

City of Capitola

Commission on the Environment Regular Meeting Agenda

Wednesday, July 19, 2023 – 6:00 PM



Capitola City Hall, Community Room
420 Capitola Avenue, Capitola, CA 95010

Chair: Michelle Beritzhoff-Law

Vice-Chair: Jason Shepardson

Council Member: Mayor Margaux Keiser

Commissioners: Anthony Lacenere, Peter Wilk

PLEASE NOTE THIS IS AN IN-PERSON MEETING NO REMOTE ACCESS WILL BE PROVIDED

1. Call to Order and Roll Call

Commissioners: Chair Michelle Beritzhoff-Law, Anthony Lacenere, Mayor Margaux Keiser, Jason Shepardson, Peter Wilk

2. Additions and Deletions to the Agenda

3. Oral and Written Communications

The Chair may announce and set time limits at the beginning of each agenda item. The Committee Members may not discuss Oral Communications to any significant degree but may request issues raised be placed on a future agenda.

4. Consider the minutes from the June 21, 2023, Regular Commission Meeting

Recommended Action: Approve minutes.

5. General Business

A. 2023 Commission Goals and Priorities

Recommended Action: Consider the Commission's goals and priorities for the remainder of 2023.

B. Save our Shores Beach Public Cleanup Contract

Recommended Action: Provide feedback on draft contract proposal between Save our Shores and City of Capitola for quarterly beach cleanups.

6. Items for Future Agenda

7. Adjournment

Next regular Commission meeting is scheduled for August 16, 2023

Agenda and Agenda Packet Materials: The Commission on the Environment Agenda is available on the City's website: www.cityofcapitola.org/ on Friday prior to the Wednesday meeting. If you need additional information, please contact the Public Works Department at (831) 475-7300.

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.

City of Capitola

Commission on the Environment Meeting Minutes



Wednesday, June 21, 2023– 6:00 PM

Capitola City Hall, Community Room
420 Capitola Avenue, Capitola, CA 95010

Chair: Michelle Beritzhoff-Law
Vice Chair: Jason Shepardson
Council Member: Mayor Margaux Keiser
Commissioners: Anthony Lacenere, Peter Wilk

1. Call to Order and Roll Call

Commissioners Present: Michelle Beritzhoff-Law, Anthony Lacenere, Jason Shepardson, Peter Wilk
Mayor Keiser was absent from the meeting.
City Staff Present: Erika Senyk, Jessica Kahn

Chair Beritzhoff-Law called the meeting to order at 6:10 pm.

2. Oral and Written Communications

Written communications received from Council Member Pederson expressing concern regarding pigeon droppings from the Capitola Wharf and the risk this poses to the environment. It was mentioned that City of Santa Cruz puts netting under the Santa Cruz Wharf to prevent pigeons from congregating there and requested that this technique be taken into consideration for the new Capitola Wharf construction plans.

3. Consider the minutes from the May 17, 2023, Commission on the Environment Meeting

Motion to approve the minutes: Commissioner Wilk
Seconded: Vice Chair Shepardson
Motion passed 4-0-1 (Mayor Keiser Absent)

Commissioner Wilk left the meeting at 6:14pm, prior to the Brown Act and PRA training.

4. General Business

- A. Brown Act and Public Records Act Training by Tamar M. Burke, Assistant City Attorney**
The Commission received a presentation and training regarding the Brown Act and Public Records Act by the Assistant City Attorney.
- B. ~~Use of Green Building Funds~~ (This item was pulled from the agenda by staff. Item was not discussed and will be continued to a future meeting).**
- C. Rispin Riparian Invasive Plant Species Removal**
The Commission requested to move the discussion about George McMenemy's proposal for removing and controlling invasive plant species in Rispin Riparian Areas to a future meeting.
- D. ~~Use of Community Tree and Forest Management Account~~ (This item was pulled from the agenda by staff. Item was not discussed and will be continued to a future meeting).**

E. Save our Shores and City of Capitola draft contract for quarterly beach cleanups

The Commission requested to move the discussion about the Save our Shores and City of Capitola draft contract to a future meeting.

F. Green Business Network presentation opportunity for future COE meeting

The Commission selected the August 16, 2023 regular Commission on the Environment meeting date as an acceptable date to receive a presentation from a Green Business Network (GBN) representative. The Commission requested that city staff work with the GBN representative to schedule the presentation for a future COE meeting, excluding the July 19, 2023 meeting date.

5. Items for Future Agenda

The Commission requested that the following items be agendized for a future meeting:

- Summary of Green Building Funds and Community Tree and Forest Management Account
- Reassessment of Commission on the Environment goals for 2023
- After action review of leaflet distribution for the Environmentally Sensitive Habitat Area (ESHA) Riparian Vegetation Planting Reimbursement Program

6. Adjournment

The meeting was adjourned at 7:20 pm to the next Regular Meeting of the Commission on the Environment on July 19, 2023.

Capitola Commission on the Environment

Agenda Report



Meeting: July 19, 2023

From: Public Works Department

Topic: 2023 Commission Goals and Priorities

Recommended Action: Consider the Commission's goals and priorities for the remainder of 2023.

Background: Per Resolution 3967 (Attachment 1) of the City Council of the City of Capitola, adopted October 24, 2013, the purpose of the Commission on the Environment (Commission) is to "provide advice and recommendations to the City Council on policy matters relating to sustainability, environmental protection, and resource enhancement which benefit the City of Capitola and which are not under the jurisdictions of existing committees or commissions. The COE will also, from time to time, consider any such matters referred to it by the City Council or the City Manager."

The Commission's 2021 workplan included:

- ✓ Compostable and Biodegradable Take Out Materials Restaurant Guide
- ✓ Soquel Creek
- ✓ Climate Action Plan (CAP)
- ✓ Environmental Education

Discussion: Established roles, goals and priorities are intended to guide the Commission activities during the year. This guide is meant to be flexible and can be adjusted at the Commission and staff's discretion. This staff report opens the discussion regarding potential Commission roles, goals and priorities for the remainder of 2023.

Role of the Commission

- ✓ To provide advice and recommendations to the City Council on policy matters relating to the City of Capitola's environmental assets, but limited to topics that are not under the jurisdictions of existing committees or commissions.

2023 Potential Topics and Priorities

The Commission should consider continued work items and developing new work items, focusing on prioritizing, identify realistic goals, and discuss strategies for competing items.

Climate Action Plan Review and Recommendations

City Council Goals for FY23-24 (see Adopted Budget, Attachment 2, page 6) includes "[bringing] climate goals to City Council (from climate action plan)". The Mid-Year Budget Report, expected to be presented to City Council in January 2024, provides an opportunity for the Commission to advise City Council on potential climate action projects and policies that would benefit and advance the City's Climate Action Plan goals and incorporate them into the FY23-24 or future budgets. Potential climate action plan projects may possibly be supported by the Green Building funds.

2023 Remaining Meeting Schedule

The Commission on the Environment meetings generally are on the third Wednesday of each month at

6:00 p.m. in the City Hall Community Room. Meeting dates for 2023 include:

- ✓ Wednesday, July 19, 2023
- ✓ Wednesday, August 16, 2023
- ✓ Wednesday, September 20, 2023
- ✓ Wednesday, October 18, 2023
- ✓ Wednesday, November 15, 2023
- ✓ Wednesday, December 20, 2023

Report Prepared By: Erika Senyk, Environmental Projects Manager

Attachments:

1. Resolution No. 3967 Re-Establishing the Commission on the Environment
2. Please visit the following link to view the 2023-2024 Adopted Budget:
https://www.cityofcapitola.org/sites/default/files/fileattachments/finance/page/2415/2024_adopted_budget.pdf

RESOLUTION NO. 3967

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
REPEALING RESOLUTION NO. 3424 AND RE-ESTABLISHING
THE COMMISSION ON THE ENVIRONMENT**

WHEREAS, The City of Capitola benefits substantially from numerous and significant environmental resources, some of which include Soquel Creek, the ocean and Capitola Beach, and associated riparian and sensitive habitat areas; and

WHEREAS, protection and enhancement of these environmental resources maintains and enhances a quality of life in the City of Capitola that is beneficial to all; and

WHEREAS, the City Council of the City of Capitola desires to receive advice and recommendations on matters of an environmental concern from a special commission comprised of dedicated individuals with expertise in ecological and resource protection issues; and

WHEREAS, it is the desire of the City Council to establish such a commission and to provide for its regular time and place of meeting and staff.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Capitola that Resolution No. 3424 is hereby repealed in its entirety.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Capitola as follows:

- Section 1. The Commission shall be called the City of Capitola Commission on the Environment (COE) and is hereby established.
- Section 2. The purpose of the COE is to provide advice and recommendations to the City Council on policy matters relating to sustainability, environmental protection, and resource enhancement which benefit the City of Capitola and which are not under the jurisdictions of existing committees or commissions. The COE will also, from time to time, consider any such matters referred to it by the City Council or the City Manager.
- Section 3. The COE shall be comprised of five members, consisting of one City Council member and one appointee from each of the remaining four City Council members. The COE may, at their discretion, appoint non-voting ex officio members such as student participants.
- Section 4. The COE members may be City residents or non-residents.
- Section 5. The regular meetings of the COE will be held on a monthly basis.
- Section 6. The City will provide staff support to the COE as assigned by the City Manager. The assigned staff will be primarily responsible for assisting the COE with the preparation of agendas and minutes, compilation of material for discussion at meetings and follow-up as necessary.

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 24th day of October, 2013, by the following vote:

AYES: Council Members Norton, Storey, Bottorff, Termini, and Mayor Harlan

NOES: None

ABSENT/ABSTAIN: None


Stephanie Harlan, Mayor

ATTEST: , CMC
Susan Sneddon, City Clerk

Tree Funds

1000-2150.200 – Community Tree & Forest Mgmt. = \$38,400

1000-2150.110 – Tree removal deposit = \$51,900

“Community tree and forest management account” shall mean a fund or account where tree and canopy coverage in-lieu fees are deposited. This account is created for the specific function of accumulating funds to pay for replacement of trees, to provide incentives for the maintenance of heritage trees, and related canopy coverage purposes, by the public works department.

The Capitola Municipal Code Section 12.12.050 goes further into detail about creating a Community Forest Program. The director, with the advice and participation of the public works director, planning commission, and city council, may prepare a “community forest program” to guide tree replanting efforts throughout the city, including planting on public properties, streets, parks and sensitive habitat areas. This program would be established as a result of the collection of fees and potential grant funding.

The program shall incorporate the following elements: mapping identification of tree planting sites; prioritized planting plan and schedule; standards and lists of trees for tree selection, including the Capitola recommended tree list; guidelines for sitting, planting and pruning of trees on public property; maintenance plan; inspection requirements and specific licensing requirements for tree trimmers. The program would include incentives; maintenance and monitoring provisions; public works re-planting on public property; and identify recommended flowering trees and site-specific neighborhood entry trees.

The tree funds may not be used for programs or improvements on private property, since such improvements could be considered an improper gift of public funds. The City can use it to fund regulatory programs designed to enhance the community forest.

Possible Projects:

1. Create community forest program for public property, including planting on public properties, streets, parks and sensitive habitat areas. The plan can also recommend identifying recommended flowering trees and site-specific neighborhood entry trees.
2. Plant on public property – ex. City Hall Lower Parking Lot
3. Update tree ordinance.

Green Building Fund

1314 – Green Building Fund = \$211,349

Building permits which are required to comply with the green building regulations shall be assessed a fee equal to 0.0025 times the overall valuation of the project. Revenues collected shall be maintained by the finance department as a revolving green building fund and shall be used only for program management, training, publications, public educational purposes, incentive programs, and materials and supplies necessary to promote sustainable development, water conservation, storm water pollution prevention, and climate action planning activities.

The green building fee is a regulatory fee to fund the costs of a regulatory program that ensures that new buildings are being constructed with green materials and in the most sustainable ways possible. The City cannot use a green building fee to fund environmental remediation measures, like habitat restoration and tree maintenance. The City can use it to fund the regulatory program that is designed to make sure that new construction is environmentally sustainable.

Possible Projects:

1. Update Green Building Code
2. Identify applicable project within Climate Action Plan and bring to City Council
 - a. Example: VMT-4 Educate and Engage the Public About Alternative Transportation Modes
 - Develop and deploy outreach programs and materials.
 - Plan and hold public workshops, car-free weekends, or other outreach events.
 - Research, draft, and implement potential changes to parking requirements.
 - Coordinate and collaborate with AMBAG and SCCRTC for implementation of outreach.



Save Our Shores and City of Capitola: 2023-2024

Project Description:

Save Our Shores (SOS) will coordinate and host four public beach cleanup events at Capitola Beach during the 2023-2024 fiscal year. Beach cleanup events will be held once per quarter and SOS will recruit community members to serve as volunteers at each event. SOS will manage volunteer registration, creation, logistical planning of advertisements in local periodicals, and promote each cleanup event on the SOS website events calendar. Each event will be led by a trained SOS representative (staff or Sanctuary Steward) who will provide volunteers with a safety talk, engage volunteers and the public in marine conservation topics, train volunteers in data collection, and properly sort and dispose of all collected debris. SOS will notify City of Capitola contacts of the date of the event in advance to ensure there are no conflicts with other scheduled events at or near Capitola Beach.

The Executive Director is responsible for overseeing the overall success of this project by checking in regularly with the Program Manager. The Program Manager will create a schedule of events for the year, provide oversight of the project, and ensure that the project is achieving all deliverables. The Volunteer and Outreach Coordinator will facilitate logistics for all beach cleanups and volunteer recruitment. The Communications Manager is responsible for creating ads, social media postings, and ensuring there is an ongoing awareness in the community about the need for the project. The Director of Finance and Operations will direct the Financial and Operational Administration as well as ensure the program meets the compliance and Financial Reporting Requirements.

SOS will provide the City of Capitola with a summary report including the number of events held, number of volunteers recruited, pounds of debris collected, and itemized trash data by June 30th each year. Quarterly invoice(s) shall include a cleanup and outreach summary (i.e. number of volunteers and the mass, types, number and categories of trash collected) for event(s).

SOS will create an informational flier (PDF) branded for the City of Capitola that the City can provide to community members and businesses interested in volunteer and team building opportunities.

Reporting Metrics

1. Dates events were conducted.
2. The number of volunteers recruited.
3. Amount/pounds of litter and recyclables removed from Capitola outdoor spaces.

4. Trash data by number collected for each category and material type

Desirable Outcomes

1. Public engagement in all cleanup activities and recruitment of new community member involvement.
2. Overall reduction in litter recovered from outdoor spaces and reduction in single-use consumer plastics recovered over time.
3. Develop a local business outreach component targeting single-use items identified in the cleanup data for inclusion in following year's contract renewal (FY 24/25).

Costs of Services

	Price per event	4 events (annual total)
Beach cleanups	\$1,280	\$5,120
Flyer Prep	\$120	\$480
Total	\$1,400	\$5,600

Invoiced quarterly. See budget breakdowns below.

Estimated Expenses Breakdown

	Hours	Rate per hour	Totals	NOTES
Executive Director	2	\$68.00	\$ 136.00	
Finance Director	4	\$48.00	\$ 192.00	
Prog. Manager	8	\$40.00	\$ 320.00	
Development & Comm. Director	16	\$51.00	\$ 816.00	
Education Coord.	16	\$32.00	\$ 512.00	
Volunteer & Outreach Coord.	8	\$29.00	\$ 232.00	
subtotal labor	54		\$ 2,208.00	Staff
			\$ 398.00	@18% Overhead
Subtotal Labor & overhead			\$ 2,606.00	
<i>Additional costs</i>				
Advertisements in Local Periodicals			\$ 2,200.00	
Clean Up Supplies			\$ 200.00	
Reusable Glove Laundry			\$ 50.00	
Hauling			\$ 600.00	
Total			\$ 5,656.00	total

BREAKDOWN					
Proposed Capitola Programs:	Save Our Shores Staff	Staff Hours Per Event	Hours 4 Events	Staff Rate	Staff Per Program
Beach Cleanups	Executive Director	0.5	2	68	\$34.00
	Finance Director	1	4	48	\$48.00
	Prog. Manager	2	8	40	\$80.00
	Development & Comm. Director	2	8	51	\$102.00
	Education Coord.	4	16	32	\$128.00
	Volunteer & Outreach Coord.	2	8	29	\$58.00
Capitola Business Outreach Events					
	Executive Director	0	0	0	\$0.00
	Finance Director	0	0	0	\$0.00
	Prog. Manager	0	0	0	\$0.00
	Development & Comm. Director	0	0	0	\$0.00
	Education Coord.	0	0	0	\$0.00
	Volunteer & Outreach Coord.	0	0	0	\$0.00
One Time Costs					
Business Survey Development	Executive Director	0	0		
	Prog. Manager	0	0		
	Development & Comm. Director	0	0		
Event flyers	Development & Comm. Director	2	8	51	\$102.00
Totals		13.5	54		