

City of Capitola

Council Meeting Agenda



Mayor: Yvette Brooks
Vice Mayor: Sam Storey
Council Members: Jacques Bertrand
Margaux Keiser
Kristen Petersen

REVISED

THURSDAY, AUGUST 26, 2021

REGULAR MEETING - 7 PM

CLOSED SESSION – 5:45 PM

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

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

(Gov' t Code § 54956.9(d)(4).

Initiation of litigation, one potential case

CONFERENCE WITH LABOR NEGOTIATORS

(Gov' t Code § 54957.6)

Negotiators: Algeria Ford, Larry Laurent

Employee Organizations: (1) Police Captains; (2) Capitola Police Officers Association;
(3) Association of Capitola Employees

REGULAR MEETING OF THE CAPITOLA CITY COUNCIL - 7 PM

All correspondences received prior to 5:00 p.m. on the Wednesday preceding a Council Meeting will be distributed to Councilmembers to review prior to the meeting. Information submitted after 5 p.m. on that Wednesday may not have time to reach Councilmembers, nor be read by them prior to consideration of an item. All matters listed on the Regular Meeting of the Capitola City Council Agenda shall be considered as Public Hearings.

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

CAPITOLA CITY COUNCIL REGULAR MEETING AGENDA
August 26, 2021

Council Members Kristen Petersen, Jacques Bertrand, Margaux Keiser, Sam Storey, and Mayor Yvette Brooks

2. PRESENTATIONS

Presentations are limited to eight minutes.

- A. Introduce New Museum Curator
- B. Present Certificates of Appreciation for Frank Phanton and Carolyn Swift

3. REPORT ON CLOSED SESSION

4. ADDITIONAL MATERIALS

- A. Item 8.G – two staff provided attachments
- B. Item 9.A – two public comment emails

5. ADDITIONS AND DELETIONS TO AGENDA

6. PUBLIC COMMENTS

Please review the Notice of Remote Access for instructions. Oral Communications allows time for members of the Public to address the City Council on any "Consent Item" on tonight's agenda, or on any topic within the jurisdiction of the City that is not on the "General Government/Public Hearings" section of the Agenda. Members of the public may speak for up to three minutes, unless otherwise specified by the Mayor. 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. A MAXIMUM of 30 MINUTES is set aside for Oral Communications.

7. CITY COUNCIL / STAFF COMMENTS

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

8. CONSENT CALENDAR

- A. Consider the July 22 City Council Meeting Minutes
RECOMMENDED ACTION: Approve minutes.
- B. Planning Commission Action Minutes
RECOMMENDED ACTION: Receive minutes.
- C. Approval of City Check Registers Dated July 16, July 23, July 30, August 6, and August 13
RECOMMENDED ACTION: Approve check registers.
- D. Donation to Service Corps of Retired Executives: Central Coast
RECOMMENDED ACTION: Authorize the City Manager to donate \$500 to the Service Core of Retired Executives: Central Coast in recognition of their assistance on Capitola's Business Recovery Task Force.

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- E. Purchase Used Police Motorcycle and Surplus Police Motorcycle
RECOMMENDED ACTION: Authorize the Police Department to purchase a 2016 BMW R1200-RTP motorcycle from Max BMW Motorcycle for \$16,000 and authorize the sale/auction of a 2014 Zero motorcycle.
- F. Update Hourly and Seasonal Salary Schedule
RECOMMENDED ACTION: Adopt the proposed resolution amending the hourly and seasonal Pay Schedule.
- G. Employee Group Agreements
RECOMMENDED ACTION:
 - 1. Authorize the City Manager to execute the successor agreements to existing Memoranda of Understanding (MOU) with negotiated changes for the following groups:
 - a. Capitola Police Officers Association (CPOA).
 - b. Capitola Police Captains Association
 - 2. Adopt a Resolution approving the new salary schedule.
- H. Capitola Recreation Afterschool Program Update
RECOMMENDED ACTION: Receive report on the Capitola Recreation Afterschool program at New Brighton Middle School.

9. 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. Receive Update on Pandemic Response
RECOMMENDED ACTION:
 - 1. Make the determination that all hazards related to the worldwide spread of the coronavirus (COVID-19) as detailed in Resolution No. 4168 adopted by the City Council on March 12, 2020, still exist and that there is a need to continue action; and
 - 2. Extend the COVID-19 temporary use permits allowing for outdoor dining to January 3, 2022 and implement rules for permit holders, as outlined in the staff report.
- B. Award a Contract for 41st Avenue Traffic Signal Adaptive Signal Project
RECOMMENDED ACTION:
 - 1. Award a contract to Bear Electric Solutions from Alviso for construction of the 41st Avenue Adaptive Traffic Signal System in the amount of \$460,526; and
 - 2. Authorize the City Manager to reallocate up to \$100,000 in the Capital Improvement Project fund from the Bay Avenue/Capitola Avenue Roundabout project to the 41st Avenue Adaptive Traffic Signal project.
- C. Community Grant Subcommittee
RECOMMENDED ACTION: Appoint two Councilmembers to a subcommittee to review applications for the 2021 - 2022 Community Grant Program.
- D. Consider Request for Sponsorship of the Capitola Beach Festival
RECOMMENDED ACTION: Authorize the City Manager to provide \$5,000 in sponsorship to the Capitola Beach Festival.

10. ADJOURNMENT

NOTICE OF REMOTE ACCESS

In accordance with the current Santa Cruz County Health Order outlining social distancing requirements and Executive Order N-29-20 from the Executive Department of the State of California, the City Council meeting is not physically open to the public and in person attendance cannot be accommodated.

To watch:

1. Online <http://capitolaca.iqm2.com/Citizens/Default.aspx>
1. Spectrum Cable Television channel 8

To join Zoom:

1. Join the Zoom Meeting with the following link:
<https://us02web.zoom.us/j/83661140310?pwd=V0F5TmRFQVpnN3JxNkdxd3NkTlptUT09>
1. If prompted for a passcode, enter **432002**
1. **-OR-** With a landline or mobile phone, call one of the following numbers:
 - a. **1 669 900 6833**
 - 1 408 638 0968**
 - 1 346 248 7799**
1. Enter the meeting ID number: **836 6114 0310**
1. When prompted for a Participant ID, press #

To submit public comment:

When submitting public comment, one comment (via phone **or** email, not both), per person, per item is allowed. If you send more than one email about the same item, the last received will be read.

1. Zoom Meeting (Via Computer or Phone) Link:
 - A. IF USING COMPUTER:
 - Use participant option to “raise hand” during the public comment period for the item you wish to speak on. Once unmuted, you will have up to 3 minutes to speak
 - A. IF CALLED IN OVER THE PHONE:
 - Press ***9** on your phone to “raise your hand” when the mayor calls for public comment. Once unmuted, you will have up to 3 minutes to speak
1. Send Email:
 - A. During the meeting, send comments via email to publiccomment@ci.capitola.ca.us
 - Emailed comments on items will be accepted after the start of the meeting until the Mayor announces that public comment for that item is closed.
 - Emailed comments should be a maximum of 450 words, which corresponds to approximately 3 minutes of speaking time.
 - Each emailed comment will be read aloud for up to three minutes and/or displayed on a screen.
 - Emails received by publiccomment@ci.capitola.ca.us outside of the comment period outlined above will not be included in the record.

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”

CAPITOLA CITY COUNCIL REGULAR MEETING AGENDA August 26, 2021

upon the City Council's announcement of its decision at the completion of the public hearing. Failure to comply with this 90-day rule will preclude any person from challenging the City Council decision in court.

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

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

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

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

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



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF AUGUST 26, 2021

FROM: City Manager Department
SUBJECT: Introduce New Museum Curator

DISCUSSION: The City of Capitola is pleased to introduce Deborah Osterberg as the new Capitola Historical Museum Curator. Deborah started with the City in June and has jumped right in working with the Historical Museum Board and staff.

Deborah grew up in Capitola and comes from a background of museum work with the National Park Service and the National Archives. Deborah attended California State University, Chico where she studied history and geography and went on to the University of California, Santa Barbara to study cultural resource management. Deborah is also the author of the book, *Historic Tales of Henry Cowell Redwoods State Park – Big Trees Grove* of which research and inspiration came from her volunteer work as a docent at the park.

Report Prepared By: Larry Laurent
Assistant to the City Manager

Reviewed and Forwarded by:

A handwritten signature in black ink, appearing to read "J. Goldstein".

Jamie Goldstein, City Manager

8/20/2021



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF AUGUST 26, 2021

FROM: Community Development

SUBJECT: Present Certificates of Appreciation for Frank Phanton and Carolyn Swift

DISCUSSION: Frank Phanton, a local Santa Cruz County Architect, was first appointed to the Architectural and Site Review Committee in 2003. Since then he has provided expert design advice to City applicants that improved proposed designs, always with a healthy dose of humor. Mr. Phanton put emphasis on how designs will function for the homeowner and a design's compatibility and function within the context of the neighborhood. With his artful eye and thoughtful site planning, Mr. Phanton has helped hundreds of applicants improve the design of their project; this incremental impact has protected the character of Capitola's cherished neighborhoods for almost three decades.

Carolyn Swift served as the Capitola Historical Museum curator for twenty years from 1993 to 2013. In 2008, she was appointed to represent the City on the Architectural and Site Review Committee for all historic preservation applications. She continued in this roll past her 2013 retirement from the Museum until July of this year. With her in-depth knowledge of Capitola's history and expertise in established preservation policy, Carolyn Swift has made a tremendous impact on the preservation of Capitola's historic resources. Her 13 years of service on the Architectural and Site Review Committee resulted in development projects that preserve and respect the history of Capitola.

Report Prepared By: Katie Herlihy
Community Development Director

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

8/20/2021

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
POLICE CAPTAINS AND CITY OF CAPITOLA
PERIOD 7/1/2021 – 6/30/2024**

This Memorandum of Understanding (MOU) shall become effective upon ratification by the Police Captains (Employees) and approval by the City of Capitola City Council. This MOU shall be in effect from July 1, 2021, to June 30, 2024.

In recognition of the need to prevent compaction between the Captains and the Police Officer Association (POA) employees, the Captains shall not receive less than the cost of living adjustments received by the Police Officers Association for any given year under consideration. Should an increase of the POA cost of living be more than the Captains salary adjustment for that contract year, the Captain’s salary shall be adjusted by the increased amount and such adjustment shall occur at the time the POA adjustment is implemented. It also is the City’s goal to maintain a minimum 15% differential in compensation between a top step Sergeant and a top step Captain taking into account salary, education incentive pay, shift differential and longevity pay.

1. Personnel Rules

The Personnel Rules and Regulations of the City of Capitola, existing or hereafter adopted, are not altered, changed or modified unless by explicit provisions of this MOU.

2. Salary

- A. Attached hereto is a salary schedule applicable to Police Captains.
- B. Except as provided in Section 3, Employee's monthly salary shall be as shown on the attached schedule. "Salary" does not include, and is in addition to: flex plan, PERS, or other benefits to which Employee is entitled.
- C. Pay Increase Schedule
Effective upon ratification of the MOU and Council approval of the successor MOU in accordance with the Brown Act, the salary range for each classification in this Unit shall be readjusted by 3.0%.

Effective the first full pay period of July 2022, the salary range for each classification in this Unit shall be readjusted by 3.0%.

Effective the first full pay period of July 2023, the salary range for each classification in this Unit shall be readjusted by 3.0%.

In addition, upon ratification, all classifications shall receive a one-time market study salary increase of .5%.

Communication: A. Item 8.G – two staff provided attachments (ADDITIONAL MATERIALS)

D. Signing Bonus: All full-time employees at the time of ratification unit shall receive a one-time \$1250 signing bonus, minus applicable taxes. The one-time signing bonus shall be paid the first full pay period after ratification by the Capitola City Council.

3. Longevity Pay Incentive

Employees having 10 consecutive years of full time employment with the City of Capitola are eligible for a 5% longevity enhancement, which shall be applied to base salary. Employees having 15 consecutive years of full time employment with the City of Capitola are eligible for an additional compounded 5% longevity enhancement.

4. Vacation

A. Vacation
Vacation Accrual

Vacation accrues on a prorated basis, based upon a 30-day month. The rates of accrual are as follows:

<u>Years of Employment</u>	<u>Vacation Days</u>
1 and 2	12
3 and 4	14
5 through 9	17
10 through 19	22
20 and higher	27

B. Accumulation

- (1) An employee, may generally not accumulate more than 540 hours of vacation, but instead each year must cash out, pursuant to Sections 4C and 4D below, all accumulated vacation in excess of 67.5 days (540 hours), except that
- (2) An employee who had accumulated more than 67.5 vacation days (540 hours) as of 6/30/94 may maintain that level: provided, however, that if accumulated vacation falls below 67.5 days (540 hours), the provisions of (B) (1), above shall thereafter apply.

C. Vacation Cash Out Upon Termination

An employee who has unused vacation and who leaves the City service for any reason will not continue to accrue vacation after the last day of regular on-the-job employment (separation date) and will be paid at the then applicable rate for all accumulated but unused vacation leave to the date of separation.

D. Vacation Cash Out Before Termination

Communication: A. Item 8.G – two staff provided attachments (ADDITIONAL MATERIALS)

Employee will be eligible to convert up to 40 hours per fiscal year of accumulated vacation time to cash. The payout rate is calculated by converting Employee's salary, at the rate applicable on the cash out date, to an hourly rate in the manner set forth in attached section 2 of Standard MOU Provisions.

5. Holidays/Personal Holidays

Holiday compensation is covered by Section 40 of the attached "Standard" and "Additional" MOU provisions, with the following exceptions:

Employee shall also be entitled to 3 personal holidays per calendar year. Unused personal holidays are not cumulative.

6. Incorporated Provisions

The following sections of the "Standard" and "Additional" MOU are attached hereto and incorporated herein: 2 (Wage Schedule/Hourly Rates), 3 (Service), 4 (Types of Appointments), 5 (Beginning Salary Rates), 6 (Advancement Within Schedule), 7 (Promotion To New Position), 9 (Personnel Rules), 10 (Effective Date of Pay Increase), 13 (Sick Leave Defined), 16 (Bereavement Leave), 17 (Family and Medical Leave Act of 1993), 19 (Accruals After Date of Separation), 22 (Drug Free Policy), 26 (Re-opener), 40 (Holidays), and 50 (Education Reimbursement).

7. Sick Leave Accrual/Medical Report

Sick leave accrues on a prorated basis, based upon a 30-day month. Twelve days (96 hours) accrue each calendar year.

8. Sick Leave Cash Out

Employees shall have no right to cash out any sick leave.

9. Insurance

The City will provide term life insurance in the amount of \$50,000 and long-term disability insurance to date of separation.

10. Physical Examinations

The City, in conjunction with the comprehensive health care insurance program, will provide an annual physical examination for Employee only. City will pay the amount not covered by the health care program.

11. California Public Employees' Retirement System (CalPERS)

A. Classic Sworn Employees

The City participates in the California Public Employees Retirement System (CalPERS) operated by the State of California. Benefits provided are detailed in separate publications, depending upon the plan. City agrees to provide 3% at 50 Retirement Plan for Classic Safety employees in the Unit.

Beginning July 1, 2018, all Classic Sworn employees shall contribute 14.974% of their reportable salary to CalPERS. This contribution shall not be reduced unless negotiated by the parties in future negotiations.

B. Public Employees' Pension Reform Act (PEPRA)

For new safety employees hired by the City of Capitola on or after January 1, 2013 and who do not qualify as classic members as defined by PERS, are considered PEPRA employees. CalPERS has by statute implemented a 2.7% @ 55 pension formula, based on a three-year average compensation. Employees in this category shall pay 50% of the normal cost rate as determined by PERS

12. Jury Duty

Leave of absence with pay shall be granted to Employee while serving on jury duty. Any jury fee awarded shall be deposited with the City Treasurer.

13. Grievance Procedure

A. Definition. Until modified by adoption of City-wide Personnel Rules, grievance is defined as an allegation by an employee or group of employees that the Employer has failed to provide a condition of employment, which is established by law, Compensation Plan, by an pertinent written City or departmental rules, provided that the enjoyment of such right is not made subject to the discretion of the Employer by the terms of this Compensation Plan and, provided further, that if the grievance pertains to "conditions of employment" the subject is a matter that is within "scope of representation" as defined in California Government Code Section 3504.

B. Department Review and Adjustment of Grievances. The following is the procedure to be followed in the resolution of grievances.

1. Employee shall have the right to consult with and be assisted by a representative of his own choice in this and all succeeding steps of this section and may thereafter file a grievance in writing with the immediate supervisor. Within five actual working days after receipt of any written grievance, the immediate supervisor shall return a copy of the written grievance to Employee with his/her answer thereto, in writing.
2. If the grievance is not resolved at the first level, Employee shall have five actual working days after receipt of the answer within which to file an appeal with the City Manager.
3. The City Manager shall have five actual working days in which to review, and if necessary, hold hearings, and answer the grievance in writing. Unless waived by the mutual agreement of Employee or his representative and the City Manager, a hearing is required at this step, and Employee, and his representative, shall have the right to be present and participate in such hearing. The time limit at this step

Communication: A. Item 8.G – two staff provided attachments (ADDITIONAL MATERIALS)

may be extended by mutual agreement between the City Manager and Employee or his representative.

- C. Effect of Failure of Timely Action. Failure of Employee to file an appeal within the required time limit at any step shall constitute an abandonment of the grievance. Failure of the Employer to respond within the time limit at any step shall result in an automatic advancement of the grievance to the next step.
- D. Limitation on Stale Grievances. A grievance shall be void unless presented within thirty (30) calendar days from the day upon which the Employer has allegedly failed to provide a condition of employment, or within thirty (30) calendar days from the time at which an employee might reasonably have been expected to learn of such alleged failure to provide. In no event shall any grievance include a claim for salary or similar monetary relief for more than the thirty-day period plus such reasonable discovery period.

14. Administrative Leave

As an exempt employee, Employee is entitled to 10 days per year of Administrative Leave (time off). Administrative Leave is non-cumulative. It may not be converted to cash.

15. Mileage Reimbursement

Employees required to use their personal vehicles while on City business will be reimbursed at the most recent rate set by the Internal Revenue Service.

16. Flexible Spending Arrangement Contributions

The City makes a flexible spending arrangement ("Flex Plan") contribution on behalf of each qualified employee. For those employees who have selected health coverage through PERS, from the monthly contribution set forth herein will be paid to PERS for what is sometimes referred to as "employer contribution". This amount is the minimum amount required by PERS, recognizing that state law may increase this minimum from time to time requiring compliance by City. For all employees the City will no longer charge to the employee the \$1.50 per paycheck plan fee.

The City makes a flexible spending arrangement ("Flex Plan") contribution on behalf of each qualified employee for medical, dental & vision coverage. For those employees who have selected health coverage through CalPERS, from the monthly contribution set forth herein, Effective January 1, 2021 a \$143.00 per month contribution will be paid to CalPERS for what is sometimes referred to as "employer contribution". This amount is the minimum amount required by CalPERS, recognizing that state law may increase this minimum from time to time requiring compliance by City. The City's maximum contribution below is inclusive of the required PEMCHA minimum.

Communication: A. Item 8.G – two staff provided attachments (ADDITIONAL MATERIALS)

Effective Dates	Employee Only	Employee +1	Employee +2
First full pay period after ratification.	\$824.00	\$1339.00	\$1751.00

Employees who can verify to the City’s satisfaction that they have equivalent group health coverage for medical (including dental & vision), which will remain in effect until the next enrollment date will be eligible for a cash payment of \$250.00.

The city reserves the option of adding additional programs to the cafeteria plan, as they may become available.

17. Uniform Allowance

Effective the first full pay period upon ratification by the City Council, each year Employer shall pay \$38.00 per pay period as and for a uniform allowance. Employer has made no representation as to the tax treatment of such allowance.

Compensation paid or the monetary value for the purchase, rental and/or maintenance of required uniforms will be reported to CalPERS, to the extent allowable by CalPERS.

18. Workers Compensation

Workers Compensation is payable as provided in the California Labor Code.

19. Captain probation

Probation for the position of Captain shall be six months and shall be governed by the attached Standard MOU Provisions.

Communication: A. Item 8.G – two staff provided attachments (ADDITIONAL MATERIALS)

CITY OF CAPITOLA
Jamie Goldstein
City Manager

By: _____

Date: _____

EMPLOYEE
Andrew Dally
Police Captain

By: _____

Date: _____

Communication: A. Item 8.G – two staff provided attachments (ADDITIONAL MATERIALS)

EXCERPTS FROM STANDARD MOU PROVISIONS

2. Wage Schedules/Hourly Rates

The wage schedules contained in, or attached to, this Memorandum of Understanding set forth the base pay, subject to such adjustments (such as longevity pay) as are specifically set forth in this MOU. Letters, such as "A" to "F", designate the respective pay steps for each position. The rates contained in the wage schedule do not include overtime or benefits.

Whenever it is necessary to compute an hourly pay rate in order to apply an provision of this MOU, that will be done by multiplying any monthly rate by 12 in order to derive an annual rate, and dividing the annual rate by 2080 (or proportionate number of hours for part time positions, e.g., 1040 for a half-time position).

3. Service

The word "service" as used in this Memorandum of Understanding means continuous full-time service in the position in which the employee is being considered for salary advancement, service in a higher position, or service in a position allocated to the same salary schedule and having generally similar duties and requirements. A lapse of service of any employee for a period of time longer than thirty days by reason of resignation or discharge shall serve to eliminate the accumulated length of service time of such employee, and any such employee re-entering the service of the City shall be considered as a new employee.

4. Types of Appointment

The following types of appointment may be either full-time, as established by the City Manager:

A. Probationary appointment

A probationary appointment is for a specified period of time, during which job performance is evaluated as a basis for subsequent regular appointment.

B. Regular appointments.

A regular appointment ordinarily follows successful completion of a probationary period. "Regular" means a position that is, regardless of the number of hours worked per week, intended to be continuous and uninterrupted (except for authorized paid or unpaid leave). Positions intended to be seasonal, of a limited term, on call only, emergency, intermittent, substitute, or on any other irregular basis are not "regular." The positions set forth in the wage schedule are all regular positions,

and unless specifically stated, the pay rate is applicable to a full-time position. All positions covered by the section are half time or more.

C. Acting appointments.

An acting appointment occurs when an employee is temporarily assigned to, and performs all the duties of a position other than the position he/she normally occupies, or when an employee is assigned an acting appointment pending evaluation of the employee's ability to perform the duties of the position.

D. Accruals for part time positions.

When a position is less than full time it will be classified by a fraction. For example, "half-time" regular employment is expected to average 20 hours per week; "three-quarters" employment is expected to average 30 hours per week. Vacation accrual, sick leave accrual, Flex Plan contributions, holidays, personal holidays are paid or accrued according to these classifications. Thus, compared to a full-time employee, a half-time employee, even if actual time occasionally exceeds or falls below 20 hours in a week, when compared to a full-time employee: receives one-half the Flex Plan contribution; accrues one-half the number of hours of vacation or sick leave; and is paid for four hours on a holiday or personal holiday.

5. Beginning Salary Rates

A new employee's base pay shall be computed by using the rate shown as step "A" in the schedule allocated to the class of employment for which the employee has been hired, except that upon recommendation of the department head under whom the employee will serve and with the approval of the City Manager, such new employee may be employed at a higher step, depending upon the employee's qualifications.

6. Advancement within the Schedule

The following provisions govern salary advancement within the schedule:

A. Probationary advancement

Upon successful completion of probation, an employee (except an employee that was hired at the top step) will advance one step.

B. Regular Merit advancement

An employee may be considered for advancement upon completion of the minimum length of service specified for step increases. Unless specifically otherwise stated, this will be 12 months for full-time appointments and proportionately adjusted for other appointments. For instance half-time appointments will be evaluated for regular merit

Communication: A. Item 8.G – two staff provided attachments (ADDITIONAL MATERIALS)

adjustments every 24 months. Advancement to higher steps shall be granted only for continued meritorious and efficient service and continued improvement by the employee in the effective performance of the duties of the position held.

C. Special Merit advancement

When an employee consistently demonstrates exceptional ability and proficiency in the performance of assigned duties, the supervising department head may recommend to the City Manager that said employee be advanced to higher pay step without regard to the minimum length of service provisions contained in this resolution. The City Manager may approve and effect such advancement.

D. Denial of advancement

When an employee has not been approved for advancement to the next higher wage step, such employee may be reconsidered for such advancement after the completion of three months of additional service.

7. Promotion to New Position

When an employee is promoted to a position in a higher classification, such employee shall be assigned to step "a" in the appropriate schedule for the higher classification. However, if such employee is already being paid at a rate equal to or higher than step "A", he/she shall be placed in the step in the appropriate salary schedule which will grant such employee a salary increase of not less than 5%.

9. Personnel Rules

The City retains the right to amend and create personnel rules, provided they are not in conflict with specific provisions of the MOU. Where appropriate, City will meet and confer with applicable employee group or groups (Government Code Section 3300 and following), before amending or creating new personnel rules.

10. Effective Date of Pay Increase

A merit-pay advancement for an employee shall become effective on the first day of the pay period in which the minimum length of service has been satisfactorily completed. Any other mid-pay period payroll adjustments will occur at the beginning of the pay period in which the adjustment falls for all odd numbered calendar years; and, at the beginning of the following pay period for the even number calendar years.

13. Sick Leave Defined

Employees have the right under federal and state law (see Section 17 below) to be absent from regularly scheduled work without being reprimanded, disciplined, or discharged. They may also have additional rights under their MOUs. "Sick leave" as used herein refers to an employee's rights to be compensated, by means other

Communication: A. Item 8.G – two staff provided attachments (ADDITIONAL MATERIALS)

than Workers Compensation benefits, while on medical leave or where so allowed, by specific provisions in the MOU, such as bereavement leave.

16. Bereavement Leave

Leave of absence with pay because of death in the immediate family of an employee shall be granted for a period not to exceed three days. Entitlement to leave of absence under this section shall be in addition to any other entitlement for sick leave, or any other leave. For purposes of this section, "immediate family" means mother, step-mother, father, step-father, husband, wife, son, step-son, daughter, step-daughter, brother, sister, foster parent, foster child, brother-in-law, sister-in-law, mother-in-law, father-in-law and grandparents.

17. Family & Medical Leave Act of 1993

The City shall follow the provisions provided for family leave as specified in the federal Family & Medical Leave Act of 1993, and the state Family Rights Act as it applies to public employees.

19. Accruals after Date of Separation

An employee's separation date is the last date actually worked, except that an employee who, as of the last day worked, has not used all of his/her yearly allotment of vacation may extend the separation date by the number of days necessary to reach the full yearly allotment. "Yearly allotment" means the amount of vacation that the employee was entitled to accrue in his/her last year of employment. Unless otherwise provided by state law, none of the following accrue after the date of separation: sick leave, vacation, personal holidays, holiday pay, administrative leave, Flex Plan contributions, or the insurance described in Section 16 of the Standard MOU.

22. Drug Policy

The City is implementing its "Drug Free Workplace Policy".

26. Re-opener

Upon request of any bargaining unit, the parties will negotiate whether specific provisions will be added to the MOU about awards of days off for five years of accident free work.

40. Holiday Schedule

There shall be twelve (12) holidays granted annually for the life of the MOU. The holidays to be observed during the calendar year are set forth below.

New Year's Day	1/01
Martin Luther King Day	*
Lincoln's Birthday	2/12

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Washington’s Birthday	*
Memorial Day	*
Independence Day	7/4
Labor Day	*
Columbus Day	*
Veterans’ Day	11/11
Thanksgiving Day	*
Friday Following Thanksgiving	*
Christmas Day	12/25

*These Holidays are taken at the same time as the federal holiday is scheduled. Holidays listed above occurring on a Saturday shall be observed on Friday. Holidays occurring on a Sunday shall be observed on Monday.

In addition, City hall will be closed for one week during the Christmas holidays during which employees affected by the closure will be permitted to use vacation, personal holidays or sick leave in order not to lose compensation.

50. Education Reimbursement Program

A. Tuition & Books: The City will reimburse employees for tuition and textbooks upon the completion of courses approved in advance by the City Manager in accordance with the following schedule:

State supported California colleges and universities - 100% tuition and textbook reimbursement.

Private colleges and universities - 100% of tuition or the tuition of the University of California whichever is less. Textbook reimbursement will be at 100%.

B. Education Incentive Pay: Upon satisfactory completion of 50% of an applicable Masters Degree as determined by the City Manager, or 50% of P.O.S.T. Command College, the employee shall receive a salary increase equal to 5% of base pay. The employee shall submit to the City Manager a list of courses and credits, together with transcripts to verify the acquisition of claimed credits. Satisfactory completion shall mean a grade of “C” or better in any course. For Command College employee shall submit verification of enrollment and a program schedule to the City Manager. The City Manager will determine at what point in the schedule delineates 50% completion of the program.

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**MEMORANDUM OF UNDERSTANDING
BETWEEN
CAPITOLA POLICE OFFICERS' ASSOCIATION
AND CITY OF CAPITOLA**

This MEMORANDUM OF UNDERSTANDING (“MOU” or “Agreement”) is made and entered into by and between CAPITOLA POLICE OFFICERS’ ASSOCIATION and the CITY OF CAPITOLA for and on behalf of its members hereinafter identified. This MOU embodies all items agreed upon by and between the City of Capitola and the Capitola Police Officers’ Association.

ARTICLE 1.00 TERM

The term of this Memorandum of Understanding shall cover the period from ratification through June 30, 2024 and shall be effective upon ratification by the bargaining unit and approval by the Capitola City Council.

ARTICLE 2.00 DEFINITIONS

2.01 EMPLOYER

The term “Employer” as used herein refers to the City of Capitola. The words “Management”, “Department Head”, “Police Chief”, may also be used to refer to “Employer” in appropriate contexts.

2.02 ASSOCIATION

The term “Association” as used herein shall refer to the Capitola Police Officers’ Association.

2.03 EMPLOYEE/REPRESENTATION UNIT

The term “Employee” or “Covered Employee”, as used herein, means all persons employed by the Employer in the Police Department who are classified as Community Services Officer, Police Officer, Police Officer Trainee, Records Manager and Sergeant. Those positions constitute the unit represented by Capitola Police Officers’ Association.

2.04 PATROL VEHICLE

The term “patrol vehicle” as used herein shall refer to any motor vehicle as defined under the provisions of Sections 415 and 165 of the California Vehicle Code.

2.05 PEACE OFFICER/SWORN PERSONNEL

The terms “peace officers” or “sworn personnel” means “police officers” as defined in Penal Code Sections 830 and 830.1.

ARTICLE 3.00 MANAGEMENT RIGHTS CLAUSE

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Except as otherwise specifically set forth in this MOU, the CITY retains all management prerogatives. These include but are not limited to: determining the mission of its constituent departments; setting standards of service; determining the procedures and standards of selection for employment and promotion; directing its employees; taking disciplinary action; relieving its employees from duty because of lack of work or for other legitimate reasons; maintaining the efficiency of governmental operations; determining the methods, means, and personnel by which government operations are to be conducted; taking all necessary actions to carry out its mission in emergencies; and exercising control and discretion over its organization and the technology of performing its work.

Nothing in this article shall be construed to limit, amend, decrease, revoke, or otherwise modify the rights vested in the CITY by state law, city ordinances, or resolutions or other laws regulating, authorizing, or empowering the CITY to act or refrain from acting.

ARTICLE 4.00 ASSOCIATION RECOGNITION, RIGHTS AND SECURITY

4.01 ASSOCIATION RECOGNITION

Except as limited by Government Code Section 3502, the Employer hereby recognizes the Capitola Police Officers Association (P.O.A), as the exclusive collective bargaining agent of all covered Employees in this unit.

4.02 NOTICE OF RECOGNIZED ASSOCIATION

The Employer/Association shall post within the employee work or rest area a written notice which sets forth the classifications included and referred to in Section 2.03 hereof and the name and address of Association as the recognized employee organization for such units. The P.O.A. shall also give a written notice to persons newly employed in representation unit classifications, which notice shall contain the name and address of the employee organization recognized for such unit.

4.03 PAYROLL DEDUCTIONS AND PAYOVER

The Association will maintain records of employee authorizations for dues deductions and shall provide the City with information regarding the amount of dues deductions and the list of Association members who have authorized dues deductions. To the extent required by the Government Code, the City shall rely on the information provided by the Association and deduct those authorized.

The employee's earnings must be sufficient after other legal and required deductions are made to cover the amount of the dues. When an employee is in a non-pay status for an entire pay period, no deduction will be made to cover the pay period. In the case of an employee who is in a non-pay status during part of the pay period, and the salary is not sufficient to cover the full withholding, no deduction shall be made. In this circumstance, all other legal and required deductions (including health care deductions) have priority over Association dues.

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The Association agrees to enforce this provision and to indemnify and hold harmless the City, its officers, and employees, from all liabilities and/or damages of any nature arising from the application of this section.

4.04 HOLD HARMLESS

Association shall indemnify and hold Employer harmless from any and all claims, demands, suits, or any other action arising from an employee claim relating to legality, or implementation, of Section 4.03.

4.05 BULLETIN BOARDS

Reasonable space shall be allowed on bulletin boards as specified by the Police Chief for use by the Association to communicate on relevant subjects with departmental employees. Material shall be posted upon the bulletin board space as designated, and not upon the walls, doors, filing cabinets or any other place. Posted material shall not be obscene, defamatory, or of a partisan political nature, nor shall it pertain to public issues which do not involve the Employer or its relations with City employees. All posted material shall bear the identity of the sponsor, shall be neatly displayed, and shall be removed when no longer timely.

4.06 USE OF EMPLOYER FACILITIES

Employer facilities such as the City Hall Community Room may be made available upon timely application for use by employees and the Association. Such use shall not occur during regular duty hours, other than the lunch period. Application for such use shall be made to the management person under whose control the facility is placed.

4.07 BARGAINING

Employee members of the Association's bargaining committee shall be allowed time to absent themselves from duties for a reasonable period without loss of pay, for the purpose of participating in contract negotiations. Employee members of Association's bargaining committee shall be extended the same privilege to participate in any meetings mutually called by the parties during the term of this Agreement for review of grievances and contract compliance questions.

ARTICLE 5.00 HIRING PROVISIONS

5.01 NON-DISCRIMINATION

No Employee covered by this Agreement shall be discriminated against by the Employer, or by the Association by reason of race, color, religion, sex, age, national origin, or sexual orientation or any other factors consistent with State and Federal Law.

5.02 EMPLOYMENT

The Employer shall not discharge or otherwise discriminate against any Employee by reason of any Association activity not interfering with the proper performance of his/her

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work.

5.03 SIGNING BONUS

Sworn employees hired as a Lateral Officer after August 5, 2012 may receive a one-time signing bonus of up to \$2,000 upon the successful completion of probation and obtaining regular full-time employment status. A Lateral Officer is defined as an applicant who is currently working for a recognized law enforcement agency, has successfully completed the probation period for that agency, and possesses a State of California Basic POST Certificate. The City Manager shall make the determination as to the amount. The amount of the signing bonus shall be specified in the hire-letter.

All employees who were members of the CPOA at the time of ratification will receive a one-time signing bonus of \$1,250.00.

ARTICLE 6.00 JOB CLASSIFICATION

6.01 NEW JOB CLASSIFICATIONS

If an Employee covered by this Agreement is assigned work of a substantially new or different nature so as to constitute a new job classification, the Employer and the Association will negotiate regarding the wage rate applicable to such new job classification

ARTICLE 7.00 HOURS OF WORK, SHIFT, SCHEDULES, AND REST PERIODS

7.01 WORK SCHEDULE AND CHANGE OF SHIFT

Prior to the applicable pay period, the Police Chief or his/her designated representative shall prepare a schedule showing the hours each employee of the department is, at the time of posting, to work. The Police Chief shall make every effort to assure that no employee shall have more than one change of shift in any calendar month. This paragraph does not limit the Police Chiefs authority to revise schedules as need permits.

7.02 SHIFT

For sworn personnel and Community Service Officers, hours of work in the normal workday shall be ten (10) hours for police officers and police sergeants, except for detective bureau personnel, which is (8) hours. While they are assigned to the detective bureau, the sick leave accrual provisions of this MOU that are applicable to 5/8 employees will be applicable to such employees.

7.03 ASSIGNING WORK SHIFTS

In assigning work shifts, the department shall give due regard to assigning shifts which will not disrupt or interrupt any employee's education or training programs and schedules. Undesirable work shifts shall not be used as punishment, intimidation, or harassment. Shift assignments shall be carried out in accordance with department policy.

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7.03.1 SUCCESSIVE SHIFTS

It is understood that the assignment of shifts is a prerogative of management that has been delegated to the Chief of Police. It has been the practice to assign at an officer's request, on the basis of seniority, the same shift for two successive shift changes. It is understood that this practice will be continued for the duration of this MOU. Although the assignment of successive shifts remains with the Chief of Police, should an officer allege that such assignment has been made in an arbitrary or discriminatory manner, the matter may be reviewed through the City Manager level of the Grievance Procedure.

7.03.2 SPECIAL EVENT ASSIGNMENTS

The parties agree that except as required in Departmental Order No. 2, "Manpower Deployment" dated December 15, 1987, Item III A, Holiday Staffing and III B Overtime Shifts, any special event outside of a member's work schedule shall receive 30 days' notice which will include the following: location, time and hours to be worked. If this condition is not met, the officer or sergeant will not be required to work the event (a special event is not an emergency).

7.04 MEAL AND REST PERIODS

A meal period of 30 minutes shall be provided to all other employees during each assigned shift no sooner than 3 hours after commencement of the shift and not later than 3 hours prior to the end of the shift. Such meal period for sworn officers (including those on detective assignment) and community service officers shall be considered time worked.

ARTICLE 8.00 OVERTIME

8.01 REGULAR/OVERTIME HOURS

The normal workweek for all bargaining unit employees shall consist of forty (40) hours. Except as provided in section 18.02 (regarding canine care), all work in excess of forty hours in a workweek shall be considered overtime and shall be compensated pursuant to the provisions of Sections 8.00-8.06 of this Agreement.

8.02 COMPENSATION/OVERTIME AUTHORIZATION

No employee shall receive compensation for overtime, whether in cash, or in time off, or a combination, unless such overtime work has been approved by the Police Chief or his designated representative.

8.03 COMPENSATION/OVERTIME

All overtime work shall be compensated at the rate of one and one-half times the hourly rate in cash. Overtime compensation shall be paid in the paycheck covering the pay period in which the overtime was worked. Except as otherwise provided in Labor Code Section 204.3, at the option of the employee, compensatory time off may be earned in lieu of cash.

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Up to 120 hours may be accumulated. Any time over that maximum shall be in cash at time and one-half. Compensatory time off will be scheduled by means of management responding to the requests of the employees. Such requests will not be arbitrarily or unreasonably denied.

8.04 OVERTIME NOT CUMULATIVE

Any hours worked which qualify as overtime under one measurement may not be used under another measurement.

8.05 FRACTIONS OF LESS THAN FIFTEEN MINUTES

No overtime payment shall be allowed for any period of less than fifteen minutes, and fractions of less than fifteen minutes of overtime worked may not be accumulated in order to total fifteen minutes or more, except where such fractions are part of a regularly scheduled shift.

8.06 OTHER

Court appearances and callbacks may also, at times, result in overtime. See Articles 17.00 and 15.00 respectively. Overtime may occur as a result of the last paragraph of section 11.00.

ARTICLE 9.00 HEALTH AND SAFETY

9.01 APPLICABLE LAWS

Employer shall comply with all applicable state, federal, and local safety regulations and shall furnish all employee safety equipment required by law or deemed necessary by the Police Chief.

ARTICLE 10.00 UNIFORMS

10.01 UNIFORMS

The employer will purchase initial uniforms for newly hired uniformed employees and will repair or replace uniforms including uniform boots, on an as-needed basis.

The City will designate a police captain to whom the officer will submit the uniform request for authorization for repair or replacement. If the officer disagrees with the captain's decision with regard to the necessity for repair or replacement, he or she may have the dispute reviewed by the Chief of Police through the grievance procedure included in this MOU.

In addition, the employer will cover the cost of reasonable cleaning of departmentally authorized uniforms. Employees will be responsible for delivering uniforms to, and retrieving uniforms from, the employer-designated cleaning establishment.

Police Officers and Sergeants assigned to the Detective unit shall be eligible to choose

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EITHER the repair, cleaning and replacement policy for their official uniforms as provided in Section 10.01 above OR a uniform allowance of \$50.00 per month for the duration of their assignment to the Detective Division. (The latter choice will be shown as taxable income on an Employee’s W-2 form.)

Compensation paid or the monetary value for the purchase, rental and/or maintenance of required uniforms will be reported to CalPERS, to the extent allowable by CalPERS.

10.02 MOTOR DUTY UNIFORM

Employer agrees to provide the following items for Police Officers and Sergeants assigned to motorcycle duty: two pairs of motorcycle pants; one pair motorcycle boots and one pair of gloves. Police Officers shall also be entitled to an allowance for safety glasses not to exceed \$20.00.

ARTICLE 11.00 HOLIDAYS

Holidays will be expressed as an annual (calendar year) bank of hours and taken as scheduling permits. Employees working 4/10 schedules shall receive 150 hours per calendar year and employees working 5/8 schedules shall receive 120 hours per calendar year. Upon termination, if an employee has not actually taken as much holiday time as a pro-rated amount, he/she will be entitled to compensation for the unused portion. For instance, if a 4/10 employee whose last day was June 30 had taken only 55 hours of holiday time, (s)he would be entitled to 20 hours of compensation. Personal Holidays are included in the foregoing 150/120 hourly figures, and not in addition to them. Employees working 4/10 schedules will be debited for 10 holiday hours when they take time off as a holiday; those working 5/8 schedules will be debited for 8 hours.

For Sergeants and Records Manager, December 25th will be a paid holiday if not worked (and 10 hours and 8 hours, respectively, of holiday time will be consumed). If worked, employee will be paid time and one half.

ARTICLE 12.00 FLEXIBLE SPENDING ARRANGEMENT CONTRIBUTIONS

A The City makes a flexible spending arrangement (“Flex Plan”) contribution on behalf of each qualified employee for medical, dental & vision coverage. For those employees who have selected health coverage through PERS, from the monthly contribution set forth herein, effective January 1, 2021 a \$143.00 per month contribution will be paid to PERS for what is sometimes referred to as “employer contribution”. This amount is the minimum amount required by PERS, recognizing that state law may increase this minimum from time to time requiring compliance by City. The City’s maximum contribution below is inclusive of the required PEMCHA minimum.

Effective Dates	Employee Only	Employee +1	Employee +2
First full pay period after ratification	\$800.00	\$1,400.00	\$1,800.00

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<u>First full pay period in July 2022</u>	<u>\$850.00</u>	<u>\$1,450.00</u>	<u>\$1,850.00</u>
<u>First Full pay period in July 2023</u>	<u>\$900.00</u>	<u>\$1,500.00</u>	<u>\$1,900.00</u>

B. Employees who can verify to the City’s satisfaction that: they have equivalent group health coverage for medical (including dental & vision), which will remain in effect until the next enrollment date will be eligible for a cash payment based on the following schedule. A “Current Grandfathered Employee” is defined as an employee hired prior to the ratification of the MOU and receiving cash-in lieu of health coverage. Current Grandfathered Employees who choose health coverage after the ratification of the MOU will no longer be eligible for the Current Grandfathered Employee cash payment amount after making such choice of health coverage.

Effective Dates	Current Grandfathered Employees (as of effective date of the MOU)	Non- Current Grandfathered Employees and New Employees
First full pay period after ratification	\$500.00	\$250.00

C. The City reserves the option of adding additional programs to the cafeteria plan, as they may become available. The City will enable interested employees to participate in union sponsored medical plans.

ARTICLE 13.00 INSURANCE

The City provides full time members of the Association term life insurance in the amount of \$50,000, short-term, and long-term disability insurance.

ARTICLE 14.00 EDUCATIONAL INCENTIVE PROGRAM

14.01 EDUCATIONAL INCENTIVE PAY

After successful completion of the probationary period, sworn police personnel and the Records Manager shall be eligible to have base pay increased by an additional two and one-half (2.5%) for completion of thirty (30) college units, five (5%) percent for completion of sixty (60) college units, and seven and a half (7.5%) percent for completion of a bachelor’s degree from an accredited institution. College units may include graduate level work. Courses and degrees must be work related as approved by the Department Head and City Manager.

To receive Educational Incentive, Pay, the Employee shall write a memo to his/her

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supervisor and include a copy of transcripts as evidence of the number of units required for the appropriate incentive pay. The supervisor will review the memo and send it to the Police Chief, who, in turn, will review it and send it to the City Manager for approval.

14.02 SWORN EDUCATIONAL REIMBURSEMENT

Beginning July 1, 2008, the education incentive is limited to a maximum of \$500 per year per employee; beginning July 1, 2009 the limited maximum amount will increase to \$1,000 per year per employee, with 100% textbook reimbursement. It is agreed by the City and the Association to negotiate in good faith on this provision upon the termination of the Memorandum of Understanding.

14.03 COMMUNITY SERVICE OFFICE EDUCATIONAL REIMBURSEMENT

Community Service Officer Education Reimbursement: Beginning July 1, 2008, the City will reimburse employees for tuition upon the completion of courses with a grade C or better, approved in advance by the City Manager, up to a maximum of \$500 per calendar year for classes completed in that same calendar year. Beginning July 1, 2009, the limited maximum amount will increase to \$1,000 per year per employee, with 100% textbook reimbursement.

14.05 P.O.S.T. CERTIFICATE PAY - POLICE SERGEANTS

Sergeants shall be eligible to receive 2.5% increase in base pay for completion of the intermediate P.O.S.T. Certificate; an additional 2.5% for completion of the Advanced P.O.S.T. Certificate; and an additional 2.5% for completion of the P.O.S.T. Supervisory Certificate provided the employee has an A.A., A.S. or equivalent Degree. This Certificate Pay may not be collected in addition to education incentive pay. This program became effective 7-1-85.

To receive P.O.S.T. pay, the Sergeant shall write a memo to his/her supervisor including a copy of the appropriate P.O.S.T. Certificate. The Supervisor shall review the memo and send it to the Police Chief, who, in turn, shall review it and send it to the City Manager for review, and, if approved, it will be effective the first of the month after approval.

14.06 CAREER OFFICER PROGRAM - POLICE OFFICERS ONLY

In accordance with standards set by Personnel Directive #4 dated November 15, 1988 the City agrees to compensate police officers qualifying under the career officer program by increasing base pay rates in the following percentages:

- Senior Officer I 2.5%
- Senior Officer II Additional 2.5% more than Senior Officer I
- Master Officer Additional 2.5% more than Senior Officer II

An officer is eligible for either the Educational Incentive Program or for the Career Officer Program but may not receive payment under both programs.

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ARTICLE 15.00 CALLBACK PAY - POLICE OFFICERS, POLICE SERGEANTS AND RECORDS MANAGER

Any Police Officer or Police Sergeant who has departed from his/her work location and is called back to work shall be guaranteed a minimum of four hours compensation at the overtime rate for each call-back. If the employee is no longer needed and at the employee's request, he/she can leave the work location and be paid at overtime rates for time actually worked. When called back, the canine officer and Detectives will receive a minimum of two hours pay at the overtime rate regardless of the number of hours actually worked. All hours worked in excess of the minimum call back shall be paid at overtime rates.

ARTICLE 16.00 NIGHT DIFFERENTIAL - POLICE OFFICERS, POLICE SERGEANTS & RECORDS MANAGER

The Employer shall compensate Police Officers, Police Sergeants and Records Manager who on a regularly scheduled basis work fifty percent (50%) or more per month of their time on swing or graveyard shift, a night differential pay of \$.50 per hour for hours worked on swing shift, and \$.75 per hour for hours worked on graveyard shift. Temporary assignments or emergency assignments for a short period of time and not on a regularly scheduled basis shall not be eligible for night differential pay.

ARTICLE 17.00 COURT APPEARANCES

Any employee who is required to testify in court in connection with an employee's usual, official duties, or in connection with a case in which the City is a party, during his normal working hours shall be allowed to do so without any loss of pay. For hours in court outside of normal assigned duty hours, employees shall be compensated for a minimum of four (4) hours pay at time and a half pay. If notice of cancellation is made to employee either through the recorded telephone message from the court or from the officer's personal voice mailbox by 6:00 p.m. the day prior to scheduled appearance, no payment will be made.

ARTICLE 18.00 TRAINING OFFICER COMPENSATION

Those positions designated by the Police Chief as Field Training Officer or Patrol Training Officer shall receive an additional five percent (5%) of salary, or pro-rated portion thereof, per month for the period actually engaged in training.

ARTICLE 19.00 SPECIALTY PAY

19.01 DETECTIVE PAY

Individuals assigned to the Detective Bureau shall be additionally compensated at the rate of five (5%) percent of base pay for performing detective duties. It is understood that this assignment is a rotational one and movement from the Detective Bureau shall not be considered a disciplinary action unless done for disciplinary reasons.

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19.02 CANINE PAY

Police Officers assigned as Canine Officers will receive additional compensation at the rate of five (5%) percent of base pay for the care and maintenance of their dog, whether the actual time is slightly more or less than that. The parties mutually agree that this is adequate for care and maintenance.

19.03 LONGEVITY PAY

Upon completion of ten (10) continuous years of service with the City, all employees covered by this MOU will receive additional compensation of five (5) percent of base pay. Effective the first full pay period after Union ratification and Council adoption of this MOU, upon completion of twenty (20) continuous years of service with the City of Capitola, all employees covered by this MOU will receive additional compensation of and additional five (5%) percent of base pay.

19.04 MOTORCYCLE PATROL PAY

Police Officers assigned by the Department to Motor Cycle Patrol will receive additional compensation at the rate of two and one half (2.5%) percent of base pay while in that assignment in full time status.

ARTICLE 20.00 ADDITIONAL COMPENSATION

20.01 FOR TEMPORARY ASSIGNMENT TO A HIGHER LEVEL VACANCY

An employee specifically assigned on a temporary basis to a higher level position shall be compensated at the pay rate for the higher level position if the service in such position exceeds a total of twenty days at any one time in any twelve-month period, which payment shall be retroactive to the first day of such services; provided, however, that the employee meets the minimum qualifications for the higher level position and the full range of duties of the higher level position is assigned. The out-of-title pay level shall be the lowest step of the salary schedule of the temporarily assigned position that will provide a salary increase of at least 5%.

20.02 POSITIONS DESIGNATED BILINGUAL

Upon the recommendation of the Police Chief or his designated representative and the approval of the City Manager, no more than two persons occupying a position designated as requiring fluency in a language other than English shall receive an additional five percent (5%) of salary.

20.03 **Deferred Compensation.** All PEPRA employees covered by this Agreement shall be eligible to participate in a deferred compensation program, upon request. The City will contribute \$25.00 per pay period.

ARTICLE 21.00 LEAVES OF ABSENCE

21.01 LEAVE MAY NOT EXCEED ONE YEAR

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A leave of absence without pay may be granted by the City Manager upon the request of the employee seeking such leave. Each request will be evaluated on a case-by-case basis.

21.02 NO LEAVE TO ACCEPT OUTSIDE EMPLOYMENT

A leave of absence without pay may not be granted to a person accepting either private or public employment outside the service of the City of Capitola.

21.03 MILITARY LEAVE

The Employer agrees to provide employees all military leave benefits guaranteed under federal, state and case law.

21.04 LEAVE FOR JURY DUTY

Leave of absence with pay shall be granted to a person while serving on jury duty, including time spent going to and from court and serving on jury duty. Any jury fee awarded to such person shall be deposited with the City Treasurer. Any person assigned to an afternoon or evening shift shall be entitled to equal time off leave with pay from his or her next regularly scheduled shift for all time spent while going to and from court and serving jury duty.

ARTICLE 22.00 VACATION

22.01 ACCRUAL

Effective 12/1/00, all employees in this unit shall accrue vacation as set forth in the following chart. The rates shown are for full time employees. On the effective date of this plan, all employees in the unit are full time. If a position hereafter is occupied on less than a full time basis, the rates of accrual will be adjusted as set forth in Section 4 (b) of the attached standard provisions. The rate at which vacation accrues is not affected by whether or not overtime is worked in a pay period. Vacation accrues while on sick leave, except that it does not accrue after the date of separation. Employees working 4/10 schedules and those working 5/8 schedules will both be debited for 40 hours of vacation for each complete week (Sunday through Saturday) of vacation taken. For partial weeks, a 4/10 employee will be debited 10 hours for each day of vacation taken that the employee would have been scheduled to work if vacation had not been taken; 8 hours for 5/8 employees.

Year of Service	Number of Hours/Years
1	80
2	80
3	100
4	100
5	120
6	130

Communication: A. Item 8.G – two staff provided attachments (ADDITIONAL MATERIALS)

7	140
8-9	150
10-14	160
15-17	170
18-19	180
20+	200

An employee is in the first ‘year of service’ from the first through the 365th day of employment and (except leap years) on the 366th day is in the second year of service.

22.02 VACATION – MANDATORY CASH OUT

An employee who has accumulated more than 504 hours as of the last pay period in April of any year shall be paid in cash at a rate equal to 100% of his/her current hourly pay rate for all hours in excess of 504 except that such payment shall not exceed the employees annual vacation accrual amount These cash out payments will be included with the paycheck for the first full pay period in May.

22.03 VACATION CASH OUT ON TERMINATION

Upon termination, an employee shall be paid for all accumulated vacation to the separation date, at a rate equal to 100% of his/her current hourly pay rate.

22.04 VACATION ACCRUAL AND USAGE BEGINNING DATES

Vacation will begin to accrue as of the date of employment. An employee may take vacation upon the completion of one year of service.

22.05 MAXIMUM/MINIMUM ANNUAL VACATION LEAVE

In all instances, the Employee shall have the right to take the earned equivalent of one year’s vacation accumulation at one time. In the event the Employee wishes to take more than one year’s accumulation, approval of the supervisor is required.

22.06 EFFECT ON LEAVE WITHOUT PAY ON VACATION CREDIT

No vacation credit shall be earned during the period when an employee is absent on leave without pay.

22.07.01 WHEN VACATION MAY BE TAKEN - ALL EMPLOYEES BUT SERGEANTS AND RECORDS SUPERVISOR

On December 1st of each year, the Patrol Captain and POA President will post a vacation schedule calendar. All such employees will pick one “major” block of vacation in order of seniority. All vacation picks will be made with regard to Section 21.07.03 of this Memorandum and current Department policy. The calendar will be submitted to the Patrol Captain no later than January 15th.

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Other vacation requests will be submitted in accordance with current practice and seniority will prevail in the event of conflicts between employees. The POA President and the Association will handle all conflicts.

22.07.02 WHEN VACATION MAY BE TAKEN - SERGEANTS AND RECORDS SUPERVISOR

The Police Chief or his designated representative shall in each case determine when vacation leave may be taken. Sergeants and records supervisors shall be allowed to divide their vacation leave in any calendar year into segments.

22.07.03 VACATION CONFLICTS

Seniority in the City service among employees in a classification and working unit, consistent with department operating requirements, shall be the basis on which vacation schedule conflicts are resolved. In any calendar year, the first such conflict shall be resolved in favor of the most senior employee. Subsequent vacation schedule conflicts shall be resolved in favor of the most senior employee who has not, by virtue of his senior position, previously had such a conflict resolved in his favor during the calendar year. In the event of vacation schedule conflicts among such employees, all of whom have, by virtue of their senior positions, had such conflicts resolved in their favor during the calendar year, the senior employee who has had the least number of such conflicts resolved in his favor shall prevail. Vacation leave can be started on any day of the week.

22.08 RATE OF VACATION PAY

Compensation during vacation shall be at the rate of compensation that such person would have been entitled to receive if working at the time vacation occurs.

ARTICLE 23.00 SICK LEAVE

23.01 ACCRUAL

Sick leave accrues at rate of 120 hours per year for sworn officers and Community Service Officers, and all unit employees working a 5/8 shift including Detectives and the Records Manager shall accrue ninety-six (96) hours of sick leave per year. The rate at which sick leave accrues is not affected by whether or not overtime is worked in a pay period. Sick leave accrues on a prorated basis, based upon a 30-day month. Accrued but unused sick leave has no cash value and shall not be cashed out.

23.02 LABOR CODE SECTION 4850

Nothing in this article will be deemed to supersede Labor Code Section 4850.

23.03 SICK LEAVE USAGE

A 4/10 employee will be debited 10 hours for each day of sick leave taken that the employee

Communication: A. Item 8.G – two staff provided attachments (ADDITIONAL MATERIALS)

would have been scheduled to work if sick leave had not been taken; 8 hours for a 5/8 employee.

23.04 MEDICAL REPORT

To the maximum extent allowable under the Family and Medical leave Act and the Family Rights Act, the Police Chief, as a condition, of granting sick leave with pay, may require medical evidence of sickness or injury acceptable to the Police Chief, which may include a statement of diagnosis and treatment from a licensed physician or a medical clearance to return to work. Absent exceptional circumstances, no medical evidence will be requested for absences of three or less consecutive days.

23.05 EMERGENCY LEAVE: SICKNESS IN IMMEDIATE FAMILY

Leave of absence with pay because of sickness or injury or disability in the immediate family of an employee may be granted by the Police Chief during the time reasonably necessary to care for the sick person or arrange for care of the sick person by others, but not to exceed the amount of accrued sick leave of such person. Time taken for leave of absence under the provisions of this subsection shall be deducted from the accrued sick leave of such person. For the purposes of this subsection “immediate family” means mother, step-mother, father, step-father, husband, wife, son, step-son, daughter, step-daughter, foster parent, foster child, or any person sharing the relationship of in loco parentis; and when living in the household of the employee, a brother, sister, brother-in-law, sister-in-law, mother-in-law, father-in-law and grandparents. The chief’s discretionary authority under this section does not lessen any employee rights under the FMLA or CFRA.

23.06 BEREAVEMENT LEAVE

Leave of absence with pay because of death in the immediate family of an employee shall be granted for a period not to exceed three days. Entitlement to leave of absence under this section shall be in addition to any other entitlement for sick leave, or any other leave. For purposes of this section, “immediate family” means mother, step-mother, father, step father, husband, wife, son, step-son, daughter, step-daughter, brother, sister, foster parent, foster child, brother-in-law, sister-in-law, mother-in-law, father-in-law and grandparents.

ARTICLE 24.00 WAGES & EMPLOYMENT STATUS (SEE ATTACHMENT A)

All wages for employees covered by this Agreement shall be paid in accordance with the provisions of the attached wage schedule and progression through the steps will be in accordance with Article 24.05.

24.01. WAGES SCHEDULES/HOURLY RATES

The wage schedules contained in, or attached to, this Memorandum of Understanding set forth the base pay, subject to such adjustments (such as longevity pay) as are specifically set forth in this MOU. Letters, such as “A” to “F”, designate the respective pay steps for each position. The rates contained in the wage schedule do not include overtime or benefits.

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Whenever it is necessary to compute an hourly pay rate in order to apply any provision of this MOU, that will be done by multiplying any monthly rate by 12 in order to derive an annual rate, and dividing the annual rate by 2080 (or proportionate number of hours for part time positions, e.g., 1040 for a half-time position).

24.02. SERVICE

The word “service” as used in this Memorandum of Understanding means continuous full-time service in the position in which the employee is being considered for salary advancement, service in a higher position, or service in a position allocated to the same salary schedule and having generally similar duties and requirements. A lapse of service of any employee for a period of time longer than thirty days by reason of resignation or discharge shall serve to eliminate the accumulated length of service time of such employee, and any such employee re-entering the service of the City shall be considered as a new employee.

24.03. TYPES OF APPOINTMENT

a. Probationary Appointment

A probationary appointment is for a specified period of time, during which job performance is evaluated as a basis for subsequent regular appointment

b. Regular Appointments

A regular appointment ordinarily follows successful completion of a probationary period. “Regular” means a position that is, regardless of the number of hours worked per week, intended to be continuous and uninterrupted (except for authorized paid or unpaid leave). Positions intended to be seasonal, of a limited term, on call only, emergency, intermittent, substitute, or on any other irregular basis are not “regular.” The positions set forth in the wage schedule are all regular positions, and unless specifically stated, the pay rate is applicable to a full-time position. All positions covered by this section are half time or more.

c. Acting appointments

An acting appointment occurs when an employee is temporarily assigned to, and performs all the duties of, a position other than the position he/she normally occupies, or when an employee is assigned an acting appointment pending evaluation of the employee’s ability to perform the duties of the position.

d. Accruals for part time positions

When a position is less than full time it will be classified by a fraction. For example, “half-time” regular employment is expected to average 20 hours per week, “three-quarters” employment is expected to average 30 hours per week. Vacation accrual, sick leave accrual, Flex Plan contributions, holidays, personal holidays are paid or accrued according to these classifications. Thus, compared to a full-time employee, a half-time

Communication: A. Item 8.G – two staff provided attachments (ADDITIONAL MATERIALS)

employee, even if actual time occasionally exceeds or falls below 20 hours in a week, when compared to a full time employee: receives one-half the Flex Plan contribution; accrues one-half the number of hours of vacation or sick leave; and is paid for four hours on a holiday or personal holiday.

24.04. BEGINNING SALARY RATES

A new employee's base pay shall be computed by using the rate shown as step "A" in the schedule allocated to the class of employment for which the employee has been hired, except that upon recommendation of the department head under whom the employee will serve and with the approval of the City Manager, such new employee may be employed at a higher step, depending upon the employee's qualifications.

24.05. ADVANCEMENT WITHIN THE SCHEDULE

The following provisions govern salary advancement within the schedule:

a. Probationary advancement

Upon successful completion of probation, an employee (except an employee that was hired at the top step) will advance one step.

b. Regular Merit advancement

An employee may be considered for advancement upon completion of the minimum length of service specified for step increases. Unless specifically otherwise stated, this will be 12 months for full-time appointments and proportionately adjusted for other appointments. For instance, half-time appointments will be evaluated for regular merit adjustments every 24 months. Advancement to higher steps shall be granted only for continued meritorious and efficient service and continued improvement by the employee in the effective performance of the duties of the position held.

c. Special Merit advancement

When an employee consistently demonstrates exceptional ability and proficiency in the performance of assigned duties, the supervising department head may recommend to the City Manager that said employee be advanced to a higher pay step without regard to the minimum length of service provisions contained in this MOU. The City Manager may approve and effect such advancement.

d. Denial of advancement

When an employee has not been approved for advancement to the next higher wage step, such employee may be reconsidered for such advancement after the completion of three months of additional service.

24.06. PROMOTION TO A NEW POSITION

When an employee is promoted to a position in a higher classification, such employee shall

Communication: A. Item 8.G – two staff provided attachments (ADDITIONAL MATERIALS)

be assigned to step “A” in the appropriate schedule for the higher classification. However, if such employee is already being paid at a rate equal to or higher than step “A”, he/she shall be placed in the step in the appropriate salary schedule which will grant such employee a salary increase of not less than 5%.

24.07. EFFECTIVE DATE OF A PAY INCREASE

A merit pay advancement for an employee shall become effective on the first day of the pay period in which the minimum length of service has been satisfactorily completed. All other pay rate changes, except those given a specific calendar date herein, shall become effective at the beginning of a two week pay period as approved by the City Manager.

24.08 PAY INCREASE SCHEDULE

- Effective the first pay period after union ratification and Council approval of the MOU in accordance with the Brown Act, the salary ranges for all classifications in this Unit shall be increased as follows:
 - Sworn employees (Police Officer and Police Sergeant)- 3.0%
 - CSO- 1.0%
 - Records Manager- 2.0%
- Effective the first full pay period of July 2022, the salary ranges for all classifications in this Unit shall be increased as follows:
 - Sworn employees (Police Officer and Police Sergeant)- 3.0%
 - CSO- 1.0%
 - Records Manager- 2.25%
- Effective the first full pay period of July 2023, the salary ranges for all classifications in this Unit shall be increased as follows:
 - Sworn employees (Police Officer and Police Sergeant)- 3.0%
 - CSO- 1.0%
 - Records Manager- 2.25%

Additionally, upon ratification, all sworn personnel (Police Officer and Police Sergeant) shall receive a one-time market salary study increase of 1.25% effective upon ratification.

ARTICLE 25.00 GRIEVANCES

25.01 DEFINITION

A grievance is defined as an allegation by an employee or group of employees that the Employer has failed to provide a condition of employment, which is established by law, Memorandum of Understanding, by written City or departmental rules, provided that the

Communication: A. Item 8.G – two staff provided attachments (ADDITIONAL MATERIALS)

enjoyment of such right is not made subject to the discretion of the Police Chief or the Employer by the terms of this Memorandum of Understanding and, provided further, that the conditions of employment which is the subject matter within the scope of representation as defined in California Government Code Section 3504.

25.02 DEPARTMENT REVIEW AND ADJUSTMENT OF GRIEVANCES

The following is the procedure to be followed in the resolution of grievances.

25.02.01 An employee 'having a grievance shall have the right to consult with and be assisted by a representative of his own choice in this and all succeeding steps of this subparagraph 23.02 and may thereafter file a grievance in writing with his immediate supervisor. Within five actual working days after receipt of any written grievance, the immediate supervisor shall return a copy of the written grievance to the employee with his answer thereto, in writing.

If the grievance is not resolved at the first level, the employee shall have five actual working days after receipt of the answer within which to file an appeal with the Captain. The Captain shall have five actual working days in which to review and answer the grievance in writing. If the grievance is not resolved at this second level, the employee shall have five actual working days after receipt of the answer within which to file an appeal with the Police Chief. The Police Chief shall have five actual working days in which to review and answer the grievance in writing. If the grievance is not resolved at this third level, the employee shall have five actual working days from receipt of the answer within which to file an appeal with the City Manager.

25.02.02 The City Manager shall have five actual working days in which to review, and if necessary, hold hearings, and answer the grievance in writing. Unless waived by the mutual agreement of the employee or his representative and the City Manager, a hearing is required at this step, and the employee, and his representative, shall have the right to be present at, and participate in such hearing. The time limit at this step may be extended by mutual agreement between the City Manager and the employee or his representative. The Union may, in its own name, file a grievance alleging that the Employer has failed to provide it some organizational right which is established by law, provided that such right is not made subject to the discretion of the Police Chief or Employer. Such Union grievances shall be filed with the City Manager and heard and determined pursuant to the provisions of this step of the grievance procedure.

25.02.03 In the event that the grievance is not resolved at the City Manager's level, the Employee may, within ten (10) working days, request that the grievance be heard by the City Council.

25.03 EFFECT OF FAILURE OF TIMELY ACTION

Failure of the employee to file an appeal within the required time limit at any step shall constitute an abandonment of the grievance. Failure of the Employer to respond within the time limit at any step shall result in an automatic advancement of the grievance to the next step.

Communication: A. Item 8.G – two staff provided attachments (ADDITIONAL MATERIALS)

25.04 LIMITATION ON STALE GRIEVANCES

A grievance shall be void unless presented within twenty-one (21) calendar days from the day upon which the Employer has allegedly failed to provide a condition of employment, or within twenty-one (21) calendar days from the time at which an employee might reasonably have been expected to have learned of such alleged failure to provide. In no event shall any grievance include a claim for money relief for more than the twenty-one-day period plus such reasonable discovery period.

25.05 EXCLUSION OF NON-RECOGNIZED ORGANIZATIONS

For the purpose of this section, the provisions of Article 4.00 of this Agreement shall not be construed to limit the employee's right of selection of a representative to the extent that the agents of any other employee organization which is not party to this Agreement, are specifically excluded from so acting. In those cases in which an employee elects to represent himself or arranges for other representation, Association shall have the right to participate in the resolution procedure for the purpose of protecting the interest of its members in negotiated conditions of employment.

ARTICLE 26.00 DEPARTMENTAL VEHICLES AND EQUIPMENT

- 26.01 Patrol Vehicles (Defined). Any motor vehicle as defined under the provisions of Sections 415 and 165 of the California Vehicle Code.
- 26.02 All necessary repairs and maintenance of vehicles (as defined 'in Section 25.01) shall be performed as necessary to insure the safety of the operator of the vehicle.
- 26.03 Under no circumstances will a Supervisor or the Department require an employee to operate an unsafe patrol vehicle or other equipment.
- 26.04 An employee may refuse to operate a vehicle that is unsafe. The watch commander shall determine the vehicle's condition upon an employee complaining of safety hazards. The patrol vehicle shall not be used until repaired if a determination is made of safety problems.
- 26.05 Routine maintenance of a patrol vehicle shall be no less than required by the manufacturer. Only high-quality parts and tires will be used on the vehicles.
- 26.06 Capitola Police Officers' Association may review and make recommendations on any new patrol or emergency vehicle purchased or leased by the City for use by its members prior to putting out bids for purchase purposes.
- 26.07 Any equipment necessary for the safety of any operator shall be provided for the departmental vehicles.
- 26.08 All patrol vehicles will be fitted as nearly as practical with identical controls for activating emergency lighting, siren and communication equipment. As new equipment is purchased, every effort will be made to locate the controls in the same general area in the patrol vehicle.

Communication: A. Item 8.G – two staff provided attachments (ADDITIONAL MATERIALS)

ARTICLE 27.00 RETIREMENT - PUBLIC EMPLOYEES RETIREMENT SYSTEM

27.01 CLASSIC MISCELLANEOUS

The City participates in the California Public Employees Retirement System (CalPERS) operated by the State of California. Benefits provided are detailed in separate publications, depending upon the plan. City agrees to provide 2.5% at 55 Retirement Plan for Classic Miscellaneous employees in the Unit and the single-highest-year option.

Upon ratification, all Classic Miscellaneous employees shall contribute 13.392% of their reportable salary to CalPERS. This contribution shall not be reduced or increased unless negotiated by the parties in future negotiations.

27.02 CLASSIC SWORN

The City participates in the California Public Employees Retirement System (CalPERS) operated by the State of California. Benefits provided are detailed in separate publications, depending upon the plan. City agrees to provide 3% at 50 Retirement Plan for Classic Safety employees in the Unit.

Upon ratification, all Classic Sworn employees shall contribute 14.974% of their reportable salary to CalPERS. This contribution shall not be reduced or increased unless negotiated by the parties in future negotiations.

27.05 PERS CREDIT

The City shall expeditiously implement the PERS Credit for Unused Sick Leave and employee paid Military Service Credit options.

27.06 PEPRA EMPLOYEES

Public Employees' Pension Reform Act for Safety Employees hired by the City on or after January 1, 2013 and who do not qualify as Classic members as determined by CalPERS, are considered PEPRA Employees. CalPERS has by statute implement a 2.7% @ 55 pension formula, based on a three-year average compensation. Employees in this category shall pay minimum of 50% of the normal cost rate as determined by CalPERS.

Public Employees' Pension Reform Act (PEPRA) for Miscellaneous Employees hired by the City on or after January 1, 2013 and who do not qualify as Classic members as determined by CalPERS, are considered PEPRA Employees. CalPERS has by statute implemented a 2.0% @ 62 pension formula, based on a three-year average compensation. Employees in this category shall pay 50% of the normal cost rate as determined by CalPERS.

ARTICLE 28.00 PHYSICAL EXAMINATIONS

City agrees to pay up to \$100 over the amount covered by the health insurance for an annual physical exam.

Communication: A. Item 8.G – two staff provided attachments (ADDITIONAL MATERIALS)

ARTICLE 29.00 FAMILY & MEDICAL LEAVE ACT OF 1993

The City shall follow the provisions provided for family leave as specified in the federal Family & Medical Leave Act of 1993 (FMLA), and the California Family Rights Act (CFRA) as they apply to public employers.

ARTICLE 30.00 MISCELLANEOUS

- 30.01 POA agrees to waive the Police Department’s past practice of giving a 30-day notice for the current shift change.
- 30.02 During the term of this Agreement, each sworn employee that, in response to the Chief’s directive, purchased a tape recorder before 2/15/01 will be reimbursed up to forty (\$40) of the recorder’s cost. After that date the City will choose between either supplying such recorders or reimbursing the employee up to \$40 for such recorders.

ARTICLE 31.00 DRUG POLICY

The City has adopted Administrative Policy Number II-6 “USE OF ALCOHOL/DRUGS DURING HOURS OF EMPLOYMENT; POSSESSION OF ALCOHOL/DRUGS IN/ON PROPERTY; ADVERSE EFFECTS OF USE OF ALCOHOL/DRUGS OUTSIDE HOURS OF EMPLOYMENT ON JOB PERFORMANCE”.

ARTICLE 32.00 FAIR LABOR STANDARDS ACT (FLSA)

All positions included in this Memorandum of Understanding are covered by appropriate sections of the Fair Labor Standards Act of 1935, as amended.

32.01 SECTION 207(K) AGREEMENT

- A. The City shall exercise its rights under 29 USC section 207(k) to use a 14-day work period and 86-hour threshold for FLSA overtime purposes. Accordingly, FLSA overtime shall only be paid when an employee actually works more than 86 hours in 14 days.
- B. Investigators will not receive overtime simply for working their regular schedule (4x9-hr, 1x8-hr + 4x9hr) each 14 days.
- C. Contractual overtime shall be paid for all hours worked beyond any employee’s regularly scheduled hours on a daily or bi-weekly basis. So any additional hours worked in excess of 80 hours biweekly for investigators and 40 hours per week for other employees shall be paid as contractual overtime until the requirement to pay FLSA overtime applies. For example, if an employee works 80 hours of regularly-scheduled work in 14 days and 20 hours of overtime, the first 6 hours of overtime would be contractual overtime with the remaining 14 being FLSA overtime.

Communication: A. Item 8.G – two staff provided attachments (ADDITIONAL MATERIALS)

- D. "Hours worked" for FLSA purposes, shall include regular and holiday hours, as well as sick, vacation, or compensated leave scheduled in advance by at least ten days.
- E. For eligible employees, FLSA overtime shall include the cash-in-lieu and other required premiums in the "regular rate of pay". Contractual overtime will include all premiums used in the regular rate of pay except cash-in-lieu of medical contribution.

ARTICLE 34.00 PERSONNEL RULES

The City retains the right to amend and create personnel rules, provided they are not in conflict with specific provisions of this MOU. Where appropriate, City will meet and confer with applicable employee group or groups consistent with the MMBA requirement (Government Code Section 3500 and following), before amending or creating new personnel rules.

ARTICLE 35.00 LAYOFF PROCEDURES

Layoffs shall be governed by Personnel Rule 12, in addition, all sworn members of this unit, if being reinstated after a layoff, must be certified by a physician as able to fully perform the duties of the sworn position. The member may choose their own physician, or at the member's request the City will pay for its choice of physician. The sworn member must have a current basic POST certificate prior to reinstatement.

ARTICLE 36.00 MILEAGE REIMBURSEMENT

Employees required to use their personal vehicles while on City business will be reimbursed at the rate set by the Internal Revenue Service.

ARTICLE 37.00 SAVINGS CLAUSE

If any provision of this Agreement shall be held invalid by operation of law or by any court of competent jurisdiction, or if compliance with enforcement of any provision shall be restrained by any tribunal the remainder of this Agreement shall not be affected thereby, and the parties shall enter into negotiations for the sole purpose of arriving at a mutually satisfactory replacement for such provision.

ARTICLE 38.00 ENACTMENT

This Memorandum will be effective on upon ratification.

CITY OF CAPITOLA

CAPITOLA POLICE OFFICERS' ASSOC.

Jamie Goldstein
City Manager

Date

Date

Communication: A. Item 8.G – two staff provided attachments (ADDITIONAL MATERIALS)

Woodmansee, Chloe

From: AnnMarie@CapitolaWineBar.com
Sent: Monday, August 23, 2021 5:00 PM
To: City Council
Cc: Doug
Subject: Outdoor Dining in the Village beyond September 13th

Follow Up Flag: Follow up
Flag Status: Completed

Hello,

Thanks again for letting us have outdoor dining in the village. It has made our village more charming than ever.

Last year, when we were granted the space for outdoor dining in June, the city council said we could have the space through Labor Day. This year, we are hearing the same; with the exception of we can have it through Art & Wine, so September 13th. Last year it was difficult to plan accordingly when we, the business owners, weren't sure if we were going to keep the space or not for any length of time. Upkeep as well as new expenditures for the parklet is an expense that can be deferred if we aren't going to be able keep these parklets any later than September 13th.

It would be great to extend through the end of October or even later. As you all know, September and October are fabulous months in the village. Ideally, we would like to continue with outdoor dining until the next solution comes along after the January 2022 Coastal Commission meeting. This would make it easier on the businesses to deal with the excess outdoor furniture that was purchased, instead of finding temporary storage solutions.

Thanks for listening,

--
Ann Marie Conrad
Owner
Capitola Wine Bar & Merchants

www.capitolawinebar.com
[instagram.com/capitolawinebar](https://www.instagram.com/capitolawinebar)
[facebook.com/capitolawinebar](https://www.facebook.com/capitolawinebar)

Communication: B. Item 9.A – two public comment emails (ADDITIONAL MATERIALS)

Woodmansee, Chloe

From: Melissa <serritenomeli@hotmail.com>
Sent: Thursday, August 26, 2021 12:46 PM
To: City Council
Subject: Capitola Village Outdoor Seating

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Capitola City Council-

Hope everyone is doing well. We are Melissa and Carlos Pacheco. We are the owners of Caruso's Restaurant. First of all we would like to thank The City Of Capitola for all of the support that we have received during these difficult times. If it wasn't for the Outdoor Dinning I don't think we would have survived Covid. It has been one of the best things that has happened to Capitola Village. Every customer that comes to our restaurant raves about how awesome it is to have Outdoor Dinning. They say it reminds them of Europe. Summer has been great. But now with everything changing. We are really concerned about The Delta Variant. Our biggest concern is that if the Outdoor Dinning is removed on September 13, and Delta Variant cases rise. Then indoor dining will be shut down and we will not have any Outdoor Dinning to provide for our guest. This will make everything very difficult for our business because our sales will go down and we will have to go back to square one. During the fall we still have beautiful weather and tourist still visit Capitola Village. I feel that removing the Outdoor Dinning will affect our business and our village. Please take into consideration our request and we would really appreciate it.

Sincerely
Melissa and Carlos Pacheco
Caruso's Owners

Sent from my iPhone

Communication: B. Item 9.A – two public comment emails (ADDITIONAL MATERIALS)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF AUGUST 26, 2021

FROM: City Manager Department

SUBJECT: Consider the July 22 City Council Meeting Minutes

RECOMMENDED ACTION: Approve minutes.

DISCUSSION: Attached for Council review and approval are the minutes from the regular City Council meeting held on July 22, 2021.

ATTACHMENTS:

1. 7-22-21 draft

Report Prepared By: Chloe Woodmansee
City Clerk

Reviewed and Forwarded by:

A handwritten signature in black ink, appearing to be "J. Goldstein".

Jamie Goldstein, City Manager

8/20/2021

**CAPITOLA CITY COUNCIL
DRAFT REGULAR MEETING MINUTES
THURSDAY, JULY 22, 2021 - 7 PM**

CLOSED SESSION

**CONFERENCE WITH LABOR NEGOTIATORS
(Gov't Code § 54957.6)**

Negotiators: Algeria Ford, Larry Laurent

Employee Organizations: (1) Police Captains; (2) Capitola Police Officers Association

REGULAR MEETING OF THE CAPITOLA CITY COUNCIL - 7 PM

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Council Member Jacques Bertrand: Remote, Council Member Kristen Petersen: Absent, Vice Mayor Sam Storey: Remote, Mayor Yvette Brooks: Remote, Council Member Margaux Keiser: Remote.

2. REPORT ON CLOSED SESSION

City Attorney Samantha Zutler announced there was no action taken.

3. ADDITIONAL MATERIALS

A. Item 8.B – one staff provided attachment

B. Item 8.C – eight public comment emails

4. ADDITIONS AND DELETIONS TO AGENDA

5. ORAL COMMUNICATIONS – NONE

6. STAFF / CITY COUNCIL COMMENTS

Council Member Bertrand announced his resignation from the Area Agency on Aging.

Council Member Keiser stated that the Commission on the Environment held a meeting, where they discussed gas powered leaf blowers and the increase in one-time-use to-go containers due to the pandemic. She reminded the public that these meetings are open to the public.

7. CONSENT ITEMS

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
July 22, 2021

MOTION:	APPROVE, DIRECT, AND ADOPT AS RECOMMENDED
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jacques Bertrand
SECONDER:	Margaux Keiser
AYES:	Jacques Bertrand, Sam Storey, Yvette Brooks, Margaux Keiser
ABSENT:	Kristen Petersen

- A. Consider the June 24 City Council Meeting Minutes
RECOMMENDED ACTION: Approve minutes.
- B. Approval of City Check Registers Dated June 4, June 11, June 18, June 25, and July 2.
RECOMMENDED ACTION: Approve check registers.
- C. Community Grants Strategic Plan Contract
RECOMMENDED ACTION: Direct the City Manager to enter into a contract with Optimal Solutions Consulting for \$29,400 to develop a strategic plan to implement the process improvements to the Capitola Community Grant Program approved by the Council on February 13, 2020.
- D. 41st Avenue Traffic Signal Coordination Project Authorization to Advertise for Construction Bids
RECOMMENDED ACTION: Approve the plans, specifications, and estimate for the 41st Avenue Adaptive Signal Control project (estimated at \$420,000) and authorize advertising for construction bids.
- E. Consider a Resolution Allocating the 2021/22 Road Maintenance and Rehabilitation Account Funds
RECOMMENDED ACTION: Adopt the proposed resolution allocating the 2021/22 Road Maintenance and Rehabilitation Account (RMRA) funds to engineering and construction of a pavement management program project.

8. GENERAL GOVERNMENT / PUBLIC HEARINGS

- A. Receive Update on Pandemic Response
RECOMMENDED ACTION: Make the determination that all hazards related to the worldwide spread of the coronavirus (COVID-19) as detailed in Resolution No. 4168 adopted by the City Council on March 12, 2020, still exist and that there is a need to continue action.

City Manager Jamie Goldstein presented the staff report.

Vice Mayor Storey requested that active COVID-19 case numbers be included in the Friday Update to City Council.

There was no public comment.

Vice Mayor Storey urged the public to get vaccinated.

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
July 22, 2021

MOTION:	DETERMINE THAT ALL HAZARDS STILL EXIST AND ACTION MUST CONTINUE
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Margaux Keiser, Council Member
SECONDER:	Sam Storey, Vice Mayor
AYES:	Jacques Bertrand, Sam Storey, Yvette Brooks, Margaux Keiser
ABSENT:	Kristen Petersen

B. Consider Capitola Village Banners Design

RECOMMENDED ACTION: Approve the Capitola Village Banners as recommended by the Capitola Art and Cultural Commission in partnership with the Capitola Beach and Village Improvement Association.

Assistant to the City Manager Larry Laurent presented the staff report.

Council Member Keiser asked if all sample banners will be hung in the village. Assistant Laurent explained that three or four of the examples would be used throughout the Village, though not along the Esplanade to avoid blocking the view of the ocean. Council Member Keiser remarked that the art on one banner looked particularly like a specific Village business.

In public comment, Laurie Hill thanked the City and the Art and Cultural Commission for collaborating on this project. Alexander Pedersen said he supported the banners and complimented the art.

Council Member Bertrand expressed concern about the imagery in one of the banners.

Vice Mayor Storey stated that the Art and Cultural Commission unanimously approved the banners on July 13, 2021 for submittal to Council and thanked the artist for her work.

MOTION:	APPROVE THE CAPITOLA BANNERS AS RECOMMENDED BY THE ART AND CULTURAL COMMISSION
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Margaux Keiser
SECONDER:	Jacques Bertrand
AYES:	Jacques Bertrand, Sam Storey, Yvette Brooks, Margaux Keiser
ABSENT:	Kristen Petersen

C. Parklet Program Update

RECOMMENDED ACTION: Receive a report on additional details about the future village outdoor dining parklet program and extend the COVID-19 temporary use permits allowing for outdoor dining on Capitola Avenue, Monterey Avenue, and Lawn Way through September 13, 2021.

Council Member Keiser recused herself due to a financial conflict.

Community Development Director Katie Herlihy presented the staff report with Public Works Director Steve Jesberg.

In response to a question from Mayor Brooks, Director Herlihy explained the recommended extension of temporary outdoor dining to September 13 was decided after speaking with the organizers of the Art and Wine Festival.

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
July 22, 2021

Regarding the coastal access/improvement costs, Council Member Bertrand confirmed that the cost of the Wharf maintenance did not include the upcoming special repairs. He also asked if bike racks alongside the parklets would be considered a benefit to coastal access by the Coastal Commission to which Director Herlihy replied yes.

Vice-Mayor Storey confirmed that the Coastal Commission suggested restricting funds from parklet rentals for coastal access/improvements. In response to a second question, Director Jesberg explained that a parklet's concrete slab would allow for eventual removal without street damage, and that the concrete would be installed with a gap between it in the curb to allow for drainage.

In public comment, Darmush Patel spoke to his need for parking in front of the Village Hotel. Carrie Arnone, Chamber of Commerce, retracted her previous request for the temporary outdoor dining's removal and said that the new extension to September 13 will work with the Art and Wine Festival. Josh Fisher thanked Council and Public Works staff for their work on the temporary outdoor dining.

Vice-Mayor Storey thanked the Chamber for their input and encouraged staff to keep in mind that with rising COVID cases, the situation may need to be analyzed and extended through the fall.

MOTION:	EXTEND OUTDOOR DINING IN ALL CURRENT AREAS TO MONDAY, SEPTEMBER 13, 2021.
RESULT:	ADOPTED [3 TO 0]
MOVER:	Sam Storey
SECONDER:	Yvette Brooks
AYES:	Jacques Bertrand, Sam Storey, Yvette Brooks
ABSENT:	Kristen Petersen
RECUSED:	Margaux Keiser

D. Authorize the Advertisement of Construction Bids for the Wharf Rehabilitation Project - Phase 1

RECOMMENDED ACTION: Approve the plans, specifications, and estimate for construction for the Wharf Rehabilitation Project, Phase 1 (estimated cost \$482,500), and authorize Public Works to advertise for construction bids.

Director Jesberg presented the staff report.

In response to a question from Vice-Mayor Storey, Director Jesberg explained the process of filling the piles and the project's timeline.

In response to Council Member Bertrand, Director Jesberg stated that the piles currently support the Wharf, however they could fail in a storm, which is why repairs are timely.

There was no public comment.

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
July 22, 2021

MOTION:	APPROVE THE PLANS, SPECIFICATIONS, AND ESTIMATE AS RECOMMENDED
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sam Storey, Vice Mayor
SECONDER:	Jacques Bertrand, Council Member
AYES:	Jacques Bertrand, Sam Storey, Yvette Brooks, Margaux Keiser
ABSENT:	Kristen Petersen

E. Library Lease Ordinance First Reading

RECOMMENDED ACTION:

1. Determine the bid received from Santa Cruz County to lease the property at 2005 Wharf Road, and operate and maintain the Capitola Library with a rent payment of one dollar per year offers the greatest economic return to the City; and
2. Approve the first reading and waive reading of the text of the proposed uncodified Ordinance allowing the City to enter a lease with a term in excess of 55 years and authorizing a 99-year lease with Santa Cruz County for the Capitola Library.

City Manager Goldstein presented a staff report.

City Manager Goldstein confirmed that the library deck is considered part of the park and, is therefore maintained by the library system; he pointed out that the “tot lot” is considered a City park and is therefore excluded from the lease. In response to a question, the City Manager explained that policy decisions affecting the City are taken to the Library Advisory Committee on which the City is represented by Michael Termini.

The City Manager confirmed that either he or the Public Works director will be considered the lease administrator. Vice-Mayor Storey asked about the lease and if certain fees should be present on the lease document; City Attorney Zutler responded that such fees are commonly left off lease documents to no detriment.

Council Member Bertrand asked if the City can enforce the “library parking only” rule at this site. Director Jesberg responded that signs are present and the Police Department can enforce the rule.

MOTION:	1) DETERMINE THE SANTA CRUZ COUNTY BID TO LEASE THE PROPERTY AT 2005 WHARF ROAD OFFERS THE GREATEST ECONOMIC RETURN AND 2) APPROVE THE FIRST READING OF THE UNCODIFIED ORDINANCE AS RECOMMENDED
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sam Storey, Vice Mayor
SECONDER:	Jacques Bertrand, Council Member
AYES:	Jacques Bertrand, Sam Storey, Yvette Brooks, Margaux Keiser
ABSENT:	Kristen Petersen

F. Consider Bail Schedule for Fiscal Year 2021/22

RECOMMENDED ACTION: Adopt the proposed Resolution repealing Resolution No. 4149 and adopting the new bail schedule.

The City Clerk presented the staff report.

In response to a question from Council Member Bertrand, City Clerk Woodmansee explained that fines are calculated by comparing similar infractions and fines adopted by other local jurisdictions.

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
July 22, 2021

There was no public comment.

After a discussion regarding tobacco compliance, Police Chief McManus emphasized that the base bail fine is a small piece of the entire enforcement effort and that escalating penalties to the licensee is a bigger deterrent.

MOTION:	ADOPT THE RESOLUTION AS RECOMMENDED
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jacques Bertrand, Council Member
SECONDER:	Margaux Keiser, Council Member
AYES:	Jacques Bertrand, Sam Storey, Yvette Brooks, Margaux Keiser
ABSENT:	Kristen Petersen

G. Designation of the Voting Delegate and Alternate for the 2021 League of California Cities Annual Conference[150-50]
RECOMMENDED ACTION: Designate voting delegate and alternate(s), if desired.

The City Clerk presented the staff report.

There was no public comment.

MOTION:	DESIGNATE JACQUES BERTRAND AS VOTING DELEGATE AND MARGAUX KEISER AS THE ALTERNATE VOTING DELEGATE; TO BE FULLY REIMBURSED OUT OF THE FY2021-22 TRAINING BUDGET
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sam Storey, Vice Mayor
SECONDER:	Margaux Keiser, Council Member
AYES:	Jacques Bertrand, Sam Storey, Yvette Brooks, Margaux Keiser
ABSENT:	Kristen Petersen

9. ADJOURNMENT

The meeting was adjourned at 9:10PM to the next regular City Council meeting on August 26, 2021.

Yvette Brooks, Mayor

ATTEST:

Chloé Woodmansee, City Clerk

Attachment: 7-22-21 draft (Approve Council Minutes)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF AUGUST 26, 2021

FROM: City Manager Department

SUBJECT: Planning Commission Action Minutes

RECOMMENDED ACTION: Receive minutes.

DISCUSSION: Attached for Council review are the action minutes of the Planning Commission's regular meetings on May 6, 2021, and July 15, 2021.

ATTACHMENTS:

1. PC 05.06.21 Action Minutes
2. PC 07.15.21 Action Minutes DRAFT

Report Prepared By: Edna Basa
Deputy City Clerk

Reviewed and Forwarded by:

A handwritten signature in black ink, appearing to be "JG", written over a horizontal line.

Jamie Goldstein, City Manager

8/20/2021



**FINAL MINUTES
CAPITOLA PLANNING COMMISSION MEETING
Thursday, May 6, 2021
7 P.M. – CAPITOLA CITY COUNCIL CHAMBERS**

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Chair Routh called the meeting to order at 7 P.M. Commissioners Christiansen, Newman, Westman, Wilk, and Chair Routh were present remotely.

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 - Apr 1, 2021 7:00 P.M.

MOTION: Approve the minutes.

RESULT:	APPROVED [4 TO 0]
MOVER:	Peter Wilk
SECONDER:	Courtney Christiansen
AYES:	Courtney Christiansen Ed Newman, Mick Routh, Peter Wilk
ABSTAIN:	Susan Westman

4. PUBLIC HEARINGS

A. 2110 41st Avenue #21-0149 APN: 034-221-16

Application for a Monument Sign, Design Permit, and Conditional Use Permit amending application #20-0460 for the Master Car Wash, a car washing facility, located at 2110 41st Avenue in the C-R (Regional Commercial) Zoning District.

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

Environmental Determination: Categorical Exemption

Property Owner: David Karsan

Representative: Bill Kempf, Architect, Filed: 04.15.2021

MOTION: Approve the application for a sign, design permit, and conditional use permit with the condition that property owner shall work with City Staff and the neighboring property owners at 2109 and 2113 Derby Avenue to identify appropriate tree species for tree screen in rear landscape area.

Attachment: PC 05.06.21 Action Minutes (PC action minutes)

RESULT: APPROVED AS AMENDED [UNANIMOUS]
MOVER: Ed Newman
SECONDER: Susan Westman
AYES: Courtney Christiansen, Ed Newman, Mick Routh, Susan Westman, Peter Wilk

- B. 527 Capitola Avenue #21-0126 APN: 035-093-02**
 Appeal of an administrative approval of a tree removal application located within the CN (Neighborhood Commercial) zoning district.
 This project is in the Coastal Zone but does not require a Coastal Development Permit.
 Environmental Determination: Categorical Exemption
 Property Owner: Shelly Lawrie
 Appellant: Robert Edgren, Filed: 03.24.2021
 MOTION: Deny the appeal and uphold the administrative approval.

RESULT: APPROVED [3 TO 2]
MOVER: Ed Newman
SECONDER: Peter Wilk
AYES: Courtney Christiansen, Ed Newman, Peter Wilk,
NAYS: Mick Routh, Susan Westman

5. DIRECTOR'S REPORT

6. COMMISSION COMMUNICATIONS

7. ADJOURNMENT

The meeting was adjourned at 8:43 P.M. to the next regular meeting of the Planning Commission on June 3, 2021.

Approved by the Planning Commission

 Edna Basa, Clerk to the Commission

Attachment: PC 05.06.21 Action Minutes (PC action minutes)



**FINAL MINUTES
CAPITOLA PLANNING COMMISSION MEETING
Thursday, July 15, 2021
7 P.M. – CAPITOLA CITY COUNCIL CHAMBERS**

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Chair Routh called the meeting to order at 7 P.M. Commissioners Christiansen, Newman, Westman, Wilk and Chair Routh were present remotely.

2. ORAL COMMUNICATIONS

A. Additions and Deletions to Agenda

Community Development Director Herlihy stated item 4A is continued to the September 2, 2021 hearing.

B. Public Comments

C. Commission Comments

D. Staff Comments

3. APPROVAL OF MINUTES

A. Planning Commission - Regular Meeting - May 6, 2021 7:00 PM

MOTION: Approve the minutes.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Susan Westman
SECONDER:	Peter Wilk
AYES:	Courtney Christiansen, Ed Newman, Mick Routh, Susan Westman, Peter Wilk

B. Planning Commission - Regular Meeting - Jun 3, 2021 7:00 PM

MOTION: Approve the minutes.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ed Newman
SECONDER:	Peter Wilk
AYES:	Courtney Christiansen, Ed Newman, Mick Routh, Susan Westman, Peter Wilk

4. CONSENT CALENDAR

A. Tree Removal in Cherry Avenue Right-of-Way #21-0167

Tree Removal Application for the removal of one date palm tree located within the MU-V (Mixed-Use Village) zoning district. The date palm is located adjacent to 102 Cherry Avenue at the East end of Cherry Avenue between Cherry Avenue and Monterey Avenue.

Note: Request to Continue to September 2, 2021.

Attachment: PC 07.15.21 Action Minutes DRAFT (PC action minutes)

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

Environmental Determination: Categorical Exemption

Property Owner: City of Capitola

Representative: Pacific Gas & Electric, Filed: 06.22.21

MOTION: Continue the item to September 2, 2021.

RESULT:	APPROVED [4 TO 0]
MOVER:	Susan Westman
SECONDER:	Courtney Christiansen
AYES:	Courtney Christiansen, Mick Routh, Susan Westman, Peter Wilk
ABSTAIN:	Ed Newman

B. 4855 Topaz Street #19-0288 APN: 034-065-21

Design Permit for a new attached garage on an existing nonconforming single-family residence and a new attached Accessory Dwelling Unit (approved ministerially) located within 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: Randall and Allison Epperson

Representative: Scott Hicks, Filed: 06.14.2019

Associate Planner Matt Orbach presented the staff report.

MOTION: Approve the design permit.

RESULT:	APPROVED [4 TO 0]
MOVER:	Susan Westman
SECONDER:	Courtney Christiansen
AYES:	Courtney Christiansen, Mick Routh, Susan Westman, Peter Wilk
ABSTAIN:	Ed Newman

5. PUBLIC HEARINGS

A. 4875 Opal Street #21-0076 APN: 034-064-12

Design Permit for the construction of a new single-family residence on a vacant lot located within 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: DRVO Builders

Representative: Dennis Norton, Filed: 03.30.21

Assistant Planner Sean Sesanto presented the staff report.

MOTION: Approve the design permit.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Peter Wilk
SECONDER:	Susan Westman
AYES:	Courtney Christiansen, Ed Newman, Mick Routh, Susan Westman, Peter Wilk

B. SB2 Pre-Approved ADU Program Overview

Introduction to SB2 Pre-Approved Accessory Dwelling Unit (ADU) Program.

Representative: Matt Orbach, Associate Planner, City of Capitola

Applicant: City of Capitola

Associate Planner Orbach presented the staff report.

This is a presentation only. No action is required.

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

The meeting was adjourned at 8:12 P.M. to the next regular meeting of the Planning Commission on August 19, 2021.

Approved by the Planning Commission

Edna Basa, Clerk to the Commission



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF AUGUST 26, 2021

FROM: Finance Department

SUBJECT: Approval of City Check Registers Dated July 16, July 23, July 30, August 6, and August 13

RECOMMENDED ACTION: Approve check registers.

Account: City Main				
Date	Starting Check #	Ending Check #	Payment Count	Amount
7/16/2021	98326	98420	97	\$ 198,468.41
7/23/2021	98421	98470	55	\$ 739,495.75
7/30/2021	98471	98539	71	\$ 2,275,141.02
8/6/2021	98540	98576	43	\$ 342,304.04
8/13/2021	98577	98632	59	\$ 66,880.47

The main account check register dated July 2, 2021, ended with check #98325.

Account: Library				
Date	Starting Check/EFT #	Ending Check/EFT #	Payment Count	Amount
7/16/2021	280	280	1	\$ 30,418.27
7/23/2021	281	281	1	\$ 7,995.39
8/13/2021	282	282	1	\$ 4,150.00

The library account check register dated July 2, 2021, ended with check #279.

Account: Payroll				
Date	Starting Check/EFT #	Ending Check/EFT #	Payment Count	Amount
7/16/2021	17424	17531	108	\$ 235,480.16
7/30/2021	17532	17636	109	\$ 201,262.16
8/6/2021	5727	5745	19	\$ 18,304.05
8/13/2021	17637	17720	85	\$ 171,834.72

The payroll account check register dated July 2, 2021, ended with EFT #17423.

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

Check/	Issued to	Dept	Description	Amount
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Approval of City Check Registers
August 26, 2021

EFT				
98356	Donald Alley	PW	Soquel lagoon monitoring	\$ 13,964.67
98392	Santa Cruz County Auditor-Controller	PD	June citation processing	\$ 17,279.50
1162	CalPERS Member Services	FN	PERS contributions PPE 6/26/21	\$ 54,114.31
280	Otto Construction Inc.	PW	Library construction	\$ 30,418.27
98443	MBASIA	CM	Insurance, Workers' Compensation	\$ 386,549.78
98449	PG&E	PW	Gas & electricity	\$ 15,551.26
98456	Santa Cruz County Animal Shelter	PD	Quarterly animal services	\$ 29,542.00
98460	Soquel Creek Water District	PW	Water service	\$ 11,751.27
98466	US Bank	FN	Pacific Cove facility lease	\$ 78,089.59
98468	Watchguard Video	PD	Video system replacement, server, hard drives, licenses, cloud storage	\$ 32,606.19
1167	CalPERS Member Services	FN	PERS contributions PPE 7/10/21	\$ 56,356.30
1168	Employment Development Department	FN	States taxes PPE 7/10/21	\$ 14,319.34
1169	Internal Revenue Service	FN	Federal taxes & Medicare PPE 7/10/21	\$ 44,710.09
1171	Voya Financial	FN	Employee 457 contributions PPE 7/10/21	\$ 19,046.94
98513	Santa Cruz County Sheriff	PD	SART contribution	\$ 12,040.00
98516	Santa Cruz Regional 911	PD	Operating & SCRMS contribution	\$ 175,311.15
98526	Visit Santa Cruz County	FN	Quarterly tourism marketing district	\$ 49,307.95
1173	CalPERS Fiscal Services	FN	FY 21-22 PERS UAL prepayment	\$ 1,969,574
98544	Capitola-Soquel Chamber of Commerce	FN	Quarterly TOT allocation	\$ 13,081.90
98562	Moffatt and Nichol	PW	Wharf permitting & design	\$ 11,631.25
98566	Santa Cruz County Auditor-Controller	PD	July citation processing	\$ 17,002.50
98567	Santa Cruz County Bank	FN	Pacific Cove lease financing	\$ 82,532.87
1174	CalPERS Health	CM	August health insurance	\$ 58,940.79
1176	Voya Financial	FN	Employee 457 contributions PPE 7/24/21	\$ 10,612.53
1177	CalPERS Member Services	FN	PERS contributions PPE 7/24/21	\$ 55,209.50
1178	Employment Development Department	FN	State taxes PPE 7/24/21	\$ 10,275.49
1179	Internal Revenue Service	FN	Federal taxes & Medicare PPE	\$ 34,565.32

Approval of City Check Registers
August 26, 2021

			7/24/21	
98613	Santa Cruz County Clerk	CM	November 2020 election costs	\$ 15,908.41

ATTACHMENTS:

1. 7-16-21 Check Register
2. 7-23-21 Check Register
3. 7-30-21 Check Register
4. 8-6-21 Check Register
5. 8-13-21 Check Register

Report Prepared By: Mark Sullivan
Senior Accountant

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

8/20/2021

City main account checks dated July 16, 2021, numbered 98326 to 98420, totaling \$143,358.54, 2 EFTs totaling \$55,109.87, 1 library check totaling \$30,418.27 and 108 payroll EFTs totaling \$235,480.16, for a grand total of \$464,366.84, have been reviewed and authorized for distribution by the City Manager.

As of July 16, 2021, the unaudited cash balance is \$7,465,321.81.

CASH POSITION - CITY OF CAPITOLA
July 16, 2021

	7/16/2021
General Fund	\$ 1,377,987.83
Payroll Payables	\$ 208,448.34
Contingency Reserve Fund	\$ 2,061,345.66
Facilities Reserve Fund	\$ 522,829.72
Capital Improvement Fund	\$ 1,496,492.48
Stores Fund	\$ 69,125.39
Information Technology Fund	\$ 333,350.21
Equipment Replacement	\$ 683,832.92
Self-Insurance Liability Fund	\$ 129,253.01
Workers' Comp. Ins. Fund	\$ 318,799.79
Compensated Absences Fund	\$ 263,856.46
TOTAL UNASSIGNED GENERAL FUNDS	\$ 7,465,321.81

The Emergency Reserve Fund balance is \$1,374,205.54 (not included above).
The PERS Contingency Fund balance is \$981,012.77 (not included above).
The Library Fund balance is \$781,105.15 (not included above).

7/19/21

 Jamie Goldstein, City Manager Date

7/16/21

 Jim Malberg, City Treasurer Date

Attachment: 7-16-21 Check Register (Approval of City Check Registers)

City Checks Issued July 16, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98326	07/12/2021			EXTRA LARGE	\$1,250.00
	Invoice	Date	Description		Amount
	EL071421	07/14/2021	Concert performance 7/14		\$1,250.00
98327	07/12/2021			SOQUEL CREEK WATER DISTRICT	\$989.97
	Invoice	Date	Description		Amount
	08-15299-0061421	06/14/2021	Monterey Ave. water		\$105.37
	08-15562-0061421	06/14/2021	Cliff and Fairview water service		\$44.04
	13-10919-0062321	06/23/2021	2000 Wharf Road water service		\$44.04
	10-16317-0061621	06/16/2021	420 Capitola Ave. water		\$262.41
	10-16315-0061621	06/16/2021	504 Beulah Dr. water		\$65.47
	10-16316-0061621	06/16/2021	426 Capitola Ave. water		\$99.34
	13-18567-0062321	06/23/2021	2005 Wharf Rd. water		\$369.30
98328	07/16/2021			ADRIENNE HARRELL	\$534.46
	Invoice	Date	Description		Amount
	AH070721	07/07/2021	Instructor payment		\$534.46
98329	07/16/2021			ADT SECURITY SERVICES INC.	\$213.46
	Invoice	Date	Description		Amount
	ADT062921	06/29/2021	Corp. yard & museum ADT monitoring		\$213.46
98330	07/16/2021			ALEX LUCERO	\$1,250.00
	Invoice	Date	Description		Amount
	176	07/03/2021	Twilight concert performance 7/21		\$1,250.00
98331	07/16/2021			ALLIED UNIVERSAL	\$344.93
	Invoice	Date	Description		Amount
	11437186	07/01/2021	July Jade St. park foot patrol		\$344.93
98332	07/16/2021			ALLSAFE LOCK COMPANY	\$22.14
	Invoice	Date	Description		Amount
	52662	06/07/2021	Key, wrist coil		\$5.86
	52677	06/29/2021	Keys		\$16.28
98333	07/16/2021			AMAZON CAPITAL SERVICES	\$511.34
	Invoice	Date	Description		Amount
	1LFN-CN3G-XMWF	06/30/2021	State flag		\$36.48
	17V6-VWN9-CLG6	06/28/2021	Returned external CD drive		(\$23.86)
	1GQP-QCGJ-7YWVK	07/08/2021	Laptop speakers		\$21.79
	1JTK-H1WQ-9MHC	07/08/2021	Fashion design kits		\$40.76
	1GLD-377C-1F3Y	07/11/2021	Drafting chair		\$90.76
	1XQN-QDQ7-1YC7	07/12/2021	Bamboo counter bar and counter stools		\$317.30
	1XV4-3CDW-CVL3	07/13/2021	Ink cartridge		\$28.11
			1000 - General Fund	\$394.54	
			2210 - Stores Fund	\$118.87	
			2211 - IT Fund	(\$2.07)	

Attachment: 7-16-21 Check Register (Approval of City Check Registers)

City Checks Issued July 16, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98334	07/16/2021			APTOS LANDSCAPE SUPPLY INC.	\$497.04
	Invoice	Date	Description		Amount
	550855	05/26/2021	Wood chips		\$165.68
	550885	05/26/2021	Wood chips		\$165.68
	550837	05/26/2021	Wood chips		\$165.68
98335	07/16/2021			AT&T	\$9.20
	Invoice	Date	Description		Amount
	ATT070121	07/01/2021	July long distance charges		\$9.20
			1000 - General Fund	\$4.53	
			2211 - IT Fund	\$4.67	
98336	07/16/2021			AXCIENT	\$125.00
	Invoice	Date	Description		Amount
	FY21INEFI080757	06/30/2021	June AppAssure storage		\$125.00
			2211 - IT Fund		
98337	07/16/2021			BATTERIES PLUS BULBS	\$839.70
	Invoice	Date	Description		Amount
	P40065871	05/25/2021	Auto batteries		\$839.70
98338	07/16/2021			BEAR ELECTRICAL SOLUTIONS INC.	\$646.80
	Invoice	Date	Description		Amount
	13291	06/28/2021	June traffic signal maintenance services - routine		\$646.80
			1310 - Gas Tax		
98339	07/16/2021			BROPRINTS INC.	\$216.97
	Invoice	Date	Description		Amount
	18119	06/29/2021	Jr. guards digital stickers		\$216.97
98340	07/16/2021			CA DEPARTMENT OF CONSERVATION	\$755.59
	Invoice	Date	Description		Amount
	CDC063021	06/30/2021	April - June strong motion & seismic hazard mapping fee		\$755.59
98341	07/16/2021			CALE AMERICA INC.	\$1,829.00
	Invoice	Date	Description		Amount
	164573	06/25/2021	June active meters		\$1,829.00
98342	07/16/2021			CALIFORNIA BUILDING STANDARDS COMMISSION	\$192.60
	Invoice	Date	Description		Amount
	CBSC063021	06/30/2021	April - June building standards admin. fee		\$192.60
98343	07/16/2021			CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,441.50
	Invoice	Date	Description		Amount
	POA062621	07/02/2021	POA and gym dues PPE 6/26/21		\$1,441.50
			1001 - Payroll		
98344	07/16/2021			CAPITOLA PUMP COMPANY INC.	\$393.64
	Invoice	Date	Description		Amount
	51418	06/24/2021	Trash pump		\$393.64

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City Checks Issued July 16, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98345	07/16/2021			CAPITOLA SELF STORAGE	\$630.00
	Invoice	Date	Description		Amount
	CSS071121	07/11/2021	Museum unit 2823 six months rent		\$630.00
98346	07/16/2021			CAROLYN FLYNN	\$2,972.50
	Invoice	Date	Description		Amount
	CBF-6-2021	07/09/2021	June affordable housing program management 5552 - Housing Successor		\$2,972.50
98347	07/16/2021			CLASSIFIED SOUND	\$750.00
	Invoice	Date	Description		Amount
	210714A	06/20/2021	Twilight concert sound engineer 7/14		\$750.00
98348	07/16/2021			CLEAN BUILDING MAINTENANCE CO.	\$4,978.92
	Invoice	Date	Description		Amount
	27812	06/30/2021	June janitorial services		\$4,978.92
			1000 - General Fund	\$4,160.48	
			1311 - Wharf Fund	\$818.44	
98349	07/16/2021			COMMUNITY TELEVISION OF SANTA CRUZ COUNTY	\$1,161.00
	Invoice	Date	Description		Amount
	2963	06/30/2021	May televised meetings		\$1,161.00
98350	07/16/2021			CRYSTAL SPRINGS WATER CO.	\$179.00
	Invoice	Date	Description		Amount
	CSW063021	06/30/2021	June drinking water		\$179.00
98351	07/16/2021			D & G SANITATION	\$2,139.72
	Invoice	Date	Description		Amount
	282136	06/30/2021	Esplanade hand wash station		\$27.98
	282137	06/30/2021	Skate park hand wash station, portable toilets		\$623.25
	282138	06/30/2021	Jade st. park hand wash station rental		\$119.90
	282139	06/30/2021	Cortez park hand wash station		\$119.90
	282141	06/30/2021	Wharf portable toilets		\$941.80
	282140	06/30/2021	Lower parking lot portable toilet rental		\$306.89
			1000 - General Fund	\$1,197.92	
			1311 - Wharf Fund	\$941.80	
98352	07/16/2021			D & M TRAFFIC SERVICES	\$481.00
	Invoice	Date	Description		Amount
	78819	06/09/2021	Esplanade waterwall rental		\$218.00
	79383	07/06/2021	Esplanade waterwall rental		\$263.00
98353	07/16/2021			DAVID SCOTT COBABE	\$1,704.15
	Invoice	Date	Description		Amount
	DSC070721	07/07/2021	Instructor payment		\$1,704.15
98354	07/16/2021			Division of the State Architect	\$58.40
	Invoice	Date	Description		Amount
	DSA063021	06/30/2021	April - June disability access & education fee		\$58.40

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City Checks Issued July 16, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98355	07/16/2021			DOCTORS ON DUTY	\$210.00
	Invoice	Date	Description		Amount
	DOD070821	07/08/2021	Employee medical exams		\$210.00
98356	07/16/2021			DONALD W ALLEY	\$13,964.67
	Invoice	Date	Description		Amount
	721-01	07/04/2021	Soquel lagoon monitoring		\$13,964.67
98357	07/16/2021			EARTHWORKS PAVING CONTRACTORS INC	\$867.50
	Invoice	Date	Description		Amount
	20823	07/07/2021	Rosedale Ave. remove and replace AC patch 1310 - Gas Tax		\$867.50
98358	07/16/2021			ECONOMIC & PLANNING SYSTEMS INC.	\$5,330.00
	Invoice	Date	Description		Amount
	201117-1	05/31/2021	Affordable housing nexus study		\$5,330.00
98359	07/16/2021			EWING IRRIGATION	\$455.38
	Invoice	Date	Description		Amount
	14594899	06/25/2021	Trash can lids		\$455.38
98360	07/16/2021			FIRST ALARM	\$239.10
	Invoice	Date	Description		Amount
	621148	06/15/2021	Evidence room intrusion system July - Sept.		\$239.10
98361	07/16/2021			FLYERS ENERGY LLC	\$4,881.43
	Invoice	Date	Description		Amount
	21-346124	07/01/2021	85 gallons diesel		\$346.05
	21-346120	07/01/2021	371 gallons gasoline		\$1,550.59
	21-349687	07/08/2021	578 gallons gasoline		\$2,549.84
	21-349686	07/08/2021	104 gallons diesel		\$434.95
98362	07/16/2021			FRED C. BEYERS	\$195.00
	Invoice	Date	Description		Amount
	FB070621	07/06/2021	Softball official services		\$195.00
98363	07/16/2021			GABE CUZICK	\$183.37
	Invoice	Date	Description		Amount
	GC061421	06/14/2021	Banana coupler lead clips, 15 inch WyzeProbe reimbursement		\$183.37
98364	07/16/2021			GALLS LLC	\$238.79
	Invoice	Date	Description		Amount
	018546006	06/08/2021	Boots		\$151.05
	018523091	06/04/2021	Emergency blankets		\$58.62
	018590727	06/14/2021	Flashlight holder		\$29.12
98365	07/16/2021			HINDERLITER DELLAMAS AND ASSOCIATES	\$6,683.86
	Invoice	Date	Description		Amount
	SIN009628	06/25/2021	District sales tax auditing services		\$300.00
	SIN009596	06/25/2021	District sales tax auditing services		\$300.00
	SIN001180	05/11/2021	Sales tax audit services		\$6,083.86

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City Checks Issued July 16, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98366	07/16/2021			HOME DEPOT CREDIT SERVICES	\$896.51
	Invoice	Date	Description		Amount
	7511101	06/24/2021	Leaf blower		\$173.31
	2523942	06/29/2021	Torch head, adapter, vinyl tube		\$35.41
	2523944	06/29/2021	Auger bit		\$30.49
	2612076	06/29/2021	Paper towels		\$25.04
	9061416	07/02/2021	Tripods, extension cords		\$341.10
	9623962	07/02/2021	Flood light, couplings, bushings		\$183.70
	5232462	07/06/2021	Returned flood light		(\$160.20)
	8053434	07/03/2021	WD-40, klean strip, primer, J-B weld, loctite		\$92.61
	1201968	06/30/2021	Returned absorbant bags		(\$50.10)
	1631569	06/30/2021	Absorbant bags		\$50.10
	9013812	07/12/2021	Tray liner, poly rollers, sprink links		\$118.10
	0522860	06/21/2021	Metal tray, tray liner, poly rollers		\$56.95
98367	07/16/2021			HOPE REHABILITATION SERVICES	\$4,050.00
	Invoice	Date	Description		Amount
	S172315	06/30/2021	Litter abatement and street cleaning		\$4,050.00
98368	07/16/2021			HOSE SHOP	\$786.05
	Invoice	Date	Description		Amount
	435836	06/30/2021	Sweeper hose assembly, crimp fitting, o-ring		\$495.43
	435852	07/01/2021	Sweeper crimp fittings, SS clamps, hydraulic hose, hose assembly		\$290.62
			1310 - Gas Tax		
98369	07/16/2021			HUMBOLDT PETROLEUM LLC	\$65.00
	Invoice	Date	Description		Amount
	090343	06/20/2021	June car washes		\$32.50
	090375	06/30/2021	June car washes		\$32.50
98370	07/16/2021			INTERSTATE BATTERY SYSTEM OF SAN JOSE INC	\$153.99
	Invoice	Date	Description		Amount
	120115097	06/28/2021	Batteries		\$153.99
98371	07/16/2021			JOHNSON ROBERTS & ASSOCIATES INC.	\$70.00
	Invoice	Date	Description		Amount
	146020	06/28/2021	Employee background checks		\$35.00
	146143	07/14/2021	Employee background check		\$35.00
98372	07/16/2021			KBA Document Solutions LLC	\$140.96
	Invoice	Date	Description		Amount
	55Y1191702	07/08/2021	City Hall and Recreation copier usage charges		\$140.96
			1000 - General Fund	\$89.00	
			2211 - IT Fund	\$51.96	
98373	07/16/2021			KIMLEY HORN AND ASSOCIATES INC	\$2,445.03
	Invoice	Date	Description		Amount
	097763118-0521	06/22/2021	Traffic signal adaptive control construction assistance		\$2,445.03
			1200 - CIP		

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City Checks Issued July 16, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98374	07/16/2021			KING'S PAINT AND PAPER INC.	\$256.91
	Invoice	Date	Description		Amount
	A0313052	07/12/2021	Paint		\$256.91
98375	07/16/2021			KUSTOM CULTURE DESIGN	\$2,312.98
	Invoice	Date	Description		Amount
	4839	06/29/2021	T-shirts		\$344.44
	4842	06/29/2021	T-shirts		\$941.76
	4852	07/12/2021	Embroidered patches		\$163.50
	4853	07/12/2021	T-shirts		\$863.28
98376	07/16/2021			LABORMAX STAFFING	\$7,193.00
	Invoice	Date	Description		Amount
	26-120097	07/02/2021	Seasonal labor 6/26 - 7/2/21		\$3,526.26
	26-122044	07/09/2021	Seasonal labor 7/5 - 7/9		\$3,666.74
98377	07/16/2021			LAURA ALIOTO	\$1,121.25
	Invoice	Date	Description		Amount
	LA070721	07/07/2021	Instructor payment		\$1,121.25
98378	07/16/2021			MALLORY SAFETY AND SUPPLY LLC	\$15.59
	Invoice	Date	Description		Amount
	5113012	06/22/2021	Nitrile gloves		\$15.59
98379	07/16/2021			MID COUNTY AUTO SUPPLY	\$323.10
	Invoice	Date	Description		Amount
	MID-1333235	06/28/2021	2011 Ford Crown Vic tensioner, serpentine belt, pulley		\$92.66
	MID-1345745	07/07/2021	2004 Ford F250 alternator		\$230.44
98380	07/16/2021			MILLER'S TRANSFER & STORAGE CO.	\$382.25
	Invoice	Date	Description		Amount
	93084	07/03/2021	July record storage and June warehouse handling		\$382.25
98381	07/16/2021			MISSION LINEN SUPPLY	\$332.59
	Invoice	Date	Description		Amount
	515038731	06/30/2021	Fleet uniform cleaning, towels		\$33.99
	515038732	06/30/2021	Corp. yard uniform cleaning, mats, towels		\$96.95
	515078712	07/07/2021	Fleet uniform cleaning, towels		\$33.99
	515113254	07/12/2021	Recreation mats, mops, towels		\$75.00
	515078713	07/07/2021	Corp. yard uniform cleaning		\$92.66
98382	07/16/2021			NAPA AUTO PARTS	\$21.29
	Invoice	Date	Description		Amount
	6841-058795	07/06/2021	Putty, distributor curve kit		\$21.29
98383	07/16/2021			O'REILLY AUTO PARTS	\$89.94
	Invoice	Date	Description		Amount
	2763-220696	07/07/2021	Air filter, speaker wire, wax, fitting kit		\$89.94
98384	07/16/2021			ORIGINAL WATERMEN	\$199.41
	Invoice	Date	Description		Amount
	71479	05/11/2021	Jr. lifeguard supplies		\$199.41

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City Checks Issued July 16, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98385	07/16/2021			OUTDOOR SUPPLY HARDWARE	\$396.88
	Invoice	Date	Description		Amount
	D56989	07/02/2021	Grinding stone, portable chain grinder		\$74.10
	D57062	07/02/2021	Spray enamel, spray paint, bucket		\$78.03
	D59044	07/05/2021	Sandpaper, folding knife, sanding discs		\$118.57
	D59042	07/05/2021	Returned portable chain grinder		(\$65.39)
	D60403	07/07/2021	Wax, bulk fasteners		\$28.48
	D63637	07/12/2021	Epoxy, 4-way pick repair set, turboknife		\$41.05
	D59829	07/06/2021	Pliers, socket, screw driver set		\$122.04
98386	07/16/2021			PALACE BUSINESS SOLUTIONS	\$282.16
	Invoice	Date	Description		Amount
	C610902-0	05/27/2021	Credit for paper		(\$49.04)
	4082847-0	06/11/2021	Markers		\$9.88
	612458-0	06/18/2021	Fan		\$71.93
	613403-0	07/06/2021	Paper		\$53.40
	613365-0	07/06/2021	Lubricant, pens, paper, steno books		\$46.91
	613598-0	07/08/2021	Markers, paper		\$78.60
	4089555-0	07/08/2021	Paper, rubber bands, markers, clips		\$70.48
			1000 - General Fund	\$76.29	
			2210 - Stores Fund	\$205.87	
98387	07/16/2021			PETERSON CATERPILLAR	\$655.57
	Invoice	Date	Description		Amount
	PC080186693	06/30/2021	Manifold		\$476.73
	PC080186723	07/02/2021	Fleet supplies		\$178.84
98388	07/16/2021			PHOENIX GROUP INFORMATION SYSTEMS	\$4,051.17
	Invoice	Date	Description		Amount
	052021070	06/15/2021	May citation processing		\$4,051.17
98389	07/16/2021			PRAXAIR DISTRIBUTION INC.	\$293.16
	Invoice	Date	Description		Amount
	64326783	06/22/2021	Acetylene rental		\$203.34
	64639430	06/30/2021	Equipment Rental		\$89.82
98390	07/16/2021			SAN LORENZO LUMBER	\$481.67
	Invoice	Date	Description		Amount
	55-0651155	06/30/2021	Lumber		\$375.66
	55-0642561	05/26/2021	Flume lumber and screws		\$106.01
98391	07/16/2021			SANTA CRUZ AUTO PARTS INC.	\$183.93
	Invoice	Date	Description		Amount
	14508-412593	07/07/2021	Filters, wiper blades		\$183.93
98392	07/16/2021			SANTA CRUZ COUNTY AUDITOR-CONTROLLER	\$17,279.50
	Invoice	Date	Description		Amount
	SCC063021	06/30/2021	June citation processing		\$17,279.50
98393	07/16/2021			SANTA CRUZ COUNTY DEPT OF PUBLIC WORKS	\$25.00
	Invoice	Date	Description		Amount
	40388	06/30/2021	Garbage disposal		\$25.00

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City Checks Issued July 16, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98394	07/16/2021			SANTA CRUZ COUNTY SANITATION DISTRICT	\$462.94
	Invoice	Date	Description		Amount
	SCCS070121	07/01/2021	Special discharge permit DWD001 sewer discharge fees		\$462.94
98395	07/16/2021			SANTA CRUZ LIVE SCAN INC.	\$420.00
	Invoice	Date	Description		Amount
	1739	07/01/2021	Recreation new hires		\$420.00
98396	07/16/2021			SANTA CRUZ SENTINEL	\$478.66
	Invoice	Date	Description		Amount
	SCS062421	06/24/2021	Newspaper subscription renewal		\$478.66
98397	07/16/2021			SANTA CRUZ SENTINEL	\$577.60
	Invoice	Date	Description		Amount
	1298309	06/30/2021	BIA and fee schedule legal notices		\$577.60
			1000 - General Fund	\$142.40	
			1321 - BIA	\$435.20	
98398	07/16/2021			SANTANA PAVING & GRADING INC.	\$8,000.00
	Invoice	Date	Description		Amount
	3201	06/30/2021	1905 Wharf Rd. remove/replace half of concrete approach		\$8,000.00
			1310 - Gas Tax		
98399	07/16/2021			SCC ENVIRONMENTAL HEALTH SVC	\$1,125.00
	Invoice	Date	Description		Amount
	IN0101942	06/15/2021	Consultation fee		\$1,125.00
98400	07/16/2021			SERVPRO OF SANTA CRUZ	\$182.79
	Invoice	Date	Description		Amount
	2290	06/17/2021	Biohazard cleaning car #181		\$182.79
98401	07/16/2021			SPECTRUM BUSINESS	\$4,233.69
	Invoice	Date	Description		Amount
	0000178070121	07/01/2021	July internet service		\$4,233.69
			1000 - General Fund	\$2,053.41	
			2211 - IT Fund	\$2,180.28	
98402	07/16/2021			SPORT ABOUT GRAPHICS	\$2,207.90
	Invoice	Date	Description		Amount
	SA063021	06/30/2021	Jr. guard shirts		\$2,207.90
98403	07/16/2021			STAPLES ADVANTAGE	\$134.33
	Invoice	Date	Description		Amount
	8062485516	06/05/2021	Disinfecting wipes		\$35.41
	8062624231	06/19/2021	Stamps, plates, paper towels		\$98.92
98404	07/16/2021			THE EMBLEM AUTHORITY	\$597.00
	Invoice	Date	Description		Amount
	35952	04/14/2021	Shoulder patches		\$597.00

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City Checks Issued July 16, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98405	07/16/2021			THE HOME DEPOT PRO	\$3,744.65
	Invoice	Date	Description		Amount
	625883699	06/29/2021	Restroom supplies		\$2,490.24
	626507578	07/02/2021	Janitorial supplies		\$881.25
	627004799	07/06/2021	Oil absorbent pads		\$373.16
98406	07/16/2021			TODD HANSON	\$5,336.00
	Invoice	Date	Description		Amount
	0009	06/01/2021	June BIA marketing, website management, media boost		\$2,668.00
	00010	07/01/2021	July BIA marketing, website management, media boost 1321 - BIA		\$2,668.00
98407	07/16/2021			TRACTOR SUPPLY COMPANY	\$186.75
	Invoice	Date	Description		Amount
	100161052	06/09/2021	Locking plug, clamp, wire, feed abrasive		\$186.75
98408	07/16/2021			US BANK EQUIPMENT FINANCE	\$315.01
	Invoice	Date	Description		Amount
	446666216	06/25/2021	City Hall copier leases 2210 - Stores Fund		\$315.01
98409	07/16/2021			US BANK EQUIPMENT FINANCE	\$103.57
	Invoice	Date	Description		Amount
	447286907	07/02/2021	City Hall & Recreation copier leases		\$103.57
98410	07/16/2021			US BANK EQUIPMENT FINANCE	\$26.06
	Invoice	Date	Description		Amount
	447287145	07/02/2021	Recreation copier lease		\$26.06
98411	07/16/2021			US BANK EQUIPMENT FINANCE	\$288.83
	Invoice	Date	Description		Amount
	447287434	07/02/2021	PD copier lease		\$288.83
98412	07/16/2021			US BANK PARS Acct 6746022400	\$2,315.95
	Invoice	Date	Description		Amount
	PARS 062621	07/02/2021	PARS contribution PPE 6/26/21		\$2,315.95
98413	07/16/2021			WELLS FARGO BANK	\$3,373.79
	Invoice	Date	Description		Amount
	WF070221	07/02/2021	June credit card purchases		\$3,373.79
			1000 - General Fund	\$3,113.79	
			2211 - IT Fund	\$260.00	
			Purchases over \$500:		
			Southwest Public Safety - \$865.52	Gun rail mounted lights	
98414	07/16/2021			WESTERN EXTERMINATOR COMPANY	\$128.00
	Invoice	Date	Description		Amount
	8482483	07/01/2021	City Hall rodent control		\$64.00
	8482484	07/01/2021	Turnouts rodent control		\$64.00

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City Checks Issued July 16, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98415	07/16/2021			WILDMIND SCIENCE LEARNING	\$450.00
	Invoice	Date	Description		Amount
	27639	07/14/2021	Camp Capitola wildlife program presentation		\$450.00
98416	07/16/2021			WITMER-TYSON IMPORTS INC.	\$1,783.00
	Invoice	Date	Description		Amount
	T13955	03/09/2021	February K-9 training		\$650.00
	T13956	03/09/2021	K-9 boarding, dog walking, bath		\$483.00
	T13919	02/19/2021	January K-9 training		\$650.00
98417	07/16/2021			Alternate Force	\$665.00
	Invoice	Date	Description		Amount
	241130	06/08/2021	Gas mask		\$665.00
98418	07/16/2021			Bryn Overlay	\$420.00
	Invoice	Date	Description		Amount
	3002133.002	07/08/2021	OST afterschool class refund		\$420.00
98419	07/16/2021			Michael Ventura	\$880.00
	Invoice	Date	Description		Amount
	MV060921	06/09/2021	Settlement claim 2213 - Self Insurance		\$880.00
98420	07/16/2021			Nelson & Leslie Vineyard	\$50.00
	Invoice	Date	Description		Amount
	215	06/17/2021	Parking permit #215 refund		\$50.00
Check Totals:					\$143,358.54
EFT					
1161	07/12/2021			WELLS FARGO BANK	\$995.56
	Invoice	Date	Description		Amount
	WF071221	07/12/2021	July client analysis charges		\$995.56
1162	07/12/2021			CalPERS Member Services Division	\$54,114.31
	Invoice	Date	Description		Amount
	1001893187-90	07/02/2021	PERS contributions PPE 6/26/21 1001 - Payroll		\$54,114.31
EFT Totals:					\$55,109.87
Library					
280	07/16/2021			OTTO CONSTRUCTION INC.	\$30,418.27
	Invoice	Date	Description		Amount
	13965-2	06/14/2021	Library construction		\$30,418.27
Library Totals:					\$30,418.27

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City Checks Issued July 16, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
Main City Totals				Count	Total
Checks				95	\$143,358.54
EFTs				2	\$55,109.87
All				97	\$198,468.41
Payroll Totals					
Checks				0	\$0.00
EFTs				108	\$235,480.16
All				108	\$235,480.16
Library Totals					
Checks				1	\$30,418.27
EFTs				0	\$0.00
All				1	\$30,418.27
Grand Totals:					
Checks				96	\$173,776.81
EFTs				110	\$290,590.03
All				206	\$464,366.84

Attachment: 7-16-21 Check Register (Approval of City Check Registers)

City main account checks dated July 23, 2021, numbered 98421 to 98470, totaling \$604,295.55, 5 EFTs totaling \$135,200.20, and 1 library check totaling \$7,995.39, for a grand total of \$747,491.14, have been reviewed and authorized for distribution by the City Manager.

As of July 23, 2021, the unaudited cash balance is \$6,937,155.08.

CASH POSITION - CITY OF CAPITOLA
July 23, 2021

	7/23/2021
General Fund	\$ 1,398,565.66
Payroll Payables	\$ 61,328.17
Contingency Reserve Fund	\$ 2,061,345.66
Facilities Reserve Fund	\$ 522,829.72
Capital Improvement Fund	\$ 1,496,492.48
Stores Fund	\$ 68,730.95
Information Technology Fund	\$ 320,920.04
Equipment Replacement	\$ 683,832.92
Self-Insurance Liability Fund	\$ (159,546.77)
Workers' Comp. Ins. Fund	\$ 218,799.79
Compensated Absences Fund	\$ 263,856.46
TOTAL UNASSIGNED GENERAL FUNDS	\$ 6,937,155.08

The Emergency Reserve Fund balance is \$1,374,205.54 (not included above).
The PERS Contingency Fund balance is \$1,015,553.15 (not included above).
The Library Fund balance is \$774,358.11 (not included above).

7/26/21

Jamie Goldstein, City Manager Date

7/26/21

Jim Malberg, City Treasurer Date

Attachment: 7-23-21 Check Register (Approval of City Check Registers)

City Checks Issued July 23, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98421	07/23/2021			ADRIENNE HARRELL	\$534.46
	Invoice	Date	Description		Amount
	AH071921	07/19/2021	Instructor payment		\$534.46
98422	07/23/2021			ALLIANT INSURANCE SERVICES INC. NPB MAIN	\$2,250.00
	Invoice	Date	Description		Amount
	ACIP58	05/27/2021	FY 21-22 crime insurance renewal 2213 - Self Insurance Liability		\$2,250.00
98423	07/23/2021			AMAZON CAPITAL SERVICES	\$730.23
	Invoice	Date	Description		Amount
	173G-C1GL-KWJR	07/14/2021	External hard drive		\$65.39
	117L-QHX3-DPTJ	07/16/2021	Hard drives		\$182.58
	1GXM-9RWQ-LGVD	07/17/2021	Chair mat		\$32.11
	1W1N-QGX3-TWGK	07/18/2021	Generac controller, voltage regulator		\$336.79
	11KR-DRGL-1RW3	07/19/2021	Dell 750W redundant power supply		\$113.36
			1000 - General Fund	\$336.79	
			2210 - Stores Fund	\$32.11	
			2211 - IT Fund	\$361.33	
98424	07/23/2021			AVENU MUNISERVICES	\$109.20
	Invoice	Date	Description		Amount
	INV06-012155	07/16/2021	District tax auditing services		\$109.20
98425	07/23/2021			CALTRAFFIC	\$428.81
	Invoice	Date	Description		Amount
	19925	06/23/2021	Street signs		\$367.46
	19926	06/23/2021	Library sign		\$61.35
98426	07/23/2021			CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,441.50
	Invoice	Date	Description		Amount
	POA071021	07/16/2021	POA & Gym Dues PPE 7/10/21 1001 - Payroll		\$1,441.50
98427	07/23/2021			CIRCLE UP EDUCATION	\$3,800.00
	Invoice	Date	Description		Amount
	2737	06/29/2021	DEI training for city council and appointed officials		\$3,800.00
98428	07/23/2021			CLASSIFIED SOUND	\$750.00
	Invoice	Date	Description		Amount
	210721A	06/20/2021	Twilight concert sound engineer 7/21		\$750.00
98429	07/23/2021			DELL MARKETING LP	\$429.00
	Invoice	Date	Description		Amount
	10505022489	07/21/2021	Hardware/Software Support Renewal 2211 - IT Fund		\$429.00
98430	07/23/2021			DON CARUTH	\$1,250.00
	Invoice	Date	Description		Amount
	DC072821	07/28/2021	Twilight concert 7/28 Band		\$1,250.00

Attachment: 7-23-21 Check Register (Approval of City Check Registers)

City Checks Issued July 23, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98431	07/23/2021			EQUITABLE	\$2,417.54
	Invoice	Date	Description		Amount
	1225218	07/01/2021	July LTD, STD, AD&D, life insurance		\$2,417.54
			1000 - General Fund (\$0.84)		
			1001 - Payroll \$2,418.38		
98432	07/23/2021			ERGOMETRICS	\$500.00
	Invoice	Date	Description		Amount
	8756	07/14/2021	Law enforcement national testing membership		\$500.00
98433	07/23/2021			FERGUSON ENTERPRISES INC 795	\$1,909.51
	Invoice	Date	Description		Amount
	9356998	07/16/2021	Wharf bathrooms plumbing supplies		\$1,909.51
			1311 - Wharf		
98434	07/23/2021			FLYERS ENERGY LLC	\$1,699.24
	Invoice	Date	Description		Amount
	21-354718	07/16/2021	111 gallons diesel		\$463.56
	21-354719	07/16/2021	275 gallons gasoline		\$1,235.68
98435	07/23/2021			FRED C. BEYERS	\$312.00
	Invoice	Date	Description		Amount
	FB072021	07/20/2021	Softball official services		\$312.00
98436	07/23/2021			GINA ENRIQUEZ	\$2,811.57
	Invoice	Date	Description		Amount
	GE071921	07/19/2021	Instructor payment		\$2,811.57
98437	07/23/2021			Hi-Line Inc.	\$129.19
	Invoice	Date	Description		Amount
	10861789	05/19/2021	Connectors, cable, dielectric grease, towels, cleaner		\$129.19
98438	07/23/2021			HOME DEPOT CREDIT SERVICES	\$321.05
	Invoice	Date	Description		Amount
	7614175	07/14/2021	Plywood, gloves		\$183.84
	8625658	07/13/2021	Acetone, grinder, cable ties, outlet, aluminum bar		\$137.21
98439	07/23/2021			JOHNSON ROBERTS & ASSOCIATES INC.	\$35.00
	Invoice	Date	Description		Amount
	146157	07/15/2021	Employee background check		\$17.50
	146195	07/20/2021	Employee background check		\$17.50
98440	07/23/2021			KBA Document Solutions LLC	\$254.95
	Invoice	Date	Description		Amount
	55Y1194093	07/16/2021	City Hall copier usage charges		\$254.95
			2211 - IT Fund		
98441	07/23/2021			LABORMAX STAFFING	\$3,334.14
	Invoice	Date	Description		Amount
	26-123914	07/16/2021	Seasonal labor 7/10 - 7/16		\$3,334.14

Attachment: 7-23-21 Check Register (Approval of City Check Registers)

City Checks Issued July 23, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98442	07/23/2021			LAURA ALIOTO	\$234.00
	Invoice	Date	Description		Amount
	LA071921	07/19/2021	Instructor payment		\$234.00
98443	07/23/2021			MBASIA	\$386,549.78
	Invoice	Date	Description		Amount
	210701-1	07/01/2021	FY 21-22 insurance premiums		\$386,549.78
			2213 - Self-Insurance Liability	\$286,549.78	
			2214 - Workers' Compensation	\$100,000.00	
98444	07/23/2021			MID COUNTY AUTO SUPPLY	\$28.89
	Invoice	Date	Description		Amount
	MID-1343661	07/06/2021	Water spot remover		\$28.89
98445	07/23/2021			MISSION LINEN SUPPLY	\$108.99
	Invoice	Date	Description		Amount
	514498378	04/05/2021	Recreation mats, mops, towels		\$75.00
	515129342	07/14/2021	Fleet uniform cleaning, towels		\$33.99
98446	07/23/2021			MISSION PRINTERS	\$51.40
	Invoice	Date	Description		Amount
	61784	07/13/2021	Recreation division manager business cards		\$51.40
98447	07/23/2021			MURALS OF BALTIMORE	\$500.00
	Invoice	Date	Description		Amount
	CA-0002	07/20/2021	Stair mural designs		\$500.00
			1315 - Public Art		
98448	07/23/2021			ORIGINAL WATERMEN	\$79.73
	Invoice	Date	Description		Amount
	S70993-2	04/19/2021	Sales tax on lifeguard supplies		\$79.73
98449	07/23/2021			PACIFIC GAS & ELECTRIC	\$15,551.26
	Invoice	Date	Description		Amount
	PGE071521-acct9	07/15/2021	Monthly gas & electricity		\$14,358.74
	PGE071321-acct0	07/13/2021	Wharf Road Rispin Mansion utilities		\$10.53
	PGE071521-acct5	07/15/2021	Pacific Cove parking lot utilities		\$1,181.99
			1000 - General Fund	\$5,992.69	
			1300 - SLESF	\$71.02	
			1310 - Gas Tax	\$6,610.74	
			1311 - Wharf	\$2,876.81	
98450	07/23/2021			PALACE BUSINESS SOLUTIONS	\$242.28
	Invoice	Date	Description		Amount
	614140-0	07/19/2021	Certificates, toner, pencil sharpener		\$229.21
	4092439-0	07/20/2021	Cards		\$13.07

Attachment: 7-23-21 Check Register (Approval of City Check Registers)

City Checks Issued July 23, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98451	07/23/2021			PITNEY BOWES	\$362.33
	Invoice	Date	Description		Amount
	PB062021	06/20/2021	Equipment service		\$324.69
	PB071921	07/19/2021	Finance charges, late fees 2210 - Stores Fund		\$37.64
98452	07/23/2021			PRAXAIR DISTRIBUTION INC.	\$326.95
	Invoice	Date	Description		Amount
	64785473	07/15/2021	Argon		\$140.40
	64769512	07/14/2021	Tig rods, tungsten, gloves, rod holder		\$186.55
98453	07/23/2021			PREFERRED BENEFIT INSURANCE ADMIN.	\$5,453.20
	Invoice	Date	Description		Amount
	EIA41074	07/01/2021	July dental & vision insurance		\$5,453.20
			1000 - General Fund	\$184.20	
			1001 - Payroll	\$5,269.00	
98454	07/23/2021			ROYAL WHOLESALE ELECTRIC	\$175.05
	Invoice	Date	Description		Amount
	7719-1006677	07/19/2021	Gloves		\$175.05
98455	07/23/2021			SANTA CRUZ AUTO PARTS INC.	\$70.85
	Invoice	Date	Description		Amount
	14508-413469	07/15/2021	Tape, yellow spreaders, silicone sealer, engine lift plate		\$70.85
98456	07/23/2021			SANTA CRUZ COUNTY ANIMAL SHELTER	\$29,542.00
	Invoice	Date	Description		Amount
	21/22-1CA	07/13/2021	Quarterly animal services contribution		\$29,542.00
98457	07/23/2021			SANTA CRUZ MUNICIPAL UTILITIES	\$311.45
	Invoice	Date	Description		Amount
	SCMU063021	06/30/2021	June water service for medians		\$311.45
98458	07/23/2021			SANTA CRUZ OCCUPATIONAL MEDICAL CENTER	\$304.00
	Invoice	Date	Description		Amount
	I-19792	06/30/2021	Employee medical testing		\$304.00
98459	07/23/2021			SARAH RYAN	\$992.53
	Invoice	Date	Description		Amount
	SR070721	07/07/2021	Sherman leadership institute travel reimbursement		\$504.56
	SR060221	06/02/2021	Sherman leadership institute travel reimbursement		\$487.97

Attachment: 7-23-21 Check Register (Approval of City Check Registers)

City Checks Issued July 23, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98460	07/23/2021			SOQUEL CREEK WATER DISTRICT	\$11,751.27
	Invoice	Date	Description		Amount
	42-14952-0062821	06/28/2021	Cortez Park irrigation		\$1,121.00
	42-15297-0062821	06/28/2021	426 Capitola Ave irrigation		\$136.94
	42-15751-0162821	06/28/2021	2005 Wharf Road irrigation		\$1,087.79
	42-15969-0062821	06/28/2021	Lawn Way irrigation		\$505.18
	42-16122-0062821	06/28/2021	Esplanade fountain irrigation		\$61.77
	42-10504-0062821	06/28/2021	Cliff Drive irrigation		\$59.08
	42-11090-0162821	06/28/2021	Capitola Road irrigation		\$136.94
	42-11467-0062821	06/28/2021	Jade Street park irrigation		\$5,917.18
	42-11517-0062821	06/28/2021	41st Avenue irrigation		\$136.94
	42-14404-0062821	06/28/2021	Monterey Ave. Nobel Gulch Park irrigation		\$454.63
	42-16130-0062821	06/28/2021	Wharf Road irrigation		\$59.98
	42-16136-0062821	06/28/2021	1400 Wharf Road irrigation		\$882.51
	42-16407-0062821	06/28/2021	Bay Ave. irrigation		\$59.08
	34-18508-0062921	06/29/2021	1510 McGregor Drive water service		\$76.28
	42-14431-0062821	06/28/2021	Monterey Ave irrigation		\$682.59
	42-17688-0062821	06/28/2021	Lawn Way irrigation		\$118.61
	42-18238-0062821	06/28/2021	Capitola Road irrigation		\$59.08
	06-14476-0070621	07/06/2021	430 Kennedy Drive water service		\$195.69
			1000 - General Fund	\$10,868.76	
			1311 - Wharf	\$882.51	
98461	07/23/2021			THE CLEANING MACHINE INC.	\$2,760.00
	Invoice	Date	Description		Amount
	6483	07/16/2021	Village sidewalk pressure washing		\$2,760.00
98462	07/23/2021			THE HOME DEPOT PRO	\$1,885.39
	Invoice	Date	Description		Amount
	628510166	07/14/2021	Janitorial supplies		\$1,885.39
98463	07/23/2021			TRANSPORTATION ALLIANCE BANK INC.	\$879.84
	Invoice	Date	Description		Amount
	665041	07/16/2021	Sweeper blended filaments, G.B. set		\$879.84
			1310 - Gas Tax		
98464	07/23/2021			UNITED RENTALS (NORTH AMERICA) INC.	\$879.98
	Invoice	Date	Description		Amount
	195519708-001	07/07/2021	Light tower rentals		\$879.98
98465	07/23/2021			UPEC LIUNA LOCAL 792	\$752.50
	Invoice	Date	Description		Amount
	UPEC073121	07/06/2021	July UPEC dues		\$752.50
			1001 - Payroll		
98466	07/23/2021			US BANK	\$78,089.59
	Invoice	Date	Description		Amount
	63285	07/01/2021	Pac Cove facility lease #CIEDB-BC15-103 A/C#207877000		\$78,089.59
			1421 - Pac Cove Park		

Attachment: 7-23-21 Check Register (Approval of City Check Registers)

City Checks Issued July 23, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98467	07/23/2021			US BANK PARS Acct 6746022400	\$2,036.32
	Invoice	Date	Description		Amount
	PARS071021	07/16/2021	PARS contributions PPE 7/10/21 1001 - Payroll		\$2,036.32
98468	07/23/2021			WATCHGUARD VIDEO	\$32,606.19
	Invoice	Date	Description		Amount
	4BOINV0006686	10/21/2020	PD video system replacement, server, hard drives, licenses		\$31,400.25
	ACCINV0030908	05/18/2021	VISTA center mounts (5)		\$376.05
	CMINV0001079	01/27/2021	Cloud storage (October - December)		\$377.64
	CMINV0001388	04/21/2021	Cloud storage (January - March)		\$452.25
			1000 - General Fund	\$376.05	
			1300 - SLESF	\$20,845.25	
			2211 - IT Fund	\$11,384.89	
98469	07/23/2021			WESTERN EXTERMINATOR COMPANY	\$64.00
	Invoice	Date	Description		Amount
	8238479	06/02/2021	City Hall rodent control		\$64.00
98470	07/23/2021			Willie Case	\$6,258.39
	Invoice	Date	Description		Amount
	WC072021	07/16/2021	Refund July rental/utilities paid twice 1311 - Wharf		\$6,258.39
Check Totals:					\$604,295.55
EFT					
1167	07/22/2021			CalPERS Member Services Division	\$56,356.30
	Invoice	Date	Description		Amount
	1001902753-7	07/16/2021	PERS contributions PPE 7/10/21 1001- Payroll		\$56,356.30
1168	07/19/2021			EMPLOYMENT DEVELOPMENT DEPARTMENT	\$14,319.34
	Invoice	Date	Description		Amount
	0-447-235-488	07/16/2021	State taxes PPE 7/10/21 1001 - Payroll		\$14,319.34
1169	07/19/2021			INTERNAL REVENUE SERVICE	\$44,710.09
	Invoice	Date	Description		Amount
	13744282	07/16/2021	Federal taxes & Medicare PPE 7/10/21 1001 - Payroll		\$44,710.09
1170	07/19/2021			STATE DISBURSEMENT UNIT	\$767.53
	Invoice	Date	Description		Amount
	36464217	07/16/2021	Employee garnishments PPE 7/10/21 1001 - Payroll		\$767.53

Attachment: 7-23-21 Check Register (Approval of City Check Registers)

City Checks Issued July 23, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
1171	07/23/2021			VOYA FINANCIAL	\$19,046.94
	Invoice	Date	Description		Amount
	VOYA071621	07/16/2021	457 contributions PPE 7/10/21 1001 - Payroll		\$19,046.94

EFT Totals: \$135,200.20

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
281	07/23/2021			NOLL AND TAM ARCHITECTS	\$7,995.39
	Invoice	Date	Description		Amount
	0059289	07/20/2021	Library art installation, construction admin., reimb. expenses		\$7,995.39

Check Totals: \$7,995.39

Main City Totals	Count	Total
Checks	50	\$604,295.55
EFTs	5	\$135,200.20
All	55	\$739,495.75
Library Totals		
Checks	1	\$7,995.39
EFTs	0	\$0.00
All	1	\$7,995.39
Grand Totals:		
Checks	51	\$612,290.94
EFTs	5	\$135,200.20
All	56	\$747,491.14

Attachment: 7-23-21 Check Register (Approval of City Check Registers)


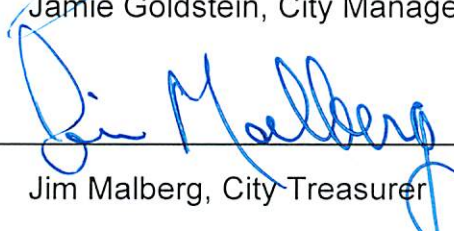
City main account checks dated July 30, 2021, numbered 98471 to 98539, totaling \$305,432.02, 2 EFTs totaling \$1,969,709, and 4 payroll checks & 105 EFTs totaling \$201,262.16, for a grand total of \$2,476,403.18, have been reviewed and authorized for distribution by the City Manager.

As of July 30, 2021, the unaudited cash balance is \$5,107,945.46

CASH POSITION - CITY OF CAPITOLA
July 30, 2021

	7/30/2021
General Fund	\$ (528,735.42)
Payroll Payables	\$ 176,881.95
Contingency Reserve Fund	\$ 2,061,345.66
Facilities Reserve Fund	\$ 522,829.72
Capital Improvement Fund	\$ 1,496,492.48
Stores Fund	\$ 68,720.10
Information Technology Fund	\$ 319,921.51
Equipment Replacement	\$ 683,832.92
Self-Insurance Liability Fund	\$ (159,546.77)
Workers' Comp. Ins. Fund	\$ 218,799.79
Compensated Absences Fund	\$ 247,403.52
TOTAL UNASSIGNED GENERAL FUNDS	\$ 5,107,945.46

The Emergency Reserve Fund balance is \$1,374,205.54 (not included above).
The PERS Contingency Fund balance is \$1,015,553.15 (not included above).
The Library Fund balance is \$774,358.11 (not included above).

 Jamie Goldstein, City Manager	8/13/21 Date
 Jim Malberg, City Treasurer	8/5/21 Date

Attachment: 7-30-21 Check Register (Approval of City Check Registers)

City Checks Issued July 30, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98471	07/30/2021			AA AUTO COLLISION CENTER	\$6,558.71
	Invoice	Date	Description		Amount
	8733	07/23/2021	2020 Chevy Tahoe repairs		\$3,164.41
	8780	07/23/2021	2014 Toyota Prius repairs		\$3,394.30
98472	07/30/2021			ADAMS ASHBY GROUP INC	\$750.00
	Invoice	Date	Description		Amount
	3696	07/15/2021	CDBG-CV1 Grey Bears submittal review, funds request preparation 1350 - CDBG Grants		\$750.00
98473	07/30/2021			ALEXANDRE TAMER GODINHO	\$500.00
	Invoice	Date	Description		Amount
	AG073021	07/30/2021	Food Truck Friday musical performance		\$500.00
98474	07/30/2021			ALLIED UNIVERSAL	\$1,083.85
	Invoice	Date	Description		Amount
	11554135	08/05/2021	August McGregor skate park foot patrol		\$356.42
	11554136	08/05/2021	August Esplanade park foot patrol		\$382.50
	11554115	08/05/2021	August Jade St. park patrol		\$344.93
98475	07/30/2021			ALVAREZ TECHNOLOGY GROUP INC	\$232.50
	Invoice	Date	Description		Amount
	60075	07/16/2021	August antivirus 2211 - IT Fund		\$232.50
98476	07/30/2021			AMAZON CAPITAL SERVICES	\$340.67
	Invoice	Date	Description		Amount
	11G3-FLRD-GPXW	07/26/2021	Face masks		\$10.85
	16VG-799P-W7CQ	07/28/2021	Vinyl self-stick reflective stickers		\$21.42
	196L-G7JR-71VG	07/28/2021	Face masks, work gloves		\$308.40
			1000 - General Fund	\$329.82	
			2210 - Stores Fund	\$10.85	
98477	07/30/2021			AT&T/CALNET 3	\$213.56
	Invoice	Date	Description		Amount
	000016758618	07/13/2021	July telephone service		\$213.56
			1000 - General Fund	\$162.65	
			2211 - IT Fund	\$50.91	
98478	07/30/2021			AT&T/CALNET 3	\$1,187.84
	Invoice	Date	Description		Amount
	000016759286	07/13/2021	July T-1 access		\$1,187.84
98479	07/30/2021			AUTOMATION TEST ASSOCIATES	\$40.00
	Invoice	Date	Description		Amount
	21236	07/22/2021	July wharf meter reading 1311 - Wharf		\$40.00

Attachment: 7-30-21 Check Register (Approval of City Check Registers)

City Checks Issued July 30, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98480	07/30/2021			BAYSIDE OIL II INC.	\$305.00
	Invoice	Date	Description		Amount
	42776	07/19/2021	Contaminated waste recycling		\$305.00
98481	07/30/2021			BEN NOBLE URBAN AND REGIONAL PLANNING	\$3,150.00
	Invoice	Date	Description		Amount
	1354	07/09/2021	Objective standards for multifamily & mixed-use development		\$2,850.00
	1353	07/09/2021	Zoning code update 1313 - General Plan		\$300.00
98482	07/30/2021			CAPITOLA PUMP COMPANY INC.	\$966.02
	Invoice	Date	Description		Amount
	51625	07/22/2021	Goulds pump		\$966.02
98483	07/30/2021			CLASSIFIED SOUND	\$750.00
	Invoice	Date	Description		Amount
	210728A	06/20/2021	Twilight concert sound engineer 7/28		\$750.00
98484	07/30/2021			CRIMINAL JUSTICE COUNCIL OF SCC	\$1,500.00
	Invoice	Date	Description		Amount
	CJC070121	07/01/2021	FY 21-22 member contributions		\$1,500.00
98485	07/30/2021			DOOLEY ENTERPRISES INC.	\$8,942.90
	Invoice	Date	Description		Amount
	60898	07/15/2021	Range supplies		\$8,942.90
98486	07/30/2021			EMERGENCY VEHICLE SPECIALISTS INC.	\$201.62
	Invoice	Date	Description		Amount
	12833	07/26/2021	Chevy Tahoe antenna		\$201.62
98487	07/30/2021			EVERBRIDGE INC.	\$3,800.00
	Invoice	Date	Description		Amount
	M64142	06/21/2021	Nixle annual renewal 1300 - SLESF		\$3,800.00
98488	07/30/2021			EWING IRRIGATION	\$1,424.03
	Invoice	Date	Description		Amount
	14802634	07/22/2021	Monterey park PVC supplies, vinyl tubing		\$176.28
	14745892	07/15/2021	Jade St. carson boxes, sprinklers, wire connectors, solenoid		\$467.17
	14780528	07/20/2021	Jade St. carson boxes, valve, battery controller, solenoid		\$344.30
	14744745	07/15/2021	Wharf house PVC parts		\$98.67
	14810498	07/23/2021	Monterey Park PVC parts		\$117.32
	14823230	07/26/2021	Pliers		\$17.93
	14823214	07/26/2021	Monterey Park commercial valve, PVC parts		\$202.36
			1000 - General Fund	\$1,325.36	
			1311 - Wharf	\$98.67	

Attachment: 7-30-21 Check Register (Approval of City Check Registers)

City Checks Issued July 30, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98489	07/30/2021			FLYERS ENERGY LLC	\$1,384.24
	Invoice	Date	Description		Amount
	21-358050	07/23/2021	265 gallons gasoline		\$1,170.25
	21-358052	07/23/2021	50 gallons diesel		\$213.99
98490	07/30/2021			HOME DEPOT CREDIT SERVICES	\$2,958.10
	Invoice	Date	Description		Amount
	0054374	07/21/2021	Suspension multi-tool, tool bag		\$43.53
	9521335	07/22/2021	Drain openers, tube brass		\$40.68
	1621006	07/20/2021	64 gallon yard waste carts (2)		\$185.23
	5014402	07/16/2021	Clear lid pro organizer		\$27.22
	2514156	07/19/2021	Leatherman multi-tool		\$108.97
	1521068	07/20/2021	Organizer, 3-piece trim kit, lumber, tape		\$100.33
	0634178	07/21/2021	Lumber, towels, loctite, simple green, air freshener, supplies		\$163.35
	8011132	06/23/2021	Steel tie plates, framing angle, lumber, bit holders		\$91.81
	7011302	06/24/2021	Drywall screw, lumber, screw setter set, plywood, drywall		\$407.46
	6622865	06/25/2021	Pine pickets		\$8.63
	3623272	06/28/2021	Wharf supplies		\$20.91
	2032090	06/29/2021	Fiberglass, hole cutter, lumber		\$124.06
	2612150	06/29/2021	Drywall corner beads, tin snips		\$54.60
	0631733	07/01/2021	Drywall, sponge, air fresheners, joint knife		\$86.32
	5524910	07/06/2021	Hinge jig, phoebe knobs, trim square, hingeless full overlay		\$102.86
	4571761	07/07/2021	Surveyor vests		\$107.58
	4641966	07/07/2021	Drywall sanding sheets, drywall nails, anchors, hose		\$61.62
	4685961	07/07/2021	Gloves		\$12.43
	3013264	07/08/2021	Angle grinding discs		\$25.96
	3632647	07/08/2021	Corner beads, caulk		\$34.86
	3632664	07/08/2021	Battery		\$238.71
	3972176	07/08/2021	Small tools		\$347.71
	8033915	07/13/2021	Bandstand flat device covers		\$36.97
	7620022	07/14/2021	Rope, pulleys, snap hooks, spring links		\$341.49
	7633307	07/14/2021	Wharf bathroom drywall, joint tape, joint knife, supplies		\$90.07
	6642777	07/15/2021	Wharf house primer, PVC cement, fast tape, spring link, tools		\$94.74
			1000 - General Fund	\$2,752.38	
			1311 - Wharf	\$205.72	
98491	07/30/2021			HUB INTERNATIONAL	\$471.92
	Invoice	Date	Description		Amount
	HUB073121	07/26/2021	July event insurance		\$471.92
98492	07/30/2021			HUMBOLDT PETROLEUM LLC	\$52.50
	Invoice	Date	Description		Amount
	090435	07/20/2021	July car washes		\$22.50
	090404	07/10/2021	July car washes		\$30.00
98493	07/30/2021			INTERSTATE ALL BATTERY CENTER	\$47.09
	Invoice	Date	Description		Amount
	717671	07/19/2021	Batteries		\$47.09

Attachment: 7-30-21 Check Register (Approval of City Check Registers)

City Checks Issued July 30, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98494	07/30/2021			KBA Document Solutions LLC	\$88.44
	Invoice	Date	Description		Amount
	55Y1195187	07/21/2021	Recreation copier usage charges		\$88.44
98495	07/30/2021			LABORMAX STAFFING	\$4,147.34
	Invoice	Date	Description		Amount
	26-125895	07/23/2021	Seasonal labor 7/19 - 7/23		\$4,147.34
98496	07/30/2021			LLOYDS TIRE SERVICE	\$460.02
	Invoice	Date	Description		Amount
	207127	07/19/2021	Tires		\$460.02
98497	07/30/2021			LUXLAUNDER	\$822.41
	Invoice	Date	Description		Amount
	LL063021	06/30/2021	June uniform cleaning		\$723.85
	LL063021-2	06/30/2021	June mats for PD		\$98.56
98498	07/30/2021			MASTER CLEANERS	\$203.90
	Invoice	Date	Description		Amount
	MC063021	06/30/2021	June uniform cleaning		\$203.90
98499	07/30/2021			MCDONALD REFRIGERATION INC.	\$412.19
	Invoice	Date	Description		Amount
	71678	07/19/2021	Jade St. cooler repairs		\$412.19
98500	07/30/2021			MICHAEL HAMMAR JR.	\$1,250.00
	Invoice	Date	Description		Amount
	001	07/01/2021	Twilight concert performance 8/4		\$1,250.00
98501	07/30/2021			MID COUNTY AUTO SUPPLY	\$170.72
	Invoice	Date	Description		Amount
	MID-1360229	07/19/2021	Washer fluid, brush set		\$25.79
	MID-1362395	07/20/2021	Hub unit assembly		\$114.47
	MID-1347632	07/08/2021	Alternator core return		(\$32.70)
	MID-1347638	07/08/2021	Gloves, bondo		\$63.16
98502	07/30/2021			MISSION LINEN SUPPLY	\$298.60
	Invoice	Date	Description		Amount
	515129343	07/14/2021	Corp. yard uniform cleaning, mats, towels		\$96.95
	515168816	07/21/2021	Corp. yard uniform cleaning		\$92.66
	515195013	07/26/2021	Community center mats and mops		\$75.00
	515168815	07/21/2021	Fleet uniform cleaning, towels		\$33.99
98503	07/30/2021			MISSION PRINTERS	\$51.40
	Invoice	Date	Description		Amount
	61826	07/27/2021	Museum curator business cards		\$51.40

Attachment: 7-30-21 Check Register (Approval of City Check Registers)

City Checks Issued July 30, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98504	07/30/2021			O'REILLY AUTO PARTS	\$258.17
	Invoice	Date	Description		Amount
	2763-219153	06/29/2021	Dirt buster, oil filter, oil		\$40.91
	2763-222663	07/16/2021	Radiator hoses, coolant hoses, coolant reservoir		\$217.26
98505	07/30/2021			OUTDOOR SUPPLY HARDWARE	\$376.23
	Invoice	Date	Description		Amount
	D69412	07/21/2021	Bungee cord, gloves		\$107.87
	D54349	06/28/2021	Pipe adapter		\$8.26
	D64923	07/14/2021	Plants, hose		\$61.02
	D68028	07/19/2021	Rust stopper spray		\$17.42
	D68766	07/20/2021	Padlock, pliers, hammer, bar clamp/spreader		\$144.90
	D69008	07/20/2021	Paint		\$7.46
	D70846	07/23/2021	Yellow jacket/wasp foam		\$10.88
	D70856	07/23/2021	Paystation numbering		\$18.42
98506	07/30/2021			PACIFIC GAS & ELECTRIC	\$1,606.90
	Invoice	Date	Description		Amount
	PGE072621-acct7	07/26/2021	July library utilities		\$1,606.90
98507	07/30/2021			PALACE BUSINESS SOLUTIONS	\$231.96
	Invoice	Date	Description		Amount
	614114-0	07/19/2021	Paper, white board cleaner		\$61.97
	613840-0	07/14/2021	Office supplies		\$18.13
	613760-0	07/13/2021	Steno books, notebooks, pens		\$61.75
	613636-0	07/09/2021	Paper, office supplies		\$90.11
98508	07/30/2021			PHOENIX GROUP INFORMATION SYSTEMS	\$5,423.65
	Invoice	Date	Description		Amount
	062021070	07/19/2021	June citation processing		\$5,423.65
98509	07/30/2021			PRAXAIR DISTRIBUTION INC.	\$195.96
	Invoice	Date	Description		Amount
	64923286	07/22/2021	Acetylene rental		\$195.96
98510	07/30/2021			ROBERT M PATTERSON	\$550.00
	Invoice	Date	Description		Amount
	RMP070121	07/01/2021	Citation admin. hearings (11)		\$550.00
98511	07/30/2021			SAN LORENZO LUMBER	\$145.23
	Invoice	Date	Description		Amount
	55-0655691	07/20/2021	Pry bar, screws, socket adapter, screw driver set, pliers		\$145.23
98512	07/30/2021			SANTA CRUZ AUTO PARTS INC.	\$259.18
	Invoice	Date	Description		Amount
	14508-413989	07/20/2021	Lube, wiper blades, air filters		\$147.83
	14508-414015	07/21/2021	Oil filters, wiper blades		\$44.78
	14508-414012	07/21/2021	Air filters		\$66.57

Attachment: 7-30-21 Check Register (Approval of City Check Registers)

City Checks Issued July 30, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98513	07/30/2021			SANTA CRUZ COUNTY SHERIFF	\$12,040.00
	Invoice	Date	Description		Amount
	2022-CPD	03/18/2021	SART agency contribution		\$12,040.00
98514	07/30/2021			SANTA CRUZ COUNTY SHERIFF-CORONER	\$2,989.56
	Invoice	Date	Description		Amount
	621 CPD	07/10/2021	June booking fees		\$2,989.56
98515	07/30/2021			SANTA CRUZ FIRE EQUIPMENT CO.	\$100.88
	Invoice	Date	Description		Amount
	108505	07/26/2021	PD fire extinguisher maintenance		\$100.88
98516	07/30/2021			SANTA CRUZ REGIONAL 911	\$175,311.15
	Invoice	Date	Description		Amount
	SCR061521	06/15/2021	Regional 911 1st qtr. operating & SCRMS		\$175,311.15
98517	07/30/2021			SENTINEL PRINTERS INC.	\$671.89
	Invoice	Date	Description		Amount
	306278	07/20/2021	Notice of corrections forms		\$671.89
98518	07/30/2021			SERVPRO OF SANTA CRUZ	\$234.99
	Invoice	Date	Description		Amount
	2336	07/02/2021	Bio cleaning car 141		\$234.99
98519	07/30/2021			SOQUEL CREEK WATER DISTRICT	\$608.44
	Invoice	Date	Description		Amount
	08-15299-0071321	07/13/2021	Monterey Ave. water		\$109.60
	08-15562-0071321	07/13/2021	Cliff and Fairview water service		\$44.04
	10-16317-0071521	07/15/2021	420 Capitola Ave. water		\$293.07
	10-16315-0071521	07/15/2021	504 Beulah Dr. water		\$62.39
	10-16316-0071521	07/15/2021	426 Capitola Ave. water		\$99.34
98520	07/30/2021			SOQUEL HEARING AID CENTER	\$299.70
	Invoice	Date	Description		Amount
	TLS070721	07/07/2021	Police radio adapters, coil tubes		\$299.70
98521	07/30/2021			STAPLES ADVANTAGE	\$105.82
	Invoice	Date	Description		Amount
	8062693499	06/26/2021	Office supplies		\$37.59
	8062772949	07/03/2021	Post-its, Febreze, thermal pouches		\$68.23
98522	07/30/2021			T MOBILE	\$196.01
	Invoice	Date	Description		Amount
	TM072121	07/23/2021	July cell phone usage		\$196.01
98523	07/30/2021			THE HOME DEPOT PRO	\$2,552.59
	Invoice	Date	Description		Amount
	629084872	07/16/2021	Janitorial supplies		\$2,552.59

Attachment: 7-30-21 Check Register (Approval of City Check Registers)

City Checks Issued July 30, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98524	07/30/2021			TPX COMMUNICATIONS	\$1,583.56
	Invoice	Date	Description		Amount
	145756785-0	07/23/2021	July phone service		\$1,583.56
			1000 - General Fund	\$868.44	
			2211 - IT Fund	\$715.12	
98525	07/30/2021			VERIZON WIRELESS	\$2,858.48
	Invoice	Date	Description		Amount
	9883811361	07/10/2021	July cell phone charges		\$2,858.48
98526	07/30/2021			VISIT SANTA CRUZ COUNTY	\$49,307.95
	Invoice	Date	Description		Amount
	VSCC063021	06/30/2021	April - June tourism marketing district remittance		\$49,307.95
98527	07/30/2021			WATSONVILLE BLUEPRINT	\$83.31
	Invoice	Date	Description		Amount
	101262	07/23/2021	Adaptive signals bond copies, binding strip, file setup		\$83.31
98528	07/30/2021			WESTERN EXTERMINATOR COMPANY	\$64.00
	Invoice	Date	Description		Amount
	8238480	06/02/2021	June turnouts rodent control		\$64.00
98529	07/30/2021			ZEE MEDICAL SERVICE CO.	\$123.37
	Invoice	Date	Description		Amount
	66585596	07/06/2021	Supplies for office first aid kit		\$123.37
98530	07/30/2021			Alicia Bocanegra	\$36.00
	Invoice	Date	Description		Amount
	702126957	07/09/2021	Citation refund		\$36.00
98531	07/30/2021			Bradley or Sherry Anderson	\$36.00
	Invoice	Date	Description		Amount
	702128137	07/21/2021	Citation refund		\$36.00
98532	07/30/2021			Deepesh Sunku	\$96.00
	Invoice	Date	Description		Amount
	200133735	07/15/2021	Citation refund		\$96.00
98533	07/30/2021			Filip Pizlo	\$1,994.47
	Invoice	Date	Description		Amount
	20-0427	07/21/2021	1817 47th Ave. project deposit partial refund		\$1,994.47
			1000 - General Fund	\$1,899.50	
			1317 - Technology Fee Fund	\$94.97	
98534	07/30/2021			Hakan Ozcelik	\$96.00
	Invoice	Date	Description		Amount
	200134765	07/14/2021	Citation refund		\$96.00

Attachment: 7-30-21 Check Register (Approval of City Check Registers)

City Checks Issued July 30, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98535	07/30/2021			Kevin Lin	\$36.00
	Invoice	Date	Description		Amount
	200131976	07/09/2021	Citation refund		\$36.00
98536	07/30/2021			Lena Weisman	\$30.00
	Invoice	Date	Description		Amount
	200126710	07/09/2021	Citation refund		\$30.00
98537	07/30/2021			Linda Ibarra	\$96.00
	Invoice	Date	Description		Amount
	200133750	07/14/2021	Citation refund		\$96.00
98538	07/30/2021			Pamela Thorkelson	\$31.00
	Invoice	Date	Description		Amount
	200135619	07/21/2021	Citation refund		\$31.00
98539	07/30/2021			Tiana Gomez	\$36.00
	Invoice	Date	Description		Amount
	200132335	07/09/2021	Citation refund		\$36.00
Check Totals:					\$305,432.02
EFT					
1172	07/26/2021			WEX HEALTH INC.	\$135.00
	Invoice	Date	Description		Amount
	0001362607-IN	06/30/2021	June COBRA and FSA admin.		\$135.00
1173	07/28/2021			CalPERS Fiscal Services Division	\$1,969,574.00
	Invoice	Date	Description		Amount
	1001907061-4	07/28/2021	FY21-22 PERS UAL prepayment		\$1,969,574.00
Type EFT Totals:					\$1,969,709.00
Main City Totals				Count	Total
Checks				69	\$305,432.02
EFTs				2	\$1,969,709.00
All				71	\$2,275,141.02
Payroll Totals					
Checks				4	\$8,604.00
EFTs				105	\$192,658.16
All				109	\$201,262.16
Grand Totals:					
Checks				73	\$314,036.02
EFTs				107	\$2,162,367.16
All				180	\$2,476,403.18

Attachment: 7-30-21 Check Register (Approval of City Check Registers)

City main account checks dated August 6, 2021, numbered 98540 to 98576, totaling \$171,932.88, 6 EFTs totaling \$170,371.16, and 19 payroll checks totaling \$18,304.05, for a grand total of \$360,608.09, have been reviewed and authorized for distribution by the City Manager.

As of August 6, 2021, the unaudited cash balance is \$5,030,543.75

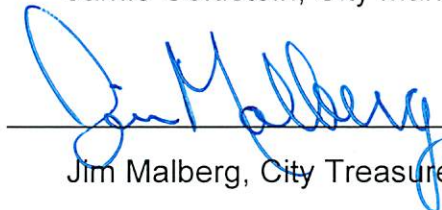
CASH POSITION - CITY OF CAPITOLA
August 6, 2021

	8/6/2021
General Fund	\$ (420,602.98)
Payroll Payables	\$ 7,819.21
Contingency Reserve Fund	\$ 2,061,345.66
Facilities Reserve Fund	\$ 522,829.72
Capital Improvement Fund	\$ 1,484,861.23
Stores Fund	\$ 68,169.70
Information Technology Fund	\$ 315,631.75
Equipment Replacement	\$ 683,832.92
Self-Insurance Liability Fund	\$ (159,546.77)
Workers' Comp. Ins. Fund	\$ 218,799.79
Compensated Absences Fund	\$ 247,403.52
TOTAL UNASSIGNED GENERAL FUNDS	\$ 5,030,543.75

The Emergency Reserve Fund balance is \$1,374,205.54 (not included above).
The PERS Contingency Fund balance is \$1,015,553.15 (not included above).
The Library Fund balance is \$774,358.11 (not included above).



Jamie Goldstein, City Manager 8/13/21
Date



Jim Malberg, City Treasurer 8/6/21
Date

Attachment: 8-6-21 Check Register (Approval of City Check Registers)

City Checks Issued August 6, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98540	08/06/2021			CAROLYN FLYNN	\$2,972
	Invoice	Date	Description		Amount
	CBF-6-2021	07/09/2021	June affordable housing program management (check re-issued, replaces #98346) 5552 - Housing successor		\$2,972.50
98541	08/06/2021			AFLAC	\$1,861
	Invoice	Date	Description		Amount
	597036	07/25/2021	July supplemental insurance 1001 - Payroll		\$1,861.77
98542	08/06/2021			ALLSAFE LOCK COMPANY	\$153
	Invoice	Date	Description		Amount
	52687	07/28/2021	Padlocks		\$153.69
98543	08/06/2021			AMAZON CAPITAL SERVICES	\$822
	Invoice	Date	Description		Amount
	1799-G1CN-1X91	07/28/2021	Martial arts mats		\$555.88
	1RWD-T1Y3-9CCG	07/28/2021	Plastic safety barrier chain		\$78.32
	1LTP-9JXP-7TPC	07/28/2021	Ink cartridge		\$19.61
	1K4W-M9QK-6X7M	07/28/2021	Broom and dust pan set		\$19.59
	1Y7N-RJHT-FVKX	08/02/2021	Dish rack		\$26.88
	1HVX-H7QP-LGQW	08/03/2021	Dish soap		\$14.52
	1H7L-41DJ-P6VD	08/03/2021	Neck gaiters, face masks		\$108.06
			1000 - General Fund	\$761.87	
			2210 - Stores Fund	\$60.99	
98544	08/06/2021			CAPITOLA-SOQUEL CHAMBER OF COMMERCE	\$13,081
	Invoice	Date	Description		Amount
	CSCC063021	06/30/2021	Quarterly TOT allocation 1305 - Restricted TOT		\$13,081.90
98545	08/06/2021			CARIN HANNA	\$1,716
	Invoice	Date	Description		Amount
	CH062921	06/29/2021	BIA storage, stamps, printing, USPS box, supplies reimbursement 1321 - BIA		\$1,716.45
98546	08/06/2021			CIRCLE UP EDUCATION	\$495
	Invoice	Date	Description		Amount
	2763	07/29/2021	Training planning and preparation		\$495.00
98547	08/06/2021			CLASSIFIED SOUND	\$750
	Invoice	Date	Description		Amount
	210804A	06/20/2021	Twilight concert sound engineer 8/4		\$750.00
98548	08/06/2021			CLEAN BUILDING MAINTENANCE CO.	\$5,914
	Invoice	Date	Description		Amount
	28017	07/31/2021	July janitorial services		\$5,914.92
			1000 - General Fund	\$5,096.48	
			1311 - Wharf Fund	\$818.44	

Attachment: 8-6-21 Check Register (Approval of City Check Registers)

City Checks Issued August 6, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transac Amou
98549	08/06/2021			CYNTHIA LARSON	\$1.2
	Invoice	Date	Description		Amount
	CL081121	08/11/2021	Twilight concert performance 8/11		\$1,250.00
98550	08/06/2021			DONALD W ALLEY	\$2.4
	Invoice	Date	Description		Amount
	821-02	08/01/2021	Soquel creek monitoring and reporting		\$2,490.19
98551	08/06/2021			FERGUSON ENTERPRISES LLC #795	\$1.7
	Invoice	Date	Description		Amount
	9375174	07/26/2021	Pipe dope, tube talons, couplers		\$420.14
	9376071	07/26/2021	Wharf PVC parts		\$39.05
	9378874	07/28/2021	Village bathroom supplies		\$1,196.82
	9381545	07/28/2021	Foam pipe		\$97.01
			1000 - General Fund	\$1,713.97	
			1311 - Wharf Fund	\$39.05	
98552	08/06/2021			FLYERS ENERGY LLC	\$1.9
	Invoice	Date	Description		Amount
	21-361980	07/29/2021	100 gallons diesel		\$426.15
	21-361981	07/29/2021	331 gallons gasoline		\$1,494.25
98553	08/06/2021			GABE CUZICK	\$8
	Invoice	Date	Description		Amount
	GC072321	07/30/2021	BMW motorcycle training reimbursement		\$868.78
98554	08/06/2021			GALLS LLC	\$1
	Invoice	Date	Description		Amount
	018620372	06/17/2021	Motorcycle gloves		\$154.31
	018648025	06/21/2021	Returned flashlight holder		(\$50.03)
98555	08/06/2021			GARDAWORLD	\$2
	Invoice	Date	Description		Amount
	10645003	07/01/2021	July armored car service		\$213.59
98556	08/06/2021			HINDERLITER DELLAMAS AND ASSOCIATES	\$6
	Invoice	Date	Description		Amount
	SIN010446	08/02/2021	FY20-21 CAFR statistical package		\$695.00
98557	08/06/2021			HOME DEPOT CREDIT SERVICES	\$71
	Invoice	Date	Description		Amount
	9521358	07/22/2021	Lumber		\$31.96
	7523161	08/03/2021	Tray liner, primer, microfiber tray set		\$49.18
	2515109	07/29/2021	Pipe wrench, carbide blades, couplings		\$152.31
	3522170	07/28/2021	Shrink coil		\$174.40
	5010418	07/26/2021	Drywall		\$13.71
	4521998	07/27/2021	Esplanade brushes, black marker, loppers, potting soil		\$194.77
	4522034	07/27/2021	Comp brass cap		\$2.70
	1635364	07/30/2021	Alarms, brooms		\$147.08
			1000 - General Fund	\$752.40	
			1311 - Wharf Fund	\$13.71	

Attachment: 8-6-21 Check Register (Approval of City Check Registers)

City Checks Issued August 6, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transactic Amount
98558	08/06/2021			INTERNATIONAL BRONZE PLAQUE COMPANY	\$298.00
	Invoice	Date	Description		Amount
	21-59353	08/03/2021	Memorial bench plaques		\$298.00
98559	08/06/2021			LABORMAX STAFFING	\$3,703.71
	Invoice	Date	Description		Amount
	26-127874	07/30/2021	Seasonal labor 7/24 - 7/30		\$3,703.71
98560	08/06/2021			LIUNA PENSION FUND	\$1,478.40
	Invoice	Date	Description		Amount
	FD4931	07/30/2021	July LIUNA pension dues 1001 - Payroll		\$1,478.40
98561	08/06/2021			MID COUNTY AUTO SUPPLY	\$349.02
	Invoice	Date	Description		Amount
	MID-1362411	07/21/2021	Air filters		\$211.02
	MID-1373316	07/28/2021	Brake shoes, spark plugs, wheel cylinder, PCV valve, wire set		\$138.60
98562	08/06/2021			MOFFATT AND NICHOL	\$11,631.25
	Invoice	Date	Description		Amount
	761669	07/08/2021	Wharf permitting and design 1200 - CIP		\$11,631.25
98563	08/06/2021			MONTEREY BAY AIR RESOURCES DISTRICT	\$4,843.68
	Invoice	Date	Description		Amount
	0003014	07/28/2021	MBARD assessment fees		\$4,843.68
98564	08/06/2021			NATIONAL DATA & SURVEYING SERVICES	\$1,350.00
	Invoice	Date	Description		Amount
	21-090059	07/29/2021	Volume, speed and classification counts at multiple locations 1310 - Gas Tax		\$1,350.00
98565	08/06/2021			OUTDOOR SUPPLY HARDWARE	\$128.98
	Invoice	Date	Description		Amount
	D73344	07/27/2021	Pipe adapters, bushing, pipe caps, couplings		\$43.17
	D74086	07/28/2021	Coupling, ABS sanitary tee		\$32.98
	D73308	07/27/2021	Drain cleaner, supply tube		\$52.29
98566	08/06/2021			SANTA CRUZ COUNTY AUDITOR-CONTROLLER	\$17,002.50
	Invoice	Date	Description		Amount
	SCC073121	07/31/2021	July citation processing		\$17,002.50
98567	08/06/2021			SANTA CRUZ COUNTY BANK	\$82,532.87
	Invoice	Date	Description		Amount
	SCCB072121	07/21/2021	Pacific Cove financing lease acct #900380400 1420 - Pac Cove Lease Financing		\$82,532.87
98568	08/06/2021			SANTA CRUZ COUNTY INFORMATION SERVICES	\$2,109.48
	Invoice	Date	Description		Amount
	SCCISD072721	07/27/2021	Annual VPN charges 2211 - IT Fund		\$2,109.48

Attachment: 8-6-21 Check Register (Approval of City Check Registers)

City Checks Issued August 6, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transact Amount
98569	08/06/2021			SMITTYS	\$1,417.92
	Invoice	Date	Description		Amount
	SMITTYS060421	06/04/2021	2014 Prius repair and paint bumper, bumper cover, spoiler		\$1,417.92
98570	08/06/2021			SOQUEL CREEK WATER DISTRICT	\$44.17
	Invoice	Date	Description		Amount
	13-10919-0072221	07/22/2021	2000 Wharf Road water service		\$44.17
	13-18567-0072221	07/22/2021	2005 Wharf Rd. water		\$429.60
98571	08/06/2021			SPECTRUM BUSINESS	\$4,114.04
	Invoice	Date	Description		Amount
	0000178080121	08/01/2021	August internet service		\$4,114.04
			1000 - General Fund	\$1,933.76	
			2211 - IT Fund	\$2,180.28	
98572	08/06/2021			UNITED WAY OF SANTA CRUZ COUNTY	\$30.00
	Invoice	Date	Description		Amount
	UW073121	07/24/2021	July employee United Way contributions		\$30.00
			1001 - Payroll		
98573	08/06/2021			UPS	\$2.00
	Invoice	Date	Description		Amount
	0000954791311	07/31/2021	PD shipping PLD fee		\$2.00
98574	08/06/2021			US BANK EQUIPMENT FINANCE	\$174.40
	Invoice	Date	Description		Amount
	448921981	07/23/2021	City Hall copier leases		\$174.40
			2210 - Stores Fund		
98575	08/06/2021			US BANK EQUIPMENT FINANCE	\$315.01
	Invoice	Date	Description		Amount
	449313618	07/28/2021	City Hall copier leases		\$315.01
			2210 - Stores Fund		
98576	08/06/2021			US BANK PARS Acct 6746022400	\$2,147.33
	Invoice	Date	Description		Amount
	PARS072421	07/30/2021	PARS contributions PPE 7/24/21		\$2,147.33
			1001 - Payroll		
Type Check Totals:					\$171,900.00
EFT					
1174	08/03/2021			CalPERS Health Insurance	\$58,940.79
	Invoice	Date	Description		Amount
	1001912173	08/01/2021	August health insurance		\$58,940.79
			1000 - General Fund	\$3,474.19	
			1001 - Payroll	\$55,466.60	
1175	08/02/2021			STATE DISBURSEMENT UNIT	\$767.53
	Invoice	Date	Description		Amount
	36603204	07/30/2021	Employee garnishments PPE 7/24/21		\$767.53
			1001 - Payroll		

Attachment: 8-6-21 Check Register (Approval of City Check Registers)

City Checks Issued August 6, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
1176	08/02/2021			VOYA FINANCIAL	\$10,612
	Invoice	Date	Description		Amount
	VOYA073021	07/30/2021	457 contributions PPE 7/24/21 1001 - Payroll		\$10,612.53
1177	08/02/2021			CalPERS Member Services Division	\$55,209
	Invoice	Date	Description		Amount
	1001912042-5	07/30/2021	PERS contributions PPE 7/24/21 1001 - Payroll		\$55,209.50
1178	08/02/2021			EMPLOYMENT DEVELOPMENT DEPARTMENT	\$10,275
	Invoice	Date	Description		Amount
	0-623-261-088	07/30/2021	State taxes PPE 7/24/21 1001 - Payroll		\$10,275.49
1179	08/02/2021			INTERNAL REVENUE SERVICE	\$34,565
	Invoice	Date	Description		Amount
	91479796	07/30/2021	Federal taxes & Medicare PPE 7/24/21 1001 - Payroll		\$34,565.32

EFT Totals: \$170,371

Main City Totals	Count	Tc
Checks	37	\$171,932
EFTs	6	\$170,371
All	43	\$342,304
Payroll Totals		
Checks	19	\$18,304
EFTs	0	\$0
All	19	\$18,304
Grand Totals:		
Checks	56	\$190,236
EFTs	6	\$170,371
All	62	\$360,608

Attachment: 8-6-21 Check Register (Approval of City Check Registers)

City main account checks dated August 13, 2021, numbered 98577 to 98632, totaling \$63,633.72, 3 EFTs totaling \$3,246.75, 1 library check totaling \$4,150.00 and 84 payroll EFTs totaling \$171,834.72, for a grand total of \$242,865.19, have been reviewed and authorized for distribution by the City Manager.

As of August 13, 2021, the unaudited cash balance is \$5,120,137.95


CASH POSITION - CITY OF CAPITOLA
August 13, 2021

	8/13/2021
General Fund	\$ (465,196.37)
Payroll Payables	\$ 145,231.30
Contingency Reserve Fund	\$ 2,061,345.66
Facilities Reserve Fund	\$ 522,829.72
Capital Improvement Fund	\$ 1,484,861.23
Stores Fund	\$ 68,142.48
Information Technology Fund	\$ 312,997.52
Equipment Replacement	\$ 683,832.92
Self-Insurance Liability Fund	\$ (160,109.82)
Workers' Comp. Ins. Fund	\$ 218,799.79
Compensated Absences Fund	\$ 247,403.52
TOTAL UNASSIGNED GENERAL FUNDS	\$ 5,120,137.95

The Emergency Reserve Fund balance is \$1,374,205.54 (not included above).
The PERS Contingency Fund balance is \$1,015,553.15 (not included above).
The Library Fund balance is \$770,178.11 (not included above).



Jamie Goldstein, City Manager 8/16/21
Date



Jim Malberg, City Treasurer 8/13/21
Date

Attachment: 8-13-21 Check Register (Approval of City Check Registers)

City Checks Issued August 13, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98577	08/13/2021			ACE PORTABLE SERVICES	\$488.60
	Invoice	Date	Description		Amount
	168824	07/30/2021	Recreation portable toilets, hand wash station		\$488.60
98578	08/13/2021			ADT SECURITY SERVICES INC.	\$213.46
	Invoice	Date	Description		Amount
	ADT072921	07/29/2021	Corp. yard & museum ADT monitoring		\$213.46
98579	08/13/2021			AGILITY TRIBE LLC	\$1,860.00
	Invoice	Date	Description		Amount
	1	08/02/2021	Camp bouldering gym		\$1,860.00
98580	08/13/2021			AMAZON CAPITAL SERVICES	\$53.98
	Invoice	Date	Description		Amount
	1QPF-DXFM-7NNM	08/05/2021	Silverware tray organizer, flatware set		\$27.22
	1T71-HRDJ-1TJL	08/04/2021	Parking sign		\$26.76
			1000 - General Fund	\$26.76	
			2210 - Stores Fund	\$27.22	
98581	08/13/2021			AT&T	\$9.20
	Invoice	Date	Description		Amount
	ATT080121	08/01/2021	August long distance charges		\$9.20
			1000 - General Fund	\$4.53	
			2211 - IT Fund	\$4.67	
98582	08/13/2021			B & B SMALL ENGINE REPAIR	\$139.15
	Invoice	Date	Description		Amount
	479408	08/04/2021	Cinch trap, ultra mix oil		\$139.15
98583	08/13/2021			CA DEPARTMENT OF TRANSPORTATION	\$3,093.57
	Invoice	Date	Description		Amount
	SL220157	07/27/2021	April - June signals & lighting		\$3,093.57
			1310 - Gas Tax		
98584	08/13/2021			CALE AMERICA INC.	\$1,829.00
	Invoice	Date	Description		Amount
	165007	07/23/2021	July active meters		\$1,829.00
98585	08/13/2021			CALIFORNIA COAST UNIFORM COMPANY	\$540.12
	Invoice	Date	Description		Amount
	8803	07/16/2021	Taper pant legs		\$20.00
	8813	07/16/2021	Pants, shirts, baseball hat, tailoring charges		\$520.12
98586	08/13/2021			CAROLYN FLYNN	\$3,915.00
	Invoice	Date	Description		Amount
	CBF-7-2021	08/04/2021	July affordable housing consulting		\$3,915.00
			5552 - Housing Successor		
98587	08/13/2021			CLASSIFIED SOUND	\$750.00
	Invoice	Date	Description		Amount
	210811A	06/20/2021	Twilight concert sound engineer 8/11		\$750.00

Attachment: 8-13-21 Check Register (Approval of City Check Registers)

City Checks Issued August 13, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98588	08/13/2021			CRYSTAL SPRINGS WATER CO.	\$527.30
	Invoice	Date	Description		Amount
	CSW073121	07/31/2021	July drinking water		\$527.30
98589	08/13/2021			D & G SANITATION	\$2,625.58
	Invoice	Date	Description		Amount
	282917	07/31/2021	Skate park hand wash station, portable toilets		\$621.13
	282918	07/31/2021	Jade st. park hand wash station rental		\$119.35
	282919	07/31/2021	Cortez park hand wash station		\$119.35
	282921	07/31/2021	Wharf portable toilets		\$1,285.02
	282920	07/31/2021	Lower parking lot portable toilet rental		\$480.73
			1000 - General Fund	\$1,340.56	
			1311 - Wharf Fund	\$1,285.02	
98590	08/13/2021			ECONOMIC & PLANNING SYSTEMS INC.	\$7,280.00
	Invoice	Date	Description		Amount
	201117-2	06/30/2021	Affordable housing nexus study		\$7,280.00
98591	08/13/2021			EMPLOYMENT DEVELOPMENT DEPT.	\$563.05
	Invoice	Date	Description		Amount
	L1574452240	07/28/2021	Unemployment insurance benefit charge		\$563.05
			2213 - Self Insurance Fund		
98592	08/13/2021			EWING IRRIGATION	\$323.70
	Invoice	Date	Description		Amount
	14913856	08/05/2021	Monterey park pop-up rotors, PVC reducer bushings		\$145.95
	14915441	08/05/2021	PVC pipe cutter, ball valve, reducer bushing, male adapter		\$177.75
98593	08/13/2021			FASTENAL COMPANY	\$288.37
	Invoice	Date	Description		Amount
	CAWAT117530	08/05/2021	Welding cart		\$174.39
	CAWAT117478	08/09/2021	Fleet hardware		\$113.98
98594	08/13/2021			FASTRAK	\$6.00
	Invoice	Date	Description		Amount
	I712160933430	08/03/2021	Benicia-Martinez bridge toll		\$6.00
98595	08/13/2021			FLYERS ENERGY LLC	\$2,551.70
	Invoice	Date	Description		Amount
	21-366076	08/06/2021	100 gallons diesel		\$437.63
	21-366075	08/06/2021	469 gallons gasoline		\$2,114.07
98596	08/13/2021			FRED C. BEYERS	\$312.00
	Invoice	Date	Description		Amount
	FB080321	08/03/2021	Softball official services		\$312.00
98597	08/13/2021			GALLS LLC	\$395.21
	Invoice	Date	Description		Amount
	018858218	07/20/2021	Flashlight batteries		\$65.96
	018801777	07/13/2021	Equipment belt		\$97.24
	018858438	07/20/2021	Boots		\$124.89
	018456613-2	05/26/2021	Leather holder for flashlight		\$107.12
98598	08/13/2021			HOME DEPOT CREDIT SERVICES	\$207.75

Attachment: 8-13-21 Check Register (Approval of City Check Registers)

City Checks Issued August 13, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
	Invoice	Date	Description		Amount
	4523599	08/06/2021	Peg hooks, tools, impact adapter set		\$100.04
	5031760	08/05/2021	Auger bit		\$23.95
	9015237	07/22/2021	Extractor set, bit set		\$38.08
	4622006	07/27/2021	Drill bit set, heavy duty straps, drywall screw		\$45.68
98599	08/13/2021			KBA Document Solutions LLC	\$98.09
	Invoice	Date	Description		Amount
	55Y1199420	08/04/2021	Monthly copier usage charges		\$98.09
			1000 - General Fund	\$80.00	
			2211 - IT Fund	\$18.09	
98600	08/13/2021			KING'S PAINT AND PAPER INC.	\$224.18
	Invoice	Date	Description		Amount
	A0314147	08/11/2021	Curb paint, tray liner, masterweave cover		\$224.18
98601	08/13/2021			LABORMAX STAFFING	\$4,184.27
	Invoice	Date	Description		Amount
	26-129950	08/06/2021	Seasonal labor 7/30 - 8/6		\$4,184.27
98602	08/13/2021			LLOYDS TIRE SERVICE	\$1,028.99
	Invoice	Date	Description		Amount
	207355	08/06/2021	Michelin Primacy MXV4 tires (4)		\$1,028.99
98603	08/13/2021			MID COUNTY AUTO SUPPLY	\$115.70
	Invoice	Date	Description		Amount
	MID-1381231	08/03/2021	Heater hose, gloves, window butt		\$42.83
	MID-1378439	08/02/2021	Clamp, tap and die set, limited slip gear oil		\$72.87
98604	08/13/2021			MILLER'S TRANSFER & STORAGE CO.	\$363.55
	Invoice	Date	Description		Amount
	93175	08/02/2021	August record storage and July warehouse handling		\$363.55
98605	08/13/2021			MISSION LINEN SUPPLY	\$201.65
	Invoice	Date	Description		Amount
	515211286	07/28/2021	Fleet uniform cleaning, towels		\$33.99
	515258191	08/04/2021	Corp. yard uniform cleaning, towels		\$92.66
	515282475	08/09/2021	Recreation towels, mats, mops		\$75.00
98606	08/13/2021			NAPA AUTO PARTS	\$17.37
	Invoice	Date	Description		Amount
	6841-060801	08/05/2021	Engine oil dye		\$17.37
98607	08/13/2021			OUTDOOR SUPPLY HARDWARE	\$72.98
	Invoice	Date	Description		Amount
	D78156	08/04/2021	Padlock, gloves, rake		\$51.20
	D78164	08/04/2021	Gopher traps		\$21.78
98608	08/13/2021			PALACE BUSINESS SOLUTIONS	\$6.64
	Invoice	Date	Description		Amount
	614140-1	07/21/2021	Pencil sharpener		\$6.64
98609	08/13/2021			PATRICK SIERRA	\$1,250.00
	Invoice	Date	Description		Amount

Attachment: 8-13-21 Check Register (Approval of City Check Registers)

City Checks Issued August 13, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
	PS081821	08/18/2021	Twilight concert performance 8/18		\$1,250.00
98610	08/13/2021			ROBERT M PATTERSON	\$400.00
	Invoice	Date	Description		Amount
	RMP080121	08/01/2021	Citation admin. hearings (8)		\$400.00
98611	08/13/2021			SAN LORENZO LUMBER	\$967.68
	Invoice	Date	Description		Amount
	55-0655478	07/20/2021	Sawzall blades, lumber, two flute bit		\$97.62
	55-0656390	07/21/2021	Head gear, paint, battery, angle grinder		\$397.40
	55-0657916	07/28/2021	Skate park lumber		\$426.80
	55-0657933	07/28/2021	Skate park hardware		\$45.86
98612	08/13/2021			SANTA CRUZ AUTO PARTS INC.	\$40.97
	Invoice	Date	Description		Amount
	14508-415657	08/05/2021	Cabin air filters		\$40.97
98613	08/13/2021			SANTA CRUZ COUNTY CLERK	\$15,908.41
	Invoice	Date	Description		Amount
	20-0064	07/30/2021	November 2020 election ballots, staff, supplies, mailings		\$15,908.41
98614	08/13/2021			SANTA CRUZ COUNTY PUBLIC WORKS	\$33.28
	Invoice	Date	Description		Amount
	40537	07/07/2021	Treated wood waste landfill charges		\$33.28
98615	08/13/2021			SANTA CRUZ SENTINEL	\$673.60
	Invoice	Date	Description		Amount
	0001302005	07/31/2021	July legal notices		\$673.60
98616	08/13/2021			SOFTWARE ONE INC	\$2,950.47
	Invoice	Date	Description		Amount
	US-SCO-1156400	07/08/2021	Adobe annual license renewal 2211 - IT Fund		\$2,950.47
98617	08/13/2021			SOUZA'S ICE CREAM AND CANDY	\$337.50
	Invoice	Date	Description		Amount
	832021	08/06/2021	Camp Capitola ice cream		\$337.50
98618	08/13/2021			STAPLES ADVANTAGE	\$131.16
	Invoice	Date	Description		Amount
	8062915364	07/17/2021	Paper towels, paper plates, cups, bowls		\$131.16
98619	08/13/2021			THE HOME DEPOT PRO	\$1,951.61
	Invoice	Date	Description		Amount
	632438784	08/03/2021	Janitorial supplies		\$1,951.61
98620	08/13/2021			TODD HANSON	\$2,668.00
	Invoice	Date	Description		Amount
	00011	08/01/2021	August BIA marketing, website management, media boost 1321 - BIA		\$2,668.00

Attachment: 8-13-21 Check Register (Approval of City Check Registers)

City Checks Issued August 13, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98621	08/13/2021			US BANK EQUIPMENT FINANCE	\$26.06
	Invoice	Date	Description		Amount
	449771625	08/03/2021	Recreation copier leases		\$26.06
98622	08/13/2021			US BANK EQUIPMENT FINANCE	\$103.57
	Invoice	Date	Description		Amount
	449771500	08/03/2021	Recreation copier lease		\$103.57
98623	08/13/2021			US BANK EQUIPMENT FINANCE	\$288.83
	Invoice	Date	Description		Amount
	449768969	08/03/2021	PD copier lease		\$288.83
98624	08/13/2021			Alexandria Workman	\$64.00
	Invoice	Date	Description		Amount
	AW080221	08/02/2021	Refund live scan charges for PEO position		\$64.00
98625	08/13/2021			Andrea Avila	\$238.70
	Invoice	Date	Description		Amount
	2005321.002	08/02/2021	Jr. guards refund		\$238.70
98626	08/13/2021			Bogner Sheet Metal	\$309.00
	Invoice	Date	Description		Amount
	BSM080421	08/04/2021	Building permit refund 329 Loma Ave.		\$309.00
			1000 - General Fund	\$268.00	
			1313 - General Plan	\$41.00	
98627	08/13/2021			Daniel Jesse Garner	\$380.00
	Invoice	Date	Description		Amount
	200132559	08/09/2021	Citation refund		\$380.00
98628	08/13/2021			Gene Fischer	\$300.00
	Invoice	Date	Description		Amount
	GF081221	08/01/2021	Climbing wall deposit National Night Out event		\$300.00
98629	08/13/2021			John Thomas	\$82.00
	Invoice	Date	Description		Amount
	200129274	08/09/2021	Citation refund		\$82.00
98630	08/13/2021			Jose Lopez	\$62.00
	Invoice	Date	Description		Amount
	JL073021	07/30/2021	Live Scan refund for PEO position		\$62.00
98631	08/13/2021			Michael Petter	\$36.00
	Invoice	Date	Description		Amount
	702128080	08/09/2021	Citation refund		\$36.00
98632	08/13/2021			Santa Cruz Plumbing	\$144.72
	Invoice	Date	Description		Amount
	20210322	08/11/2021	Permit #20210322 partial refund		\$144.72
			1000 - General Fund	\$120.72	
			1313 - General Plan	\$24.00	

Check Totals: \$63,633.72

Attachment: 8-13-21 Check Register (Approval of City Check Registers)

City Checks Issued August 13, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
EFT					
1180	08/11/2021			WELLS FARGO BANK	\$1,014.37
	Invoice	Date	Description		Amount
	WF081121	08/11/2021	August client analysis charges		\$1,014.37
1181	08/09/2021			EMPLOYMENT DEVELOPMENT DEPARTMENT	\$334.36
	Invoice	Date	Description		Amount
	0-731-557-280	08/06/2021	State taxes for seasonal final paychecks 1001 - Payroll		\$334.36
1182	08/09/2021			INTERNAL REVENUE SERVICE	\$1,898.02
	Invoice	Date	Description		Amount
	72605079	08/06/2021	Federal taxes & Medicare seasonal final paychecks 1001 - Payroll		\$1,898.02
EFT Totals:					<u>\$3,246.75</u>
Library					
282	08/13/2021			LEWIS TREE SERVICE INC.	\$4,150.00
	Invoice	Date	Description		Amount
	33204	08/09/2021	Library live oak pruning, deep-root fertilize, dump fee		\$4,150.00
Library Totals:					<u>\$4,150.00</u>
Main City Totals				Count	Total
Checks				56	\$63,633.72
EFTs				3	\$3,246.75
All				59	\$66,880.47
Payroll Totals					
Checks				1	\$0.00
EFTs				84	\$171,834.72
All				85	\$171,834.72
Library Totals					
Checks				1	\$4,150.00
EFTs				0	\$0.00
All				1	\$4,150.00
Grand Totals:					
Checks				58	\$67,783.72
EFTs				87	\$175,081.47
All				145	\$242,865.19

Attachment: 8-13-21 Check Register (Approval of City Check Registers)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF AUGUST 26, 2021

FROM: Community Development

SUBJECT: Donation to Service Corps of Retired Executives: Central Coast

RECOMMENDED ACTION: Authorize the City Manager to donate \$500 to the Service Core of Retired Executives: Central Coast in recognition of their assistance on Capitola's Business Recovery Task Force.

DISCUSSION: On May 18, 2020, the City of Capitola announced the Capitola Business Recovery Program and the appointment of Richard Hill as the business liaison. The formation of the Mayor's select Business Recovery Task Force was also announced, with Richard Hill leading the meetings. The first meeting was held on May 28. The task force met regularly after each City Council meeting in 2020, and then once a month from January through June 2021. The Committee members include Carry Arnone (Chamber of Commerce), Brittany Barrett (Total Fitness), Kent Berman (Santa Cruz Hotel Group), Andy Dally (Police Captain), Jill Ealy (Zelda's/Sotola), Anthony Guajardo (Business Improvement Area President), Katie Herlihy (Community Development Director), Brian Kirk (Capitola Mall), and Benjamin Ow (Ow properties).

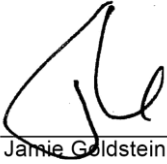
Rich Hill's experience in management and problem solving were of great value to the Business Recovery Task Force. Rich Hill has more than 35 years of public sector experience, including nine years as Capitola's City Manager. Since retiring from the City of Capitola in July 2010, he has volunteered for SCORE Central Coast, a non-profit providing mentorship to Santa Cruz and Monterey County business owners. In recognition for Rich Hill and SCORE's contributions to the City and to business recovery during the past year in a half, a donation of \$500 is proposed to Central Coast SCORE.

FISCAL IMPACT: The funding for the \$500 will be allocated from the City Manager Unanticipated Events account.

Report Prepared By: Katie Herlihy
Community Development Director

SCORE Central Coast BRTF Donation
August 26, 2021

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

8/20/2021



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF AUGUST 26, 2021

FROM: Capitola Police Department

SUBJECT: Purchase Used Police Motorcycle and Surplus Police Motorcycle

RECOMMENDED ACTION: Authorize the Police Department to purchase a 2016 BMW R1200-RTP motorcycle from Max BMW Motorcycle for \$16,000 and authorize the sale/auction of a 2014 Zero motorcycle.

BACKGROUND: City Council authorization is required for the sale and/or purchase of city vehicles. City staff recommends:

- 1) Award purchase contract to Max BMW Motorcycles for \$16,000, for the purchase of a 2016 BMW R1200 RT-P police motorcycle (VIN WB10A1305GZ194400) with 21,276 miles and;
- 2) Authorize the sale/auction of a 2014 Zero police motorcycle (VIN 538SD4Z25DCB03308) with 4,343 miles.

DISCUSSION: To assure proper response times, efficiently deploy law enforcement resources, ensure community and officer safety, and maintain a professional appearance, the Police Department coordinates with the Public Works Department to replace police vehicles as needed. Staff recommends purchasing a used 2016 BMW R1200 RT-P and selling or auctioning the 2014 Zero motorcycle. This intent of this purchase is to replace the motorcycle involved in the collision on September 5, 2020, which was damaged beyond repair.

Staff has negotiated the purchase price of a used police motorcycle from Max BMW Motorcycle in New Hampshire to replace the police motorcycle damaged in 2020 due to a “no-fault” accident. The total cost of the BMW bike, including shipping, is \$16,000. The offered unit is a 2016 BMW R1200 RT-P (police-equipped motorcycle). This motorcycle is in excellent condition and can easily be transitioned for immediate use by the police department. BMW has been making police motorcycles for many years. BMW motorcycles are of high quality and are used by most law enforcement agencies to effectively deploy police personnel. By purchasing this motorcycle, our police motorcycle fleet will maintain its professional image and allow our motor officers a consistent riding platform for training and patrol operations. A portion of the requested funding for this purchase will come from the State of California Supplemental Law Enforcement Services Fund (SLESF) in addition to the insurance payout that was transferred to the Equipment Internal Services Fund (ISF).

The Zero police motorcycle has been deployed for traffic enforcement and patrol purposes since 2014. Since deployment, this motorcycle has had significant issues with the battery source;

PD Motorcycle
August 26, 2021

making the motorcycle cost-ineffective and unreliable for daily patrol use. Due to the limited use and fiscal impact related to mechanical upkeep and service costs, the Police Department is no longer utilizing this motorcycle for our fleet and is requesting the sale/auction of this equipment.

FISCAL IMPACT: The funding source for the purchase of the used motorcycle will come from two sources, SLESF (\$11,000) and the Equipment ISF (\$5,000) as detailed on the attached budget amendment. The total purchase price is \$16,000. It is estimated the sale/auction of the Zero motorcycle will result in a gain of approximately \$500. The proceeds from this sale will be deposited in the Equipment ISF.

ATTACHMENTS:

1. MAX BMW BID
2. PD Motorcycle Budget Amendment

Report Prepared By: Andrew Dally
Police Captain

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

8/20/2021



MAX BMW Motorcycles
 209 Lafayette Road
 North Hampton, New Hampshire 03862
 (603) 964-2877 fax (603) 964-2879
 www.maxbmw.com



PURCHASE and SALE AGREEMENT

Date of Delivery 07/22/21

PURCHASER CAPITOLA POLICE DEPARTMENT HOME PHONE (814) 440-6354 BUSINESS PHONE _____ DATE _____
 STREET 422 CAPITOLA AVE DRIVER'S LIC. NO. _____ CLASS _____ BIRTH DATE _____
 CITY CAPITOLA STATE CA ZIP 95010-0000 COUNTY SANTA CRUZ STATE _____

DESCRIPTION OF PURCHASE				DESCRIPTION OF TRADE-IN			
<input type="checkbox"/> NEW	MAKE	MODEL	YEAR	MAKE	MODEL	YEAR	
<input type="checkbox"/> USED	<u>BMW</u>	<u>R1200RT-P</u>	<u>2016</u>				
SERIAL NO. <u>WR10A1305G7194400</u>				MOTOR NO. _____			
COLOR <u>ALPINE WHITE/NIGHT B</u>				LIC. OR TITLE NO. _____			
ODOMETER <u>21,276</u>				INSURED WITH: _____			
STOCK NO. <u>Z194400</u>							
CYL. <u>2</u>				DEALER INV. NO. _____			

ACCESSORIES			PURCHASE AGREEMENT		
			SALE PRICE	14,821.00	
			FREIGHT	151.00	
			DEALER PREP		
			ACCESSORIES		
			SUB-TOTAL	14,972.00	
			TRADE-IN ALLOWANCE		
			PAYOFF AMOUNT		
			TAXABLE DIFFERENCE	14,972.00	
			DEPOSITS ARE NON-REFUNDABLE UNLESS OTHERWISE STATED		
IN SERVICE	<u>N/A</u>	TOTAL	Buyers Initials _____		
REMARKS			EXTENDED SERVICE AGREEMENT _____		
			INSURANCE (____ MONTHS) _____		
			ADMINISTRATIVE FEES 22.00		
			LICENSE & TITLE TRANSFER FEES 6.00		
			CASH BALANCE DUE ON DELIVERY PAYABLE IN CASH OR CERTIFIED CHECK ONLY		
LOAN PAYOFF TO			TOTAL PRICE	15,000.00	Buyer's Initials <u>X</u>
			LESS PREVIOUS DOWN PAYMENTS		
AMOUNT OWED \$	<u>N/A</u>		LESS TODAY'S DOWN PAYMENT 15,000.00		
ANY DEBT OWED ON TRADE-IN WILL BE PAID BY <input type="checkbox"/> DEALER <input type="checkbox"/> BUYER			BALANCE DUE 0.00		

I AGREE THAT THE BALANCE WILL BE PAID BY CASH, CASHIER'S CHECK, OR BY THE EXECUTION OF A RETAIL INSTALLMENT CONTRACT, OR A SECURITY AGREEMENT AND ITS ACCEPTANCE BY A FINANCING AGENCY.

The terms and conditions on both the face and reverse side of this purchase and sale agreement comprise the entire agreement pertaining to this purchase and no other agreement of any kind, verbal understanding or promise whatsoever will be recognized. Upon failure or refusal of the purchaser to complete this agreement for any reason, all or part of the cash deposit may be retained as liquidated damages. The purchaser certifies he/she is of legal age and hereby accepts and acknowledges receipt of a copy of this purchase and sale agreement.

SALESPERSON _____ PURCHASER _____

DEALER ACCEPTANCE _____ CO-PURCHASER _____

NOT VALID UNLESS ACCEPTED BY AUTHORIZED REPRESENTATIVE DEPOSIT REFUNDABLE FOR SEVEN DAYS

Attachment: MAX BMW BID (PD Motorcycle)



MOTORCYCLES PARTS SERVICE EVENTS ABOUT US CONTACT

<< Back to List

BMW R1200RT-P 2016
Used

Touring Bike

STEWART COPELAND
21272 miles
BLACK & WHITE
NH Map

603-964-2877 *Ask for John or Cody*



Traditional
Amount Financed
Trade-in value
Months
Interest Rate
Calculate Pa
Monthly Payment

VIN: Z194400

Schedule a Test Ride

Make an Offer

Apply for Financing

Contact Us

Description:

Just-in. Yes you can buy it. No you can't have the Police decals. We'll be prepping for civilian use soon!

Contact John or Cody at MAX BMW NH for more info at 603-964-2877.

Click on the images to zoom in:



Attachment: MAX BMW BID (PD Motorcycle)

City of Capitola Budget Adjustment Form



Date 8/9/2021

Requesting Department Police

Administrative Council

Item # TBD
 Council Date 8/26/2021
 Council Approval _____

Revenues		
Account #	Account Description	Increase/Decrease
2212-00-00-000-3910.300	Interfund Transfer in - SLESF	11,000
Total		11,000

Expenditures		
Account #	Account Description	Increase/Decrease
1300-00-00-000-4910.212	Interfund Transfer out - Equip ISF	11,000
2212-00-00-000-4650.400	Capital outlay Machinery & Equip	16,000
Total		27,000

Net Impact (16,000)

Purpose: Purcahse of 2016 BMW R1200 RT-P Police Motorcycle

Department Head Approval _____

Finance Department Approval _____

City Manager Approval _____

Attachment: PD Motorcycle Budget Amendment (PD Motorcycle)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF AUGUST 26, 2021

FROM: City Manager Department

SUBJECT: Update Hourly and Seasonal Salary Schedule

RECOMMENDED ACTION: Adopt the proposed resolution amending the hourly and seasonal Pay Schedule.

BACKGROUND: The City's hourly and seasonal employees are primarily in the Recreation Division, but this classification also includes part-time positions such as interns, reserve officers, and annuitant officers who are employed by other departments. Hourly and seasonal employees work either part-time or on a seasonal basis and are not considered regular employees. Hourly and seasonal positions are not represented by any labor union and are not subject to any existing memorandum of understanding. For this reason, any wage increases are put in place by separate City Council action.

DISCUSSION: The hourly and seasonal employees pay schedule was last adjusted in December 2020 to comply with minimum wage requirements. The Capitola Police Department is hoping to hire an hourly Police Records Technician until they can fill the Administrative Records Analyst position. To do this, the position must be added to the hourly and seasonal salary schedule. The pay rate for the hourly Police Records Technician will be equivalent to the permanent Police Records Technician. This position should not work more than 960 hours in a fiscal year.

FISCAL IMPACT: The anticipated financial impact in Fiscal Year 2021/2022 is \$15,000 which is incorporated in the budget.

Report Prepared By: Larry Laurent
Assistant to the City Manager

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

8/20/2021

Hourly and Seasonal Salary Schedule
August 26, 2021

RESOLUTION NO. ____
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
AMENDING THE HOURLY/SEASONAL EMPLOYEE PAY SCHEDULES EFFECTIVE
AUGUST 26, 2021

WHEREAS, the City Council sets the compensation rates for hourly and seasonal employment positions; and

WHEREAS, the City Council last amended the Seasonal/Hourly Pay Schedule (Pay Schedule, attached as Exhibit "A") by Resolution No. 4205 on December 10, 2020. That amended Pay Schedule included changes to comply with California minimum wage requirements; and

WHEREAS, the Hourly/Seasonal Pay Schedule adopted on December 10, 2020, in Resolution No. 4205 must be amended to add the following classification, Hourly Police Records Technician.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the City Council of the City of Capitola approves as follows:

The Hourly/Seasonal Pay Schedule attached hereto as Exhibit "A," is amended as shown in the Exhibit.

BE IT FURTHER RESOLVED that this Resolution becomes effective on January 1, 2021.

I HEREBY CERTIFY that the foregoing Resolution was passed and adopted by the City Council of the City of Capitola on the 26th day of December 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Yvette Brooks, Mayor

ATTEST:

Chloé Woodmansee, City Clerk

Hourly and Seasonal Salary Schedule
August 26, 2021

EXHIBIT A

Updated August 26, 2021 (Minimum wage \$14.00/hour)				
POSITION	0	1	2	3
Intern	\$ 15.71	\$ 16.49	\$ 17.32	\$ 18.18
Junior Lifeguard Instructor	\$ 15.67	\$ 16.45	\$ 17.28	\$ 18.14
Junior Lifeguard Assistant Coordinator	\$ 18.59	\$ 19.52	\$ 20.50	\$ 21.53
Junior Lifeguard Coordinator	\$ 22.06	\$ 23.17	\$ 24.33	\$ 25.54
Recreation Leader I	\$ 15.02	\$ 15.77	\$ 16.56	\$ 17.39
Recreation Leader II	\$ 18.26	\$ 19.17	\$ 20.13	\$ 21.14
Recreation Program Assistant Coordinator	\$ 19.17	\$ 20.13	\$ 21.14	\$ 22.20
Recreation Program Coordinator	\$ 22.20	\$ 23.31	\$ 24.48	\$ 25.70
Recreation Facility Assistant	\$ 14.16	\$ 14.87	\$ 15.61	\$ 16.39
POSITION				
Retired Annuitant Officer	Salary will be equivalent to the position for which the individual is working in as per However, retired Capitola Police Officers who apply and are accepted as Annuitant will be paid an hourly wage consistent with Step F of the Police Officer salary range			
Reserve Officer Level I	Automatically adjusts to 20% below the Police Officer Pay Scale			
Reserve Officer Level II	Automatically adjusts to 20% below the Level I Reserve Officer Pay Scale			
Seasonal Recreation Assistant	Salary will be equivalent to the position of Recreation Assistant			
Part-Time Parking Enforcement Officer	Salary will be equivalent to the position of Parking Enforcement Officer			
Art and Cultural Assistant	Salary will be equivalent to the position of Administrative Assistant			
Police Records Technician	Salary will be equivalent to the position of Police Records Technician			



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF AUGUST 26, 2021

FROM: City Manager Department
SUBJECT: Employee Group Agreements

RECOMMENDED ACTION:

1. Authorize the City Manager to execute the successor agreements to existing Memoranda of Understanding (MOU) with negotiated changes for the following groups:
 - a. Capitola Police Officers Association (CPOA).
 - b. Capitola Police Captains Association
2. Adopt a Resolution approving the new salary schedule.

BACKGROUND: The Current Memorandum of Understandings (MOUs) for the Capitola Police Officers Association (CPOA) and the Capitola Police Captains Associations (CPCA) expired at the end of June 2021. As required by state law, the City continued good faith negotiations with the bargaining groups on working conditions, salary, and benefit changes.

DISCUSSION: The City of Capitola and all employee bargaining groups began negotiation meetings in March 2021. The City Council gave the City's negotiator fiscal authority based on projected upcoming City budgets.

The City and the groups have continued to meet since March and have now come to agreement on MOUs through 6/30/2024. The agreements will go into effect on 8/22/2021.

In addition to overall financial authority, the City Council gave the City negotiator a separate financial amount to address the results of a market salary study of comparable agencies, performed prior to the beginning of negotiations. Positions which were determined to be farther below the market median received greater negotiated market salary adjustments than those closer to the median.

Each bargaining group negotiated for the items they prioritized, in virtual meetings via Zoom. Final MOUs will be distributed as additional material.

The City and the groups listed below have come to negotiated agreements on salary and benefit changes.

CPOA (Officers and Sergeants)	August 2021	July 2022	July 2023
COLA	3.0%	3.0%	3.0%
Health Increase	0	\$50	\$50

Employee Group Agreements
August 26, 2021

Market Survey Adjustment	1.25%		
PEPRA 457 Contribution	\$25 per Pay Period		
One Time Bonus	\$1250		

CPOA (Records Manager)	August 2021	July 2022	July 2023
COLA	2.0%	2.25%	2.25%
Health Increase	0	\$50	\$50
One Time Bonus	\$1250		

CPOA (Community Service Officers)	August 2021	July 2022	July 2023
COLA	1.0%	1.0%	1.0%
Health Increase	0	\$50	\$50
One Time Bonus	\$1250		

Capitola Police Captains	August 2021	July 2022	July 2023
COLA	3.0%	3.0%	3.0%
Market Survey Adjustment	0.5%		
One Time Bonus	\$1250		

FISCAL IMPACT: The anticipated fiscal impact is approximately \$140,000 and has been incorporated into the City FY 2021/22 Budget.

Report Prepared By: Larry Laurent
Assistant to the City Manager

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

8/20/2021

RESOLUTION NO. ____
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
AUTHORIZING AND APPROVING THE UPDATED FISCAL YEAR 2021/2022
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 the Association of Capitola Employees bargaining group and Mid-Management Employees Association have negotiated in good faith Memoranda of Understanding (MOUs) within the financial authority authorized by the City Council which includes a Cost of Living Adjustment (COLA) beginning the first full pay period after ratification; and

WHEREAS, the attached salary schedule for each group does not go into effect until the MOUs are ratified by both the City Council and the employee groups and will be effective August 22, 2021; 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 (Updated Salary Schedule, Exhibit A) for permanent employees from August 22, 2021, through June 30, 2022.

I HEREBY CERTIFY that the above and foregoing resolution was passed and adopted by the City Council of the City of Capitola on the 26th day of August 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Employee Group Agreements
August 26, 2021

EXHIBIT A

Updated Fiscal Year 2021/2022 Salary Schedule

POA SALARY SCHEDULE													
AUGUST 22, 2021- JUNE 30, 2021													
3.0% COLA + 1.25% MSSA	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	
Police Officer Trainee	\$6,605.73						\$38.11						
Police Officer	\$6,935.95	\$7,283.47	\$7,642.27	\$8,027.07	\$8,428.42	\$8,852.13	\$40.02	\$42.02	\$44.09	\$46.31	\$48.63	\$51.07	
Sergeant	\$8,494.15	\$8,921.47	\$9,367.54	\$9,833.20	\$10,327.20	\$10,842.00	\$49.00	\$51.47	\$54.04	\$56.73	\$59.58	\$62.55	
1.0% COLA													
Community Service Officer	\$5,317.87	\$5,584.80	\$5,862.13	\$6,155.07	\$6,465.33	\$6,791.20	\$30.68	\$32.22	\$33.82	\$35.51	\$37.30	\$39.18	
2.0% COLA													
Records Manager	\$6,186.27	\$6,498.27	\$6,820.67	\$7,160.40	\$7,524.40	\$7,897.07	\$35.69	\$37.49	\$39.35	\$41.31	\$43.41	\$45.56	

POLICE CAPTAIN SALARY SCHEDULE													
AUGUST 22, 2021 - JUNE 30, 2022													
3% COLA + .5% MSSA	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	
Police Captain	\$9,884.33	\$10,378.90	\$10,897.55	\$11,443.87	\$12,016.67	\$12,618.34	\$57.02	\$59.88	\$62.87	\$66.02	\$69.33	\$72.80	

ACE SALARY SCHEDULE													
JUNE 27, 2021 - JUNE 30, 2022													
2.75 % 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	\$4,830.94	\$5,072.58	\$5,325.03	\$5,590.11	\$5,873.23	\$27.87	\$29.26	\$30.72	\$32.25	\$33.88			
ACCOUNTANT I	\$5,837.16	\$6,131.09	\$6,435.84	\$6,756.82	\$7,094.03	\$33.68	\$35.37	\$37.13	\$38.98	\$40.93			
ACCOUNTANT II	\$6,437.65	\$6,758.63	\$7,097.64	\$7,451.08	\$7,822.55	\$37.14	\$38.99	\$40.95	\$42.99	\$45.13			
ACCOUNTS CLERK	\$4,381.93	\$4,603.73	\$4,830.94	\$5,074.38	\$5,326.84	\$25.28	\$26.56	\$27.87	\$29.28	\$30.73			
ADMINISTRATIVE ASSISTANT I	\$4,423.40	\$4,643.40	\$4,876.02	\$5,121.27	\$5,379.13	\$25.52	\$26.79	\$28.13	\$29.55	\$31.03			
ADMINISTRATIVE ASSISTANT II	\$4,643.40	\$4,876.02	\$5,121.27	\$5,379.13	\$5,648.09	\$26.79	\$28.13	\$29.55	\$31.03	\$32.59			
ADMINISTRATIVE CLERK I	\$3,398.15	\$3,567.34	\$3,743.66	\$3,930.67	\$4,128.36	\$19.60	\$20.58	\$21.60	\$22.68	\$23.82			
ADMINISTRATIVE CLERK II	\$3,930.67	\$4,128.36	\$4,331.39	\$4,552.24	\$4,780.20	\$22.68	\$23.82	\$24.99	\$26.26	\$27.58			
ADMINISTRATIVE RECORDS ANALYST	\$5,156.00	\$5,412.46	\$5,684.95	\$5,968.13	\$6,267.34	\$29.75	\$31.23	\$32.80	\$34.43	\$36.16			
ASSISTANT PLANNER	\$5,637.00	\$5,916.50	\$6,214.04	\$6,524.20	\$6,848.79	\$32.52	\$34.13	\$35.85	\$37.64	\$39.51			
BUILDING INSPECTOR I	\$5,047.05	\$5,301.43	\$5,565.03	\$5,843.37	\$6,138.31	\$29.12	\$30.59	\$32.11	\$33.71	\$35.41			
BUILDING INSPECTOR II	\$5,889.46	\$6,182.55	\$6,492.23	\$6,816.65	\$7,157.67	\$33.98	\$35.67	\$37.46	\$39.33	\$41.29			
DATA ENTRY CLERK	\$3,408.83	\$3,578.03	\$3,756.13	\$3,948.48	\$4,144.39	\$19.67	\$20.64	\$21.67	\$22.78	\$23.91			
DEPUTY CITY CLERK	\$4,748.43	\$4,986.22	\$5,235.07	\$5,496.82	\$5,771.48	\$27.39	\$28.77	\$30.20	\$31.71	\$33.30			
DEVELOPMENT SERVICES TECHNICIAN	\$4,748.43	\$4,986.22	\$5,235.07	\$5,496.82	\$5,771.48	\$27.39	\$28.77	\$30.20	\$31.71	\$33.30			
EQUIPMENT OPERATOR	\$4,568.27	\$4,798.01	\$5,036.67	\$5,291.35	\$5,554.94	\$26.36	\$27.68	\$29.06	\$30.53	\$32.05			
MAINTENANCE WORKER I	\$3,329.76	\$3,499.53	\$3,672.96	\$3,855.51	\$4,050.84	\$19.21	\$20.19	\$21.19	\$22.24	\$23.37			
MAINTENANCE WORKER II	\$4,461.58	\$4,682.47	\$4,917.96	\$5,166.24	\$5,425.46	\$25.74	\$27.01	\$28.37	\$29.81	\$31.30			
MAINTENANCE WORKER III	\$4,917.96	\$5,166.24	\$5,425.46	\$5,696.73	\$5,981.57	\$28.37	\$29.81	\$31.30	\$32.87	\$34.51			
MECHANIC	\$4,774.86	\$5,015.30	\$5,266.42	\$5,526.44	\$5,806.06	\$27.55	\$28.93	\$30.38	\$31.88	\$33.50			
MUSEUM CURATOR	\$4,327.83	\$4,546.89	\$4,774.86	\$5,013.52	\$5,262.86	\$24.97	\$26.23	\$27.55	\$28.92	\$30.36			
PARKING ENFORCEMENT OFFICER	\$4,081.14	\$4,280.22	\$4,495.89	\$4,722.62	\$4,958.57	\$23.55	\$24.69	\$25.94	\$27.25	\$28.61			
RECEPTIONIST	\$3,831.78	\$4,023.46	\$4,226.09	\$4,436.03	\$4,660.57	\$22.11	\$23.21	\$24.38	\$25.59	\$26.89			
RECORDS MANAGEMENT CLERK	\$4,269.06	\$4,484.56	\$4,710.75	\$4,945.84	\$5,193.40	\$24.63	\$25.87	\$27.18	\$28.53	\$29.96			
POLICE RECORDS TECHNICIAN	\$4,262.91	\$4,473.89	\$4,699.30	\$4,935.53	\$5,180.77	\$24.59	\$25.81	\$27.11	\$28.47	\$29.89			
RECREATION ASSISTANT	\$3,310.63	\$3,474.69	\$3,653.49	\$3,832.29	\$4,022.16	\$19.10	\$20.05	\$21.08	\$22.11	\$23.20			
RECREATION COORDINATOR	\$4,280.22	\$4,494.05	\$4,720.78	\$4,958.57	\$5,201.89	\$24.69	\$25.93	\$27.24	\$28.61	\$30.01			
RECREATION FACILITY CUSTODIAN	\$3,198.19	\$3,356.71	\$3,526.30	\$3,703.44	\$3,887.59	\$18.45	\$19.37	\$20.34	\$21.37	\$22.43			
RECREATION RECEPTIONIST	\$3,588.97	\$3,766.71	\$3,953.95	\$4,151.19	\$4,363.17	\$20.71	\$21.73	\$22.81	\$23.95	\$25.17			

Employee Group Agreements
August 26, 2021

MID-MANAGEMENT SALARY SCHEDULE											
6/27/2021 - 6/30/2022											
2.5% COLA											
	Monthly					Hourly					
	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	
ASSOCIATE PLANNER	\$ 6,474.89	\$ 6,798.99	\$ 7,138.59	\$ 7,496.05	\$ 7,871.39	\$ 37.36	\$ 39.22	\$ 41.18	\$ 43.25	\$ 45.41	
BUILDING OFFICIAL (CAPITOLA)	\$ 8,904.00	\$ 9,350.05	\$ 9,817.49	\$ 10,307.72	\$ 10,823.61	\$ 51.37	\$ 53.94	\$ 56.64	\$ 59.47	\$ 62.44	
BUILDING OFFICIAL (SCOTTS VALLEY)	\$ 8,904.00	\$ 9,350.05	\$ 9,817.49	\$ 10,307.72	\$ 10,823.61	\$ 51.37	\$ 53.94	\$ 56.64	\$ 59.47	\$ 62.44	
CIVIL ENGINEER/PROJECT MANAGER	\$ 7,444.82	\$ 7,817.77	\$ 8,208.60	\$ 8,618.49	\$ 9,049.84	\$ 42.95	\$ 45.10	\$ 47.36	\$ 49.72	\$ 52.21	
ENVIRONMENTAL PROJECTS MANAGER	\$ 6,863.39	\$ 7,206.93	\$ 7,566.90	\$ 7,945.82	\$ 8,343.68	\$ 39.60	\$ 41.58	\$ 43.66	\$ 45.84	\$ 48.14	
MAINTENANCE SUPERINTENDENT	\$ 6,369.99	\$ 6,691.13	\$ 7,024.02	\$ 7,374.54	\$ 7,742.68	\$ 36.75	\$ 38.60	\$ 40.52	\$ 42.54	\$ 44.68	
FIELD SUPERVISOR	\$ 6,053.98	\$ 6,355.58	\$ 6,675.15	\$ 7,008.71	\$ 7,356.25	\$ 34.93	\$ 36.67	\$ 38.52	\$ 40.43	\$ 42.43	
SENIOR PLANNER	\$ 7,444.82	\$ 7,817.77	\$ 8,208.60	\$ 8,618.49	\$ 9,049.84	\$ 42.95	\$ 45.10	\$ 47.36	\$ 49.72	\$ 52.21	
SENIOR ACCOUNTANT	\$ 7,444.82	\$ 7,817.77	\$ 8,208.60	\$ 8,618.49	\$ 9,049.84	\$ 42.95	\$ 45.10	\$ 47.36	\$ 49.72	\$ 52.21	
SENIOR MECHANIC	\$ 5,624.54	\$ 5,906.17	\$ 6,201.78	\$ 6,511.37	\$ 6,836.94	\$ 32.45	\$ 34.08	\$ 35.78	\$ 37.55	\$ 39.44	

CONFIDENTIAL SALARY SCHEDULE											
JUNE 27, 2021 - JUNE 30, 2022											
3.0% COLA + 3.0% MSSA											
	Monthly					Hourly					
	A	B	C	D	E	A	B	C	D	E	
ASSIST TO CITY MGR	\$ 7,925.09	\$ 8,320.98	\$ 8,736.59	\$ 9,174.41	\$ 9,633.19	\$ 45.72	\$ 48.01	\$ 50.40	\$ 52.93	\$ 55.58	
CITY CLERK	\$ 7,318.32	\$ 7,684.60	\$ 8,068.15	\$ 8,471.44	\$ 8,895.69	\$ 42.22	\$ 44.33	\$ 46.55	\$ 48.87	\$ 51.32	
INFORMATION SYSTEMS SPECIALIST	\$ 5,653.38	\$ 5,935.80	\$ 6,231.79	\$ 6,543.81	\$ 6,870.63	\$ 32.62	\$ 34.25	\$ 35.95	\$ 37.75	\$ 39.64	
HUMAN RESOURCES ANALYST	\$ 5,728.15	\$ 6,013.18	\$ 6,314.76	\$ 6,631.06	\$ 6,963.89	\$ 33.05	\$ 34.69	\$ 36.43	\$ 38.26	\$ 40.18	
RECREATION DIVISION MANAGER	\$ 7,318.32	\$ 7,684.60	\$ 8,068.15	\$ 8,471.44	\$ 8,895.69	\$ 42.22	\$ 44.33	\$ 46.55	\$ 48.87	\$ 51.32	

MANAGEMENT SALARY SCHEDULE						
JUNE 27, 2021 - JUNE 30, 2022						
2.6% COLA						
	Annual Range		Monthly Range		Hourly Range	
	Min	Max	Min	Max	Min	Max
City Manager	\$ 212,084.25	\$ 212,084.25	\$ 17,673.69	\$ 17,673.69	\$ 101.96	\$ 101.96
Chief of Police	\$ 148,752.00	\$ 189,696.00	\$ 12,396.00	\$ 15,808.00	\$ 71.52	\$ 91.20
Department Heads	\$ 134,124.00	\$ 163,560.00	\$ 11,177.00	\$ 13,630.00	\$ 64.48	\$ 78.63



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF AUGUST 26, 2021

FROM: City Manager Department

SUBJECT: Capitola Recreation Afterschool Program Update

RECOMMENDED ACTION: Receive report on the Capitola Recreation Afterschool program at New Brighton Middle School.

BACKGROUND: Capitola Recreation and Soquel Union Elementary School District (SUESD) began a partnership for an afterschool recreation program at New Brighton Middle School (NBMS) for the 2019/2020 school year. This “Afterschool Rec Club” for middle school students was both a successful partnership and valued community service that each party was interested in continuing into the 2020/2021 school year.

In March of 2020, the COVID-19 pandemic closed schools and the afterschool recreation program ceased operation for the remainder of the school year. In September of 2020, the City began the Out-of-School Time (OST) distant learning program, to support working families of elementary and middle school students with distance learning and provide recreation enrichment activities. In March of 2021, SUESD resumed in-person learning for about four hours of instruction per day. The OST program adapted to provide afterschool programming at the elementary schools in the district until the end of the school year.

DISCUSSION: The SUESD plans to return to normal instruction for the 2021/22 school year, following the availability of vaccines and the improvement in the COVID-19 pandemic. The school year began on August 11, 2021, and the need for afterschool program options has resumed.

The City’s Recreation Division is again providing “Afterschool Rec Club” hosted at New Brighton Middle School. In the first year of this program, the program was only offered to middle school students at NBMS. Over the past school year, Capitola Recreation has been providing afterschool programming to elementary age students and plans to continue that practice.

Students in first to fifth grade at Soquel Elementary School and Main Street Elementary school will be able to enroll in the afterschool program located at NBMS. This expansion was anticipated in the FY 2021/22 Budget, with the authorization of funding to purchase a van to transport elementary school students. Unfortunately, due to supply issues, the City has been unable to purchase a 10-passenger van to date. In the meantime, City staff has made use of the existing City 1987 Ford Aerostar van which seats five students. The van is being used on an established driving route to pick up students at the two elementary schools and drive them to NBMS for the afterschool program.


FISCAL IMPACT: No significant fiscal impact. If a budget amendment becomes necessary it will

Capitola Recreation Afterschool
August 26, 2021

be brought to Council during the mid-year budget review.

Report Prepared By: Nikki Bryant Bryant LeBlond
Recreation Supervisor

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

8/20/2021



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF AUGUST 26, 2021

FROM: City Manager Department

SUBJECT: Receive Update on Pandemic Response

RECOMMENDED ACTION:

1. Make the determination that all hazards related to the worldwide spread of the coronavirus (COVID-19) as detailed in Resolution No. 4168 adopted by the City Council on March 12, 2020, still exist and that there is a need to continue action; and
2. Extend the COVID-19 temporary use permits allowing for outdoor dining to January 3, 2022 and implement rules for permit holders, as outlined in the staff report.

BACKGROUND: In December 2019, an outbreak of a respiratory illness linked to the novel coronavirus (COVID-19) was first identified. In March 2020, the State of California, the County of Santa Cruz, and the City of Capitola each declared a state of emergency due to the virus. Also in March, the World Health Organization declared COVID-19 a pandemic.

Since March 2020, State and local health officers have issued health orders to stop the spread of COVID-19; in Santa Cruz County this included March, April, and May 2020 Shelter-In-Place orders that were more restrictive than statewide guidance. Since then, the County Health Officer has incorporated all Orders of the State Public Health Officer, which set baseline statewide restrictions on travel business activities.

Since the beginning of the pandemic more than 36 million COVID-19 cases have been reported and more than 621,228 people have died from the virus in the United States alone.

In California, 64,383 deaths have been reported; there were 92 deaths due to COVID-19 reported on Thursday, August 19. According to data from August 19, the average new case count in California per 100k is 27.4 (higher than 25.6 one month ago).

As of mid-August 2021, more than four million people worldwide have died of COVID-19 and more than 200 million people have been infected with the virus.

Limited Restrictions Required Until October 1, 2021

California moved Beyond the Blueprint on June 15. The tier system has been eliminated, and normal operations can resume in nearly all business sectors. There are no longer capacity limitations or physical distancing requirements, and for fully vaccinated people mask requirements have been significantly relaxed. The restrictions outlined in the table below will remain in effect until September 30, 2021:

Restrictions Applying to Indoor & Outdoor Settings

COVID-19 Emergency- Update 30
August 26, 2021

Vaccine Verification/Negative Testing	Indoor Mega Event: required Outdoor Mega Event: recommended
Capacity Limitations	None
Physical Distancing	None
Masking	Fully Vaccinated People: no requirements in most settings Un-Vaccinated People: required when indoors
Travelers	Subject to CDC recommendations and any current CDPH travel advisories

Delta Variant & Surge in COVID-19

As stated by the World Health Organization (WHO), “all viruses, including SARS-CoV-2, the virus that causes COVID-19, change over time. Most changes have little to no impact on the virus’ properties. However, some changes may affect the virus’s properties, such as how easily it spreads, the associated disease severity, or the performance of vaccines, therapeutic medicines, diagnostic tools, or other public health and social measures”. One of several variants on SARS-CoV-2 is of particular concern, known as the Delta Variant.

The WHO designated Delta a variant of interest on April 4, 2021, and a variant of concern on May 11, 2021. As of July 13, the Delta variant is now the dominant strain of the coronavirus in the United States. Health organizations maintain that complete vaccination is highly effective against the Delta variant, and the variant is proven to be particularly dominant in areas of the U.S. with lower vaccination rates.

On July 1, public health officials in Los Angeles County urged residents to again wear masks indoors (regardless of vaccination status), due to a rise in COVID-19 cases involving the Delta variant. On July 16, the Los Angeles County Public Health Officer announced that due to increased transmission masks will be required indoors regardless of vaccination status beginning at midnight on July 17. On July 19, the Counties of Monterey, Napa, San Benito, and Santa Cruz together recommended indoor masking in all public places as an extra precaution against the increase in COVID-19 cases.

On August 5, the Santa Cruz County Public Health Office published a press release confirming that, as in the rest of the State and Country, our local community has seen a surge in COVID-19 due to the spread of the Delta variant.

Vaccine Status

According to state data recorded on August 19, more than 45 million COVID-19 vaccine doses have been administered in the State of California. 64.8% of Californians over the age of 12 are fully vaccinated and 10.3% are partially vaccinated. There is an average vaccination rate of about 80,310 doses per day. All Californians aged 12 and older are eligible for a vaccination. The State has 5,457,814 vaccine doses on hand, the equivalent to 68 days of inventory.

As of August 19, 345,030 doses of the vaccine have been administered by Santa Cruz County.

Local Case Numbers and Statistics in Santa Cruz County

COVID-19 Emergency- Update 30
August 26, 2021

As of August 19, there were 17,663 known COVID-19 cases in Santa Cruz County; of these, 516 were in the City of Capitola. Rather than the total number of all COVID-19 cases since March 2020, it is helpful to compare the currently active known case count to identify trends and/or a surge. On June 15, there were 91 active cases. One month later, on August 16, there were 780 active known cases, and on August 19, the number of active known cases reported was 824.

On August 9, two additional deaths due to COVID-19 were reported for the first time in months. Both were confirmed to have been the Delta variant. This brings our County's COVID-19 death count to 209.

DISCUSSION: City Hall has been open to the public since June 2020 in one configuration or another, dependent upon applicable health guidance and local COVID-19 case levels. Current City Hall operations are business as usual, with masking required of all regardless of vaccination status when in public spaces (not in private, individual office spaces). Members of the public are helped one-at-a-time at the front counter and masks are required to enter City Hall.

City Council and all City Boards and Commissions plan to return to in-person meetings when required by the Governor's Order beginning October 2021. If nothing between now and then changes significantly, the first in-person Council meeting will be October 14, 2021.

Temporary Outdoor Dining Extension:

Due to the recent increase of COVID-19 cases in Santa Cruz County, it is likely that businesses will request their temporary outdoor use permits be extended into the winter; at present, at least three Village businesses have requested that they be allowed to continue use of their current outdoor dining areas beyond September 13. Staff recommends extending the temporary program to January 3, 2022.

Staff further recommends that the following new rules be implemented for those businesses with active permits:

- All trash must be picked up and properly disposed of
- All flower boxes or planters must contain healthy vegetation
- All tables, chairs, equipment, and structures must be kept clean and operational

Non-compliant permittees shall receive a single notice of violation and given seven days to rectify any problems, and the Public Works Department would be authorized to disassemble any outdoor dining area in non-compliance following notice.

If major changes occur between the date of agenda publication and the City Council meeting, further updates on the regional and local coronavirus response will be provided in a verbal report at the meeting.

FISCAL IMPACT: Extension of the temporary outdoor dining program for an additional four months will have an estimated \$28,000 impact on parking meter revenue. This impact will be assessed during the February mid-year budget review.

Fiscal impacts are continually reviewed by Staff as business restrictions and consumer behaviors change in our community. In addition, the City Council has set aside \$600,000 to help ensure the City has available resources should the pandemic result in further unforeseen impacts, which remains in the approved FY 2021/22 Budget.

COVID-19 Emergency- Update 30
August 26, 2021

Report Prepared By: Chloe Woodmansee
City Clerk

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

8/20/2021



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF AUGUST 26, 2021

FROM: Public Works Department

SUBJECT: Award a Contract for 41st Avenue Traffic Signal Adaptive Signal Project

RECOMMENDED ACTION:

1. Award a contract to Bear Electric Solutions from Alviso for construction of the 41st Avenue Adaptive Traffic Signal System in the amount of \$460,526; and
2. Authorize the City Manager to reallocate up to \$100,000 in the Capital Improvement Project fund from the Bay Avenue/Capitola Avenue Roundabout project to the 41st Avenue Adaptive Traffic Signal project.

BACKGROUND: On August 18, 2021, the City received six bids for the 41st Avenue Adaptive Traffic Signal System project. The low bid was \$460,526 from Bear Electric Solutions. A bid summary is included as Attachment 1.

The engineer's estimate for the project was \$420,000; making the lowest bid \$40,526 over budget. The project will install signal coordination software for City-controlled traffic signals at the 41st Avenue intersections at Clares Street, the Mall entrance, Capitola Road, and Jade/Brommer.

DISCUSSION: The City has received two grants from the Monterey Bay Air Resources District for signal coordination along 41st Avenue. Individual grants have been awarded for City-owned traffic signals and for the Caltrans traffic signals at Highway 1. The work on the Caltrans signals was not included in the scope of the bid project due to difficulty in receiving the required approvals from the State. City staff continues to work with Caltrans and remains hopeful a permit may be received to complete the work in the Highway 1 intersections.

FISCAL IMPACT: The current grant funding from the Air Board totals \$760,000, but this total also accounts for coordinating the Caltrans signals. To ensure there is sufficient funding to complete the Caltrans signals later, staff recommends up to \$100,000 be reallocated within the Capital Improvement Program budget from the Bay Avenue/Capitola Avenue Roundabout to the Signal Coordination project to cover the \$40,526 extra, plus contingencies for unanticipated work. All grant funds will be used first for contract payments before any City funds are expended. The roundabout project has a current budget of \$200,000 for plan development and public outreach. That project continues to be delayed due to issues with the utility undergrounding project with PG&E. The recommended reallocation will leave \$100,000 in the roundabout project, which is sufficient for work anticipated this fiscal year.


ATTACHMENTS:

41st Avenue Traffic Signal Adaptive Signal Project
August 26, 2021

1. 41st Avenue Signal Project Bid Summary

Report Prepared By: Steve Jesberg
Public Works Director

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

8/20/2021

Project Title: 41st Avenue Adaptive Traffic Signal System
 Opening: August 18, 2021

						Bear Electrical	
SCHEDULE A ESTIMATE						BID 1	
Item	Description	Estimated Quantity	Unit	Unit Price	Total	Unit Price	Total
1	Traffic Control	1	LS	\$17,095	\$17,095.00	\$5,000.00	\$5,000.00
2	Mobilization	1	LS	\$10,257	\$10,257	\$3,000.00	\$3,000.00
3	Temporary Water Pollution Control	1	LS	\$10,257	\$10,257	\$2,500.00	\$2,500.00
4	Utility Potholing	12	EA	\$1,200	\$14,400	\$1,325.00	\$15,900.00
5	Furnish and Install Adaptive Traffic Signal System	1	LS	\$200,000	\$200,000	\$271,791.00	\$271,791.00
6	Furnish and Install Category 6 Cable	2,400	LF	\$5	\$12,000	\$5.13	\$12,312.00
7	Furnish and Install No. 14 AWG Conductors	1,700	LF	\$3	\$5,100	\$7.33	\$12,461.00
8	Furnish and Install Ethernet Extender Device	4	EA	\$4,000	\$16,000	\$5,137.50	\$20,550.00
9	Furnish and Install Camera Mounting Hardware	16	EA	\$500	\$8,000	\$935.00	\$14,960.00
10	Furnish and Install 3" Schedule 80 PVC Conduit	350	LF	\$150	\$52,500	\$157.86	\$55,251.00
11	Furnish and Install Caltrans No. 5 Pull Box	6	EA	\$800	\$4,800	\$1,775.00	\$10,650.00
12	Furnish and Install wireless 4G Cellular Modem	2	EA	\$2,000	\$4,000	\$1,600.00	\$3,200.00
13	Furnish and Install 2-cell Flexible Fabric Innerduct	1,700	LF	\$14	\$23,800	\$8.53	\$14,501.00
14	Minor Concrete	450	SF	\$90	\$40,500	\$41.00	\$18,450.00
Bid Total				Total	\$418,709	Total	\$460,526.00

Attachment: 41st Avenue Signal Project Bid Summary (41st Avenue Traffic Signal Adaptive Signal

Columbia Electric Inc.		Mike Brown Electric Co.		Precision Grade Inc.		Monterey Peninsula Engineering		Alfaro	
BID 2		BID 3		BID 4		BID 5		BID 6	
Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
\$10,000.00	\$10,000.00	\$15,000.00	\$15,000.00	\$18,500.00	\$18,500.00	\$17,500.00	\$17,500.00	\$22,000.00	\$22,000.00
\$20,000.00	\$20,000.00	\$22,000.00	\$22,000.00	\$23,400.00	\$23,400.00	\$10,000.00	\$10,000.00	\$75,000.00	\$75,000.00
\$2,500.00	\$2,500.00	\$2,250.00	\$2,250.00	\$5,600.00	\$5,600.00	\$5,000.00	\$5,000.00	\$1,500.00	\$1,500.00
\$250.00	\$3,000.00	\$650.00	\$7,800.00	\$450.00	\$5,400.00	\$500.00	\$6,000.00	\$1,200.00	\$14,400.00
\$277,141.00	\$277,141.00	\$329,650.00	\$329,650.00	\$343,800.00	\$343,800.00	\$340,000.00	\$340,000.00	\$285,000.00	\$285,000.00
\$5.45	\$13,080.00	\$1.75	\$4,200.00	\$8.50	\$20,400.00	\$10.00	\$24,000.00	\$5.00	\$12,000.00
\$17.40	\$29,580.00	\$0.85	\$1,445.00	\$11.50	\$19,550.00	\$15.00	\$25,500.00	\$4.00	\$6,800.00
\$4,018.00	\$16,072.00	\$3,800.00	\$15,200.00	\$3,300.00	\$13,200.00	\$4,000.00	\$16,000.00	\$3,000.00	\$12,000.00
\$1,100.00	\$17,600.00	\$1,125.00	\$18,000.00	\$850.00	\$13,600.00	\$1,000.00	\$16,000.00	\$1,500.00	\$24,000.00
\$140.00	\$49,000.00	\$105.00	\$36,750.00	\$50.00	\$17,500.00	\$60.00	\$21,000.00	\$75.00	\$26,250.00
\$625.00	\$3,750.00	\$975.00	\$5,850.00	\$550.00	\$3,300.00	\$500.00	\$3,000.00	\$1,750.00	\$10,500.00
\$2,800.00	\$5,600.00	\$2,700.00	\$5,400.00	\$2,200.00	\$4,400.00	\$3,000.00	\$6,000.00	\$5,000.00	\$10,000.00
\$7.75	\$13,175.00	\$8.25	\$14,025.00	\$12.75	\$21,675.00	\$15.00	\$25,500.00	\$13.00	\$22,100.00
\$40.00	\$18,000.00	\$26.00	\$11,700.00	\$23.00	\$10,350.00	\$20.00	\$9,000.00	\$41.00	\$18,450.00
Total	\$478,498.00	Total	\$489,270.00	Total	\$520,675.00	Total	\$524,500.00	Total	\$540,000.00

BID 7	
Unit Price	Total
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
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	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
Total	\$0.00

BID 8	
Unit Price	Total
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
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	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
Total	\$0.00

BID 9	
Unit Price	Total
	\$0.00
	\$0.00
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	\$0.00
	\$0.00
	\$0.00
	\$0.00
Total	\$0.00

Attachment: 41st Avenue Signal Project Bid Summary (41st Avenue Traffic Signal Adaptive Signal



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF AUGUST 26, 2021

FROM: City Manager Department

SUBJECT: Community Grant Subcommittee

RECOMMENDED ACTION: Appoint two Councilmembers to a subcommittee to review applications for the 2021 – 2022 Community Grant Program.

BACKGROUND: As part of the Fiscal Year 2021-22 Budget, the City Council Allocated \$125,000 from the general fund for the Capitola Community Grant Program (CGP). In addition, there is an additional \$49,000 available from dedicated Youth and Early Childhood program funding. The Youth and Early Childhood Program funding is made up of a portion of the voter-approved Measure F, which raised the City's transient occupancy tax.

DISCUSSION: Completed applications for the Fiscal Year 2021-22 CGP were due on Monday, August 23, 2021. Staff recommends City Council appoint two Councilmembers to an ad-hoc subcommittee to review the applications and recommend funding to the full City Council for consideration. Mayor Brooks and Councilmember Petersen were appointed to review the Fiscal Year 2020-2021 Community Grant Program applications during the mid-year budget review in 2020.

FISCAL IMPACT: The Fiscal Year 2021-22 general fund budget for the CGP is \$125,000. In addition, there is \$49,000 available from the dedicated youth and early childhood program funding.

Report Prepared By: Larry Laurent
Assistant to the City Manager

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

8/20/2021



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF AUGUST 26, 2021

FROM: City Manager Department

SUBJECT: Consider Request for Sponsorship of the Capitola Beach Festival

RECOMMENDED ACTION: Authorize the City Manager to provide \$5,000 in sponsorship to the Capitola Beach Festival.

BACKGROUND: The Capitola Beach Festival began in 2018 as a successor to the historical Begonia Festival. In 2018 and 2019, Capitola and the greater community enjoyed the festival of family-friendly events which included a lighted nautical parade on Soquel Creek. The festival was cancelled in 2020 due to the pandemic. This year, the event organizers applied and received approval for a special event permit to hold the event on September 25 and 26, 2021.

City Council approved \$5,000 sponsorships for the Capitola Beach Festival in both 2018 and 2019 after receiving requests to do so from event organizers. In 2018 the funding came from the City Manager unanticipated events account; however, in 2019 staff created a separate account within the City Council's budget for sponsorship of the Beach Festival. In 2020 the Beach Festival sponsorship account was not funded due to the COVID-19 pandemic. In 2021 the sponsorship account was not funded due to uncertainty around the pandemic and in a partial oversight. On July 14, 2021, after approval of the FY 2021/22 Budget, the City Council received a request for a \$5,000 sponsorship for the 2021 Beach Festival.

DISCUSSION: The 2021 Capitola Beach Festival will take place on September 25 and 26 in Capitola Village. The festival is free and open to the public. If the Council agrees to sponsor the Capitola Beach Festival this year, the funds could come from the City Council contract services fund. The FY 2021-22 approved budget includes \$5,000 in the City Council general contract services account which could be utilized for sponsoring the Beach Festival. This account, which also had \$5,000 in the prior year's budget, was not utilized in FY 2020-21.

FISCAL IMPACT: No fiscal impact; the City will use \$5,000 approved within the FY 2021-22 City Council general contract services budget.

ATTACHMENTS:

1. CBF City donation request 2021

Report Prepared By: Chloe Woodmansee
City Clerk

Beach Festival Scholarship Request
August 26, 2021

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

8/20/2021

“Community Spirit”
September 25th & 26th 2021



Date: July 14, 2021
To: Capitola City Council
From: Capitola Beach Festival
Capitolabeachfestival.com

We are so pleased with the city’s approval to hold the Capitola Beach Festival again this year after our cancelling the event last year due to COVID-19. Everyone is so eager to see a return of our beloved summer events which make this such a special community. In that vein, the Capitola Beach Festival plans to return September 25th and 26th with this year’s theme “Community Spirit”.

Our mission is to engage our local community in several traditional fun family activities and to enhance the experience of our visitors. And we strive to support the businesses in Capitola Village who have had a particularly difficult time for the past many months. All the while, we love showcasing the charm of our beloved Capitola Village, Wharf and Soquel Creek.

The Capitola Beach Festival requests that the City grant a \$5,000 sponsorship. The Festival requires considerable overhead for operating costs, including permits and insurance. Please help us offset some of those costs so that our team can continue to provide an “event full” Beach Festival weekend for our community.

We understand that City finances may also be strained at this time and appreciate your consideration of this request.

Sincerely,

Mary Beth Cahalen
President, Capitola Beach Festival