments, the amount of the proposed assessments, the proposed improvements and activities, and/or the proposed boundaries of the Assessment District in accordance with California Streets & Highways Code §36524 and §36525.

Staff recommends the Council adopt the proposed Resolution confirming the Fiscal Year 2017-2018 CVWBIA Assessments and adopting the Annual Plan and Fiscal Year 2017-2018 budget, as approved by the Council on May 31, 2017, unless it receives oral and written protests from the owners of businesses that will pay 50 percent or more of the assessments.

FISCAL IMPACT: There is no fiscal impact to the City. All administrative costs for billing and collections incurred by the City are reimbursed to the City from the CVWBIA.

CVWBIA Assessments for FY 17/18
June 22, 2017

ATTACHMENTS:

1. CVWBIA FY17-18 Exhibit A (PDF)

Report Prepared By: Mark Sullivan
Senior Accountant

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

6/15/2017

CVWBIA Assessments for FY 17/18
June 22, 2017

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
CONFIRMING THE FISCAL YEAR 2017/2018 CAPITOLA VILLAGE AND WHARF BUSINESS
IMPROVEMENT AREA ASSESSMENTS AND ADOPTING THE ANNUAL PLAN
AND FISCAL YEAR 2017/2018 CVWBIA BUDGET**

WHEREAS, the Capitola Village and Wharf Business Improvement Area (CVWBIA) has prepared a report to the City of Capitola for Fiscal Year 2017/2018 pertaining to the Business Improvement Area assessments for the CVWBIA under California Streets and Highways Code §36533; and

WHEREAS, that report was filed with the City Clerk on May 25, 2017; 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 No. 3453 referenced in Capitola Municipal Code §5.10.030, and later amended by Resolution No. 3546, Resolution No. 4023, and Resolution No. 4078; and

WHEREAS, on May 31, 2017, the City Council adopted Resolution No. 4078 stating its intention to levy business improvement assessments for Fiscal Year 2017/2018, receiving the Annual Report and Fiscal Year 2017/2018 Budget, and approving the CVWBIA Assessment Basis/Business Addresses and Assessment Method; and

WHEREAS, pursuant to Resolution No. 4078 the City Council, in accordance with California Streets and Highways Code Section §36535, held a public hearing on June 22, 2017, as provided for in Streets and Highways Code Sections §36524 and §36525, at which time it considered the annual report, the levy of business improvement assessments for Fiscal Year 2017/2018, and received oral and written protests and endorsements to the regularity or sufficiency of the proposed business improvement assessments.

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

1. The Fiscal Year 2017/2018 Capitola Village and Wharf Business Improvement Area Annual Report, including the Fiscal Year 2017/2018 budget, as filed with the City Clerk on May 25, 2017, and received by the City Council on May 31, 2017, as part of Resolution No. 4078, is hereby confirmed and adopted.

2. The adoption of this Resolution shall constitute the Fiscal Year 2017/2018 levy of assessments provided for in Chapter 5.10 of the Capitola Municipal Code pertaining to the Capitola Village and Wharf Business Improvement Area zone and rate of assessments adopted by the City Council on June 22, 2017.

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 22nd day of June, 2017, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Stephanie Harlan, Mayor

ATTEST:

CVWBIA Assessments for FY 17/18
June 22, 2017

Linda Fridy, City Clerk

EXHIBIT A

Resolution No. 4078

Annual Report & Proposed Fiscal Year 2017-2018 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 twelfth year, we will continue and expand successful programs from prior years, which include the following:

1. **Website** – We maintain a recently updated website, 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 the newsletters and enter contests to win gift certificates from member businesses. In the month of March the website had 51,837 page views, 5,600 new users with an average of 7 pages viewed each session.
2. **Social Media** – The Communications Manager creates a monthly newsletter, which is emailed to over 7,000 subscribers. Our Facebook page has over 8,000 fans. Our contests on Facebook have an average engagement of 14,000. On Facebook, our top 5 cities are Santa Cruz, San Jose, Capitola, Modesto and Sacramento. We are relatively new to Instagram with 2000 followers (averaging 100+ new followers per month). 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 through 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. **Capitola Village and Wharf App** – We hope to develop an app, which might ultimately replace the brochure, with information about the village and wharf businesses, events and vacation rentals.
6. **Welcome Baskets** – This new program of the CVWBIA provides attractively presented baskets of gift certificates from local merchants and Capitola themed gifts for new home buyers in Capitola and the Pleasure Point Area. These would be given to local realtors for their clients.
7. **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.
8. **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.
9. **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.
10. **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 8/31/17	Discount	Amount due WITHOUT In-lieu/trade	In-lieu/trade for timely payment	Amount due paid by 8/31/17
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, 2017.

Delinquencies. CVWBIA has a clear policy relative to delinquent assessments. Businesses that have not paid their assessment by October 31, 2017, will be removed from the CVWBIA website and brochure. Assessments that have not been paid by January 31, 2018, will be sent to collections.

Capitola Village & Wharf Business Improvement Area Estimated Actual for FY 2016-2017 and Proposed Budget for FY 2017-2018

	FY 15/16 Actual	FY 16/17 Amended	FY 16/17 Est. Actual	FY 17/18 Proposed
Beginning Fund Balance	\$ 839	\$ (2)	\$ (2)	\$ 6,000
Revenues				
BIA Assessment Revenues - Village*	56,384	56,000	57,810	58,000
Assessment Associate	-	-	-	2,000
BIA Assessment Revenues - Trade**	13,380	13,000	12,670	13,000
BIA Assessment Late Fees	610		748	
Interest Revenue	97	50	150	100
Total Revenues	70,471	69,050	71,378	73,100
Total Source of Funds	\$ 71,310	\$ 69,048	\$ 71,376	\$ 79,100
Expenditures				
Advertising	\$ 60,492	\$ 57,000	\$ 50,676	\$ 60,750
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
Supplies	620	200	4,500	800
Doubtful Accounts	-	200		3,000
Total Expenditures	71,312	67,600	65,376	74,750
Ending Fund Balance	\$ (2)	\$ 1,448	\$ 6,000	\$ 4,350

The following tables provide detail for selected items of the proposed FY 17/18 Budget:

Assessment Revenue Detail*	Proposed FY 17/18
Retail / Service	\$ 20,580
Restaurant / Bar / Take-out	\$ 16,320
Restaurant - Limited	\$ 2,240
Office / Professional / Specialty	\$ 2,760
Hotel / Motel / Inn	\$ 17,640
Short-term Rentals	\$ 12,240
Seasonal Foods	\$ 280
Subtotal	\$ 72,060

* 17/18 Proposed Budget revenues reduced from roster estimates based on prior year actual information

** Gift Certificates are provided from "Trade" revenues

Advertising Detail	Proposed FY 17/18
Gift Certificates**	\$ 13,000
Winter Festivities	7,500
VSC Partnership	2,000
App Development	5,000
CDS Distribution	1,800
Directories Printing	2,300
Marketing Manager	12,500
Website Services	1,000
Unanticipated Events	5,000
Welcome Baskets	400
Print-Monterey Travel Mag.	600
Print-VSC Map	450
Banners for Light Poles	4,000
Social Media Advertising	1,200
Print-Summer Mag.	600
Bay Area Advertising	2,400
Printing - Explore	1,000
Total	\$ 60,750

Attachment: CVWBIA FY17-18 Exhibit A (1251 : CVWBIA Assessments for FY 17/18)

Capitola Village & Wharf Business Improvement Area Budget Discussion

The CVWBIA will begin Fiscal Year 2017-18 with an estimated fund balance of \$6,000.

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 2016-17 actual.

Expenditures:

Summary. The proposed expenditures include advertising and related services of \$60,750, 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 \$800 for supplies.

Advertising is the CVWBIA's principal expenditure.

- **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 increased the allowance for this category to \$7,500 to expand the activities we have provided in prior years.
- **Brochures (\$4,100):** We spend over \$10,000 printing and distributing directories of all members plus special events in the Village. These are very attractive and useful brochures, which are available at all local merchants and in distribution centers throughout the area.
- **Website Services (\$1,000):** Our website www.capitolavillage.com is now twelve years old and was overhauled in 2015-16.
- **Marketing Manager (\$12,500):** The CVWBIA coordinates all marketing programs, maintains a customer list, sends a newsletter to all members and one to "customers", coordinates and maintains our website and maintains a liaison with our members and partners.
- **Social Media Advertising (\$6,200):** The recent increase in social media advertising results in a shift from traditional advertising to web-based advertising.
- **App. Development:** To increase the value of our social media outreach, we have added \$5,000 to our advertising budget to add new applications.
- **Unanticipated Events:** We have also provided \$5,000 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 25, 2017.

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	\$2,240
H = HOTEL/MOTEL/INN	Flat fee per unit or room	H	\$17,640
O = OFFICE/PROFESSIONAL	Flat fee	O	\$2,760
R = RETAIL/SERVICE	Per employee category: 0-5; 6-10; >10 employees	R	\$20,580
SF = SEASONAL FOOD	Flat fee	SF	\$280
SR = SHORT TERM RENTALS	Flat fee per unit	SR	\$12,240
X = EXEMPT	No Assessment	X	\$0
		Total	\$72,060

Business Address	Business Name	Type	FY17/18 Est. Size	FY17/18 Est. Amount Due
1400 Wharf Road	Wharf House Restaurant	F	6 - 10	\$960
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
215 Esplanade	Paradise Beach Grille	F	> 10	\$1,440
209A Esplanade	Pizza My Heart	F	6 - 10	\$960
1750 Wharf Road	Shadowbrook Restaurant	F	> 10	\$1,440
200 Monterey Avenue #1	Souza's Ice Cream & Candy	F	0 - 5	\$480
203 Esplanade	Zelda's	F	> 10	\$1,440
103 Stockton Avenue	Armida Winery	F	0 - 5	\$480
110 Monterey Avenue	Britannia Arms Pub & Rest.	F	> 10	\$1,440
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 Suite #7	CAVA Wine Bar	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
231 Esplanade #101	Margaritaville	F	> 10	\$1,440
104 Stockton Avenue	Beach Break by Marianne's	F	0 - 5	\$480
231 Esplanade Suite 102	Sotola Bar & Grill	F	0 - 5	\$420
200 Monterey Avenue #2	Mijos Taqueria	F	0 - 5	\$420
210 Esplanade	Capitola Hotel II, LLC	H	8	\$2,880
250 Monterey Avenue	Inn at Depot Hill	H	12	\$4,320
1500 Wharf Road	Venetian Hotel	H	19	\$6,840

Attachment: CVWBIA FY17-18 Exhibit A (1251 : CVWBIA Assessments for FY 17/18)

Business Address	Business Name	Type	FY17/18 Est. Size	FY17/18 Est. Amount Due
5000 Cliff Drive	Capitola Beach Suites (Harbor Lights)	H	10	\$3,600
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
309 Capitola Avenue	Vice Salon	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 Addiction Treatment and Wellness	O		\$120
314 Capitola Avenue	John H. McSpadden	O		\$120
202 Stockton Avenue	Bayside Property Management Services	O		\$120
314 Capitola Avenue	Miles J. Dolinger, Attorney at Law	O		\$120
115 San Jose Avenue Suite N	Stay Sharp Salon	O		\$120
112 Stockton Avenue Suite B	Visions by Sheena	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
208A Monterey Avenue	Avalon Visions	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
205 Capitola Avenue	Chocolate Bar	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

Attachment: CVWBIA FY17-18 Exhibit A (1251 : CVWBIA Assessments for FY 17/18)

Business Address	Business Name	Type	FY17/18 Est. Size	FY17/18 Est. Amount Due
321 Capitola Avenue	Pacific Gallery	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
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. - Mercantile Parking	R	0 - 5	\$420
120 Monterey Avenue	Uchiyama - Swenson - Theater Parking	R	0 - 5	\$420
201 Monterey Avenue #A	Village Sea Glass	R	0 - 5	\$420
112 Capitola Avenue Ste, 100	Lumen Gallery	R	0 - 5	\$420
210 Capitola Avenue	Just Baby Gifts & Apparel	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
207 Monterey Avenue #100	Stella Boutique/Stella Mitchell	R	0 - 5	\$420
115 San Jose Avenue	Carousel Taffy & Treats	R	0 - 5	\$420
222 Esplanade	SlowCoast	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
401 Capitola Avenue	Charley & Company	R	0 - 5	\$420
126 San Jose Avenue	Zen Island	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
200 Monterey Avenue Suite 1A	House of Greco	R	0 - 5	\$420
109 Capitola Avenue	Capitola Seashells	R	0 - 5	\$420
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 Esplanade	Rocks of Petra (ROP)	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

Attachment: CVWBIA FY17-18 Exhibit A (1251 : CVWBIA Assessments for FY 17/18)

Business Address	Business Name	Type	FY17/18 Est. Size	FY17/18 Est. Amount Due
201 Monterey Avenue #C	Castagnola Deli & Café	RL	0 - 5	\$280
107 San Jose Avenue Suite #8	Left Coast Sausage Worx	SF	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 #A-B	Dorean Moore	SR	2	\$360
310 Riverview Avenue	Eleanor Glover	SR	1	\$180
1500 Wharf Road #14	Erlene 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
317 & 327 Riverview Avenue B	Steve & Linda Woodside	SR	2	\$360
5005 Cliff Dr #4, 314 Riverview	Sue Norris	SR	2	\$360
1500 Wharf Road #7	Viola M Carr	SR	1	\$180
1500 Wharf Road #3,4	Watson Family Ltd Partnership (Mike Newell)	SR	2	\$360
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	Randy Hayes	SR	1	\$180
4995 Cliff Drive #B	David Johnson	SR	1	\$180
1500 Wharf Road #2	Albert Ribisi & Mary Scolari	SR	1	\$180
109 Cherry Avenue Units A & B	Bill & Julie Kenney	SR	2	\$360
208 Stockton Avenue	George Adzich	SR	1	\$180
209 Stockton Avenue A & B	Castillo Properties	SR	2	\$360
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 318 Capitola Ave #4	SR	1	\$180
231 Esplanade #301, #300, #200	Robert Chestnut	SR	3	\$540
206 California Avenue	Vito Mazzarino	SR	1	\$180
131 Lawn Way	Sunshine Villa	SR	1	\$180
215 San Jose Avenue #A	Surf City Rentals Inc.	SR	1	\$180

Business Address	Business Name	Type	FY17/18 Est. Size	FY17/18 Est. Amount Due
212 Monterey Avenue #1, 3, 4	Joseph Minigione	SR	3	\$540
320 Riverview Avenue	Leslie Vineyard	SR	1	\$180
4980 Cliff Drive Unit A & B	Steve Pericone	SR	2	\$360
207 A & B San Jose Avenue	Surf City Rentals	SR	2	\$360
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
397 & 399 Riverview Avenue	Castellanos Properties - Windmill Properties	SR	2	\$360
5005 Cliff Drive #6	Alanna Harvey	SR	1	\$180
402 Bluegum Avenue A & B	Lynda Paulsen	SR	2	\$360
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
330 Riverview Avenue	BHR Property Management	SR	1	\$180
317 Riverview Avenue	BHR Property Management	SR	1	\$180
112 Capitola Avenue #200	BHR Property Management	SR	1	\$180
				\$72,060

Attachment: CVWBIA FY17-18 Exhibit A (1251 : CVWBIA Assessments for FY 17/18)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF JUNE 22, 2017

FROM: City Manager Department

SUBJECT: Designation of Voting Delegate and Alternate for the 2017 League of California Cities Annual Conference

RECOMMENDED ACTION: Designate Capitola's voting delegate and alternate.

BACKGROUND: The 2017 League of California Cities Annual Conference will be held in Sacramento from September 13 through September 15. At this meeting, the League holds its annual business meeting to consider and take action on resolutions that establish League policy.

DISCUSSION: To vote on these items, the City must designate a voting delegate. Attached is a memorandum from the League regarding designation of the voting delegate and alternates. These representatives must be appointed by City Council action. The League advises that member cities make appointments by July 31, 2017, in order to meet the deadline for submitting the voting delegate/alternate form.

Each city should appoint one delegate and up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity. The delegate and alternate(s) must be registered to attend the conference, but they need not register for the entire conference; they may register for Friday only.

At least one voting delegate or alternate must be present at the Business Meeting on Friday and in possession of the voting card in order to cast a vote.

FISCAL IMPACT: None

ATTACHMENTS:

1. League of California Cities Annual Conference Voting Delegates

Report Prepared By: Linda Fridy
City Clerk

League Voting Delegate
June 22, 2017

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

6/15/2017

MAY 11 2017

CITY OF CAPITOLA



1400 K Street, Suite 400 • Sacramento, California 95814
 Phone: 916.658.8200 Fax: 916.658.8240
 www.cacities.org

Council Action Advised by July 31, 2017

May 3, 2017

TO: Mayors, City Managers and City Clerks

RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference – September 13 – 15, Sacramento

The League's 2017 Annual Conference is scheduled for September 13 – 15 in Sacramento. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly), scheduled for 12:30 p.m. on Friday, September 15, at the Sacramento Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

Please complete the attached Voting Delegate form and return it to the League's office no later than Friday, September 1, 2017. This will allow us time to establish voting delegate/alternate records prior to the conference.

Please note the following procedures that are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: www.cacities.org. In order to cast a vote, at least one voter must be present at the

Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.

- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.
- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the Sacramento Convention Center, will be open at the following times: Wednesday, September 13, 8:00 a.m. – 6:00 p.m.; Thursday, September 14, 7:00 a.m. – 4:00 p.m.; and Friday, September 15, 7:30 a.m.– Noon. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League office by Friday, September 1. If you have questions, please call Carly Shelby at (916) 658-8279.

Attachments:

- Annual Conference Voting Procedures
- Voting Delegate/Alternate Form



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF JUNE 22, 2017

FROM: City Manager Department
SUBJECT: Consider the 2017-2018 Salary Schedule

RECOMMENDED ACTION: Approve the Resolution authorizing the Fiscal Year 2017/18 annual salary adjustment consistent with existing employee labor agreements.

BACKGROUND: City Council adoption of the salary resolution establishes the legal current salary schedule for each position class of permanent employees. The City Council should adopt the salary resolution annually, upon review and recommendation of the City Manager.

California Public Employee's Retirement Law and Section 570.5 of the California Code of Regulations Title 2 requires the "City Pay Rates and Ranges" be approved by the City Council in an open meeting and be publicly posted.

Additionally, as required by newly enacted California Government Code Section 54953(c)(3), an oral report must be made before the City Council takes final action on the salaries, salary schedules, and fringe benefit compensation for the City's executive employees, including the City Manager and department heads.

The City of Capitola and its bargaining units have existing labor agreements that run through June 30, 2018. As part of those agreements, salaries are adjusted based on the annual average of the previous calendar year San Francisco-Oakland-San Jose Consumer Price Index (CPI).

DISCUSSION: The attached salary schedule will go into effect the first full pay period after July 1, 2017. Thus, the salary changes take effect on July 2, 2017, and will be effective until June 30, 2018.

The 2016 annual average for the regional CPI was 3.1 percent. This is the amount all the permanent positions' salaries will be adjusted. This increase does not affect part-time and seasonal employees.

As stipulated in all the labor agreements, employees considered "Classic Employees" under CalPERS will be required to pay an additional 1.1 percent of their salaries toward retirement costs, effective July 2, 2017.

In addition to the salary adjustments, the City will increase its contribution to health insurance by 2.5 percent beginning July 2, 2017.

2017-2018 Salary Schedule
June 22, 2017

The City Manager, Chief of Police, Public Works Director, Community Development Director, and Finance Director will see the same salary, health insurance, and CalPERS retirement adjustments as other permanent Capitola employees.

FISCAL IMPACT: The anticipated fiscal impact of the salary adjustment in FY 2017/2018 is \$155,000, which was included in the recently adopted Budget.

ATTACHMENTS:

1. 7-2-17 to 6-30-18 Capitola Salary Schedule (PDF)

Report Prepared By: Larry Laurent
Assistant to the City Manager

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

6/15/2017

2017-2018 Salary Schedule
June 22, 2017

RESOLUTION NO. _____
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
AUTHORIZING AND APPROVING THE FISCAL YEAR 2017/2018
PAY RATES AND RANGES (SALARY SCHEDULE)

WHEREAS, the City Council establishes the legal current salary range from the salary schedule for each class of position; and

WHEREAS, the California Public Employee's Retirement Law, at Section 570.5 of the California Code of Regulations Title 2, requires the City to publish pay rates and ranges on the City's internet site and the City Council to approve the pay rates and range in its entirety each time a modification is made; and

WHEREAS, the City and its employee groups have existing agreements that include a Cost of Living Adjustment beginning the first full pay period in July 2017 equal to the average for the 2016 calendar year San Francisco-Oakland-San Jose Consumer Price Index (CPI); and

WHEREAS, that average for calendar year 2016 was 3.1 percent; and

WHEREAS, a salary resolution is adopted annually by the City Council upon review and recommendation of the City Manager.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Capitola does hereby:

Authorize and approve City of Capitola pay rates and ranges (salary schedule) for permanent employees from July 2, 2017, through June 30, 2018.

I HEREBY CERTIFY that the above and foregoing resolution was passed and adopted by the City Council of the City of Capitola on the 22nd day of June, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

POA SALARY SCHEDULE													
JULY 2, 2017 - JUNE 30, 2018													
3.1% COLA													
	Monthly						Hourly						
	Step A	Step B	Step C	Step D	Step E	Step F	Step A	Step B	Step C	Step D	Step E	Step F	
Community Service Officer	\$4,819.72	\$5,062.76	\$5,314.74	\$5,581.01	\$5,861.58	\$6,154.66	\$27.81	\$29.21	\$30.66	\$32.20	\$33.82	\$35.51	
Police Officer Trainee	\$5,799.03						\$33.46						
Police Officer	\$6,088.54	\$6,394.12	\$6,712.22	\$7,048.19	\$7,402.03	\$7,771.95	\$35.13	\$36.89	\$38.72	\$40.66	\$42.70	\$44.84	
Records Manager	\$5,554.20	\$5,832.99	\$6,124.28	\$6,429.87	\$6,753.32	\$7,091.08	\$32.04	\$33.65	\$35.33	\$37.10	\$38.96	\$40.91	
Sergeant	\$7,457.43	\$7,830.93	\$8,224.08	\$8,633.32	\$9,067.58	\$9,519.70	\$43.02	\$45.18	\$47.45	\$49.81	\$52.31	\$54.92	

JULY 2, 2017 - JUNE 30, 2018													
3.1% COLA	Monthly						Hourly						
	Step A	Step B	Step C	Step D	Step E	Step F	Step A	Step B	Step C	Step D	Step E	Step F	
Captain	\$8,932.11	\$9,379.04	\$9,847.72	\$10,341.41	\$10,859.02	\$11,402.73	\$51.53	\$54.11	\$56.81	\$59.66	\$62.65	\$65.79	

ACE SALARY SCHEDULE											
JULY 2, 2017 - JUNE 30, 2018											
3.1% COLA	Monthly					Hourly					
	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	
ACCOUNT TECHNICIAN	\$4,344.36	\$4,560.59	\$4,787.55	\$5,027.02	\$5,278.99	\$25.06	\$26.31	\$27.62	\$29.00	\$30.46	
ACCOUNTANT I	\$5,248.61	\$5,511.31	\$5,786.52	\$6,076.03	\$6,378.04	\$30.28	\$31.80	\$33.38	\$35.05	\$36.80	
ACCOUNTANT II	\$5,788.31	\$6,077.81	\$6,379.83	\$6,699.71	\$7,035.68	\$33.39	\$35.06	\$36.81	\$38.65	\$40.59	
ACCOUNTS CLERK	\$3,942.27	\$4,138.85	\$4,344.36	\$4,562.38	\$4,789.34	\$22.74	\$23.88	\$25.06	\$26.32	\$27.63	
ADMINISTRATIVE ASSISTANT	\$3,976.22	\$4,176.37	\$4,385.46	\$4,605.27	\$4,835.80	\$22.94	\$24.09	\$25.30	\$26.57	\$27.90	
ADMINISTRATIVE CLERK I	\$3,093.41	\$3,247.10	\$3,407.94	\$3,579.49	\$3,758.20	\$17.85	\$18.73	\$19.66	\$20.65	\$21.68	
ADMINISTRATIVE CLERK II	\$3,579.49	\$3,758.20	\$3,945.84	\$4,144.21	\$4,351.51	\$20.65	\$21.68	\$22.76	\$23.91	\$25.10	
ADMINISTRATIVE RECORDS ANALYST	\$4,694.62	\$4,928.73	\$5,173.56	\$5,434.47	\$5,704.32	\$27.08	\$28.43	\$29.85	\$31.35	\$32.91	
ASSISTANT PLANNER	\$5,068.12	\$5,320.10	\$5,586.37	\$5,865.15	\$6,158.23	\$29.24	\$30.69	\$32.23	\$33.84	\$35.53	
BUILDING INSPECTOR I	\$4,439.07	\$4,662.46	\$4,892.99	\$5,139.60	\$5,396.94	\$25.61	\$26.90	\$28.23	\$29.65	\$31.14	
BUILDING INSPECTOR II	\$5,178.92	\$5,438.04	\$5,711.47	\$5,995.61	\$6,295.84	\$29.88	\$31.37	\$32.95	\$34.59	\$36.32	
DATA ENTRY CLERK	\$3,104.13	\$3,257.82	\$3,422.23	\$3,593.79	\$3,774.28	\$17.91	\$18.80	\$19.74	\$20.73	\$21.77	
DEVELOPMENT SERVICES TECHNICIAN	\$4,176.37	\$4,385.46	\$4,605.27	\$4,835.80	\$5,077.06	\$24.09	\$25.30	\$26.57	\$27.90	\$29.29	
EQUIPMENT OPERATOR	\$4,160.29	\$4,367.59	\$4,583.83	\$4,814.36	\$5,055.61	\$24.00	\$25.20	\$26.45	\$27.78	\$29.17	
MAINTENANCE WORKER I	\$2,959.38	\$3,107.71	\$3,263.18	\$3,427.59	\$3,597.37	\$17.07	\$17.93	\$18.83	\$19.77	\$20.75	
MAINTENANCE WORKER II	\$3,961.93	\$4,160.29	\$4,367.59	\$4,587.40	\$4,816.14	\$22.86	\$24.00	\$25.20	\$26.47	\$27.79	
MAINTENANCE WORKER III	\$4,160.29	\$4,367.59	\$4,587.40	\$4,816.14	\$5,057.40	\$24.00	\$25.20	\$26.47	\$27.79	\$29.18	
MECHANIC	\$4,347.93	\$4,565.96	\$4,792.91	\$5,032.38	\$5,284.36	\$25.08	\$26.34	\$27.65	\$29.03	\$30.49	
MUSEUM CURATOR	\$3,942.27	\$4,138.85	\$4,347.93	\$4,564.17	\$4,791.13	\$22.74	\$23.88	\$25.08	\$26.33	\$27.64	
PARKING ENFORCEMENT OFFICER	\$3,588.43	\$3,765.35	\$3,954.78	\$4,153.14	\$4,360.44	\$20.70	\$21.72	\$22.82	\$23.96	\$25.16	
RECEPTIONIST	\$3,404.36	\$3,574.13	\$3,752.84	\$3,942.27	\$4,138.85	\$19.64	\$20.62	\$21.65	\$22.74	\$23.88	
RECORDS COORDINATOR	\$3,976.22	\$4,176.37	\$4,385.46	\$4,605.27	\$4,835.80	\$22.94	\$24.09	\$25.30	\$26.57	\$27.90	
RECORDS MNGNT CLERK	\$3,888.66	\$4,083.45	\$4,288.96	\$4,503.41	\$4,728.58	\$22.43	\$23.56	\$24.74	\$25.98	\$27.28	
RECORDS TECHNICIAN	\$3,833.26	\$4,024.47	\$4,226.41	\$4,437.29	\$4,658.88	\$22.11	\$23.22	\$24.38	\$25.60	\$26.88	
RECREATION ASSISTANT	\$2,911.13	\$3,055.88	\$3,211.36	\$3,370.41	\$3,538.39	\$16.79	\$17.63	\$18.53	\$19.44	\$20.41	
RECREATION COORDINATOR	\$3,765.35	\$3,952.99	\$4,151.36	\$4,360.44	\$4,576.68	\$21.72	\$22.81	\$23.95	\$25.16	\$26.40	
RECREATION FACILITY CUSTODIAN	\$2,812.84	\$2,954.02	\$3,102.35	\$3,257.82	\$3,422.23	\$16.23	\$17.04	\$17.90	\$18.80	\$19.74	
RECREATION RECEPTIONIST	\$3,155.96	\$3,313.22	\$3,479.42	\$3,652.76	\$3,836.83	\$18.21	\$19.11	\$20.07	\$21.07	\$22.14	

CONFIDENTIAL SALARY SCHEDULE											
JULY 2, 2017 - JUNE 30, 2018	Monthly					Hourly					
3.1% COLA	A	B	C	D	E	A	B	C	D	E	
ASSIST TO CITY MGR	\$6,987.79	\$7,336.85	\$7,703.31	\$8,089.35	\$8,493.87	\$40.31	\$42.33	\$44.44	\$46.67	\$49.00	
CITY CLERK	\$6,452.78	\$6,775.74	\$7,113.93	\$7,469.52	\$7,843.59	\$37.23	\$39.09	\$41.04	\$43.09	\$45.25	
EXEC ASSIST TO CITY MGR	\$5,050.00	\$5,302.28	\$5,568.70	\$5,847.08	\$6,139.60	\$29.13	\$30.59	\$32.13	\$33.73	\$35.42	
INFORMATION SYSTEMS SPECIALIST	\$4,984.75	\$5,233.77	\$5,494.76	\$5,769.88	\$6,058.04	\$28.76	\$30.19	\$31.70	\$33.29	\$34.95	

MID-MANAGEMENT SALARY SCHEDULE										
JULY 2, 2017 - JUNE 30, 2018	Monthly					Hourly				
3.1% COLA	A	B	C	D	E	A	B	C	D	E
ASSOCIATE PLANNER	\$5,909.06	\$6,204.84	\$6,514.76	\$6,840.99	\$7,183.53	\$34.09	\$35.80	\$37.59	\$39.47	\$41.44
BUILDING OFFICIAL	\$6,794.23	\$7,134.59	\$7,491.27	\$7,865.34	\$8,258.99	\$39.20	\$41.16	\$43.22	\$45.38	\$47.65
CIVIL ENGINEER/PROJECT MANAGER	\$6,794.23	\$7,134.59	\$7,491.27	\$7,865.34	\$8,258.99	\$39.20	\$41.16	\$43.22	\$45.38	\$47.65
ENVIRONMENTAL PROJECTS MANAGER	\$5,909.06	\$6,204.84	\$6,514.76	\$6,840.99	\$7,183.53	\$34.09	\$35.80	\$37.59	\$39.47	\$41.44
MAINTENANCE SUPERINTENDENT	\$5,813.33	\$6,106.41	\$6,410.21	\$6,730.09	\$7,066.06	\$33.54	\$35.23	\$36.98	\$38.83	\$40.77
FIELD SUPERVISOR	\$5,416.60	\$5,686.45	\$5,972.38	\$6,270.82	\$6,581.77	\$31.25	\$32.81	\$34.46	\$36.18	\$37.97
RECREATION SUPERVISOR	\$5,237.89	\$5,500.59	\$5,777.59	\$6,067.09	\$6,369.11	\$30.22	\$31.73	\$33.33	\$35.00	\$36.74
SENIOR PLANNER	\$6,794.23	\$7,134.59	\$7,491.27	\$7,865.34	\$8,258.99	\$39.20	\$41.16	\$43.22	\$45.38	\$47.65
SENIOR ACCOUNTANT	\$6,794.23	\$7,134.59	\$7,491.27	\$7,865.34	\$8,258.99	\$39.20	\$41.16	\$43.22	\$45.38	\$47.65
SENIOR MECHANIC	\$5,032.38	\$5,284.36	\$5,548.84	\$5,825.84	\$6,117.13	\$29.03	\$30.49	\$32.01	\$33.61	\$35.29

MANAGERS SALARY SCHEDULE			
JULY 2, 2017 - JUNE 30, 2018	103.1%		
3.1% COLA	Annually	Monthly	Hourly
Admin. Services Director	\$99,251.42	\$8,270.95	\$47.72
City Manager	\$193,361.99	\$16,113.50	\$92.96
Chief of Police	\$159,747.26	\$13,312.27	\$76.80
Director of Public Works	\$146,632.69	\$12,219.39	\$70.50
Director of Finance	\$145,008.27	\$12,084.02	\$69.72
Community Development Director	\$144,231.65	\$12,019.30	\$69.34