

City of Capitola Agenda

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

Treasurer: Peter Wilk



CAPITOLA CITY COUNCIL REGULAR MEETING

THURSDAY, SEPTEMBER 28, 2017

7:00 PM

CITY COUNCIL CHAMBERS
420 CAPITOLA AVENUE, CAPITOLA, CA 95010

CLOSED SESSION – 6:30 PM CITY MANAGER'S OFFICE

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

LIABILITY CLAIMS [Govt. Code § 54956.95]

Claimant: Jacob Fisher
Agency claimed against: City of Capitola

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

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

2. PRESENTATIONS

A. Introduction of Capitola Police Department's Pink Patch Project

3. REPORT ON CLOSED SESSION

4. ADDITIONAL MATERIALS

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

5. ADDITIONS AND DELETIONS TO AGENDA

6. PUBLIC COMMENTS

Oral Communications allows time for members of the Public to address the City Council on any item not on the Agenda. Presentations will be limited to three minutes per speaker. Individuals may not speak more than once during Oral Communications. All speakers must address the entire legislative body and will not be permitted to engage in dialogue. All speakers are requested to print their name on the sign-in sheet located at the podium so that their name may be accurately recorded in the minutes. A MAXIMUM of 30 MINUTES is set aside for Oral Communications at this time.

7. CITY COUNCIL / CITY TREASURER / STAFF COMMENTS

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

8. CONSENT CALENDAR

All items listed in the "Consent Calendar" will be enacted by one motion in the form listed below. There will be no separate discussion on these items prior to the time the Council votes on the action unless members of the public or the City Council request specific items to be discussed for separate review. Items pulled for separate discussion will be considered following General Government.

Note that all Ordinances which appear on the public agenda shall be determined to have been read by title and further reading waived.

A. Consider the August 24, 2017, City Council Regular Meeting Minutes
RECOMMENDED ACTION: Approve minutes.

CAPITOLA CITY COUNCIL REGULAR MEETING AGENDA
September 28, 2017

- B. Receive Planning Commission Action Minutes for the Special Meeting of September 6, 2017, and Regular Meeting of September 7, 2017
RECOMMENDED ACTION: Receive minutes.
- C. Approval of City Check Register Reports Dated August 4, August 11, August 18 and August 25, 2017
RECOMMENDED ACTION: Approve check registers.
- D. Liability Claim of Jacob Fisher
RECOMMENDED ACTION: Deny liability claim.
- E. Consider Policy for Youth Participation on Advisory Bodies
RECOMMENDED ACTION: Approve policy.
- F. Consider a Side Letter with the Association of Capitola Employees Regarding Union Participation in New Employee Orientation
RECOMMENDED ACTION: Approve side letter.

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. Consider Approval of Library Detailed Design
RECOMMENDED ACTION: Approve the detail design of the Capitola Branch Library by Noll and Tam Architects.
- B. Consider Library Fundraising Memorandum of Understanding
RECOMMENDED ACTION: Authorize the City Manager to sign the attached Memorandum of Understanding with the Capital Campaign for the Capitola Branch Library.
- C. Report on Santa Cruz County "Collective of Results and Evidence-Based Investments" for Community Group Funding
RECOMMENDED ACTION: Receive report.
- D. Consider a Contract for the Concept Design for the Wharf, Flume, and Jetty Improvement Projects
RECOMMENDED ACTION: Award a contract to Moffatt and Nichol in the amount of \$183,100 for the concept design and engineering for the Wharf, Flume, and Jetty Improvement Projects, and provide direction on the selection of an architect for the Wharf building improvements included in the overall Wharf project.
- E. Review Employee Down Payment Assistance Program and Approve Resolution
RECOMMENDED ACTION: Adopt the proposed Resolution authorizing the City Manager to approve and amend policies to administer the new Employee Down Payment Assistance Program.

10. ADJOURNMENT

CAPITOLA CITY COUNCIL REGULAR MEETING AGENDA
September 28, 2017

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

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

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

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

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

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



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF SEPTEMBER 28, 2017

FROM: City Manager Department

SUBJECT: Introduction of Capitola Police Department's Pink Patch Project

DISCUSSION: The Capitola Police Department will be wearing and selling custom “pink patches” and pins during the month of October in honor of breast cancer awareness. Sales of these items will raise funds for the local organization WomenCARE and its support services.

ATTACHMENTS:

1. pink patch
2. WomenCARE letter

Report Prepared By: Linda Fridy
City Clerk

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

9/20/2017



Attachment: pink patch (Pink Patch Project presentation)

WomenCARE

Women's Cancer Advocacy, Resources & Education

July 13, 2017

Dear Community Partners,

WomenCARE is happy to collaborate with the Capitola Police Department through the Capitola Police Officers Association for the purposes of the PINK PATCH PROJECT. We are honored to be chosen as the local beneficiary of this project.

We understand that it grew out of the efforts of L. A. County's Irwindale Police Department to support education and research regarding breast cancer, and that there are now 120 departments participating nationwide.

WomenCARE expresses our respect for, and gratitude to, the members of Capitola Police Officers Association for taking an active role in such a valuable effort.

Sincerely,



LaVerne Coleman

WomenCARE

Director of Client & Volunteer Services

831 457-2273

Attachment: WomenCARE letter (Pink Patch Project presentation)

WomenCARE is a program of Family Service Agency of the Central Coast and is a non-profit, 501(c)(3) organization.
Your donation is tax deductible to the fullest extent allowed by law. Tax I.D. # 94-1716354

Caring for women with all types of cancer



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF SEPTEMBER 28, 2017

FROM: City Manager Department

SUBJECT: Consider the August 24, 2017, City Council Regular Meeting Minutes

RECOMMENDED ACTION: Approve minutes.

DISCUSSION: Attached for City Council review and approval are the minutes of the regular meeting of August 24, 2017.

ATTACHMENTS:

1. 8-24-17 draft minutes

Report Prepared By: Linda Fridy
City Clerk

Reviewed and Forwarded by:

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

Jamie Goldstein, City Manager

9/20/2017

**DRAFT CAPITOLA CITY COUNCIL
REGULAR MEETING ACTION MINUTES
THURSDAY, AUGUST 24, 2017**

CLOSED SESSION 6 PM

CALL TO ORDER

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

1. **CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**
[Govt. Code § 54956.9(d)(1)]
 Friends of Monterey Park v. the City of Capitola
 Santa Cruz Superior Court Case No. CV 16CV01091

2. **LIABILITY CLAIMS [Govt. Code § 54956.95]**
 Claimant: Liberty Mutual
 Agency claimed against: City of Capitola

There was no public comment; therefore, the City Council recessed to the Closed Session in the City Manager's Office. Vice Mayor Termini joined the meeting following Closed Session.

REGULAR MEETING OF THE CAPITOLA CITY COUNCIL – 7 PM

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

Treasurer Peter Wilk was present.

2. PRESENTATIONS

- A. Proclamation Naming the Begonia the Official City Flower [100-130]
RECOMMENDED ACTION: Designate the tuberous begonia as Capitola's official city flower.

Laurie Hill and the Begonia Festival Committee, joined by begonia grower family members, celebrated the official proclamation.

- B. Children's Cancer Awareness Month Proclamation [120-40]

Mayor Harlan presented a proclamation to Lorrie Butterworth and Emily Erickson of Jacob's Heart Children's Cancer Support Services.

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
August 24, 2017

3. REPORT ON CLOSED SESSION

City Attorney Tony Condotti said Council received a report from legal counsel regarding *Friends of Monterey Park v. the City of Capitola*, Santa Cruz Superior Court Case No. CV 16CV01091, and gave direction to staff to schedule a special meeting on September 25, 2017, to consider rescinding the actions taken by Council at its meeting of June 23, 2016, certifying the Environmental Impact Report and approving project permits as amended and a right-of-entry agreement, and to take further actions consistent with a writ of mandate issued by the Superior Court on August 4, 2017.

Attorney Condotti said action on the second closed session item, a liability claim, is on the consent calendar.

4. ADDITIONAL MATERIALS

- A. Item 8.E - One item, an email withdrawing the project application
- B. Item 9.B - Four public comment emails

5. ADDITIONS AND DELETIONS TO AGENDA

Based on the withdrawal of the related application, staff recommended removing item 8.E to set an appeal hearing date.

MOTION:	REMOVE ITEM 8.E FROM THE CONSENT CALENDAR
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael Termini, Vice Mayor
SECONDER:	Ed Bottorff, Council Member
AYES:	Ed Bottorff, Stephanie Harlan, Michael Termini, Kristen Petersen
ABSENT:	Jacques Bertrand

6. PUBLIC COMMENTS

Capitola resident Ron Hart thanked the Council for its service and said the local faith community was instituting an "adopt a cop" program to keep officers in their prayers.

Taylor Brenis introduced herself as Congress Member Jimmy Panetta's new congressional aide.

7. CITY COUNCIL / CITY TREASURER / STAFF COMMENTS

Vice Mayor Termini reminded the community that *Finding Dory* will be this year's first Movie on the Beach this Friday.

Public Works Director Steve Jesberg reported that the green bike lane project installation will begin next week. It is the first Measure D-funded project and includes three intersections.

City Clerk Linda Fridy announced that the regular City Council meeting of September 14, 2017, will be cancelled due to a lack of a quorum to allow several Council members to attend the League of California Cities Annual Conference in Sacramento.

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
August 24, 2017

8. CONSENT CALENDAR

Council Member Bottorff clarified the process for collecting the fee proposed under item 8.G and confirmed that tule was planted this year to support the tidewater goby that are among the monitored species in item 8.H.

Council Member Termini asked staff to review the issues raised in the appeal letter for item 8.E. He also asked that staff identify possible locations for public access to Soquel Creek.

MOTION:	APPROVE OR DENY ITEMS AS RECOMMENDED
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ed Bottorff, Council Member
SECONDER:	Michael Termini, Vice Mayor
AYES:	Ed Bottorff, Stephanie Harlan, Michael Termini, Kristen Petersen
ABSTAIN:	Stephanie Harlan from item 8.A due to absence
ABSENT:	Jacques Bertrand

- A. Consider the July 27, 2017, City Council Regular Meeting Minutes
RECOMMENDED ACTION: Approve minutes.
- B. Receive Planning Commission Action Minutes for the Regular Meeting of July 20, 2017
RECOMMENDED ACTION: Receive minutes for the meeting of July 20, 2017. The regular Planning Commission meeting of August 3, 2017, was canceled.
- C. Approval of City Check Register Reports Dated July 7, July 14, July 21 and July 28, 2017 [300-10]
RECOMMENDED ACTION: Approve check registers.
- D. Liability Claim of Liberty Mutual [Claims Binder]
RECOMMENDED ACTION: Deny liability claim.
- E. Consider a Hearing Date for the Appeal of the Planning Commission's Decision Regarding 2205 Wharf Road
RECOMMENDED ACTION: Removed from agenda by prior vote.
- F. Consider Amending the Memorial Program Policy [1040-50]
RECOMMENDED ACTION: Approve the proposed amendment to the Memorial Program Policy.
- G. Consider Purchase of New Electric Vehicle Charging Stations and Authorize Related Use Fee [390-40]
RECOMMENDED ACTION: (1) Approve the purchase and installation of two Clipper Creek CS-40 electric vehicle (EV) charging stations in the amount of \$5,930 to replace the existing two EV stations in Beach and Village Parking Lot 1, and (2) approve **Resolution No. 4086** adding a 50-cents/hour use-fee for the stations to the City's 2017/2018 Fee Schedule.

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
August 24, 2017

H. Consider a Five-Year, Sole-Source Contract for Fish and Wildlife Monitoring of Soquel Creek [500-10 A/C: D.W.Alley]
RECOMMENDED ACTION: Approve a sole-source contract with D.W. Alley and Associates for monitoring of Soquel Creek as mandated under the City’s permits for an estimated annual cost of \$36,323, adjusted annually for up to five years.

9. GENERAL GOVERNMENT / PUBLIC HEARINGS

A. Consider Capitola Village on ICEE Special Event Permit
RECOMMENDED ACTION: Review the Capitola Village Wharf and Business Improvement Association’s request for a Special Event Permit, including an Encroachment Permit and an Amplified Sound Permit, for the Capitola Village on ICEE and provide direction.

Police Chief Terry McManus introduced the renamed “I Skate Capitola” special event permit request for a synthetic ice skating rink in Capitola Village during the holiday season. He noted staff worked with the applicant and County Sanitation to design placement of the rink to allow access to facilities. He checked with other cities that have hosted similar events and other police departments said they have needed little police support.

Mayor Harlan asked about nighttime security concerns and whether additional security would be required. It could be a condition of the permit.

Council Member Bottorff asked if the path could be widened and was told it could.

Vice Mayor Termini confirmed that standard permit fees apply and asked if it will cause the city to incur many costs or if fees could be reduced. City Manager Jamie Goldstein suggested that if the Council wished, the Coastal Development Permit could be processed pro bono.

During public comment, Bob Edgren asked about insurance and liability and if there would be time dedicated to younger children.

Corrie Sid of the Business Improvement Association noted that Monterey has previously had a privately funded real ice rink and will not have it this year due to a location conflict. Insurance will be carried by the event provider.

MOTION:	APPROVE THE REQUESTED PERMITS AND DIRECT STAFF TO WAIVE COASTAL DEVELOPMENT PERMIT FEES.
RESULT:	ADOPTED AS AMENDED [UNANIMOUS]
MOVER:	Michael Termini, Vice Mayor
SECONDER:	Ed Bottorff, Council Member
AYES:	Ed Bottorff, Stephanie Harlan, Michael Termini, Kristen Petersen
ABSENT:	Jacques Bertrand

B. Consider Extending Red-Light Photo Enforcement Contract [500-10 A/C: ATS]
RECOMMENDED ACTION: Extend the existing contract with American Traffic Solutions (ATS) for red-light photo enforcement services for a period of two years

Attachment: 8-24-17 draft minutes (Approval of City Council Minutes)

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
August 24, 2017

and authorize the city manager or his designee to sign the agreement.

Chief McManus presented the staff report and supported the two-year extension of the contract. Sergeant Andy Dally presented additional statistics. The program began in 2005 and the first citation was issued in 2007. He noted that no right turn on red and median improvements also helped reduced collisions. Collisions are down 74 percent at 41st Avenue and Clares and dropped 94 percent at the mall entrance. He shared examples of the images that officers review prior to issuing citations, and noted the repeat offender and Capitola resident citations are very low since implementation.

Mayor Harlan confirmed that any overtime costs caused by reviewing the images are included.

During public comment, Bob Edgren confirmed with police staff that there is no difference in fines between photo enforcement and officer-on-scene citations. Sergeant Dally explained red light fines are among the highest because of the danger caused by violations.

Council members recalled that the program was implemented to increase safety in a cost-effective way, and said they believe it continues to be successful.

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

C. Drone Regulation Options Report

RECOMMENDED ACTION: Accept presentation and provide direction.

Community Development Director Rich Grunow presented the staff report, noting local jurisdictions can have some oversight for recreational use of smaller drones. The advantages of developing a policy include having defined and enforceable rules, while the concerns include changing regulations and difficulty with enforcement.

Vice Mayor Termini asked if any other local jurisdictions have adopted a policy. Attorney Condotti responded he does not know of any California cities that have adopted an ordinance. He is working with the Central Fire Protection District and the City of Santa Cruz, which is responding to concerns of interference with and safety of rides on the Boardwalk.

In public comment, Peter Wilk said he sees no public outcry and does not feel regulation is needed at this time.

Bob Edgren agreed that there does not seem to be a need for immediate action.

Fire Chief Steven Hall said Central Fire does on occasion use drones and is watching the issue. He responded that there is technology to stop a drone.

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
August 24, 2017

Vice Mayor Termini noted that local events have contracted for drone photography and he does not see a need to regulate now. Council Member Peterson added drones are helping to track bluff erosion. There was Council consensus that staff continue to monitor the issue and actions by other jurisdictions.

RESULT:	RECEIVED REPORT
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D. Discuss Youth Membership on City Advisory Bodies

RECOMMENDED ACTION: Review information and provide staff direction.

Clerk Fridy presented the staff report and asked for direction in developing a policy.

Vice Mayor Termini said his biggest concern in working with youth is safely releasing them after the meetings. He supported an option to have a guardian attend with a juvenile member to eliminate oversight concerns. Mayor Harlan preferred a parental release out of concern the adult attendance requirement would reduce interest. Director Jesberg said that based on observations from the student participants on the Commission on the Environment, the adult requirement could pose difficulties for single-parent households. Council Member Petersen suggested starting with the adult requirement with some flexibility that it does not have to be a parent, and reviewing the impact after the first year. The rest of the Council agreed.

The Council agreed with the staff recommendation to exclude the Planning Commission and Architectural and Site Commission from youth recruitment. Following discussion, it favored recruiting for all other advisory bodies with preference for Art and Cultural, Historical Museum, and the Library Advisory Commission as the revisions come forward. The Council agreed on non-voting status and one-year terms tied to the school year. With the adult attendance requirement, it did not establish an age or grade limit but identified drawing from students living in the Soquel Union Elementary School District boundaries as well as those who attend Soquel, Aptos, and Harbor High Schools.

MOTION:	DIRECT STAFF TO PREPARE A POLICY AS DESCRIBED.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael Termini, Vice Mayor
SECONDER:	Kristen Petersen, Council Member
AYES:	Ed Bottorff, Stephanie Harlan, Michael Termini, Kristen Petersen
ABSENT:	Jacques Bertrand

10. ADJOURNMENT

The meeting was adjourned at 9:05 p.m.

Stephanie Harlan, Mayor

ATTEST:

Linda Fridy, City Clerk

Attachment: 8-24-17 draft minutes (Approval of City Council Minutes)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF SEPTEMBER 28, 2017

FROM: City Manager Department

SUBJECT: Receive Planning Commission Action Minutes for the Special Meeting of September 6, 2017, and Regular Meeting of September 7, 2017

RECOMMENDED ACTION: Receive minutes.

ATTACHMENTS:

1. 09-06-2017 Planning Commission Special Action
2. 09-07-2017 Planning Commission Action

Report Prepared By: Linda Fridy
City Clerk

Reviewed and Forwarded by:

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

Jamie Goldstein, City Manager

9/21/2017



**ACTION MINUTES
CAPITOLA PLANNING COMMISSION
SPECIAL MEETING
WEDNESDAY, SEPTEMBER 6, 2017
6 P.M. – CAPITOLA CITY COUNCIL CHAMBERS**

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

2. ORAL COMMUNICATIONS

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

3. PUBLIC HEARINGS

A. Zoning Code Update All Properties within Capitola

Comprehensive Update to the City of Capitola Zoning Code and updated Zoning Map (Municipal Code Chapter 17) and subsequent maps relative to the Zoning Code.

The Zoning Code serves as the Implementation Plan of the City's Local Coastal Program and therefore must be certified by the Coastal Commission.

Environmental Determination: Addendum to the General Plan Update EIR

Property: The Zoning Code update affects all properties within the City of Capitola.

Representative: Katie Herlihy, Senior Planner, City of Capitola

#	Page	Section	Modification
5	72-2	17.72.030	Revision: In addition to the requirements of this chapter, all applicable development in Capitola shall also comply with the Model Water Efficient Landscaping Ordinance prepared by the California Department of Water Resources (DWR), when required by the California Water Conservation in Landscaping Act (Government Code Section 65591 et seq.) <u>applicable water provider's (i.e. the City of Santa Cruz Water Department or Soquel Creek Water District) Landscape Water Use Efficiency Ordinance</u> . If conflicts occur between the <u>applicable water provider's Model Water Efficient Landscape Water Use Efficiency Ordinance</u> and the Zoning Code, the more restrictive policy to conserve water shall control.
7	72-5	17.72.060.A.5	Revision: Decorative water features (e.g. fountains, ponds, waterfalls) must be approved by the Planning Commission and shall

#	Page	Section	Modification
			have recirculating water systems. <u>Automatic fill valves are not recommended for use with water features.</u>
8	72-5	17.72.060.B.1	Revision: Irrigation systems shall meet <u>the minimum irrigation efficiency standard of the applicable water district.</u>
9	72-5	17.72.060.B.2	Set threshold for separate landscape water meters for single-family residential development for parcels sized greater than 10,000 square feet.
10	72-5	17.72.060.B.8	Revision: Drip or bubble irrigation are required for all trees. <u>Bubblers should not exceed a flow rate of 1.5 gallons per minute.</u>
12	74-5	17.74.040.J.1	Remove utilities from this section as the City does not oversee the utilities.
14	96-2	17.96.020.B	Add a requirement that livestock shall be within a fenced yard.
16	80-5	17.80.050.A.16	Change Vacation Rental signs back to a maximum of 1 square foot.
22	Map	MU-N	Require a CUP for retail, personal service establishments, and offices within the MU-N along Capitola Road.
23	Map	Street Name	Correct zoning map error: 45 th Avenue is labeled 47 th Avenue.
24	80-15	17.80.080.K.3	Correct dimension of signs is 18 in. x 32 in.
25	136-2	17.136.060.F	Change “an” to “a”. The modification will not establish a precedent.
26	16-7	17.16.030.B.6	Note should refer to paragraph 7 instead of 6.
33	40-5	17.40.020.H.3	Note – change paragraph 4 to 3
40	72-3	17.72.050.A.2	Revision: 17.72.050.A.2 “Landscaping may consist of any combination of living plants, such as trees, shrubs and grass or <u>with</u> related natural features, such as rock, stone, or mulch; and may include patios, courtyards, and outdoor dining area. Decorative hardscape featuring pervious materials is permitted within required landscaping areas <u>combined with natural vegetation.</u>
43	76-4	Table 17.76-2	Staff inquired with the state as to whether the City can require guest parking for mobile home parks. The state had not responded at the time of drafting the report. If the state allows the City to require guest parking, staff recommends adding 1 guest space/10 mobile home units.

#	Page	Section	Modification
45	76-7	17.76.030.D	Note E should be changed to D
56	80-22	17.80.140.A.2	Change standard to require existing non-conforming signs to be reviewed during Planning Commission review of a design permit and state that the Planning Commission will have the authority to require non-conforming signs to come into compliance. Add discretionary criteria for when a non-conforming sign may stay – such as compatible with neighborhood scale.
67	16-3	17.16.030	Add a front yard setback for garage of 20 feet.
68	20-2	Table 17.20-1	The California Health and Safety Code requires cities to regulate residential care and group care facilities the same as family dwellings of the same type in the same zone. For example, a residential care facility in a detached “home” shall require the same permits and be subject to the same development standards as a detached single-family home. Recommendation: Remove the information for residential care facilities in the village from the land use table to a note explaining the law.
69	20-5	17.20.030(c)	The text refers to the wrong table number (17.20-2)
72	28-6	17.28.030(E)(1)	Add that light fixtures should be pointed downward.
73	40-3	17.40.020(G)(1)(b) AND C.3.b	Change “lower” income to “low” income
74	40-5	17.40.020(I)(4)(b)	Add mailboxes to list of structures not counted as common open space
75	48.5	17.48.040(B(1)(c)	Unclear what this means or how to calculate “lines drawn parallel to and two feet within the roof line of a carport.” Modify the language to “all area within the roof line of a carport”
76	52.2	Table 17.52-1	The table shows 23’ as maximum, but figure 17.52-1 indicates 21’
77	64.1	17.64.020	Combine Soquel Creek and Lagoon and Soquel Creek Riparian Corridor as a single area
78	20-5	17.20-1	Update figure to include correct height measurement and updated allowed roof types with original sketch.
79		Parking and Zoning Sections	Require a CUP for designated parking spaces within an integrated complex for an individual commercial tenant or designated curbside pickup area. Allow retail curbside within the all zones. Prohibit restaurant curbside except in Regional Commercial

#	Page	Section	Modification
			zone. In RC zone require CUP just like drive-through.
80	160-3	Glossary	Add definition of CEQA

MOTION: Recommend for approval with changes noted above

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

- 4. DIRECTOR'S REPORT - NONE
- 5. COMMISSION COMMUNICATIONS – NONE
- 6. ADJOURNMENT

Attachment: 09-06-2017 Planning Commission Special Action (Planning Commission Action Minutes)



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

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Chairperson Edward Newman: Present, Commissioner Linda Smith: Present, Commissioner Sam Storey: Present (arrived at 7:02 p.m.), Commissioner Susan Westman: Present, Commissioner TJ Welch: Present

2. ORAL COMMUNICATIONS

- A. Additions and Deletions to Agenda - None**
- B. Public Comments - None**
- C. Commission Comments**
- D. Staff Comments - None**

3. APPROVAL OF MINUTES

A. Planning Commission - Regular Meeting - Jun 1, 2017 7:00 PM

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

B. Planning Commission - Regular Meeting - Jul 20, 2017 7:00 PM

RESULT:	ACCEPTED [4-0]
MOVER:	TJ Welch, Commissioner
SECONDER:	Linda Smith, Commissioner
ABSTAINED:	Westman
AYES:	Smith, Newman, Welch, Storey

4. CONSENT CALENDAR

A. 602 El Salto #17-077 APN: 036-142-03

Design Permit for a remodel and addition with secondary dwelling unit to an existing two-story residence in the R-1 (Single-Family Residential) zoning district.

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

Environmental Determination: Categorical Exemption

Property Owner: Alex & Judi MacDonell

Representative: Derek Van Alstine, filed: 5/22/17

MOTION: Approve Design Permit

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

B. 4810 Topaz Street #17-074 034-066-10

Design Permit to build a two-story single-family residence on a vacant property, located in the R-1 (Single-Family Residential) zoning district.

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

Environmental Determination: Categorical Exemption

Property Owner: Kari Cosentino

Representative: John Craycroft, filed: 5/18/17

MOTION: Approve Design Permit

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

C. Capitola Mall Redevelopment - Request to Continue to a date uncertain.

MOTION: Continue to a date uncertain

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

5. PUBLIC HEARINGS

A. 210 Capitola Avenue #17-0280 APN: 035-183-20

Conditional Use Permit to convert a retail space into a take-out coffee and bakery, located in the CV (Central Village) zoning district.

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

Environmental Determination: Categorical Exemption

Property Owner: Tuan Truong – Halejoi LLC

Representative: Fuse Architect, filed: 7/31/17

MOTION: Approve Conditional Use Permit

RESULT:	APPROVED [4 TO 0]
MOVER:	Sam Storey, Commissioner
SECONDER:	TJ Welch, Commissioner
AYES:	Smith, Welch, Westman, Storey
RECUSED:	Newman

B. 723 El Salto Drive #15-185 APN: 036-143-35

Conditional Use Permit and Design Permit for an addition to an existing four-plex and a new detached garage and an extension of previously approved minor land division. The project is located in the VS/R-1 (Visitor Serving, Single-Family Residential) Zoning District. This project is in the Coastal Zone and requires a Coastal Development Permit, which is appealable to the California Coastal Commission.

Environmental Determination: Categorical Exemption

Property Owner: Doug Dodds

Representative: Cove Britton, filed 11/12/15

MOTION: Approve Conditional Use Permit and Design Permit

RESULT:	APPROVED AS AMENDED [4 TO 0]
MOVER:	Susan Westman, Commissioner
SECONDER:	TJ Welch, Commissioner
AYES:	Smith, Newman, Welch, Westman
RECUSED:	Storey

6. DIRECTOR'S REPORT

7. COMMISSION COMMUNICATIONS

8. ADJOURNMENT



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF SEPTEMBER 28, 2017

FROM: Finance Department

SUBJECT: Approval of City Check Register Reports Dated August 4, August 11, August 18 and August 25, 2017

RECOMMENDED ACTION: Approve check registers.

BACKGROUND: Check registers are attached for:

Account: City Main				
Date	Starting Check #	Ending Check #	Check/EFT Count	Amount
8/04/2017	87304	87380	77	\$80,314.89
8/11/2017	87381	87451	76	\$372,035.42
8/18/2017	87452	87514	65	\$93,017.02
8/25/2017	87515	87567	59	\$254,525.44

The general account check register dated July 28, 2017, ended with check #87303.

Account: Library				
Date	Starting Check #	Ending Check #	Check/EFT Count	Amount
8/04/2017	32	33	2	\$7,570

The library account check register dated July 28, 2017, ended with check #31.

Account: Payroll				
Date	Starting Check #	Ending Check #	Check/EFT Count	Amount
8/04/2017	5184	5202	139	\$197,452.78
8/11/2017	5203	5203	1	\$8,600.28
8/18/2017	5204	5218	128	\$184,770.10

The payroll account check register dated July 21, 2017, ended with check #5183.

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

Check	Issued to	Dept.	Description	Amount
87363	Santa Cruz County	PD	Animal services authority	\$15,350.80

Approval of City Check Registers
September 28, 2017

	Animal Shelter		payment	
87381	First American Title	CDD	Home buyer assistance loan	\$75,000
87390	Atchison Barisone Condotti & Kovacevich	CM	July legal fees	\$12,536.35
87395	City of Santa Cruz	CM	Lifeguard services July – Sept	\$68,500
87438	Soquel Creek Water District	PW	Monthly water usage and irrigation fees	\$17,049.30
87444	SZS Consulting Group	PW	ADA parks and recreation facility assessments	\$13,300
EFT 479	IRS	FN	Federal taxes & Medicare	\$34,186.66
EFT 482	CalPERS Member Services	FN	PERS contributions	\$48,790.91
87492	PG&E	PW	Monthly utilities	\$15,878.40
87497	SCC Auditor-Controller	PD	July citation processing	\$18,412
87566	Santa Cruz County Bank	FN	Pac Cove financing lease	\$82,532.87
EFT 488	IRS	FN	Federal taxes & Medicare	\$32,132.66
EFT 489	CalPERS Member Service	FN	PERS contributions	\$48,702.75

ATTACHMENTS:

1. 8-04-17 City Check Register
2. 8-11-17 City Check Register
3. 8-18-17 City Check Register
4. 8-25-17 City Check Register

Report Prepared By: Maura Herlihy
Account Technician

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

9/21/2017

City account payable checks dated 8/4/2017, numbered 87304 to 87380, totaling \$80,314.89, plus 2 Library account checks, totaling \$7,570.00, plus 19 Payroll account checks and 120 Payroll account EFTs, totaling \$197,452.78, for a grand total of \$285,337.67, have been reviewed and authorized for distribution by the City Manager.

As of 8/4/2017 the unaudited cash balance is \$3,181,362.43.


CASH POSITION - CITY OF CAPITOLA 8/4/17

	<u>Net Balance</u>
General Fund	(\$400,781.90)
Payroll Payables	\$150,129.74
Contingency Reserve Fund	\$1,903,345.66
Facilities Reserve Fund	\$339,870.00
Capital Improvement Fund	\$698,332.04
Stores Fund	\$20,128.44
Information Technology Fund	\$90,631.83
Equipment Replacement	\$178,679.93
Self-Insurance Liability Fund	\$86,627.21
Workers' Comp. Ins. Fund	\$124,338.79
Compensated Absences Fund	(\$9,939.31)
TOTAL UNASSIGNED GENERAL FUNDS	<u><u>\$3,181,362.43</u></u>

The Emergency Reserve Fund balance is \$1,277,205.54 (not included above).

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

The Library Fund balance is \$392,227.81 (not included above).



Jamie Goldstein, City Manager

8/4/17

Date



Peter Wilk, City Treasurer

8/8/17

Date

Attachment: 8-04-17 City Check Register (Approval of City Check Registers)

City Checks Issued August 4, 2017

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
87304	08/04/2017	Open			AMERICAN PAYROLL ASSOCIATION INC	\$219.00
	Invoice		Date	Description		Amount
	7-15-2017-227183		07/24/2017	American Payroll Assoc. annual membership		\$219.00
87305	08/04/2017	Open			AMERICAN PLANNING ASSOCIATION	\$558.00
	Invoice		Date	Description		Amount
	201248-1772		07/20/2017	Senior planner annual membership		\$558.00
87306	08/04/2017	Open			BILL TASHNICK	\$33.00
	Invoice		Date	Description		Amount
	72817		07/28/2017	Softball Officials July 17-28 2017		\$33.00
87307	08/04/2017	Open			CLASSIFIED SOUND	\$2,500.00
	Invoice		Date	Description		Amount
	170802-0830B		07/27/2017	Twilight concert sound engineer		\$2,500.00
87308	08/04/2017	Open			COMMUNITY ACTION BOARD	\$2,022.66
	Invoice		Date	Description		Amount
	CAB072417		07/24/2017	June emergency housing assistance and program admin. 5552 - Cap Hsg Succ- Program Income		\$2,022.66
87309	08/04/2017	Open			ED MORRISON	\$3,600.00
	Invoice		Date	Description		Amount
	1718-1		08/01/2017	July inspection services		\$3,600.00
87310	08/04/2017	Open			FIRST ALARM SECURITY & PATROL INC.	\$310.00
	Invoice		Date	Description		Amount
	536801		07/21/2017	August McGregor skate park patrol		\$310.00
87311	08/04/2017	Open			FRED C. BEYERS	\$198.00
	Invoice		Date	Description		Amount
	Beyers072817		07/28/2017	Softball Officials July 17-28 2017		\$198.00
87312	08/04/2017	Open			GEORGE McMENAMIN	\$738.18
	Invoice		Date	Description		Amount
	Riparian18		06/30/2017	June riparian restoration services		\$738.18
87313	08/04/2017	Open			GUILLERMO E. VAZQUEZ	\$161.57
	Invoice		Date	Description		Amount
	GV071017		07/10/2017	ABC training for Vazquez		\$161.57
87314	08/04/2017	Open			KRAIG EVANS	\$89.59
	Invoice		Date	Description		Amount
	EVANS071517		07/15/2017	Meal reimbursement CSI training		\$89.59
87315	08/04/2017	Open			LIFE INSURANCE CO OF NORTH AMERICA-CIGNA	\$2,349.12
	Invoice		Date	Description		Amount
	CIGNA073117		07/01/2017	July life, AD&D, STD, LTD insurance		\$2,349.12
				1000 - General Fund	\$152.20	
				1001 - Payroll Payables	\$2,196.92	

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City Checks Issued August 4, 2017

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
87316	08/04/2017	Open			MADELINE C HORN	\$757.50
	Invoice		Date	Description		Amount
	008		07/26/2017	Cataloging and organizing museum artifacts		\$757.50
87317	08/04/2017	Open			MEDCO SUPPLY CO.	\$124.14
	Invoice		Date	Description		Amount
	IN89289625		07/19/2017	Cold packs		\$124.14
87318	08/04/2017	Open			MUNISERVICES LLC	\$2,576.48
	Invoice		Date	Description		Amount
	INV06-000031		07/24/2017	Quarterly sales tax auditing services		\$2,030.86
	INV06-000032		07/24/2017	Quarterly sales tax auditing services		\$545.62
87319	08/04/2017	Open			MV TRANSPORTATION INC.	\$7,209.40
	Invoice		Date	Description		Amount
	77396		08/03/2017	July shuttle service		\$7,209.40
87320	08/04/2017	Open			PACIFIC MONARCH	\$350.00
	Invoice		Date	Description		Amount
	48657OT		07/26/2017	Extra Time Bus to JG Regionals		\$350.00
87321	08/04/2017	Open			PREFERRED BENEFIT INSURANCE ADMIN.	\$5,927.50
	Invoice		Date	Description		Amount
	EIA21698		08/01/2017	August employee dental and vision		\$5,927.50
				1000 - General Fund	\$73.10	
				1001 - Payroll Payables	\$5,854.40	
87322	08/04/2017	Open			SANTA CRUZ MUNICIPAL UTILITIES	\$76.19
	Invoice		Date	Description		Amount
	SCMU071317		07/13/2017	Monthly water service for medians		\$76.19
87323	08/04/2017	Open			SPORT ABOUT GRAPHICS	\$216.77
	Invoice		Date	Description		Amount
	7578		07/31/2017	Jr Guards U19 Session 2 t-shirt order		\$216.77
87324	08/04/2017	Open			WELLS FARGO BANK	\$74.00
	Invoice		Date	Description		Amount
	1462092		07/24/2017	POB trustee fee		\$74.00
87325	08/04/2017	Open			Alex Poletti	\$81.00
	Invoice		Date	Description		Amount
	2018-00000091		07/28/2017	Camp Capitola Jr Leader Payment Session 3		\$81.00
87326	08/04/2017	Open			Ava Allaback	\$89.00
	Invoice		Date	Description		Amount
	2018-00000084		07/28/2017	Camp Capitola Jr Leader Payment Session 3		\$89.00
87327	08/04/2017	Open			Casey Savodkohi	\$85.00
	Invoice		Date	Description		Amount
	2018-00000085		07/28/2017	Camp Capitola Jr Leader Payment Session 3		\$85.00

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City Checks Issued August 4, 2017

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
87328	08/04/2017	Open			Catherine Gross	\$188.43
	Invoice		Date	Description		Amount
	2018-00000083		07/28/2017	Camp Supplies		\$188.43
87329	08/04/2017	Open			Charlie Bailey	\$1,438.70
	Invoice		Date	Description		Amount
	2018-00000078		07/31/2017	Lodging & meals for JG instructors at regionals		\$1,438.70
87330	08/04/2017	Open			Isabella Brown	\$96.00
	Invoice		Date	Description		Amount
	2018-00000086		07/28/2017	Camp Capitola Jr Leader Payment Session 3		\$96.00
87331	08/04/2017	Open			Kate Motroni	\$149.00
	Invoice		Date	Description		Amount
	2018-00000088		07/28/2017	Camp Capitola Jr Leader Payment Session 3		\$149.00
87332	08/04/2017	Open			Kennedie Dolton	\$81.00
	Invoice		Date	Description		Amount
	2018-00000092		07/28/2017	Camp Capitola Jr Leader Payment Session 3		\$81.00
87333	08/04/2017	Open			Kerem Yazgan	\$80.00
	Invoice		Date	Description		Amount
	2018-00000089		07/28/2017	Camp Capitola Jr Leader Payment Session 3		\$80.00
87334	08/04/2017	Open			Natalie Wilson	\$109.00
	Invoice		Date	Description		Amount
	2018-00000087		07/28/2017	Camp Capitola Jr Leader Payment Session 3		\$109.00
87335	08/04/2017	Open			Reese Martinez	\$89.00
	Invoice		Date	Description		Amount
	2018-00000093		07/28/2017	Camp Capitola Jr Leader Payment Session 3		\$89.00
87336	08/04/2017	Open			Sherri Betz	\$1,903.93
	Invoice		Date	Description		Amount
	Betz073117		07/31/2017	Purchase of Therapilates supplies		\$1,903.93
87337	08/04/2017	Open			Sonia Langouev	\$81.00
	Invoice		Date	Description		Amount
	2018-00000090		07/28/2017	Camp Capitola Jr Leader Payment Session 3		\$81.00
87338	08/04/2017	Open			ALLSAFE LOCK COMPANY	\$35.69
	Invoice		Date	Description		Amount
	49690		07/31/2017	Keys		\$24.41
	49535		06/29/2017	Keys		\$11.28
87339	08/04/2017	Open			APTOS LANDSCAPE SUPPLY INC.	\$73.78
	Invoice		Date	Description		Amount
	448302		08/01/2017	Wood chips		\$73.78

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City Checks Issued August 4, 2017

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
87340	08/04/2017	Open			B & B SMALL ENGINE REPAIR	\$38.87
	Invoice		Date	Description		Amount
	379589		07/27/2017	Edger blade, connector		\$38.87
87341	08/04/2017	Open			BIG CREEK LUMBER	\$20.92
	Invoice		Date	Description		Amount
	796395		07/24/2017	McGregor park wood		\$20.92
87342	08/04/2017	Open			CALE AMERICA INC.	\$841.51
	Invoice		Date	Description		Amount
	145892		07/24/2017	Paystation bill validator, tech reader, labor		\$841.51
87343	08/04/2017	Open			CAPITOLA PUMP COMPANY INC.	\$478.51
	Invoice		Date	Description		Amount
	43996		07/27/2017	Sump pump - wetlands		\$478.51
87344	08/04/2017	Open			DIXON AND SON INC.	\$972.24
	Invoice		Date	Description		Amount
	206991		07/17/2017	Tires, disposal, balance, pressure valve		\$972.24
87345	08/04/2017	Open			EWING IRRIGATION	\$468.34
	Invoice		Date	Description		Amount
	3791303		07/25/2017	Quick coupler keys, hose swivels		\$187.37
	3817567		07/28/2017	Wetlands pump repair		\$280.97
87346	08/04/2017	Open			FERGUSON ENTERPRISES INC.	\$83.08
	Invoice		Date	Description		Amount
	5467163		07/20/2017	Spanner wrench, repair kit		\$83.08
87347	08/04/2017	Open			FIRST ALARM SECURITY & PATROL INC.	\$300.00
	Invoice		Date	Description		Amount
	536809		07/21/2017	August Jade st. park patrol		\$300.00
87348	08/04/2017	Open			FLYERS ENERGY LLC	\$9,639.28
	Invoice		Date	Description		Amount
	17-507688		07/24/2017	564 gallons ethanol		\$1,900.44
	17-507702		07/24/2017	195 gallons diesel		\$541.04
	17-511147		07/28/2017	147 gallons diesel		\$401.62
	17-511111		07/28/2017	272 gallons ethanol		\$821.89
	17-501846		07/14/2017	693 gallons ethanol		\$2,261.66
	17-497456		07/07/2017	379 gallons ethanol		\$1,279.53
	17-497457		07/07/2017	130 gallons diesel		\$363.21
	17-493611		06/30/2017	329 gallons ethanol		\$1,139.30
	17-493613		06/30/2017	300 gallons diesel		\$861.37
	17-496090		07/06/2017	Fuel treatments		\$69.22
87349	08/04/2017	Open			GARDAWORLD	\$182.09
	Invoice		Date	Description		Amount
	10325221		08/01/2017	August armored car service		\$182.09

Attachment: 8-04-17 City Check Register (Approval of City Check Registers)

City Checks Issued August 4, 2017

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
87350	08/04/2017	Open			GLOBAL ENVIRONMENTAL PRODUCTS INC	\$1,502.49
	Invoice		Date	Description		Amount
	639211		07/20/2017	Sweeper parts 1310 - Gas Tax		\$1,502.49
87351	08/04/2017	Open			HOSE SHOP	\$632.76
	Invoice		Date	Description		Amount
	399012		07/27/2017	Pressure washer parts		\$64.44
	398245		06/28/2017	Hose assemblies, couplers, nipples, adaptors		\$482.37
	398587		07/12/2017	Nipples, couplers		\$85.95
87352	08/04/2017	Open			HUMBOLDT PETROLEUM LLC	\$78.00
	Invoice		Date	Description		Amount
	086680		07/15/2017	PD car washes		\$78.00
87353	08/04/2017	Open			LABORMAX STAFFING	\$3,440.80
	Invoice		Date	Description		Amount
	26-80601		07/28/2017	Seasonal labor		\$3,440.80
87354	08/04/2017	Open			LLOYDS TIRE SERVICE	\$1,374.83
	Invoice		Date	Description		Amount
	329398		07/26/2017	Ford F450 tires, spin, balance, disposal		\$918.14
	328865		07/18/2017	Wheel alignment, ball joints		\$99.50
	329805		08/02/2017	2011 Toyota Camry tire rotation, tires, spin balance, disposal		\$357.19
87355	08/04/2017	Open			LLOYDS TIRE SERVICE	\$56.00
	Invoice		Date	Description		Amount
	307662		07/28/2017	Flat repair		\$28.00
	307375		07/10/2017	Flat repair		\$28.00
87356	08/04/2017	Open			MASTER CLEANERS	\$1,304.51
	Invoice		Date	Description		Amount
	070417		06/30/2017	Uniform cleaning		\$1,304.51
87357	08/04/2017	Open			O'REILLY AUTO PARTS	\$126.59
	Invoice		Date	Description		Amount
	2763-304315		07/19/2017	Filters, scratch pen		\$27.89
	2763-304196		07/19/2017	Fuel filters		\$42.05
	2763-302916		07/14/2017	Oil filters, wiper fluid, towels		\$56.65
87358	08/04/2017	Open			PALACE OFFICE SUPPLIES	\$311.14
	Invoice		Date	Description		Amount
	433603-0		07/27/2017	Office supplies		\$116.10
	432705-0		07/20/2017	Office supplies		\$127.07
	432574-0		07/19/2017	Office supplies		\$67.97
87359	08/04/2017	Open			PHOENIX GROUP INFORMATION SYSTEMS	\$2,317.61
	Invoice		Date	Description		Amount
	062017070		07/17/2017	June citation processing		\$2,317.61
87360	08/04/2017	Open			POLAR AUTOMOTIVE & RADIATOR	\$267.05

Attachment: 8-04-17 City Check Register (Approval of City Check Registers)

City Checks Issued August 4, 2017

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
	Invoice		Date	Description		Amount
	21479		07/27/2017	Ford F550 radiator		\$267.05
87361	08/04/2017	Open			PRAXAIR DISTRIBUTION INC.	\$94.94
	Invoice		Date	Description		Amount
	77863749		06/21/2017	Acetylene rental		\$94.94
87362	08/04/2017	Open			PUBLIC PARKING ASSOCIATES	\$1,366.17
	Invoice		Date	Description		Amount
	2017-0721-4		07/21/2017	McKay parking meter repairs		\$1,106.82
	2017-0721-5		07/21/2017	Parking meter batteries		\$208.18
	2017-0721-3		07/21/2017	Parking meter mech housing lock assembly		\$51.17
87363	08/04/2017	Open			SANTA CRUZ COUNTY ANIMAL SHELTER	\$15,350.80
	Invoice		Date	Description		Amount
	1718-1CA		07/14/2017	Animal services authority payment		\$15,350.80
87364	08/04/2017	Open			SANTA CRUZ PLUMBING INC.	\$1,255.00
	Invoice		Date	Description		Amount
	5125		07/28/2017	Water hammer troubleshooting at City Hall		\$1,255.00
87365	08/04/2017	Open			SENTINEL PRINTERS INC.	\$594.05
	Invoice		Date	Description		Amount
	300109		07/17/2017	Notice of correction forms		\$594.05
87366	08/04/2017	Open			SPORT ABOUT GRAPHICS	\$126.00
	Invoice		Date	Description		Amount
	7575		07/26/2017	PW t-shirts		\$126.00
87367	08/04/2017	Open			STAPLES ADVANTAGE	\$73.83
	Invoice		Date	Description		Amount
	8045551112		07/22/2017	Office supplies		\$73.83
87368	08/04/2017	Open			STATE STEEL COMPANY	\$292.64
	Invoice		Date	Description		Amount
	123766		07/20/2017	10' steel flat cuts		\$292.64
87369	08/04/2017	Open			SUMMIT UNIFORMS	\$1,598.33
	Invoice		Date	Description		Amount
	41631		06/01/2017	Uniform for Yeung		\$1,076.11
	42619		07/18/2017	Uniform for VIP Rubalcaba		\$251.28
	42620		07/18/2017	Uniform for VIP Roberts		\$270.94
87370	08/04/2017	Open			UNITED PARCEL SERVICE	\$70.38
	Invoice		Date	Description		Amount
	0000954791297		07/22/2017	Shipping		\$70.38
87371	08/04/2017	Open			Asya Shklyar	\$86.00
	Invoice		Date	Description		Amount
	177125127		07/25/2017	Citation refund		\$86.00
87372	08/04/2017	Open			Charles Miller and Ellen Peek Miller	\$96.00

Attachment: 8-04-17 City Check Register (Approval of City Check Registers)

City Checks Issued August 4, 2017

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
	Invoice		Date	Description		Amount
	177125411		07/25/2017	Citation refund		\$96.00
87373	08/04/2017	Open			Dawn Pappas	\$4.50
	Invoice		Date	Description		Amount
	PAPPAS073117		07/31/2017	Parking refund		\$4.50
87374	08/04/2017	Open			Joan Francis	\$31.00
	Invoice		Date	Description		Amount
	166127382		07/25/2017	Citation refund		\$31.00
87375	08/04/2017	Open			Juan Guerrero	\$41.00
	Invoice		Date	Description		Amount
	177124960		07/25/2017	Citation refund		\$41.00
87376	08/04/2017	Open			Loretta Souza	\$36.00
	Invoice		Date	Description		Amount
	199124401		07/25/2017	Citation refund		\$36.00
87377	08/04/2017	Open			Mark Burgess	\$36.00
	Invoice		Date	Description		Amount
	166127812		07/25/2017	Citation refund		\$36.00
87378	08/04/2017	Open			Rhonda Rose	\$6.00
	Invoice		Date	Description		Amount
	199123567		07/25/2017	Citation refund		\$6.00
87379	08/04/2017	Open			Ronald Green	\$10.00
	Invoice		Date	Description		Amount
	199125162		07/25/2017	Citation refund		\$10.00
87380	08/04/2017	Open			Victoria Cardinale	\$38.00
	Invoice		Date	Description		Amount
	199126919		07/25/2017	Citation refund		\$38.00
Type Check Totals:						\$80,314.89
Library - Library						
<u>Check</u>						
32	08/04/2017	Open			BOGARD CONSTRUCTION INC	\$380.00
	Invoice		Date	Description		Amount
	160707-11		07/31/2017	Library project management services 1360 - Library Fund		\$380.00
33	08/04/2017	Open			BUTANO GEOTECHNICAL ENGINEERING	\$7,190.00
	Invoice		Date	Description		Amount
	2437		05/01/2017	Library geotechnical services		\$3,648.75
	2449		06/12/2017	Library geotechnical services		\$2,161.25
	2504		07/13/2017	Library geotechnical services 1360 - Library Fund		\$1,380.00
Type Check Totals:						\$7,570.00

Attachment: 8-04-17 City Check Register (Approval of City Check Registers)

City Checks Issued August 4, 2017

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
CITY - Main City Totals					Counts:	Totals:
Checks						\$80,314.89
EFTs						\$0.00
All						\$80,314.89
Library - Library Totals						
Checks						\$7,570.00
EFTs						\$0.00
All						\$7,570.00
WELLS - Payroll Totals						
Checks						\$16,613.51
EFTs						\$180,839.27
All						\$197,452.78
Grand Totals:						
Checks						\$104,498.40
EFTs						\$180,839.27
All						\$285,337.67

Attachment: 8-04-17 City Check Register (Approval of City Check Registers)

City account payable checks dated 8/11/2017, numbered 87381 to 87451 plus 5 EFTs, totaling \$372,035.42, plus 1 Payroll account check, totaling \$8,600.28, for a grand total of \$380,635.70, have been reviewed and authorized for distribution by the City Manager.

As of 8/11/2017 the unaudited cash balance is \$3,034,883.96.

CASH POSITION - CITY OF CAPITOLA 8/11/17

	<u>Net Balance</u>
General Fund	(\$423,602.92)
Payroll Payables	\$52,657.91
Contingency Reserve Fund	\$1,903,345.66
Facilities Reserve Fund	\$339,870.00
Capital Improvement Fund	\$685,032.04
Stores Fund	\$19,302.04
Information Technology Fund	\$78,117.52
Equipment Replacement	\$186,179.93
Self-Insurance Liability Fund	\$79,582.30
Workers' Comp. Ins. Fund	\$124,338.79
Compensated Absences Fund	(\$9,939.31)
TOTAL UNASSIGNED GENERAL FUNDS	<u><u>\$3,034,883.96</u></u>

The Emergency Reserve Fund balance is \$1,277,205.54 (not included above).
The PERS Contingency Fund balance is \$300,000.00 (not included above).
The Library Fund balance is \$392,227.81 (not included above).



Jamie Goldstein, City Manager

8/15/17

Date



Peter Wilk, City Treasurer

8/22/17

Date

Attachment: 8-11-17 City Check Register (Approval of City Check Registers)

City Checks Issued August 11, 2017

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
87381	08/11/2017	Open			FIRST AMERICAN TITLE COMPANY	\$75,000.00
	Invoice		Date	Description		Amount
	FATC080217		08/02/2017	A. Welch homebuyer assistance loan escrow #5494566 1350 - CDBG Grants		\$75,000.00
87382	08/11/2017	Open			ORCHARD SUPPLY HARDWARE	\$2,234.91
	Invoice		Date	Description		Amount
	029973		07/10/2017	Wasp traps for recreation dept.		\$20.69
	046920		07/20/2017	Handsoap, tool set, dish soap, windex		\$34.13
	044702		07/10/2017	Lawn rakes		\$37.26
	039534		07/11/2017	Stencil set, scraper, level		\$15.50
	044898		07/11/2017	Painting supplies		\$37.27
	045165		07/12/2017	Sandpaper		\$4.13
	158732		07/13/2017	Sunglasses, tape, fender washers		\$44.89
	021039		07/14/2017	Air freshner, light bulbs		\$37.21
	030182		07/14/2017	Tool box, lap links		\$86.91
	021886		07/17/2017	Painting supplies		\$29.43
	021904		07/17/2017	Batteries		\$28.97
	046116		07/17/2017	Flat washers, wrench		\$37.25
	046082		07/17/2017	Threaded rod, lock nuts		\$8.77
	046203		07/17/2017	Mag driver guide		\$6.20
	022054		07/17/2017	Toolbox, spray paint grip handle, rust stopper		\$82.92
	159569		07/18/2017	Graffiti paint		\$18.18
	022533		07/19/2017	Grinding wheel, cement		\$18.09
	055779		07/19/2017	Drinking water		\$71.42
	046873		07/20/2017	Wedge anchors, rollers		\$17.13
	182117		07/20/2017	Trash cans (6)		\$186.32
	150071		07/21/2017	Painting supplies		\$14.04
	023223		07/21/2017	Brass hose, handle wands		\$41.39
	047200		07/21/2017	All purpose cleaner		\$31.05
	119180		07/20/2017	Returned tool set		(\$20.71)
	039889		07/13/2017	Bolts and washers		\$8.58
	159485		07/17/2017	Broom and rake		\$47.61
	022351		07/18/2017	Leather gloves		\$20.70
	047271		07/21/2017	Yellow jacket traps, wasp spray		\$20.68
	024110		07/24/2017	Painting supplies - baeball field		\$235.41
	150341		07/24/2017	Chain, gloves		\$16.52
	056610		07/26/2017	Rags, trash can		\$33.64
	024664		07/26/2017	Staining supplies		\$26.66
	032766		07/27/2017	Truck rope		\$17.60
	150912		07/28/2017	Drain opener, degreaser		\$16.55
	025242		07/28/2017	Bolts, nuts		\$10.05
	033723		07/31/2017	Wedge anchor		\$49.57
	151521		07/31/2017	Keys		\$20.62
	057135		07/31/2017	Spray paint		\$18.18
	151593		08/01/2017	Staple gun and gloves		\$35.17
	183453		08/01/2017	Trash cans		\$51.75
	049054		08/01/2017	Metal cutoff blades		\$22.72
	025218		07/28/2017	Drill bit, hex tool		\$15.77

Continue on next page

Attachment: 8-11-17 City Check Register (Approval of City Check Registers)

City Checks Issued August 11, 2017

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
continued from previous page					ORCHARD SUPPLY HARDWARE	
	047157		07/21/2017	Curb painting supplies		\$6.90
	150893		07/28/2017	Rubber tires, washer, hex nut		\$74.50
	049057		08/01/2017	Spray paint		\$4.55
	151778		08/02/2017	Flouresent tubes		\$39.32
	90714		08/02/2017	Returnded lights		(\$33.11)
	151783		08/02/2017	Bulbs		\$22.76
	049183		08/02/2017	Cleaning supplies		\$32.06
	026834		08/02/2017	Bungee cords		\$6.06
	027360		08/04/2017	Hammers and wrenches		\$94.18
	035140		08/06/2017	Graffiti supplies		\$47.98
	040179		08/08/2017	Gloves		\$15.52
	035699		08/08/2017	Rakes		\$38.29
	034401		08/03/2017	Cleaning supplies		\$25.44
	157646		07/05/2017	Spring link, rope		\$26.87
	028866		07/07/2017	Septonic, stapler		\$64.95
	048966		08/01/2017	Graffiti paint		\$18.18
	027705		07/03/2017	Cleaner, rags, gloves		\$50.26
	043880		07/06/2017	Cutoff wheels, tape, staples		\$92.28
	032412		07/26/2017	Crimp, flap whels		\$22.72
	027052		08/03/2017	Tape measure		\$28.98
				1000 - General Fund	\$2,039.13	
				1311 - Wharf	\$195.78	
87383	08/11/2017	Open			US BANCORP EQUIPMENT FINANCE INC.	\$288.85
	Invoice	Date	Description	Amount		
	336699947	08/10/2017	Copier leases	\$288.85		
			2210 - ISF - Stores Fund			
87384	08/11/2017	Open			ALLIANT INSURANCE SERVICES INC.	\$75.00
	Invoice	Date	Description	Amount		
	668234	07/24/2017	Vehicle insurance	\$75.00		
			2213 - ISF - Self-Insurance Liability			
87385	08/11/2017	Open			ALLSAFE LOCK COMPANY	\$15.50
	Invoice	Date	Description	Amount		
	49752	08/04/2017	Keys and key rack	\$15.50		
87386	08/11/2017	Open			ALVAREZ TECHNOLOGY GROUP INC	\$9,409.67
	Invoice	Date	Description	Amount		
	42378	08/01/2017	September IT services	\$7,100.00		
	42287	07/24/2017	Computer	\$2,309.67		
			2211 - ISF - Information Technology			
87387	08/11/2017	Open			APTOS LANDSCAPE SUPPLY INC.	\$73.78
	Invoice	Date	Description	Amount		
	446784	07/12/2017	Wood chips	\$73.78		

Attachment: 8-11-17 City Check Register (Approval of City Check Registers)

City Checks Issued August 11, 2017

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
87388	08/11/2017	Open			AT&T	\$9.12
	Invoice		Date	Description		Amount
	ATT080117		08/01/2017	Monthly long distance charges		\$9.12
				1000 - General Fund	\$4.48	
				2211 - ISF - Information Tect	\$4.64	
87389	08/11/2017	Open			AT&T/CALNET 3	\$1,920.42
	Invoice		Date	Description		Amount
	000009953894		07/13/2017	Monthly telephone service & T-1 access		\$766.60
	000009953226		07/13/2017	Monthly telephone service & T-1 access		\$1,153.82
				1000 - General Fund	\$1,606.65	
				2211 - ISF - Information Tect	\$313.77	
87390	08/11/2017	Open			ATCHISON BARISONE CONDOTTI & KOVACEVICH	\$12,536.35
	Invoice		Date	Description		Amount
	ABCK073117		07/31/2017	July legal fees		\$12,536.35
87391	08/11/2017	Open			BAY PHOTO LAB	\$45.55
	Invoice		Date	Description		Amount
	6667767		07/27/2017	Oversize photos, digital artwork		\$45.55
87392	08/11/2017	Open			CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,618.00
	Invoice		Date	Description		Amount
	POA080417		08/04/2017	POA and gym dues PPE 07-29-17		\$1,618.00
				1001 - Payroll Payables		
87393	08/11/2017	Open			CAROLYN FLYNN	\$2,640.00
	Invoice		Date	Description		Amount
	CBF-07-2017		07/30/2017	July affordable housing program services		\$2,640.00
				1000 - General Fund	\$2,400.00	
				5552 - Cap Hsg Succ- Prog	\$240.00	
87394	08/11/2017	Open			CHRISTINE CANDELARIA	\$742.50
	Invoice		Date	Description		Amount
	11		08/02/2017	BIA website & consulting services		\$742.50
				1321 - BIA - Capitola Village-Wharf BIA		
87395	08/11/2017	Open			CITY OF SANTA CRUZ	\$68,500.00
	Invoice		Date	Description		Amount
	031280		06/30/2017	Lifeguard services July - Sept 2017		\$68,500.00
87396	08/11/2017	Open			CLEAN BUILDING MAINTENANCE CO.	\$4,585.13
	Invoice		Date	Description		Amount
	18288		07/31/2017	Monthly janitorial services		\$4,585.13
				1000 - General Fund	\$4,319.63	
				1311 - Wharf	\$265.50	
87397	08/11/2017	Open			COASTAL WATERSHED COUNCIL	\$5,240.98
	Invoice		Date	Description		Amount
	1600		08/09/2017	Urban Watch - Soquel Creek Watershed Water Quality Monitoring		\$5,240.98

Attachment: 8-11-17 City Check Register (Approval of City Check Registers)

City Checks Issued August 11, 2017

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
87398	08/11/2017	Open			CODE PUBLISHING COMPANY INC.	\$1,288.75
	Invoice		Date	Description		Amount
	57337		08/02/2017	Online ordinance publishing		\$18.75
	57170		08/01/2017	Annual web hosting and muni code services		\$1,270.00
87399	08/11/2017	Open			COMMUNITY PRINTERS	\$629.22
	Invoice		Date	Description		Amount
	18860011		07/31/2017	Certificate of release forms		\$280.41
	18859011		07/31/2017	Booking fee forms		\$348.81
87400	08/11/2017	Open			D & G SANITATION	\$1,931.03
	Invoice		Date	Description		Amount
	242252		07/31/2017	Esplanade park fencing		\$54.50
	242253		07/31/2017	McGregor park portable toilets		\$252.65
	242254		07/31/2017	Wharf portable toilets		\$1,198.05
	242255		07/31/2017	Parking lot portable toilets		\$425.83
				1000 - General Fund	\$732.98	
				1311 - Wharf	\$1,198.05	
87401	08/11/2017	Open			FARWEST NURSERY	\$35.11
	Invoice		Date	Description		Amount
	421205		08/02/2017	Bark		\$35.11
87402	08/11/2017	Open			FLYERS ENERGY LLC	\$1,603.82
	Invoice		Date	Description		Amount
	17-516623		08/04/2017	398 gallons ethanol		\$1,199.14
	17-516624		08/04/2017	144 gallons diesel		\$404.68
87403	08/11/2017	Open			FRANK PERRY	\$395.14
	Invoice		Date	Description		Amount
	FP080217		08/02/2017	Museum supplies reimbursement		\$395.14
87404	08/11/2017	Open			GARDAWORLD	\$3.95
	Invoice		Date	Description		Amount
	20240420		06/30/2017	Armored car service excess premise time		\$3.95
87405	08/11/2017	Open			GAYLORD ARCHIVAL	\$228.82
	Invoice		Date	Description		Amount
	2494432		07/28/2017	Archive supplies		\$228.82
87406	08/11/2017	Open			GEORGE H WILSON INC.	\$4,305.00
	Invoice		Date	Description		Amount
	12329		08/09/2017	41st Ave. backflow repair		\$4,305.00
87407	08/11/2017	Open			HdL Coren & Cone	\$645.00
	Invoice		Date	Description		Amount
	0024293-IN		08/04/2017	CAFR statistical reports package		\$645.00

Attachment: 8-11-17 City Check Register (Approval of City Check Registers)

City Checks Issued August 11, 2017

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
87408	08/11/2017	Open			HOME DEPOT CREDIT SERVICES	\$1,237.23
	Invoice		Date	Description		Amount
	0011940		07/12/2017	Drill bits, impact bits, ear muffs		\$82.26
	9012091		07/13/2017	Brushes		\$28.14
	5040902		07/17/2017	Threaded rod, lock nut		\$9.18
	3012789		07/19/2017	Bungee cords, gloves		\$31.91
	8033168		07/24/2017	Dollies, hex bolt, nuts, washer		\$158.39
	1024587		07/11/2017	Painting supplies		\$46.49
	3012859		07/19/2017	Concrete		\$19.25
	6041716		07/26/2017	Caution tape, philips bits		\$62.83
	5013704		07/27/2017	Duster, pole, tape		\$84.51
	5054710		07/27/2017	Wharf supplies		\$75.83
	1014269		07/31/2017	Hose		\$65.08
	8593888		07/14/2017	Steel pole		\$16.49
	2560312		07/20/2017	Wet dry vac		\$280.98
	5054648		07/27/2017	Staining supplies		\$81.30
	3050621		08/08/2017	Dry weather drain filter		\$22.01
	2591873		08/09/2017	Batteries, impact tool		\$172.58
				1000 - General Fund	\$1,161.40	
				1311 - Wharf	\$75.83	
87409	08/11/2017	Open			HOPE REHABILITATION SERVICES	\$2,475.00
	Invoice		Date	Description		Amount
	S163573		07/31/2017	Litter abatement and street cleaning		\$2,475.00
87410	08/11/2017	Open			HUMBOLDT PETROLEUM LLC	\$83.52
	Invoice		Date	Description		Amount
	086719		07/31/2017	Car washes		\$83.52
87411	08/11/2017	Open			ICMA RETIREMENT TRUST 457	\$6,147.18
	Invoice		Date	Description		Amount
	41444873		08/04/2017	Employee 457 contributions PPE 07-29-17		\$6,033.48
	41445645		08/04/2017	Employee 457 contribution - final paycheck		\$113.70
				1001 - Payroll Payables		
87412	08/11/2017	Open			KATHY D'ANGELO	\$370.00
	Invoice		Date	Description		Amount
	000V-07242017		08/05/2017	Shoot & edit Nancy Lenox interview		\$370.00
87413	08/11/2017	Open			KBA Docusys Inc.	\$621.08
	Invoice		Date	Description		Amount
	INV572016		08/03/2017	Copier usage charges		\$39.80
	INV571261		08/01/2017	Copier usage charges		\$581.28
				1000 - General Fund	\$39.80	
				2211 - ISF - Information Tect	\$581.28	
87414	08/11/2017	Open			KINGS PAINT AND PAPER INC.	\$92.75
	Invoice		Date	Description		Amount
	A0255455		07/27/2017	Bench stain		\$92.75

Attachment: 8-11-17 City Check Register (Approval of City Check Registers)

City Checks Issued August 11, 2017

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
87415	08/11/2017	Open			LABORMAX STAFFING	\$2,689.61
	Invoice		Date	Description		Amount
	26-80941		08/04/2017	Seasonal labor		\$2,689.61
87416	08/11/2017	Open			LESLIE FELLOWS	\$405.00
	Invoice		Date	Description		Amount
	LF073117		07/31/2017	Program coordinator services		\$405.00
87417	08/11/2017	Open			LEWIS TREE SERVICE INC.	\$2,160.00
	Invoice		Date	Description		Amount
	26695		08/04/2017	Tree pruning at City Hall		\$2,160.00
87418	08/11/2017	Open			MACKAY METERS INC	\$1,015.96
	Invoice		Date	Description		Amount
	1047974		07/31/2017	July meter and credit card processing fees		\$358.27
	1047500		05/31/2017	May parking meter and credit card fees		\$329.45
	1047304		04/30/2017	April parking meter and credit card fees		\$328.24
87419	08/11/2017	Open			MASTER CLEANERS	\$803.59
	Invoice		Date	Description		Amount
	MC073117		07/31/2017	Uniform cleaning		\$803.59
87420	08/11/2017	Open			MID COUNTY AUTO SUPPLY	\$670.14
	Invoice		Date	Description		Amount
	45631		08/02/2017	Blades		\$22.92
	42918		07/10/2017	Hydraulic filters		\$24.46
	42666		07/07/2017	Toggle switch		\$8.03
	41957		06/30/2017	Wheel chock rubber		\$10.35
	42351		07/05/2017	AC compressor		\$381.36
	42390		07/05/2017	Auto supplies		\$5.77
	43743		07/17/2017	Ford F250 ball joints		\$159.58
	45885		08/04/2017	LED backup light kit		\$57.67
87421	08/11/2017	Open			MILLER'S TRANSFER & STORAGE CO.	\$188.30
	Invoice		Date	Description		Amount
	89181		08/02/2017	Monthly record storage and warehouse handling		\$188.30

Attachment: 8-11-17 City Check Register (Approval of City Check Registers)

City Checks Issued August 11, 2017

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
87422	08/11/2017	Open			MISSION LINEN SUPPLY	\$757.98
	Invoice		Date	Description		Amount
	505296392		07/12/2017	Linen service		\$83.07
	505347213		07/19/2017	Linen service		\$118.64
	505331497		07/17/2017	Mats & Mops Community Center		\$67.73
	505412190		07/26/2017	Linen service		\$92.17
	505385770		07/24/2017	Mat service		\$48.18
	505347212		07/19/2017	Linen services		\$33.65
	505256299		07/05/2017	Linen services		\$33.65
	505207985		06/28/2017	Linen services		\$33.65
	505296391		07/12/2017	Linen services		\$33.65
	505412189		07/26/2017	Linen services		\$33.65
	505447847		08/02/2017	Linen services		\$33.65
	505447849		08/02/2017	Linen service		\$112.64
	505494705		08/09/2017	Linen service		\$33.65
87423	08/11/2017	Open			MONTEREY BAY AREA SELF INSURANCE AUTHORITY	\$764.10
	Invoice		Date	Description		Amount
	MBA16-0717		07/21/2017	Liability claims: Verduzco 2213 - ISF - Self-Insurance Liability		\$764.10
87424	08/11/2017	Open			MONTEREY BAY AREA SELF INSURANCE AUTHORITY	\$1,303.09
	Invoice		Date	Description		Amount
	MBA16-1119-2		07/28/2017	Liability claims: Smith, Luke et. al. 2213 - ISF - Self-Insurance Liability		\$1,303.09
87425	08/11/2017	Open			MONTEREY BAY AREA SELF INSURANCE AUTHORITY	\$4,902.72
	Invoice		Date	Description		Amount
	MBA16-1119-1		07/21/2017	Liability claims: Smith, Luke et. al. 2213 - ISF - Self-Insurance Liability		\$4,902.72
87426	08/11/2017	Open			Monterey Bay Economic Partnership	\$5,000.00
	Invoice		Date	Description		Amount
	1361		08/01/2017	MBEP annual membership		\$5,000.00
87427	08/11/2017	Open			NIELS KISLING	\$78.97
	Invoice		Date	Description		Amount
	NK080317		07/03/2017	Museum fundraiser hats		\$78.97
87428	08/11/2017	Open			NORTH BAY FORD	\$92.05
	Invoice		Date	Description		Amount
	262487		08/08/2017	Window regulator for PW truck		\$92.05
87429	08/11/2017	Open			PALACE OFFICE SUPPLIES	\$205.60
	Invoice		Date	Description		Amount
	434695-0		08/03/2017	Office supplies		\$78.83
	9406225-0		08/04/2017	Office supplies		\$61.02
	434528-0		08/03/2017	Envelopes		\$65.75
				1000 - General Fund	\$139.85	
				2210 - ISF - Stores Fund	\$65.75	

Attachment: 8-11-17 City Check Register (Approval of City Check Registers)

City Checks Issued August 11, 2017

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
87430	08/11/2017	Open			POLICE STRATEGIES LLC	\$1,000.00
	Invoice		Date	Description		Amount
	1009		08/01/2017	Police force analysis system update		\$1,000.00
87431	08/11/2017	Open			ROYAL WHOLESALE ELECTRIC	\$109.00
	Invoice		Date	Description		Amount
	7719-618804		08/03/2017	Emergency exit lights		\$109.00
87432	08/11/2017	Open			SAN LORENZO LUMBER	\$161.23
	Invoice		Date	Description		Amount
	55-0283839		07/17/2017	Carriage bolts		\$25.95
	55-0282694		07/12/2017	Sun glasses		\$17.49
	55-0285882		07/24/2017	Wood - baseball field		\$117.79
				1000 - General Fund	\$135.28	
				1311 - Wharf	\$25.95	
87433	08/11/2017	Open			SANTA CRUZ APTOS AUTO TOWING	\$125.00
	Invoice		Date	Description		Amount
	7830		07/28/2017	Wharf ramp		\$125.00
				1311 - Wharf		
87434	08/11/2017	Open			SANTA CRUZ COUNTY ANIMAL SHELTER	\$231.00
	Invoice		Date	Description		Amount
	4170		07/25/2017	Animal services for 3rd and 4th quarter 16/17		\$231.00
87435	08/11/2017	Open			SANTA CRUZ COUNTY INFORMATION SERVICES	\$521.99
	Invoice		Date	Description		Amount
	SCC080117		08/01/2017	August open query scan		\$521.99
87436	08/11/2017	Open			SANTA CRUZ SENTINEL	\$279.35
	Invoice		Date	Description		Amount
	0001067881		07/31/2017	Planning public notice		\$279.35
87437	08/11/2017	Open			SOFTWARE ONE INC	\$331.32
	Invoice		Date	Description		Amount
	US-PSI-602205		07/17/2017	Photoshop subscription		\$331.32
				2211 - ISF - Information Technology		
87438	08/11/2017	Open			SOQUEL CREEK WATER DISTRICT	\$17,049.30
	Invoice		Date	Description		Amount
	SCWD072717		08/08/2017	Monthly water usage and irrigation fees		\$13,574.79
	SCWD071817		08/08/2017	Monthly water usage and irrigation fees		\$3,474.51
				1000 - General Fund	\$16,369.52	
				1311 - Wharf	\$679.78	
87439	08/11/2017	Open			SOQUEL NURSERY GROWERS INC.	\$77.41
	Invoice		Date	Description		Amount
	338944		08/02/2017	Plants		\$77.41

Attachment: 8-11-17 City Check Register (Approval of City Check Registers)

City Checks Issued August 11, 2017

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
87440	08/11/2017	Open			SPECTRUM BUSINESS	\$3,653.86
	Invoice		Date	Description		Amount
	SB071917		07/19/2017	Monthly internet service		\$3,653.86
				1000 - General Fund	\$1,491.23	
				2211 - ISF - Information Tect	\$2,162.63	
87441	08/11/2017	Open			STOP COMPANY	\$737.80
	Invoice		Date	Description		Amount
	4461		08/07/2017	Barricades and pavement marker rental		\$737.80
87442	08/11/2017	Open			SUMMIT UNIFORMS	\$1,659.51
	Invoice		Date	Description		Amount
	42574		07/17/2017	Minium uniform adjustments, pants		\$588.86
	42659		07/20/2017	Returned shoes		(\$140.93)
	42688		07/21/2017	Boots for Vazquez		\$119.08
	41734		06/08/2017	Uniform for Weagle		\$1,092.50
87443	08/11/2017	Open			SUPPLYWORKS	\$1,260.40
	Invoice		Date	Description		Amount
	407554948		07/25/2017	Cleaning supplies		\$1,260.40
87444	08/11/2017	Open			SZS CONSULTING GROUP	\$13,300.00
	Invoice		Date	Description		Amount
	4		07/01/2017	ADA parks & rec. facility assessments, self evaluation		\$9,850.00
	5		08/01/2017	ADA parks & rec. facility assessments		\$3,450.00
				1200 - Capital Improvement Fund		
87445	08/11/2017	Open			T MOBILE	\$2,865.75
	Invoice		Date	Description		Amount
	TM073117		08/10/2017	Monthly cell phone usage		\$2,865.75
87446	08/11/2017	Open			THOR AUDIO SOLUTIONS	\$750.00
	Invoice		Date	Description		Amount
	12291		08/07/2017	Audio services for 8/16 performance		\$750.00
87447	08/11/2017	Open			US BANCORP EQUIPMENT FINANCE INC.	\$581.00
	Invoice		Date	Description		Amount
	336699467		08/03/2017	Copier leases		\$581.00
				1000 - General Fund	\$109.20	
				2210 - ISF - Stores Fund	\$471.80	
87448	08/11/2017	Open			US BANK PARS	\$3,627.82
	Invoice		Date	Description		Amount
	PARS080417		08/04/2017	Employee PARS contributions PPE 07-29-17		\$3,627.82
				1001 - Payroll Payables		
87449	08/11/2017	Open			WHEELCHAIRS OF SAN MATEO & TECH	\$1,496.10
	Invoice		Date	Description		Amount
	00009897		08/04/2017	Service to wheelchair for Irao		\$1,496.10

Attachment: 8-11-17 City Check Register (Approval of City Check Registers)

City Checks Issued August 11, 2017

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
87450	08/11/2017	Open			Rosa Phillips	\$144.00
	Invoice		Date	Description		Amount
	2003073.002		08/02/2017	Class refund		\$144.00
87451	08/11/2017	Open			KRAFT'S BODY SHOP	\$746.74
	Invoice		Date	Description		Amount
	RO45206		08/07/2017	2006 Chevy Impala repairs		\$746.74
Type Check Totals:						\$278,774.05
<u>EFT</u>						
478	08/09/2017	Open			EMPLOYMENT DEVELOPMENT DEPT	\$8,318.81
	Invoice		Date	Description		Amount
	1-264-031-616		08/09/2017	State tax deposit PPE 07-29-17 1001 - Payroll Payables		\$8,318.81
479	08/09/2017	Open			INTERNAL REVENUE SERVICE	\$34,186.66
	Invoice		Date	Description		Amount
	91731143		08/09/2017	Federal taxes & Medicare 1001 - Payroll Payables		\$34,186.66
480	08/07/2017	Open			STATE DISBURSEMENT UNIT	\$1,232.76
	Invoice		Date	Description		Amount
	RX3WBBU6657		08/07/2017	Employee garnishments PPE 07-29-17 1001 - Payroll Payables		\$1,232.76
481	08/11/2017	Open			WELLS FARGO BANK	\$732.23
	Invoice		Date	Description		Amount
	WF08112017		08/11/2017	Monthly client analysis charges		\$732.23
482	08/11/2017	Open			CalPERS Member Services Division	\$48,790.91
	Invoice		Date	Description		Amount
	1000906380-3		08/11/2017	PERS contributions PPE 7-29-17 1000 - General Fund (\$0.07) 1001 - Payroll Payables \$48,790.98		\$48,790.91
Type EFT Totals:						\$93,261.37

Attachment: 8-11-17 City Check Register (Approval of City Check Registers)

City Checks Issued August 11, 2017

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
CITY - Main City Totals					Counts:	Totals:
Checks					71	\$278,774.05
EFTs					5	\$93,261.37
All					76	\$372,035.42
WELLS - Payroll Totals						
Checks					1	\$8,600.28
EFTs					0	\$0.00
All					1	\$8,600.28
Grand Totals:						
Checks					72	\$287,374.33
EFTs					5	\$93,261.37
All					77	\$380,635.70

Attachment: 8-11-17 City Check Register (Approval of City Check Registers)

City account payable checks dated 8/18/2017, numbered 87452 to 87514 plus 2 EFTs, totaling \$93,017.02, plus 15 payroll checks & 113 EFTs totaling \$184,770.10, for a grand total of \$277,787.12, have been reviewed and authorized for distribution by the City Manager.

As of 8/18/2017 the unaudited cash balance is \$3,822,486.04.

CASH POSITION - CITY OF CAPITOLA 8/18/17

	<u>Net Balance</u>
1000 General Fund	\$241,843.07
1001 Payroll Payables	\$181,338.60
1010 Contingency Reserve Fund	\$1,903,345.66
1025 Facilities Reserve Fund	\$339,870.00
1200 Capital Improvement Fund	\$678,759.14
2210 Stores Fund	\$19,280.34
2211 Information Technology Fund	\$78,117.52
2212 Equipment Replacement	\$186,179.93
2213 Self-Insurance Liability Fund	\$79,352.30
2214 Workers' Comp. Ins. Fund	\$124,338.79
2216 Compensated Absences Fund	(\$9,939.31)
TOTAL UNASSIGNED GENERAL FUNDS	<u>\$3,822,486.04</u>

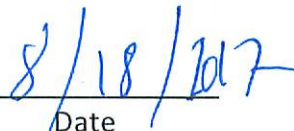
The Emergency Reserve Fund balance is \$1,277,205.54 (not included above).
The PERS Contingency Fund balance is \$308,186.39 (not included above).
The Library Fund balance is \$392,227.81 (not included above).



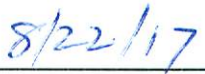
 Jamie Goldstein, City Manager



 Peter Wilk, City Treasurer



 Date



 Date

Attachment: 8-18-17 City Check Register (Approval of City Check Registers)

City of Capitola City Checks Issued August 18, 2017

8.C.3

Check #	Check Date/Invoice #	Status	Invoice Date	Description	Payee Name	Transaction Amount
87452	08/14/2017	Open			KRAFT'S BODY SHOP	\$2,029.79
	Invoice		Date	Description		Amount
	1096286		08/14/2017	PD 2006 Impala body damage repairs		\$2,029.79
87453	08/18/2017	Open			ADAMS ASHBY GROUP INC	\$920.00
	Invoice		Date	Description		Amount
	2092		08/01/2017	July housing authority admin. 1350 - CDBG Grants		\$920.00
87454	08/18/2017	Open			ADRIENNE HARRELL	\$666.90
	Invoice		Date	Description		Amount
	2018-00000152		08/15/2017	Summer 2 Instructor Payments 2017		\$666.90
87455	08/18/2017	Open			ANA LUCIA DAVIDSON	\$111.80
	Invoice		Date	Description		Amount
	2018-00000148		08/15/2017	Summer 2 Instructor Payments 2017		\$111.80
87456	08/18/2017	Open			ANDREW PORTER	\$126.75
	Invoice		Date	Description		Amount
	2018-00000157		08/15/2017	Summer 2 Instructor Payments 2017		\$126.75
87457	08/18/2017	Open			APTOS LANDSCAPE SUPPLY INC.	\$93.57
	Invoice		Date	Description		Amount
	448996		08/10/2017	Boulders		\$93.57
87458	08/18/2017	Open			B & B SMALL ENGINE REPAIR	\$146.84
	Invoice		Date	Description		Amount
	380516		08/10/2017	Hedge trimmer blades replaced and greased		\$146.84
87459	08/18/2017	Open			BRINKS AWARDS & SIGNS	\$977.73
	Invoice		Date	Description		Amount
	79032		08/09/2017	Junior guards plaques & trophies		\$977.73
87460	08/18/2017	Open			CA DEPARTMENT OF JUSTICE	\$32.00
	Invoice		Date	Description		Amount
	248868		08/03/2017	Fingerprinting		\$32.00
87461	08/18/2017	Open			CALIF DEPT OF FISH & WILDLIFE	\$2,109.00
	Invoice		Date	Description		Amount
	CAF&W081617		08/16/2017	Lake and streambed alteration permit		\$2,109.00
87462	08/18/2017	Open			CASEY PRINTING	\$3,933.27
	Invoice		Date	Description		Amount
	34110011		08/03/2017	Early fall brochure printing		\$3,933.27
87463	08/18/2017	Open			CHARMAINE MONIZ	\$29.90
	Invoice		Date	Description		Amount
	2018-00000156		08/15/2017	Summer 2 Instructor Payments 2017		\$29.90
87464	08/18/2017	Open			COASTAL WATERSHED COUNCIL	\$3,918.34
	Invoice		Date	Description		Amount
	CWC073117		08/13/2017	July urban watch		\$3,918.34
87465	08/18/2017	Open			COMPLETE MAILING SERVICE INC.	\$1,252.56
	Invoice		Date	Description		Amount
	2296		08/08/2017	Early fall mailing & postage		\$1,252.56

Attachment: 8-18-17 City Check Register (Approval of City Check Registers)

City of Capitola

City Checks Issued August 18, 2017

8.C.3

Check #	Check Date/Invoice #	Status	Invoice Date	Description	Payee Name	Transaction Amount
87466	08/18/2017	Open			COVELLO & COVELLO PHOTOGRAPHY	\$850.20
	Invoice		Date	Description		Amount
	6424		08/10/2017	Jr. Guard Group Photo Session 2		\$850.20
87467	08/18/2017	Open			DAVE JOHNSTON	\$120.90
	Invoice		Date	Description		Amount
	2018-00000154		08/15/2017	Summer 2 Instructor Payments 2017		\$120.90
87468	08/18/2017	Open			DAVID SCOTT COBABE	\$135.00
	Invoice		Date	Description		Amount
	2018-00000147		08/15/2017	Summer 2 Instructor Payments 2017		\$135.00
87469	08/18/2017	Open			ECS IMAGING INC.	\$1,234.00
	Invoice		Date	Description		Amount
	12414		08/11/2017	Laserfiche software maintenance 1317 - Technology Fund		\$1,234.00
87470	08/18/2017	Open			EMPLOYMENT DEVELOPMENT DEPT	\$230.00
	Invoice		Date	Description		Amount
	L1121998368		08/01/2017	April - June unemployment insurance 2213 - ISF Self-Insurance		\$230.00
87471	08/18/2017	Open			EWING IRRIGATION	\$794.70
	Invoice		Date	Description		Amount
	3846069		08/02/2017	Fertilizer		\$346.99
	3870193		08/05/2017	Irrigation controller		\$447.71
87472	08/18/2017	Open			FARWEST NURSERY	\$61.44
	Invoice		Date	Description		Amount
	421206		08/03/2017	Bark		\$35.11
	421221		08/11/2017	Bark		\$26.33
87473	08/18/2017	Open			FERGUSON ENTERPRISES INC.	\$286.34
	Invoice		Date	Description		Amount
	5506100		08/01/2017	Drinking fountain valve		\$188.68
	5500262		08/04/2017	Zurn urinal parts		\$97.66
87474	08/18/2017	Open			FRED C. BEYERS	\$231.00
	Invoice		Date	Description		Amount
	BEYERS81117		08/11/2017	Softball official 8/1 - 8/11/17		\$231.00
87475	08/18/2017	Open			FRED MENG AUDIO VISUAL SERVICES	\$600.00
	Invoice		Date	Description		Amount
	Meng082517		08/15/2017	Movies at the beach audio/visual services		\$600.00
87476	08/18/2017	Open			GINA ENRIQUEZ	\$3,818.10
	Invoice		Date	Description		Amount
	2018-00000149		08/15/2017	Summer 2 Instructor Payments 2017		\$3,818.10
87477	08/18/2017	Open			HANYA FOJACO	\$61.75
	Invoice		Date	Description		Amount
	2018-00000150		08/15/2017	Summer 2 Instructor Payments 2017		\$61.75
87478	08/18/2017	Open			HELENA FOX	\$31.20
	Invoice		Date	Description		Amount
	2018-00000151		08/15/2017	Summer 2 Instructor Payments 2017		\$31.20

Attachment: 8-18-17 City Check Register (Approval of City Check Registers)

City of Capitola

City Checks Issued August 18, 2017

Check #	Check Date/Invoice #	Status	Invoice Date	Description	Payee Name	Transaction Amount
87479	08/18/2017	Open			HO KUK MU SUL CORPORATION	\$50.05
	Invoice		Date	Description		Amount
	2018-00000146		08/15/2017	Summer 2 Instructor Payments 2017		\$50.05
87480	08/18/2017	Open			HOME DEPOT CREDIT SERVICES	\$67.19
	Invoice		Date	Description		Amount
	2023440		08/09/2017	Batteries for cameras		\$67.19
87481	08/18/2017	Open			HYDROSCIENCE ENGINEERS INC.	\$5,675.00
	Invoice		Date	Description		Amount
	331005003-8217		08/02/2017	502 Pine St. stormwater services		\$3,425.00
	331011004		08/02/2017	#17-054 3400 Clares St. stormwater services		\$2,250.00
87482	08/18/2017	Open			JAMIE GOLDSTEIN	\$250.00
	Invoice		Date	Description		Amount
	Goldstein081117		08/11/2017	Digital reading device reimbursement		\$250.00
87483	08/18/2017	Open			JEANI MITCHELL	\$159.25
	Invoice		Date	Description		Amount
	2018-00000155		08/15/2017	Summer 2 Instructor Payments 2017		\$159.25
87484	08/18/2017	Open			KATHY D'ANGELO	\$30.00
	Invoice		Date	Description		Amount
	000V-08092017		08/09/2017	Nancy Lenox DVDs		\$30.00
87485	08/18/2017	Open			KIMLEY-HORN AND ASSOCIATES INC.	\$6,272.90
	Invoice		Date	Description		Amount
	097763120-0717		07/31/2017	July on-call engineering services 1200 - CIP		\$6,272.90
87486	08/18/2017	Open			LABORMAX STAFFING	\$2,404.90
	Invoice		Date	Description		Amount
	26-81297		08/11/2017	Seasonal labor		\$2,404.90
87487	08/18/2017	Open			MADELINE C HORN	\$450.00
	Invoice		Date	Description		Amount
	009		08/09/2017	Cataloging & organizing museum artifacts		\$450.00
87488	08/18/2017	Open			MARC KRAFT	\$457.60
	Invoice		Date	Description		Amount
	2018-00000158		08/15/2017	Summer 2 Instructor Payments 2017		\$457.60
87489	08/18/2017	Open			MID COUNTY AUTO SUPPLY	\$62.35
	Invoice		Date	Description		Amount
	44845		07/26/2017	Wrenches, boat trailer cart		\$62.35
87490	08/18/2017	Open			MISSION LINEN SUPPLY	\$156.32
	Invoice		Date	Description		Amount
	505524555		08/14/2017	Community Center mats & mops		\$67.73
	505494706		08/09/2017	Linen service		\$88.59
87491	08/18/2017	Open			NANCY HOWELLS	\$88.40
	Invoice		Date	Description		Amount
	2018-00000153		08/15/2017	Summer 2 Instructor Payments 2017		\$88.40

Attachment: 8-18-17 City Check Register (Approval of City Check Registers)

City of Capitola
City Checks Issued August 18, 2017

Check #	Check Date/Invoice #	Status	Invoice Date	Description	Payee Name	Transaction Amount
87492	08/18/2017	Open			PACIFIC GAS & ELECTRIC	\$15,878.40
	Invoice		Date	Description		Amount
	081317-acct0		08/13/2017	Wharf Road Rispin Mansion utilities		\$9.86
	081517-acct5		08/15/2017	Pac cove parking lot utilities		\$462.37
	081517-Acct-9		08/15/2017	Monthly utilities		\$15,406.17
				1000 - GF \$5,617.83		
				1300 - SLESF \$225.50		
				1310 - Gas Tax \$7,527.31		
				1311 - Wharf Fund \$2,507.76		
87493	08/18/2017	Open			PALACE OFFICE SUPPLIES	\$2,907.17
	Invoice		Date	Description		Amount
	28032-0		07/31/2017	Corp Yard chairs and tables		\$3,104.04
	C28032-0		08/04/2017	Returned Corp. yard tables		(\$431.64)
	28032-2		08/04/2017	Corp. yard tables		\$213.07
	436708-0		08/16/2017	Staples, batteries		\$21.70
				2210 - ISF Stores \$21.70		
				1000 - GF \$2,885.47		
87494	08/18/2017	Open			Paula Yoshiko Suzuki	\$182.00
	Invoice		Date	Description		Amount
	2018-00000159		08/15/2017	Summer 2 Instructor Payments 2017		\$182.00
87495	08/18/2017	Open			ROYAL WHOLESALE ELECTRIC	\$13.90
	Invoice		Date	Description		Amount
	7719-619158		08/14/2017	Gloves		\$13.90
87496	08/18/2017	Open			SAN LORENZO LUMBER	\$181.72
	Invoice		Date	Description		Amount
	55-0291232		08/10/2017	Grinder & tarp		\$164.24
	55-0291238		08/10/2017	Cutoff blades		\$17.48
				1311 - Wharf Fund \$17.48		
87497	08/18/2017	Open			SANTA CRUZ COUNTY AUDITOR-CONTROLLER	\$18,412.00
	Invoice		Date	Description		Amount
	SCCAUD07312017		07/31/2017	July citation processing		\$18,412.00
87498	08/18/2017	Open			SANTA CRUZ PLUMBING INC.	\$1,998.38
	Invoice		Date	Description		Amount
	5151		08/08/2017	City Hall water hammer & leak repairs		\$1,998.38
87499	08/18/2017	Open			SANTA CRUZ SENTINEL	\$353.86
	Invoice		Date	Description		Amount
	SCS080717		08/07/2017	Annual newspaper subscription		\$353.86
87500	08/18/2017	Open			SPORT ABOUT GRAPHICS	\$687.98
	Invoice		Date	Description		Amount
	7581		08/10/2017	T-shirts (41)		\$493.13
	7582		08/11/2017	Hats		\$194.85
87501	08/18/2017	Open			SUPPLYWORKS	\$1,379.04
	Invoice		Date	Description		Amount
	408760304		08/04/2017	Cleaning supplies		\$1,379.04

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City of Capitola City Checks Issued August 18, 2017

Check #	Check Date/Invoice #	Status	Invoice Date	Description	Payee Name	Transaction Amount
87502	08/18/2017	Open			THE CLEANING MACHINE INC.	\$3,250.00
	Invoice		Date	Description		Amount
	6156		07/27/2017	Village sidewalk cleaning		\$2,680.00
	6166		08/08/2017	Village sidewalk cleaning		\$570.00
87503	08/18/2017	Open			WESTERN EXTERMINATOR COMPANY	\$109.00
	Invoice		Date	Description		Amount
	5294738		07/31/2017	City Hall - rodent control		\$54.50
	5298885		07/31/2017	Turnouts - rodent control		\$54.50
87504	08/18/2017	Open			ZEP SALES & SERVICE	\$90.10
	Invoice		Date	Description		Amount
	9002967669		08/09/2017	Cleaning supplies		\$90.10
87505	08/18/2017	Open			Catherine Gross	\$140.01
	Invoice		Date	Description		Amount
	Gross081117		08/11/2017	Camp Supplies		\$140.01
87506	08/18/2017	Open			Julia Bollinger	\$81.00
	Invoice		Date	Description		Amount
	2018-00000135		08/11/2017	Camp Jr Leader Payment Session 4 2017		\$81.00
87507	08/18/2017	Open			Kennedie Dolton	\$81.00
	Invoice		Date	Description		Amount
	2018-00000143		08/11/2017	Camp Jr Leader Payment Session 4 2017		\$81.00
87508	08/18/2017	Open			Kerem Yazgan	\$78.00
	Invoice		Date	Description		Amount
	2018-00000140		08/11/2017	Camp Jr Leader Payment Session 4 2017		\$78.00
87509	08/18/2017	Open			Logan Wray	\$80.00
	Invoice		Date	Description		Amount
	2018-00000139		08/11/2017	Camp Jr Leader Payment Session 4 2017		\$80.00
87510	08/18/2017	Open			Lucas Rawles	\$160.00
	Invoice		Date	Description		Amount
	2018-00000136		08/11/2017	Camp Jr Leader Payment Session 4 2017		\$160.00
87511	08/18/2017	Open			Natalie Wilson	\$94.00
	Invoice		Date	Description		Amount
	2018-00000138		08/11/2017	Camp Jr Leader Payment Session 4 2017		\$94.00
87512	08/18/2017	Open			Reese Martinez	\$80.00
	Invoice		Date	Description		Amount
	2018-00000137		08/11/2017	Camp Jr Leader Payment Session 4 2017		\$80.00
87513	08/18/2017	Open			Sonia Langouev	\$81.00
	Invoice		Date	Description		Amount
	2018-00000141		08/11/2017	Camp Jr Leader Payment Session 4 2017		\$81.00
87514	08/18/2017	Open			Trysten Cornwell	\$32.00
	Invoice		Date	Description		Amount
	2018-00000134		08/11/2017	Camp Jr Leader Payment Session 4 2017		\$32.00
Type Check Totals:						\$87,277.60

Attachment: 8-18-17 City Check Register (Approval of City Check Registers)

City of Capitola City Checks Issued August 18, 2017

Check #	Check Date/Invoice #	Status	Invoice Date	Description	Payee Name	Transaction Amount
<u>EFT</u>						
483	08/15/2017	Open			INTERNAL REVENUE SERVICE	\$4,366.92
	Invoice		Date	Description		Amount
	32390406		08/15/2017	Federal taxes & Medicare - building official final paycheck 1001 - Payroll Fund		\$4,366.92
484	08/15/2017	Open			EMPLOYMENT DEVELOPMENT DEPT	\$1,372.50
	Invoice		Date	Description		Amount
	1-074-747-264		08/15/2017	States taxes - building official final paycheck 1001 - Payroll Fund		\$1,372.50
Type EFT Totals:						\$5,739.42

CITY - Main City Totals	Counts:	Totals:
Checks	63	\$ 87,277.60
EFTs	2	\$ 5,739.42
All	65	\$ 93,017.02
WELLS - Payroll Totals		
Checks	15	\$ 11,788.64
EFTs	113	\$ 172,981.46
All	128	\$ 184,770.10
Grand Totals:	78	\$99,066.24
Checks	115	\$178,720.88
EFTs	193	\$277,787.12
All		

Attachment: 8-18-17 City Check Register (Approval of City Check Registers)

City account payable checks dated 8/25/2017, numbered 87515 to 87567 plus 7 EFTs, for a grand total of \$254,525.44, have been reviewed and authorized for distribution by the City Manager.

As of 8/25/2017 the unaudited cash balance is \$3,664,918.99.

CASH POSITION - CITY OF CAPITOLA 8/25/17

	Net Balance
General Fund	\$196,456.23
Payroll Payables	\$79,738.91
Contingency Reserve Fund	\$1,903,345.66
Facilities Reserve Fund	\$339,870.00
Capital Improvement Fund	\$677,019.14
Stores Fund	\$19,242.33
Information Technology Fund	\$69,315.01
Equipment Replacement	\$186,179.93
Self-Insurance Liability Fund	\$79,352.30
Workers' Comp. Ins. Fund	\$124,338.79
Compensated Absences Fund	(\$9,939.31)
TOTAL UNASSIGNED GENERAL FUNDS	\$3,664,918.99

The Emergency Reserve Fund balance is \$1,277,205.54 (not included above).
 The PERS Contingency Fund balance is \$308,186.39 (not included above).
 The Library Fund balance is \$392,227.81 (not included above).



 Jamie Goldstein, City Manager

8/28/17

 Date



 Peter Wilk, City Treasurer

8/30/17

 Date

Attachment: 8-25-17 City Check Register (Approval of City Check Registers)

City Checks Issued August 25, 2017 - AP COPY

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
87515	08/25/2017	Open			ALVAREZ TECHNOLOGY GROUP INC	\$7,100.00
	Invoice		Date	Description		Amount
	42020		07/03/2017	August IT support 2211 - ISF - Information Technology		\$7,100.00
87516	08/25/2017	Open			B & B SMALL ENGINE REPAIR	\$51.97
	Invoice		Date	Description		Amount
	381213		08/22/2017	Chainsaw chains		\$51.97
87517	08/25/2017	Open			CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,618.00
	Invoice		Date	Description		Amount
	POA81817		08/18/2017	POA & gym dues PPE 8-18-17 1001 - Payroll Payables		\$1,618.00
87518	08/25/2017	Open			CAPITOLA-SOQUEL CHAMBER OF COMMERCE	\$7,500.00
	Invoice		Date	Description		Amount
	COC82217		08/22/2017	Second quarterly payment (advanced)		\$7,500.00
87519	08/25/2017	Open			CREATIVE SERVICES OF NEW ENGLAND	\$363.95
	Invoice		Date	Description		Amount
	D17-16178		08/16/2017	Junior badge stickers		\$363.95
87520	08/25/2017	Open			FERGUSON ENTERPRISES INC.	\$150.79
	Invoice		Date	Description		Amount
	5532038		08/15/2017	Flush valve 1311 - Wharf		\$150.79
87521	08/25/2017	Open			FIRST ALARM SECURITY & PATROL INC.	\$980.00
	Invoice		Date	Description		Amount
	538289		07/31/2017	McGregor park special guard service		\$980.00
87522	08/25/2017	Open			GARDAWORLD	\$12.00
	Invoice		Date	Description		Amount
	20242432		07/31/2017	Armored car service		\$12.00
87523	08/25/2017	Open			HOPE REHABILITATION SERVICES	\$2,475.00
	Invoice		Date	Description		Amount
	S163756		08/15/2017	August litter abatement and street cleaning		\$2,475.00
87524	08/25/2017	Open			HOUSING AUTHORITY OF SCC	\$1,294.00
	Invoice		Date	Description		Amount
	18-1CDBG		08/15/2017	July affordable housing rehab. & homeowner assistance program 1350 - CDBG Grants		\$1,294.00
87525	08/25/2017	Open			HUMBOLDT PETROLEUM LLC	\$52.00
	Invoice		Date	Description		Amount
	086757		08/15/2017	Vehicle car washes		\$52.00
87526	08/25/2017	Open			ICMA RETIREMENT TRUST 457	\$5,764.67
	Invoice		Date	Description		Amount
	41454111		08/18/2017	457 contributions PPE 8-12-17 1001 - Payroll Payables		\$5,764.67

Attachment: 8-25-17 City Check Register (Approval of City Check Registers)

City Checks Issued August 25, 2017 - AP COPY

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
87527	08/25/2017	Open			INTERSTATE ALL BATTERY CENTER	\$49.05
	Invoice		Date	Description		Amount
	558815		08/15/2017	Batteries		\$49.05
87528	08/25/2017	Open			KBA Docusys Inc.	\$44.96
	Invoice		Date	Description		Amount
	INV576918		08/17/2017	Copier charges 2211 - ISF - Information Technology		\$44.96
87529	08/25/2017	Open			KELLY MOORE PAINT COMPANY INC.	\$147.80
	Invoice		Date	Description		Amount
	803-00000721611		08/22/2017	Curb painting supplies		\$147.80
87530	08/25/2017	Open			LABORMAX STAFFING	\$1,738.56
	Invoice		Date	Description		Amount
	26-81647		08/18/2017	Seasonal labor		\$1,738.56
87531	08/25/2017	Open			James West	\$36.00
	Invoice		Date	Description		Amount
	166129638		08/07/2017	Citation refund		\$36.00
87532	08/25/2017	Open			Jessica Goodwin	\$362.00
	Invoice		Date	Description		Amount
	2003069.002		07/31/2017	Camp refund		\$362.00
87533	08/25/2017	Open			Larry Cromwell	\$36.00
	Invoice		Date	Description		Amount
	166129642		08/07/2017	Citation refund		\$36.00
87535	08/25/2017	Open			BEAR ELECTRICAL SOLUTIONS INC.	\$1,112.00
	Invoice		Date	Description		Amount
	5149		07/28/2017	July traffic signal maintenance - routine		\$616.00
	5148		07/28/2017	July traffic signal maintenance - response 1310 - Gas Tax		\$496.00
87536	08/25/2017	Open			CALE AMERICA INC.	\$3,620.94
	Invoice		Date	Description		Amount
	145962		07/31/2017	July active meters		\$1,829.00
	146236		08/15/2017	Card reader cleaning, bill validator, decals		\$745.93
	146275		08/15/2017	ID tech reader		\$111.33
	146257		08/15/2017	Bill validator, service labor		\$934.68
87537	08/25/2017	Open			eFolder Inc.	\$250.00
	Invoice		Date	Description		Amount
	INV00102381		05/31/2017	May record storage fee		\$125.00
	INV00111153		07/31/2017	July record storage fee 2211 - ISF - Information Technology		\$125.00

Attachment: 8-25-17 City Check Register (Approval of City Check Registers)

City Checks Issued August 25, 2017 - AP COPY

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
87538	08/25/2017	Open			EWING IRRIGATION	\$79.31
	Invoice		Date	Description		Amount
	3887984		08/09/2017	Trenching shovel & 1/2 caps		\$38.05
	3921228		08/15/2017	Rake & shovel		\$41.26
87539	08/25/2017	Open			FLYERS ENERGY LLC	\$2,587.94
	Invoice		Date	Description		Amount
	17-520738		08/11/2017	225 gallons of diesel		\$642.86
	17-520736		08/11/2017	205 gallons of ethanol		\$620.14
	17-525088		08/18/2017	437 gallons of ethanol		\$1,324.94
87540	08/25/2017	Open			JIM CLARK	\$514.52
	Invoice		Date	Description		Amount
	81017		08/10/2017	Backflow test		\$61.00
	81517		08/17/2017	Backflow testing		\$380.76
	81717		08/17/2017	Backflow testing		\$72.76
87541	08/25/2017	Open			KINGS PAINT AND PAPER INC.	\$202.92
	Invoice		Date	Description		Amount
	A0255821		08/03/2017	Memorial bench supplies		\$96.93
	A0256635		08/18/2017	Curb painting supplies		\$105.99
87542	08/25/2017	Open			LESLIE FELLOWS	\$400.00
	Invoice		Date	Description		Amount
	LF082117		08/21/2017	Art & music coordinator		\$400.00
87543	08/25/2017	Open			LIUNA PENSION FUND	\$977.60
	Invoice		Date	Description		Amount
	CS3673		08/18/2017	August LIUNA pension dues 1001 - Payroll Payables		\$977.60
87544	08/25/2017	Open			MASTER CAR WASH	\$15.99
	Invoice		Date	Description		Amount
	MCW080917		08/09/2017	July carwash		\$15.99
87545	08/25/2017	Open			METRO MOBILE COMMUNICATIONS	\$1,049.00
	Invoice		Date	Description		Amount
	39539		08/18/2017	Reprogram all radios		\$1,049.00
87546	08/25/2017	Open			MOFFATT AND NICHOL	\$1,952.50
	Invoice		Date	Description		Amount
	728355		08/22/2017	Wharf condition assessment & widening study 1311 - Wharf		\$1,952.50
87547	08/25/2017	Open			NICHOLS CONSULTING ENGINEERS CHTD	\$1,740.00
	Invoice		Date	Description		Amount
	30365504		08/15/2017	Pavement management program: update M&R history & decision tree 1200 - Capital Improvement Fund		\$1,740.00

Attachment: 8-25-17 City Check Register (Approval of City Check Registers)

City Checks Issued August 25, 2017 - AP COPY

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
87548	08/25/2017	Open			O'REILLY AUTO PARTS	\$62.04
	Invoice		Date	Description		Amount
	2763-310957		08/16/2017	Auto fluids		\$62.04
87549	08/25/2017	Open			PALACE OFFICE SUPPLIES	\$558.37
	Invoice		Date	Description		Amount
	436163-0		08/14/2017	Office supplies		\$251.33
	436342-0		08/14/2017	Office supplies		\$193.41
	437268-0		08/17/2017	Office supplies		\$13.06
	437435-0		08/18/2017	Office supplies		\$100.57
				1000 - General Fund	\$545.31	
				2210 - ISF - Stores Fund	\$13.06	
87550	08/25/2017	Open			PHOENIX GROUP INFORMATION SYSTEMS	\$2,980.72
	Invoice		Date	Description		Amount
	072017070		08/17/2017	July citation processing		\$2,980.72
87551	08/25/2017	Open			ROBERT SEELEY & ASSOCIATES	\$280.00
	Invoice		Date	Description		Amount
	2017-024		08/13/2017	Parking citation admin. hearings		\$280.00
87552	08/25/2017	Open			SANTA CRUZ COUNTY OFFICE OF EDUCATION	\$30.00
	Invoice		Date	Description		Amount
	17532		08/01/2017	Recreation fingerprinting		\$30.00
87553	08/25/2017	Open			SASE COMPANY INC	\$7,121.36
	Invoice		Date	Description		Amount
	INV183143		07/06/2017	Scarifier		\$7,121.36
87554	08/25/2017	Open			SETCOM	\$294.04
	Invoice		Date	Description		Amount
	30445		06/08/2017	Helmet kit for Weagle		\$294.04
87555	08/25/2017	Open			SHERWIN-WILLIAMS	\$157.89
	Invoice		Date	Description		Amount
	6172-2		08/22/2017	Curb painting supplies		\$157.89
87556	08/25/2017	Open			SIRCHIE	\$167.56
	Invoice		Date	Description		Amount
	0312908-IN		08/14/2017	Syringe collection tubes		\$167.56
87557	08/25/2017	Open			STAPLES ADVANTAGE	\$273.94
	Invoice		Date	Description		Amount
	8045670608		07/29/2017	Office supplies		\$157.28
	8045791233		08/05/2017	Office supplies		\$116.66
87558	08/25/2017	Open			STATE STEEL COMPANY	\$149.77
	Invoice		Date	Description		Amount
	123839		08/16/2017	Steel tubing		\$149.77

Attachment: 8-25-17 City Check Register (Approval of City Check Registers)

City Checks Issued August 25, 2017 - AP COPY

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
87559	08/25/2017	Open			SUPPLYWORKS	\$1,456.70
	Invoice		Date	Description		Amount
	409539103		08/11/2017	Cleaning supplies		\$1,268.18
	409063906		08/08/2017	Cleaning supplies		\$188.52
87560	08/25/2017	Open			ULTRAMAX AMMUNITION	\$9,028.00
	Invoice		Date	Description		Amount
	165134		08/10/2017	Ammunition		\$9,028.00
87561	08/25/2017	Open			UNITED WAY OF SANTA CRUZ COUNTY	\$30.00
	Invoice		Date	Description		Amount
	UW082017		08/18/2017	Employee United Way contributions 1001 - Payroll Payables		\$30.00
87562	08/25/2017	Open			US BANK PARS	\$3,411.14
	Invoice		Date	Description		Amount
	PARS81817		08/18/2017	PARS contributions PPE 8-12-17 1001 - Payroll Payables		\$3,411.14
87563	08/25/2017	Open			WELLS FARGO BANK	\$5,526.00
	Invoice		Date	Description		Amount
	WF080217		08/02/2017	July credit card charges		\$5,526.00
				1000 - General Fund	\$4,358.94	
				2210 - ISF - Stores Fund	\$24.95	
				2211 - ISF - Information	\$1,142.11	
87564	08/25/2017	Open			WHEELCHAIRS OF SAN MATEO & TECH	\$703.10
	Invoice		Date	Description		Amount
	00009878		07/12/2017	Wheelchair repairs for Irao		\$703.10
87565	08/25/2017	Open			ZINN GEOLOGY	\$3,700.00
	Invoice		Date	Description		Amount
	360		08/11/2017	Grand Avenue Foot Path Geological Report		\$3,700.00
87566	08/25/2017	Open			SANTA CRUZ COUNTY BANK	\$82,532.87
	Invoice		Date	Description		Amount
	SCCB071817		07/18/2017	Pac Cove financing lease payment		\$82,532.87
87567	08/25/2017	Open			CAPITOLA PELICAN HOUSE, ASHLEY HUBBACK	\$180.00
	Customer Type		Customer Nu	Transaction Date	Transaction Type	Amount
	Standard		10416	08/24/2017	Prepayment Adustment	\$180.00
Type Check Totals:						\$162,922.97

Attachment: 8-25-17 City Check Register (Approval of City Check Registers)

City Checks Issued August 25, 2017 - AP COPY

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
<u>EFT</u>						
485	08/25/2017	Open			DISCOVERY BENEFITS	\$139.00
	Invoice		Date	Description		Amount
	0000782962-IN		07/31/2017	July FSA & COBRA admin.		\$139.00
486	08/21/2017	Open			STATE DISBURSEMENT UNIT	\$1,232.76
	Invoice		Date	Description		Amount
	57T3O5S6657		08/21/2017	Garnishments PPE 8/12/17 1001 - Payroll Payables		\$1,232.76
487	08/23/2017	Open			EMPLOYMENT DEVELOPMENT DEPT	\$7,729.86
	Invoice		Date	Description		Amount
	1-002-813-312		08/23/2017	State taxes PPE 8-12-17 1001 - Payroll Payables		\$7,729.86
488	08/22/2017	Open			INTERNAL REVENUE SERVICE	\$32,132.66
	Invoice		Date	Description		Amount
	75132984		08/22/2017	Federal taxes & Medicare PPE 8-12-17 1001 - Payroll Payables		\$32,132.66
489	08/22/2017	Open			CalPERS Member Services Division	\$48,702.75
	Invoice		Date	Description		Amount
	1000913613-16		08/22/2017	PERS contributions PPE 8-12-17 1000 - General Fund (\$0.25) 1001 - Payroll Payables		\$48,702.75 \$48,703.00
490	08/22/2017	Open			CalPERS Fiscal Services Division	\$1,400.00
	Invoice		Date	Description		Amount
	PERS082117		08/22/2017	GASB 68 reports		\$1,400.00
491	08/25/2017	Open			ADP LLC	\$265.44
	Invoice		Date	Description		Amount
	498759356		08/25/2017	Monthly ezLabor processing charges 2211 - ISF - Information Technology		\$265.44
Type EFT Totals:						\$91,602.47

Attachment: 8-25-17 City Check Register (Approval of City Check Registers)

CITY - Main City Totals

Checks	Counts:	Totals:
	52	\$162,922.97
EFTs	7	\$91,602.47
All	59	\$254,525.44



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF SEPTEMBER 28, 2017

FROM: City Manager Department

SUBJECT: Liability Claim of Jacob Fisher

RECOMMENDED ACTION: Deny liability claim.

DISCUSSION: Jacob Fisher has filed a liability claim against the City for an undetermined amount.

Report Prepared By: Liz Nichols
Executive Assistant to the City Manager

Reviewed and Forwarded by:

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

Jamie Goldstein, City Manager

9/21/2017



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF SEPTEMBER 28, 2017

FROM: City Manager Department

SUBJECT: Consider Policy for Youth Participation on Advisory Bodies

RECOMMENDED ACTION: Approve policy.

BACKGROUND: During the fiscal year budget process, the City Council expressed interest in expanding opportunities for youth to participate on advisory bodies. At its August 24, 2017, meeting, Council provided staff with direction to develop a policy in response to identified issues and options.

DISCUSSION: Staff has developed a policy based on Council direction (Attachment 1) for consideration. The draft policy provides a framework to amend the existing resolutions that govern membership on the City's standing advisory bodies. At the August 24 hearing, Council supported allowing non-voting youth members, drawn from the local school district boundaries and Aptos, Harbor and Soquel high schools and who are accompanied by an adult, to serve one-year terms on six of the eight advisory bodies:

- Art and Cultural Commission
- Commission on the Environment
- Finance Advisory Committee
- Historical Museum Board
- Library Advisory Committee
- Traffic and Parking Commission

Once adopted, the policy can be referenced in related resolutions and bylaws. Should the Council later wish to change the terms of youth membership, an amendment to this policy will apply to all the resolutions that govern the composition of the various committees, thereby not requiring amendments to each individual resolution.

The Council supported a phased approach to bringing the individual membership amendments forward for adoption following the policy adoption, and requested that the Art and Cultural Commission, Historical Museum Board, and Library Advisory Committee be addressed earlier. The Art and Cultural Commission and Historical Museum Board will need to revise and vote on their bylaws before resolutions to amend them can be adopted by the City Council. The City Clerk will coordinate with each advisory body's staff representative to develop the amended

Youth Participation on Advisory Bodies Policy
September 28, 2017

bylaws and resolutions referencing the new policy.

FISCAL IMPACT: None.

ATTACHMENTS:

1. I-38 Youth on Committees Policy draft

Report Prepared By: Linda Fridy
City Clerk

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

9/21/2017



ADMINISTRATIVE POLICY

Number: I-38

Issued:

Jurisdiction: City Council

GUIDANCE FOR INCLUDING YOUTH REPRESENTATION ON CITY ADVISORY BOARDS, COMMISSIONS AND COMMITTEES

I. PURPOSE

The purpose of this policy is to allow youth participation on many of the City's advisory bodies and to establish related standards.

II. POLICY

The City of Capitola wishes to encourage youth to become involved in local government through appropriate participation on advisory bodies.

The following advisory bodies shall include positions for youth members:

- Art and Cultural Commission
- Commission on the Environment
- Finance Advisory Committee
- Historical Museum Board
- Library Advisory Committee
- Traffic and Parking Commission

Youth members do not need to be City residents, but should live within the Soquel Union Elementary School District or attend Soquel, Harbor, or Aptos High School.

All youth member terms shall be for one year. Members may reapply for additional terms. Youth member terms shall generally coincide with the school year.

All youth members shall be non-voting and not count toward the quorum.

A parent, guardian, or other designated adult shall attend meetings with the youth member.

III. PRIVACY

To protect the privacy of juvenile members (those under age 18), their contact information will not be included on committee rosters. The City will make every effort to employ best practices in digital communications with youth committee members.

IV. PROCEDURE

The City will bring forward amendments to resolutions or for those bodies created by ordinance, resolutions amending their bylaws, to allow for youth members as described above. These amendments do not have to come forward at the same time. Following adoption of each resolution, the City Clerk will open recruitment for the youth positions, and open it again at the start of each school year.

Should the City create a new advisory committee, the City Council will direct staff whether the new body should include a youth representative, and appropriate language will be included in the resolution.

The City Clerk and City Manager’s Department will have overall responsibility for overseeing this policy.

This policy is approved and authorized by:

Jamie Goldstein
City Manager



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF SEPTEMBER 28, 2017

FROM: City Manager Department

SUBJECT: Consider a Side Letter with the Association of Capitola Employees Regarding Union Participation in New Employee Orientation

RECOMMENDED ACTION: Approve side letter.

BACKGROUND: As part of the 2017 state budget process, Assembly Bill 119 was signed into law. The law, which went into effect July 1, requires among other things that public employers allow union representatives to meet with new employees during their orientations.

The City and the Association of Capitola Employees (ACE) have an existing memorandum of understanding that is in effect until June 30, 2018.

DISCUSSION: The City and ACE have come to an agreement on the structure, time, and manner of union participation in new employee orientation.

The terms of the agreement are included in the side letter. (Attachment 1)

FISCAL IMPACT: None.

ATTACHMENTS:

1. ACE AB119 Side Letter

Report Prepared By: Larry Laurent
Assistant to the City Manager

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

9/21/2017

SIDE LETTER AGREEMENT TO IMPLEMENT THE TERMS OF AB 119

The City of Capitola (hereinafter “Employer”) and the Association of Capitola Employees (hereinafter “Union”), jointly referred to as “parties”, enter into this Agreement to implement the terms of Assembly Bill No. 119. It is agreed that the terms of this Agreement are incorporated into an existing MOU by specific reference and, further, that this Agreement will be incorporated into the body of a successor MOU when agreement is reached on such successor MOU.

The parties acknowledge that this Agreement, once implemented by both parties, fully complies with and exhausts the parties’ obligation to negotiate pursuant to Government Code Section 3557. Due to such agreement, compulsory arbitration pursuant to Government Code Section 3557 is waived for as long as this Agreement is in effect.

New Employee Orientation

This shall apply to employees hired after the date of this Agreement who are appointed to a classification within the bargaining unit for which the Union is recognized as the exclusively recognized employee organization.

New employee orientation shall occur within 5 days of an employee’s hire. The Union will be provided not less than 10 calendar days’ advanced notice of the time, date and location of the orientation. At the end of the orientation, the Union will be given an opportunity to present Union membership information. The Union will be given access to a room without City representatives. Employee representatives conducting orientation shall be granted paid release to do so including reasonable travel time if needed.

Information Provided

The Employer will provide the Union a digital file via email to the Association President and Labor Relations Representative containing the following information:

- Name.
- Job title.
- Department.
- Work location.
- Work, home and personal cellular telephone numbers.
- Personal email addresses on file with the Employer.
- Home address.

The City shall not be required to supply information it does not have.

Such information will be provided as follows:

1. For new hires, (select one of the following two options strike the other):

Attachment: ACE AB119 Side Letter (AB 119 side letter)

- By the first pay period of the month following hire.
2. Regularly, for all bargaining unit employees:
- Quarterly effective 1/10/2018

Notwithstanding the foregoing, limited to the express purpose of AB 119 requirements only, an employee may opt out via written request to the Employer (copy to the Union) to direct the Employer to withhold disclosure of the employee's:

- Home address.
- Home telephone number.
- Personal cellular telephone number.
- Personal email address.
- Birth date.

City of Capitola

Date

Association of Capitola Employees

Date

Attachment: ACE AB119 Side Letter (AB 119 side letter)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF SEPTEMBER 28, 2017

FROM: Public Works Department

SUBJECT: Consider Approval of Library Detailed Design

RECOMMENDED ACTION Approve the detail design of the Capitola Branch Library by Noll and Tam Architects.

BACKGROUND: Noll and Tam Architects has completed the detailed design documents for the Capitola Branch Library. These detailed design documents have advanced the approved schematic design of the library with the specification of equipment and details on materials and finishes. The basic floor plan, building elevations, and site plans have remained unchanged. The current design is based on the approved project budget of \$13.15 million, with a \$9.7 million construction budget and a \$950,000 contingency. A breakdown of the budget is included as Attachment 1.

DISCUSSION: In completing the detailed design, the architect, staff, and design committee have worked through many items and made changes in materials and layout to address building code, cost, and safety issues. For example, the bathroom layout in the building has been modified to meet code and the deck facing Clares Street, which was intended for quiet reading, has been removed at the request of library staff due to concerns about having an exit not visible from the front desk, and to reduce overall project costs. All the changes made have been done without compromising the library programs outlined at the beginning of the project and the look, function, and form of the building.

Attachment 2 is excerpts of the detailed design plan sheets showing the floor plan, site plan, and entryway. Noll and Tam will make a presentation at the hearing on the full project. The full detailed design package includes a full drawing set, preliminary specifications, and estimate and is available for review in the Public Works Department at City Hall during regular business hours.

The next phases of the project will include consideration of the planning permits by the Planning Commission this Fall, preparation of construction documents, prequalification of bidders, and obtaining building permits. The current schedule has the project going to bid in March 2018 and construction beginning in June 2018.

FISCAL IMPACT: The current project design remains on budget and no changes to the funding are recommended at this time.

Library Design
September 28, 2017

ATTACHMENTS:

1. Library Project Budget Summary as of September 2017
2. Capitola Branch Library Design Detail

Report Prepared By: Steve Jesberg
Public Works Director

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

9/21/2017

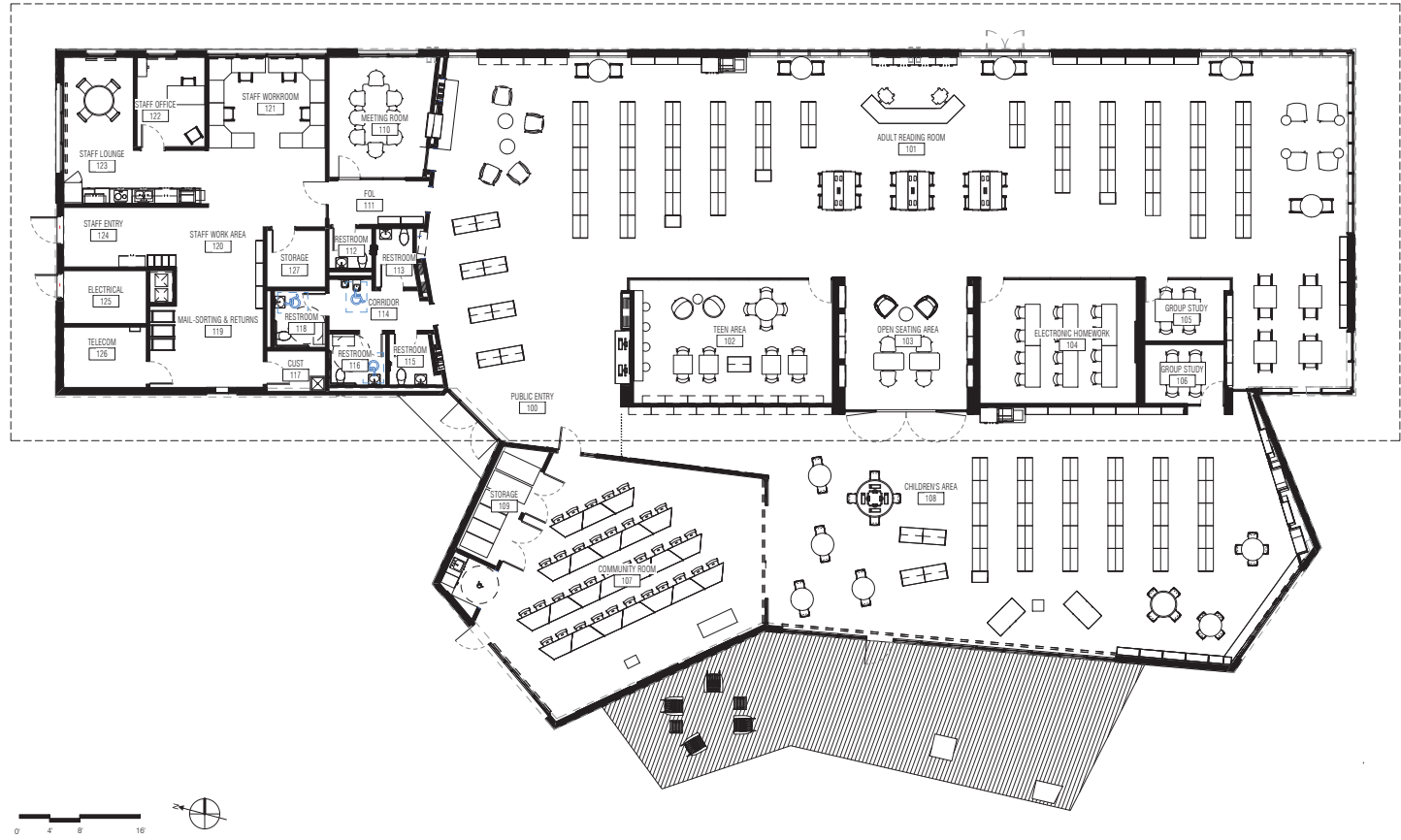
City of Capitola - Capitola Branch Library
Project Budget Analysis
 Updated 8/28/17

APPROVED	Updated Costs	Costs vs Budget
Updated Budget for 11,700 sf City Council (1/26/2017)		Over / (Under)

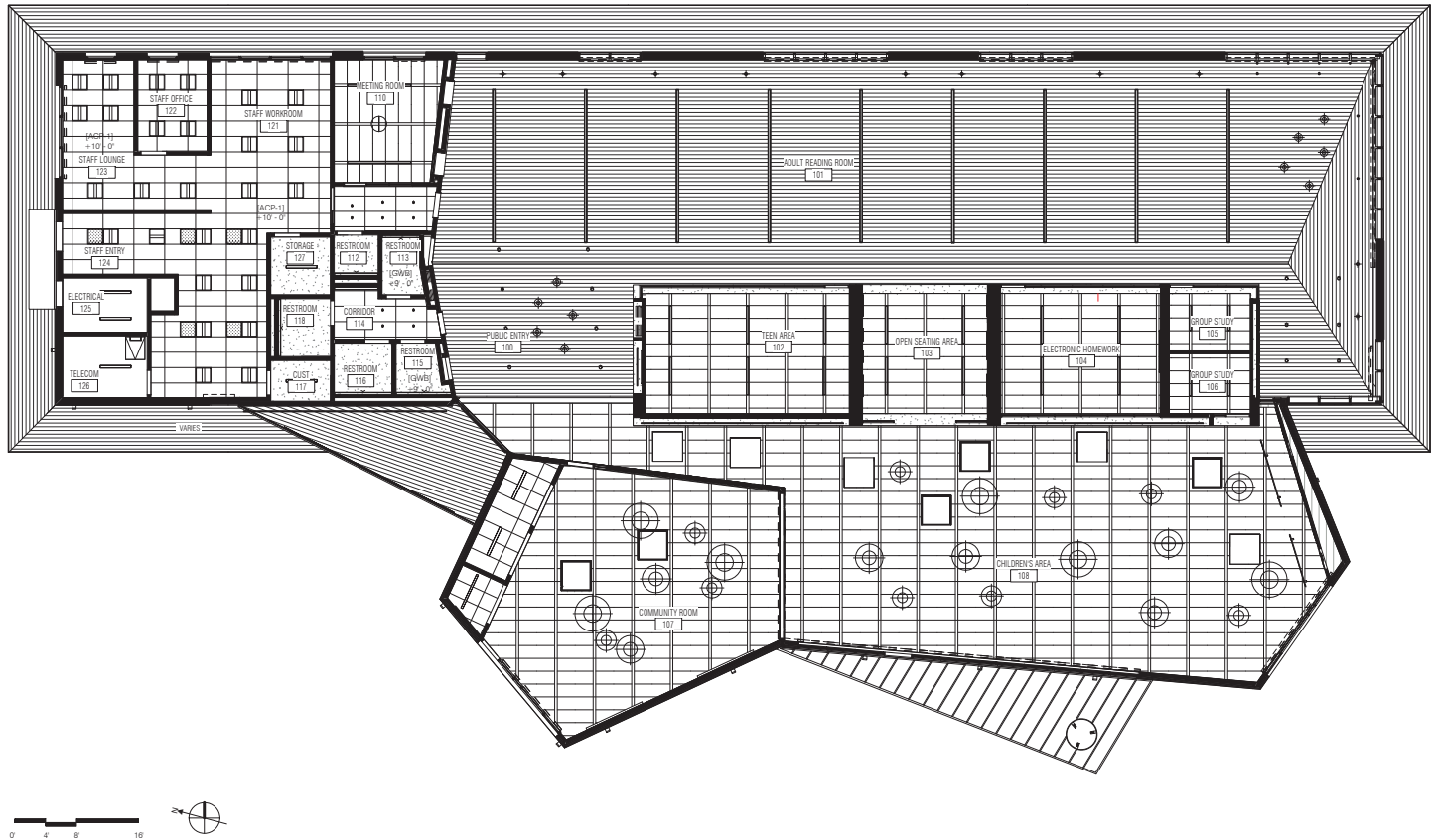
1. Construction									
TOTAL	\$	9,706,000	73.81%	\$	-	\$	-		
2. Contingency									
TOTAL	\$	954,700	7.26%	\$	-	\$	-		
3. Architectural and Engineering Fees									
TOTAL	\$	1,295,000	9.85%	\$	-	\$	-		
4. Permits /Special Inspections									
TOTAL	\$	140,000	1.06%	\$	-	\$	-		
5. PM and Other Fees									
TOTAL	\$	319,300	2.43%	\$	-	\$	-		
6. Miscellaneous									
TOTAL	\$	35,000	0.27%	\$	-	\$	-		
7. Total Costs (items 1 through 6 above)									
TOTAL	\$	12,450,000	94.68%	\$	-	\$	-		
8. Furniture, Fixtures and Equipment									
TOTAL	\$	700,000	5.32%	\$	-	\$	-		
9. Total Project Cost									
TOTAL	\$	13,150,000	100.00%	\$	-	\$	-		

<u>Building / Site Analysis</u>		
Square Feet (Building)		11,700
Building (New Construction)	\$	8,160,100
Per Square Cost (Building)	\$	697.44
Square Feet (Site)		30,000
Site Work	\$	1,495,900
Per Square Cost (Site)	\$	49.86
Construction Cost (Building + Site)		\$9,656,000

Attachment: Library Project Budget Summary as of September 2017 (Library Design)

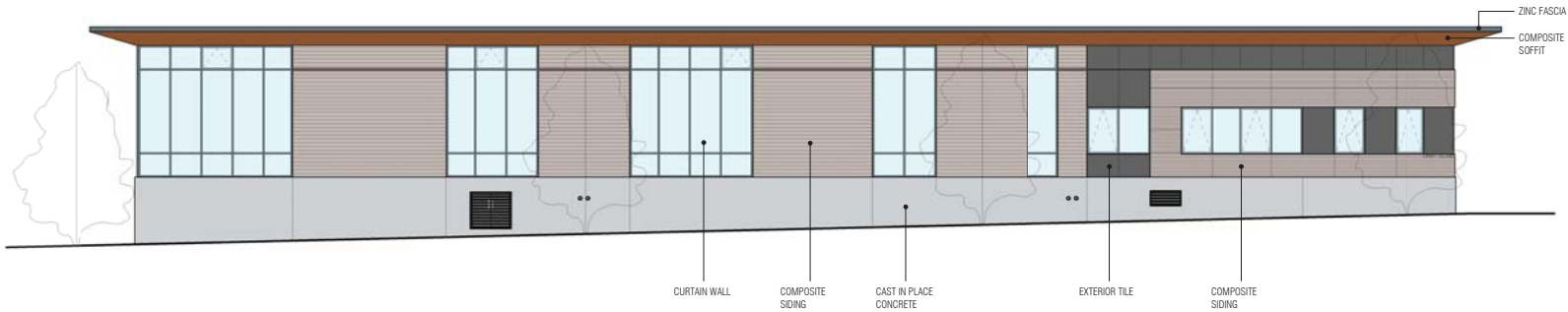


Attachment: Capitola Branch Library Design Detail (Library Design)

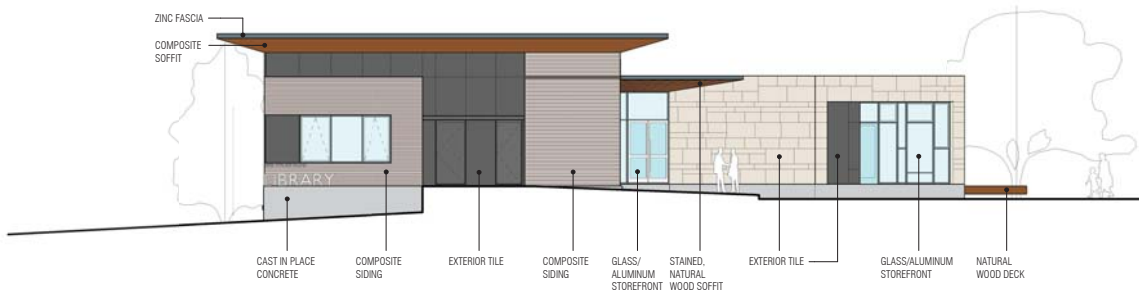


Attachment: Capitola Branch Library Design Detail (Library Design)

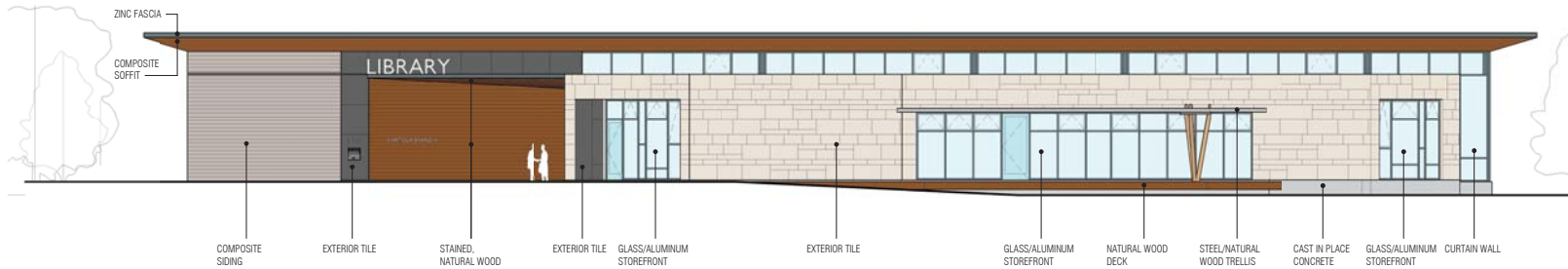
EAST ELEVATION



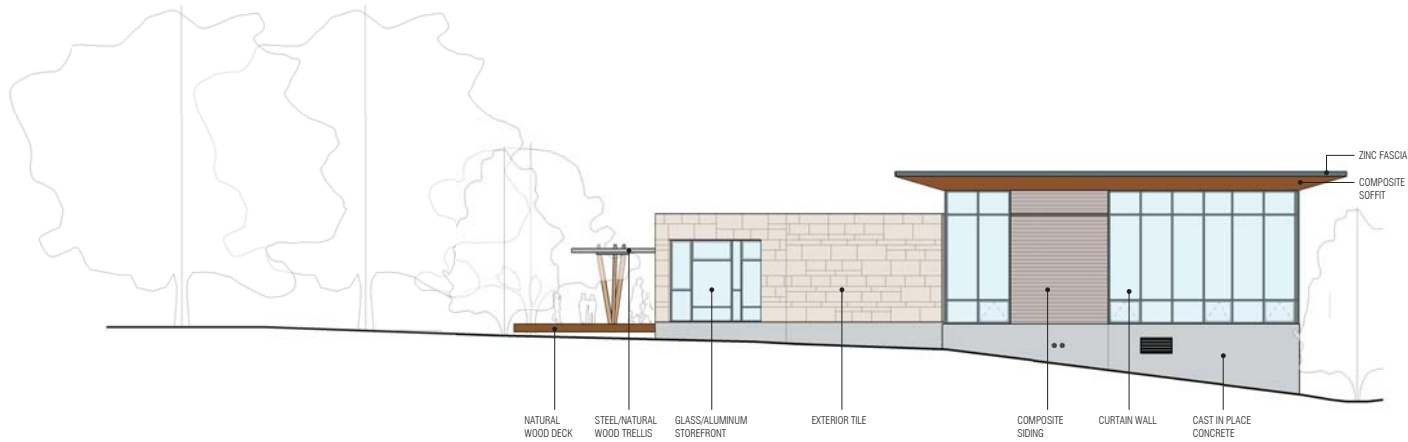
NORTH ELEVATION



Attachment: Capitola Branch Library Design Detail (Library Design)



WEST ELEVATION



SOUTH ELEVATION

Attachment: Capitola Branch Library Design Detail (Library Design)



Attachment: Capitola Branch Library Design Detail (Library Design)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF SEPTEMBER 28, 2017

FROM: City Manager Department

SUBJECT: Consider Library Fundraising Memorandum of Understanding

RECOMMENDED ACTION: Authorize the City Manager to sign the attached Memorandum of Understanding with the Capital Campaign for the Capitola Branch Library.

BACKGROUND: The City is currently developing plans for a new Capitola Branch Library. Earlier this year the City Council approved a project budget of \$13.15 million. In that approved budget, \$350,000 was anticipated to come from a fundraising campaign coordinated by a volunteer committee of community members.

This summer the City Council approved a Donor Recognition and Naming Rights Policy to help guide the fundraising campaign. During the development of that policy, the City Council established specific spaces eligible for naming, and a \$2 million donation threshold for building naming rights. Further the Council specified that 50 percent of the building naming rights funding would be used for construction and the other 50 percent set aside for a Capitola Branch Library endowment.

DISCUSSION: Attached is a memorandum of understanding (MOU) between the City and Capital Campaign for the Capitola Library that is intended to clarify the roles and responsibilities of each party and how the funds that are raised will be used. Key terms in the MOU include:

- Specific library elements that will be funded with the first \$350,000 in donations.
- How funding beyond \$350,000 but less than \$500,000 will be used - 50 percent toward library construction and 50 percent for library enhancements.
- How funding beyond \$500,000 will be used - 50 percent toward library construction and 50 percent for future Capitola Branch Library programming and library needs.
- The City will contract with consultants to provide the necessary campaign support. The Campaign agrees to repay the City that amount.

Lastly, the MOU indicates that the numbers outlined above do not include the possible \$2 million donation for the building name, which the City has already indicated would be allocated 50 percent toward construction costs and 50 percent toward an endowment for the Capitola Library.

To ensure the fundraising process is effectively managed, the Capital Campaign has entered

Library Fundraising MOU
September 28, 2017

into an agreement with the Community Foundation Santa Cruz County. Under the agreement, the Foundation will receive and hold all the funds raised by the Campaign. The agreement also specifies that the sole recipient of those funds shall be the City of Capitola Library.

FISCAL IMPACT: Funds raised by the Capital Campaign will help fund construction of the new library.

ATTACHMENTS:

1. Campaign MOU 2017

Report Prepared By: Jamie Goldstein
City Manager

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

9/21/2017

MEMORANDUM OF UNDERSTANDING BETWEEN CITY OF CAPITOLA
AND
THE CAPITAL CAMPAIGN FOR THE CAPITOLA BRANCH LIBRARY

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is entered into effective _____, 2017 ("Effective Date"), by and between the CITY OF CAPITOLA, a municipal corporation, ("City") and The Organizers of the Capitola Branch Library Capital Fundraising Campaign ("Campaign"), an unincorporated association. The City and Campaign are sometimes hereinafter referred to collectively as the "Parties" or each individually as a "Party."

The purpose of this MOU is to promote and provide harmonious relations, cooperation, and understanding between City and Campaign, and to memorialize the understanding between the Parties reached as a result of meeting and conferring in good faith regarding matters within the scope of the MOU.

RECITALS

WHEREAS, the City has committed to building an approximately 12,000 SF Capitola Branch Library at 2005 Wharf Road (Library), with construction planned to commence in 2018; and

WHEREAS, the City has adopted a naming rights policy intended to recognize donors at the planned Library; and

WHEREAS, the Parties have agreed that the Campaign shall administer the fundraising process for the Library; and

WHEREAS, the Campaign has established a fundraising target of \$409,900, of which \$350,000 would be donated to the City to help offset construction costs, and

WHEREAS, Total campaign costs are not to exceed \$59,900, or 15% of the total amount raised if the fundraising target is exceeded, and

WHEREAS, to date approximately \$20,000 in contract fees have been expended by the Campaign to support the initial fundraising efforts; the City has not been involved in these contracts to date, and

NOW, THEREFORE, in consideration of the mutual promises set forth below, City and Campaign acknowledge the following:

The City agrees to enter into contracts necessary to support the Campaign fundraising effort, in an amount not to exceed the remaining \$39,900 in budgeted campaign costs, or 15% of the total amount of funds raised if the fund-raising effort generates more than \$409,900. The City agrees to confer with the Campaign prior to entering any such contracts, and seek the Campaign's consent on the identity of consultants and scope of work.

The Campaign agrees to reimburse the City for the actual direct costs of the fundraising contracts.

Base Enhancements: If the Campaign is able to contribute \$350,000 toward the construction of the Library, City agrees the Library will include:

- A fireplace and fireplace furniture,
- Community Room: large screen, comfortable stackable chairs, tables, kitchenette with standard features
- Children’s Area upgrades like interactive literacy materials, and comfortable seating for parents
- Teen Area audio/visual upgrades, screens and comfortable seating like beanbag chairs
- Café type tables and seating in The Gallery
- Media Room screen
- Outdoor Porch adjacent to Children’s room and high quality deck furniture.
- Large Meeting Room screen

Added Enhancements: If the Campaign contributes more than \$350,000, but less than \$500,000, the Parties agree that 50% of the funds above the \$350,000¹ level will go toward library construction and 50% will go to library enhancements including:

- Computer upgrades in Children’s Area and Teen Room
- A trellis over the Outdoor Porch
- 3D printer
- Enhanced furnishings, both interior and exterior spaces
- Enhanced opening day collection

Additional Fundraising: If the Campaign contributes more than \$500,000, the Parties agree that 50% of the funds above the \$500,000² level will go toward library construction and 50% will go to future Capitola Branch Library programing and library needs

Library Naming Rights: The Parties agree that the numbers above do not include the possible \$2 million for the building name, which the City has already indicated would be allocated 50% toward construction costs and 50% toward an endowment for the Library.

Relationship of Parties; No Agency: City and Campaign are each independent entities, and this MOU does not create a separate, distinct legal entity. Each Party shall, at all times, remain an independent entity solely responsible for all the acts and omissions of its employees or agents, including any negligent acts or omissions. Campaign shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of the Campaign. The Campaign shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.

No Third-Party Beneficiaries; Nothing in the MOU is intended to create a right in the public, or to any member thereof, as a third-party beneficiary hereunder, nor is any term and condition or other provision of the MOU intended to establish a standard of care owed to the public or any member thereof.

¹ For example, if the Campaign raises \$400,000 in net funding, the first \$350,000 will go to the Base Enhancements, and \$25,000 will go toward the Added Enhancements and \$25,000 will go toward library construction.

² For example, if the Campaign raises \$600,000 in net funding, the first \$350,000 will go to the Base Enhancements, \$125,000 will go toward the Added Enhancements, \$50,000 will go to future Capitola Branch Library programing and library needs, and \$175,000 will go toward library construction.

Mutual Indemnification: Notwithstanding the foregoing to the fullest extent permitted by law, the parties to this MOU agree to exonerate, indemnify, defend, and hold harmless one another (including, without limitation, their officers, agents, employees, and volunteers) from and against any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature which the parties may sustain or incur or which may be imposed upon them as a result of honoring their respective intentions set forth in this MOU, excepting any liability arising out of the sole negligence of one of the parties. The Parties agree that the Campaign shall be liable for no more than the amount of funding raised. The Campaign agrees to purchase insurance for any event that is sponsored by the Campaign where alcohol is served. Such insurance shall have a \$1 million limit per occurrence and \$2 million aggregate.

Dated: _____, 2017 CITY OF CAPITOLA

By: _____

Its: City Manager

Dated: _____, 2017 CAPITAL CAMPAIGN FOR THE CAPITOLA BRANCH LIBRARY

By: _____

Its: Chairperson

Attachment: Campaign MOU 2017 (Library Fundraising MOU)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF SEPTEMBER 28, 2017

FROM: City Manager Department

SUBJECT: Report on Santa Cruz County "Collective of Results and Evidence-Based Investments" for Community Group Funding

RECOMMENDED ACTION: Receive report.

BACKGROUND: In 2014 the City Council implemented a two-year grant cycle for the Community Grant Program. In 2016, the Community Grant program was changed so that the awarding of contracts and amounts would occur after the budget for the program was adopted. The City of Capitola is currently in the second year of a two-year Community Grant cycle.

The current grantees submitted applications and reports to the City using the Contract Management Center. This system has been used by Capitola, Watsonville, Scotts Valley, City of Santa Cruz, County of Santa Cruz, and the United Way of Santa Cruz County. The system has been hosted and maintained Santa Cruz County Human Services Department.

In 2016, both the County of Santa Cruz and the City of Santa Cruz made the decision to change the method of allotting funds for their community grants programs. The new program, Collective of Results and Evidence-Based (CORE) Investments, is designed to address the major issues faced by the community in each jurisdiction based on the use of evidence-based practices as the method for awarding funds.

DISCUSSION: The City of Capitola will be awarding its next round of community grants in Fiscal Year 2018-2019. At that time the City will need to determine if it will participate in the CORE investment program, or continue its current community grant practice.

Madeline Noya of the Santa Cruz County Human Services Department will be giving a presentation on the updated status of the CORE Investments program.

FISCAL IMPACT: None.

Report Prepared By: Larry Laurent
Assistant to the City Manager

Report on CORE Investments Program
September 28, 2017

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

9/21/2017



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF SEPTEMBER 28, 2017

FROM: Public Works Department

SUBJECT: Consider a Contract for the Concept Design for the Wharf, Flume, and Jetty Improvement Projects

RECOMMENDED ACTION: Award a contract to Moffatt and Nichol in the amount of \$183,100 for the concept design and engineering for the Wharf, Flume, and Jetty Improvement Projects, and provide direction on the selection of an architect for the Wharf building improvements included in the overall Wharf project.

BACKGROUND: Measure F provides funding for improvements to protect the wharf and beach from storms and rising sea levels. In past discussions, these improvements have focused on a wharf widening project and stabilization project, repairing and strengthening the flume, and reconstructing the first beach jetty.

Moffatt and Nichol has been the City's marine engineering firm for the past decade and has knowledge and understanding of the City's facilities. At the request of City staff, Moffatt and Nichol has prepared the attached proposal for Wharf and Beach Implementation Engineering Services. Under the first phase of the scope of work Moffatt and Nichol will complete all necessary investigations, hold stakeholder meetings, develop options and cost estimates, and identify environmental constraints that could impact the project.

DISCUSSION: The scope of services identifies the key goals for each project. The following chart provides a rough estimate of construction costs. This includes the October 2016 estimate when Measure F was being considered by the voters and the potential full scope if renovations of the wharf buildings is included.

Consider Wharf Engineering Contract
September 28, 2017

Structure	Element	Oct 2016	Full Program-Sept 2017	
			Low	High
Wharf Structure				
	Widening	\$ 2,000,000	\$ 2,000,000	\$ 2,198,400
	Steel Piles	\$ 350,000	\$ 250,000	\$ 350,000
	Utils	\$ 750,000	\$ 300,000	\$ 500,000
	Decking		\$ 1,200,000	\$ 1,417,600
	Sub total	\$ 3,100,000	\$ 3,750,000	\$ 4,466,000
Wharf Building				
	Bldgs-Restaurant		\$ 600,000	\$ 1,000,000
	Bldg-Boat Shop		\$ 480,000	\$ 800,000
	Bldg-RR1	\$ 400,000	\$ 250,000	\$ 400,000
	Bldg-RR2		\$ 250,000	\$ 400,000
	Sub total	\$ 400,000	\$ 1,580,000	\$ 2,600,000
Flume				
	Lining		\$ 200,000	\$ 300,000
	Cutoff Walls		\$ 80,000	\$ 120,000
	Sub total		\$ 280,000	\$ 420,000
Groin				
	Rock		\$ 250,000	\$ 800,000
	Walkway		\$ 100,000	\$ 125,000
	Sub total		\$ 350,000	\$ 925,000
	Total	\$ 3,500,000	\$ 5,960,000	\$ 8,411,000

The current level of Measure F funding identified for these projects is roughly \$7 million. Depending on the final scope of the building renovations, additional funding, hopefully in the form of grants, may be necessary.

Under the first phase of the contract, an evaluation of the buildings would be completed to determine if they can be renovated or if they need to be completely rebuilt. The detailed scope of work for the Phase 1 contract is listed on the final page of the attachment.

Moffatt and Nichol has not proposed an architect for the building design in its proposal so that Council input can be received on the level of architectural design and effort to be provided. The first option would be to solicit proposals from local firms to design renovations or reconstruction of the existing buildings. The second option would be to go through a process like the library architect selection and seek proposals from a wider range of firms including firms that specialize in the design of public spaces. It is anticipated that the second option could be significantly more expensive in both the design and building costs.

FISCAL IMPACT: The cost of Phase 1 of Moffatt and Nichol's proposal is \$183,100. The final design costs are estimated between \$948,000 to \$1,304,000 depending on the final scope of work identified in Phase 1. A breakdown of Phase 1 costs and final costs are included in the

Consider Wharf Engineering Contract
September 28, 2017

proposal. A conceptual design report will be prepared at the conclusion of Phase 1 and presented to the City Council at which time the design contract can be modified.

ATTACHMENTS:

1. Moffatt and Nichol Proposal for Wharf and Beach Project Implementation Engineering Services

Report Prepared By: Steve Jesberg
Public Works Director

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

9/20/2017



2185 N. California Blvd., Suite 500
Walnut Creek, CA 94596-3500

(925) 944-5411 Fax (925) 944-4732
www.moffattnichol.com

September 15, 2017

Mr. Steve Jesberg, Public Works Director
City of Capitola
420 Capitola Avenue
Capitola, CA 95010

Subject: Proposal for Wharf and Beach Project Implementation Engineering Services

Dear Steve:

We are writing to describe the services we propose to assist the City of Capitola implementing three projects to improve the Wharf, Beach Groin and Soquel Creek Flume. Each of these structures are essential to the fabric of Capitola’s attractive waterfront. The need for this project has developed over time. With the recent passage of the City bond Measure F the resources are available to begin implementation. Based upon our previous work for the City, including the recent Wharf Condition Assessment in 2015/16 and recent communications (meeting on August 28, 2017; phone conv. Sept 13) we understand the project as follows:

Project Goals

The goals of the project are to restore the deteriorated elements and increase the resiliency of the Wharf, Groin and Flume that have endured decades of harsh marine exposure. Restoration to a state that will ensure their continued function for the benefit of the City’s residents and visitors alike is desired, with only routine maintenance until major restoration is again required (in approximately 20 years). The specific elements to be implemented at each of these structures are summarized below.



Attachment: Moffatt and Nichol Proposal for Wharf and Beach Project Implementation Engineering Services (Consider Wharf Engineering

City of Capitola-Wharf and Beach Proposal

September 15, 2017

Wharf — The Wharf experiences damage to the supporting foundation piles in winter storms when floating logs batter the piles. The narrow trestle with only 3 supporting piles per row is the most susceptible to damage that requires Wharf closure. Deterioration of the buildings and decking has also resulted from exposure over time. To restore these elements and to provide other improvements the following project elements are proposed for implementation:

1. Widen Trestle (16 ft approx.), provide 5–8 feet min width ADA compliant path
2. Develop alternatives to renovate or provide all new buildings including:
 - a) Restaurant
 - b) Boat Shop
 - c) Restrooms (pre-fab or custom)
 1. At the end of wharf
 2. At foot of the wharf at shore
3. Steel Piles – Repair the end piles or replace them
4. Utility – upgrades to include fire service on the waterline
5. New deck on entire Wharf
6. Wheel runners
7. Pigeon nesting deterrents
8. Increase deck and structure capacity to allow crane access-option
9. Install dock lift with fixed crane-option
10. Relocated trailer parking area to alternate parking area



Groin — The armour rock (rip rap) that protects the concrete core serves to capture sand and provide a stable beach on the Capitola Village waterfront. Over time, the armour rock has dislodged and exposed the core risking increase in porosity of the groin that can lead to beach erosion and requires restoration. In addition, the groin is a popular attraction for beachgoers to explore and get closer to the water. Accordingly, the City would like to explore the feasibility of adding an accessible path on the top. For this project, the following elements are proposed:

1. Perform coastal analysis of wave and sand transport
2. Rebuild rock rip rap to original configuration
3. Public walkway on top —option

City of Capitola-Wharf and Beach Proposal

September 15, 2017



Flume — Water leakage through the flume creates underground seepage that has caused sudden collapse of the beach and the associated hazard of becoming buried, to the public. To address this the following will be performed

1. Evaluate method proposed by Hydro Science to provide a liner to stop leakage
2. Install cut off walls to block water flow below the flume

City of Capitola-Wharf and Beach Proposal

September 15, 2017

Project Costs-Order of Magnitude

In order to evaluate the scale of the proposed project elements, we have estimated anticipated cost ranges. In October, 2016 estimated costs to widen the Wharf were presented to the City Council in support of Bond Measure F. Additionally, we have included estimated costs for the full scope of additional improvements to the Wharf, Flume and Groin as described above.

Structure	Element	Oct 2016	Full Program-Sept 2017	
			Low	High
Wharf Structure				
	Widening	\$ 2,000,000	\$ 2,000,000	\$ 2,198,400
	Steel Piles	\$ 350,000	\$ 250,000	\$ 350,000
	Utils	\$ 750,000	\$ 300,000	\$ 500,000
	Decking		\$ 1,200,000	\$ 1,417,600
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Flume				
	Lining		\$ 200,000	\$ 300,000
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Groin				
	Rock		\$ 250,000	\$ 800,000
	Walkway		\$ 100,000	\$ 125,000
	Sub total		\$ 350,000	\$ 925,000
	Total	\$ 3,500,000	\$ 5,960,000	\$ 8,411,000

Project Phasing

To achieve the City's goals and implement this project several steps will be required including site investigations (survey, condition assessment, building evaluation, dive inspection), studies (coastal, geotechnical), development and confirmation of program and realistic costs, visual aesthetics, CEQA compliance, regulatory permit application, if the work and permitting at each of these three structures will be done as separate or combined projects, and many other issues. Considering this, we recommend that the projects be developed in phases to more efficiently plan and execute the work, with City and stakeholder participation at each step of the way to insure that the work is proceeding in an acceptable manner before the next phase gets underway. The proposed phases are summarized below and specific tasks are further described in the Scope of Work section, following.

Phase 1: Conceptual Design – Conduct all the necessary preliminary investigations, and seek input from stakeholders to develop a Conceptual Design for each of the project's principal components, including the estimated construction cost and identification of any environmental/permitting constraints that could impact

City of Capitola-Wharf and Beach Proposal

September 15, 2017

the ability to carry out the work. The result would be a design concept report that addresses these issues early in the design process and provides a draft project description based on the initial studies that will better define the effort and costs for the project.

Phase 2: Preliminary Design – Prepare a preliminary design of the project components that can be used to initiate the CEQA review and regulatory permit application process. Additionally, the project description and accompanying cost estimate will help guide the City in seeking outside sources of grant funding to help cover project costs (if needed).

Phase 3: CEQA Review and Permit Applications/Funding Source Applications – Assist the City in the environmental review process and with preparing applications for regulatory permits and possible outside grant funding sources. At the start of this phase, a decision will be made regarding the type of CEQA document required (Categorical Exemption, Initial Study/Negative Declaration) as well as the grouping of the projects into a single project or separate projects. Design will continue to be developed during this process and in response to input from agencies.

Phase 4: Final Design and Construction Documents – With any project design refinements resulting from the Phase 3 work fully disclosed (including an understanding of the total funds available for the project), the final design and preparation of construction documents can be completed with little risk of lost design.

Phase 5: Construction Support – Provide technical support as needed during the bid advertisement and construction of the project.

Project Team:

The design and management of all phases will be led by Moffatt & Nichol with the key staff as follows:

- Project Manager- Brad Porter, PE
- Lead Engineer-Sam Tooley, PE
- Coastal Engineer—Dilip Trivedi, PE, D.Eng.

The sub consultant team will be finalized at the start of phase 1, and will be selected from firms that Moffatt & Nichol has established team experience with including the following:

- Fish Biologist: Don Alley
- Geotechnical Engineer: Group Delta, Haro-Kusinich
- Permit and Studies: Stephanie Strelow/DUDEK, Letunic
- Architect: To be determined from input from Capitola City Council

Resumes and firm qualifications are available upon request.

Scope of work:

To accomplish the project goals in phases described above, we anticipate providing the following specific services:

Phase 1: Conceptual Design

Task 1.1 Conduct Project Kick-off Meeting

Task 1.2 Assist City in Outreach to Stakeholders (3 meetings)

Task 1.3 Conduct Geotechnical Study for design

Task 1.4 Conduct Topo and Hydro Surveys for design

City of Capitola-Wharf and Beach Proposal

September 15, 2017

Task 1.5 Conduct Coastal Engineering Study for design, and Coastal Commission Application

Task 1.6 Conduct Structural Condition Investigation of the Project Structures including dive inspection of Wharf piles and to identify bottom debris beneath the Wharf

Task 1.7 Conduct Wharf Building Renovation Assessment

Task 1.8 Conduct Design Charrette for Potential Replacement and Visual Impact Studies

Task 1.9 Develop Conceptual Design and issue design Concept report summarizing the results of all the above and submit for City Approval

Task 1.10 Cost Estimate, Compile Funding, Environmental and Permit issues/constraints for presentation to City

Phase 2: Preliminary Design

Task 2.1 Conduct such additional design studies as needed to progress design, including detailed structure condition inspections (buildings in particular for haz-mat demolition concerns)

Task 2.2 Develop preliminary design to the 30% level of completion, consisting of Plans Specifications outline and order of magnitude construction cost estimate, and submit for City Approval.

Task 2.3 (Continue preliminary design upon approval) Develop design to the 60% level of completion, consisting of greater detailing on the Plans, draft Specifications, and updated cost Estimate, and submit for City Approval. Design is expected to go on hold at this point pending the outcome of Phase 3.

Phase 3: CEQA Processing, Regulatory Permit Applications, and Funding Applications

Task 3.1 Based on the detailed project description developed in the preliminary design phase, proceed with the CEQA project review process. The City as lead agency, will be the certifying party and will determine the type of document that must be prepared. Also, submit application to the permit agencies, and follow through with processing, include preparation of graphics for public meetings and commission presentations. Submit all review and application documents to City for approval and further distribution.

Task 3.2 Also using the project description, make application as appropriate for funding support from agencies that provide grants for coastal access development, boating and fishing access improvement, water quality improvement, Marine Sanctuary enhancement etc.. Submit all application documents to City for approval and further distribution.

Phase 4: Final Design and Construction Documents

Task 4.1 Upon receipt of a notice to resume design and the City's design refinements resulting from the Phase 3 efforts, advance the design to the 90% level consisting of Plans, Specifications and Estimate (PS&E), and submit for City Approval.

Task 4.2 (Continue final design upon approval) Develop design to the 100% level of completion, consisting of the Plans, Specifications, and Estimate, and submit for City Approval. The City's standard contracting provisions will be appended to the technical documents to form the Construction Document set, complete and ready to advertise. As stated earlier, the individual projects are separable at any stage in the development process – up to and including the construction document preparation, in order to allow urgent work to advance more quickly, or to withdraw part(s) of the overall project that are controversial and are delaying the balance of the work.

Phase 5: Construction Support Services

Task 5.1 Provide engineering support during advertisement by preparing responses to Bidder Requests for Information, addenda to the Construction Documents and participating in pre-

City of Capitola-Wharf and Beach Proposal

September 15, 2017

Phase 1: Concept Design-Detail Task Breakdown


Task	Description	Fee
1	Project Kick-off Meeting	\$2,400
2	Outreach with Stake holders (3 meetings)	\$7,200
3	Geotechnical Study for design	\$33,200
4	Topo and Hydro Surveys	\$23,200
5	Coastal Engineering Study	\$15,300
6	Structural Condition Investigation of the Project, Dive Inspection	\$25,000
7	Conduct Wharf head Building Renovation Assessment, and Haz Mat Testing	\$11,900
8	Conduct Design Charrette, Visual Impact Studies	\$9,200
9	Conceptual Design for City Approval.	
	Groin	\$11,000
	Flume	\$6,100
	Wharf	\$18,800
	Bldgs	\$6,000
10	Compile Funding, Environmental and Permit issues/constraints	\$8,500
	Concept Cost Est	\$5,300
	TOTAL	\$183,100

We propose our fee for the above services as time and materials in accordance with our standard rate schedule.

We appreciate the continued confidence of the City of Capitola, and I look forward to assisting you in implementing this project at Capitola. Please do not hesitate to give me a call or email me so that we may discuss this project further.

Sincerely,

MOFFATT & NICHOL


Brad Porter
Principal



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF SEPTEMBER 28, 2017

FROM: City Manager Department

SUBJECT: Review Employee Down Payment Assistance Program and Approve Resolution

RECOMMENDED ACTION: Adopt the proposed Resolution authorizing the City Manager to approve and amend policies to administer the new Employee Down Payment Assistance Program.

BACKGROUND: Housing prices in Santa Cruz County are high with the current median price of a home over \$800,000. As of September 19, there were seven active listings under \$900,000 in Capitola.

Recruitment and retention of City employees is made more difficult by the cost of housing in Santa Cruz County. One of the biggest impediments to home ownership is the ability to secure enough funds for the significant down payment required.

During the 2017-2018 budget process, the City Council approved the concept of an Employee Down Payment Assistance Program with a FY 2017-2018 budget of \$300,000.

DISCUSSION: The Employee Down Payment Assistance Program, modeled off a program in San Mateo County, is designed to help eligible City employees purchase a principal residence in Santa Cruz County. The program would allow City employees to submit applications for a drawing to participate in the program.

The program, with the adoption of the attached resolution, will be administered by the City Manager's Department. Staff will report on the program to the Council after each drawing.

To be eligible, employees must be permanent employees and have passed initial probation. Eligible employees must be pre-approved by a lender and meet certain credit and financial requirements. Eligible homes for purchase must be located in Santa Cruz County. Eligible employees may not own property in Santa Cruz County and must have limited equity in property located outside of Santa Cruz County.

The program would match down payment funds from the employee up to \$100,000. The maximum purchase price for the program would be \$1,000,000. The program would be structured to include an initial five-year interest-free phase. After those initial five years, the City's loan would convert to a 5 percent fully amortized loan.

Eligible employees selected in the drawing will have a fixed amount of time to enter a contract to purchase a house. If the employee is unable to meet the time restriction, the funds will be

Employee Down Payment Assistance Program
September 28, 2017

returned to the program for the next drawing.

Staff is working with lenders on how best to structure the program so it does not adversely impact the borrower. The program will comply with Fannie Mae guidelines for employer assistance.

It is anticipated that the City will conduct two drawings during FY 2017-2018: on December 1, 2017, and on June 1, 2018.

FISCAL IMPACT: Council Approved \$300,000 for the program as part of the FY 2017-2018 budget. If the program is approved, the Finance Department will move the \$300,000 from undesignated to designated.

ATTACHMENTS:

1. City of Capitola Mortgage Assistance Draft (PDF)

Report Prepared By: Larry Laurent
Assistant to the City Manager

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

9/21/2017

DRAFT RESOLUTION

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
AUTHORIZING THE CITY MANAGER TO APPROVE AND AMEND THE EMPLOYEE DOWN
PAYMENT ASSISTANCE PROGRAM POLICIES AS NECESSARY**

WHEREAS, the City Council of the City of Capitola is responsible for administering the funds for the Employee Down Payment Assistance Program; and

WHEREAS, it is necessary to adopt policies for use in the administration of the Employee Down Payment Assistance Program;

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby authorizes the City Manager to approve and amend the Employee Down Payment Assistance Program policies.

BE IT FURTHER RESOLVED that the Employee Down Payment Assistance Program policies shall be recorded in the City of Capitola's records, and the City Manager shall assure compliance therewith.

BE IT FURTHER RESOLVED that the City Council hereby authorizes the City Manager to make all final loan approvals and to execute all Employee Down Payment Assistance Program documents on behalf of the City.

BE IT FURTHER RESOLVED that this Resolution shall take immediate effect upon adoption.

I HEREBY CERTIFY that the above and foregoing Resolution was passed and adopted by the City Council of the City of Capitola at its regular meeting held on the 28th day of September, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:



City Employee Down Payment Assistance Program

Purpose: The City of Capitola Employee Down Payment Assistance Program is an employee benefit open to all regular, non-probationary City of Capitola employees regardless of income. The program is designed to help employees purchase housing in Santa Cruz County. The program offers a \$100,000 loan, which will be interest free for the first five years, for use toward the down payment requirement for a home in Santa Cruz County. It is anticipated that \$200,000 will be available for the first drawing and a minimum of \$100,000 for the second drawing of fiscal year 2017/2018.

Eligibility: City of Capitola employees who:

- Do not currently own a home in Santa Cruz County.
- Do not own a home outside the County where the applicant has more than \$100,000 net equity in the home.
- Have been employed by the City for at least 18 months and has passed initial probation.
- Obtain pre-approval letter from lender.

Initial funding available: \$300,000

Income restrictions: None, but eligible employee must be preapproved for loan.

Maximum home price: \$1,000,000¹

Down payment requirement: Minimum of 20%, with up to 10% from City program.

City loan toward down payment: Up to \$100,000¹ or 10% of purchase price. Down payment assistance funds must be matched by an equal amount from employee.

Housing Type: All single-family residences, condos, townhomes, and 2-unit properties that will be Owner Occupied.

Terms of City loan:

- Fully amortized 30-year loan
- Interest free loan and payments for initial five years.
- After initial five years, 5%² fixed rate on remaining principal.

No prepayment penalty.

Creditworthiness

- Minimum 700 FICO

¹ Maximum home price and loan amount for 2017/18 FY. Maximums will be adjusted in future years based on market conditions.

² Interest rate for loans issued in 2017/18. Future rate will be based on interest rates at time of issuance.



- 45% maximum debt-to-income ratio
- Reserves of 2 months of principle, interest, taxes, and insurance

Repayment requirements:

- Upon sale of the home
- If the home is converted to rental property (non-owner occupied)
- If for any reason the employee leaves City employment during the initial five-year loan term such as, change employment, termination for cause, retirement etc., loan shall be repaid within 90-days of separation. If the employee leaves any time after the initial 5-year loan period, the City loan will continue according to the original terms of the loan.

Time Frames

- Initial application period will be open for 45 days. Applications will then be randomly selected with weighting based on employment term. Thereafter, applications will be accepted and randomly selected (using same weighting process) each year on July 31 and January 31 if funding is available.
- Selected applicants will have 5 months from the time they are accepted in the program to locate and enter a contract to purchase a home, and close escrow within 7 months of initial acceptance into the program.
- If the chosen applicant cannot locate a property within the time limit their funding allocation will be returned to the program, and allocated during the next drawing. Applicants who are unable to use funds may reapply.