

# City of Capitola Agenda



Mayor: Kristen Petersen  
Vice Mayor: Yvette Brooks  
Council Members: Jacques Bertrand  
Ed Bottorff  
Sam Storey

## CAPITOLA CITY COUNCIL REGULAR MEETING

THURSDAY, AUGUST 27, 2020

7 PM

**PLEASE REVIEW THE NOTICE OF REMOTE ACCESS AT THE END OF THE AGENDA FOR HOW TO PARTICIPATE IN THIS MEETING & SUBMIT PUBLIC COMMENT**

### CLOSED SESSION – 6:15 PM

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

### CONFERENCE WITH LEGAL COUNSEL - SIGNIFICANT EXPOSURE TO LITIGATION

**(Gov't Code § 54956.9(d)(2).)**

one potential case

### 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.*

CAPITOLA CITY COUNCIL REGULAR MEETING AGENDA  
August 27, 2020

1. **ROLL CALL AND PLEDGE OF ALLEGIANCE**

Council Members Jacques Bertrand, Ed Bottorff, Yvette Brooks, Sam Storey, and Mayor Kristen Petersen

2. **REPORT ON CLOSED SESSION**

3. **ADDITIONAL MATERIALS**

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

4. **ADDITIONS AND DELETIONS TO AGENDA**

5. **PUBLIC COMMENTS**

*Review the Notice of Remote Access at the end of the agenda.*

6. **CITY COUNCIL / STAFF COMMENTS**

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

7. **CONSENT CALENDAR**

*All items listed in the "Consent Calendar" will be enacted by one motion in the form listed below. There will be no separate discussion on these items prior to the time the Council votes on the action unless a member of 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 July 23, 2020, City Council Regular Meeting Minutes  
RECOMMENDED ACTION: Approve minutes.
- B. Approval of City Check Registers Dated June 5, June 12, June 19, June 29, July 9, July 17, July 24 and July 31.  
RECOMMENDED ACTION: Approve check registers.
- C. Liability Claim of Scholine Slikker  
RECOMMENDED ACTION: Reject liability claim.
- D. Liability Claim of Jamison Rea  
RECOMMENDED ACTION: Reject liability claim.
- E. Grand Jury Response - Website Accessibility  
RECOMMENDED ACTION: Approve the responses to the Grand Jury Report and direct the City Clerk to submit the completed response packet pursuant to California Penal Code Section 933.05.
- F. Update Part-Time Seasonal Salary Schedule  
RECOMMENDED ACTION: Adopt the proposed resolution amending the Hourly/Seasonal Pay Schedule and including the Out-of-School Time positions.

# CAPITOLA CITY COUNCIL REGULAR MEETING AGENDA

August 27, 2020

- G. Replace Police Video Evidence System  
RECOMMENDED ACTION: Approve \$29,400 contract with WatchGuard Video to replace hardware and upgrade software for Capitola Police Department's Evidence Library system.
- H. Accept the Park Avenue Sidewalk Project as Complete and Approve a Notice of Completion  
RECOMMENDED ACTION: Approve the Notice of Completion for the Park Avenue Sidewalk Project constructed by Anderson Pacific Engineering Contractors with a final cost of \$943,154 and direct the Public Works Department to record the Notice of Completion.
- I. Accept the Brommer Complete Street Project as Complete and Approve a Notice of Completion  
RECOMMENDED ACTION: Approve the Notice of Completion for the Brommer Street Complete Street Improvement Project constructed by McKim Corp. with a final cost of \$567,383.06 and direct the Public Works Department to record the Notice of Completion.

## 8. GENERAL GOVERNMENT / PUBLIC HEARINGS

*All items listed in "General Government" are intended to provide an opportunity for public discussion of each item listed. The following procedure pertains to each General Government item: 1) Staff explanation; 2) Council questions; 3) Public comment; 4) Council deliberation; 5) Decision.*

- A. Receive Update on the City's Pandemic Response  
RECOMMENDED ACTION:
  - 1) Determine all hazards related to the worldwide spread of the coronavirus (COVID-19) as detailed in Resolution No. 4168 adopted by the City Council on March 12, 2020, still exist and that there is a need to continue action
  - 2) Approve the proposed resolution ratifying Emergency Order 5-2020; making violation of the County Mask Order subject to either an administrative citation or infraction, each carrying fines
  - 3) Provide direction to the Director of Emergency Services regarding a potential Beach Closure. If directed, the Director of Emergency Services will sign the prepared Emergency Order 6-2020; closing Capitola Beach to the public for the Labor Day holiday weekend from September 5 through September 7
  - 4) If consistent with direction, approve the proposed resolution ratifying Emergency Order 6-2020
- B. Discussion on the Lighting of the Village Palm Trees  
RECOMMENDED ACTION: Provide direction to staff regarding the Village palm tree lights.
- C. BIA Amended Budget  
RECOMMENDED ACTION: Conduct a public hearing and adopt the proposed resolution levying the revised Fiscal Year 2020/2021 Capitola Village and Wharf Business Improvement Area (CVWBIA) Assessments and accepting the revised CVWBIA Annual Plan and budget.

CAPITOLA CITY COUNCIL REGULAR MEETING AGENDA  
August 27, 2020

- D. Amendment to Inclusionary (Affordable) Housing Ordinance  
**RECOMMENDED ACTION:** Accept staff presentation and provide direction on key policy issues for the City's Inclusionary Housing Ordinance Update.
- E. Adopt a Resolution Declaring an Emergency Condition Pertaining to the CZU Lightning Complex Fire  
**RECOMMENDED ACTION:** Adopt the proposed resolution declaring an emergency condition continues to exist as addressed in the proclamation of existence of a local emergency issued by the Director of Emergency Services on August 20, 2020 pertaining to the CZU Lightning Complex Fire.
- F. Designation of the Voting Delegate and Alternate for the 2020 League of California Cities Annual Conference  
**RECOMMENDED ACTION:** Designate Capitola's voting delegate and alternate(s), if desired.

9. ADJOURNMENT

**NOTICE OF REMOTE ACCESS**

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

**To watch:**

1. Online <http://capitolaca.igm2.com/Citizens/Default.aspx>
2. Spectrum Cable Television channel 8
3. Join the Zoom Meeting
  - A. With internet and a computer:
    - § <https://us02web.zoom.us/j/87350570285?pwd=cmhlSnd3YWdtdcUJ6c28wTnk0UjJjdz09>
    - § If prompted for a password, enter **432002**
  - B. With a landline or mobile phone, call one of the following numbers:
    - § **1 669 900 6833**
    - § **1 408 638 0968**
    - § **1 346 248 7799**
    - § Enter the meeting ID number: **873 5057 0285**
    - § When prompted for a Participant ID, press #

**To submit public comment:**

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

1. Zoom Meeting (Via Computer or Phone) Link:
  - A. IF USING COMPUTER:
    - § Use participant option to "raise hand" during the public comment period for the item you wish to speak on. Once unmuted, you will have up to 3 minutes to speak
  - B. IF CALLED IN OVER THE PHONE:

CAPITOLA CITY COUNCIL REGULAR MEETING AGENDA  
August 27, 2020

- § Press \*9 on your phone to “raise your hand” when the mayor calls for public comment. Once unmuted, you will have up to 3 minutes to speak
- 2. Send Email:
  - A. During the meeting, send comments via email to [publiccomment@ci.capitola.ca.us](mailto:publiccomment@ci.capitola.ca.us)
    - § Emailed comments on items will be accepted after the start of the meeting until the Mayor announces that public comment for that item is closed.
    - § Emailed comments should be a maximum of 450 words, which corresponds to approximately 3 minutes of speaking time.
    - § Each emailed comment will be read aloud for up to three minutes and/or displayed on a screen.
    - § Emails received by [publiccomment@ci.capitola.ca.us](mailto:publiccomment@ci.capitola.ca.us) outside of the comment period outlined above will not be included in the record.

**Note:** Any person seeking to challenge a City Council decision made as a result of a proceeding in which, by law, a hearing is required to be given, evidence is required to be taken, and the discretion in the determination of facts is vested in the City Council, shall be required to commence that court action within ninety (90) days following the date on which the decision becomes final as provided in Code of Civil Procedure §1094.6. Please refer to code of Civil Procedure §1094.6 to determine how to calculate when a decision becomes “final.” Please be advised that in most instances the decision become “final” 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](http://www.cityofcapitola.org) and at Capitola City Hall prior to the meeting. Agendas are also available at the Capitola Post Office located at 826 Bay Avenue, Capitola. Need more information? Contact the City Clerk’s office at 831-475-7300.

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

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

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



# CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF AUGUST 27, 2020**

FROM: City Manager Department

SUBJECT: Consider the July 23, 2020, City Council Regular Meeting Minutes

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RECOMMENDED ACTION: Approve minutes.

DISCUSSION: Attached for City Council review and approval are the minutes of the regular meeting of July 23, 2020.

ATTACHMENTS:

1. 7-23 draft

Report Prepared By: Chloe Woodmansee  
Interim City Clerk

**Reviewed and Forwarded by:**

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

\_\_\_\_\_  
Jamie Goldstein, City Manager      8/21/2020

**DRAFT CAPITOLA CITY COUNCIL  
REGULAR MEETING MINUTES  
THURSDAY, JULY 23, 2020**

**CALL TO ORDER AND ROLL CALL**

Mayor Petersen called the meeting to order at 6 p.m.

Council Member Ed Botorff: Remote, Council Member Jacques Bertrand: Remote, Council Member Sam Storey: Remote, Mayor Kristen Petersen: Remote, Vice Mayor Yvette Brooks: Remote.

No members of the public were present, and the Council adjourned to the virtual meeting with the following items to be discussed in Closed Session:

**CONFERENCE WITH LABOR NEGOTIATORS**

**(Gov't Code § 54957.6)**

Negotiators: Larry Laurent

Employee Organizations: (1) Association of Capitola Employees

**LIABILITY CLAIM**

**(Gov't Code § 54956.95)**

Claimant: Suzanne Teixeira

Agency claimed against: City of Capitola

**CONFERENCE WITH LEGAL COUNSEL - INITIATION OF LITIGATION**

**(Gov't Code § 54956.9(d)(4).)**

one potential case

**CONFERENCE WITH LEGAL COUNSEL - SIGNIFICANT EXPOSURE TO LITIGATION**

**(Gov't Code § 54956.9(d)(2).)**

one potential case

**REGULAR MEETING OF THE CAPITOLA CITY COUNCIL - 7 PM**

**1. ROLL CALL AND PLEDGE OF ALLEGIANCE**

Council Member Ed Botorff: Remote, Council Member Jacques Bertrand: Remote, Council Member Sam Storey: Remote, Mayor Kristen Petersen: Remote, Vice Mayor Yvette Brooks: Remote.

**2. ADDITIONAL MATERIALS**

**3. ADDITIONS AND DELETIONS TO AGENDA**

**4. PUBLIC COMMENTS**

A member of the public sent an email encouraging Capitola to participate in and self-respond for the 2020 Census.

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES  
July 23, 2020

5. CITY COUNCIL / STAFF COMMENTS

Councilmember Bertrand announced his recently meeting with FDIU regarding a sanitation issue.

Councilmember Bottorff thanked the public for their patience as the sewer repair work was completed on Capitola and Park Avenues.

Vice-Mayor Brooks encouraged the public to continue wearing face coverings to slow the spread of COVID-19 and commented that the peaceful Black Lives Matter protest was a positive event she was happy to attend back in June.

Mayor Petersen also said that it is critical to continue wearing masks when in public and noted that Santa Cruz county was recently flagged by the State due to the COVID-19 cases. She urged the public to be counted in the 2020 Census and said that federal funding is determined by each person that responds.

**Requested Items for Future Agendas/ Staff Attention:**

- 1) Possibility of obtaining the title at the Escalona Road extension (Vice-Mayor Brooks)
- 2) Funding for tobacco enforcement (Vice-Mayor Brooks)
- 3) Applying for variety of League of Cities grants such as homekey grants (Vice-Mayor Brooks)

6. CONSENT CALENDAR

|                  |  |
|------------------|--|
| <b>MOTION:</b>   | <b>APPROVE, ADOPT, AND REJECT AS RECOMMENDED</b> |
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                       |
| <b>MOVER:</b>    | Ed Bottorff, Council Member                      |
| <b>SECONDER:</b> | Jacques Bertrand, Council Member                 |
| <b>AYES:</b>     | Bottorff, Bertrand, Storey, Petersen, Brooks     |

- A. Consider the June 25, 2020, City Council Regular Meeting Minutes  
RECOMMENDED ACTION: Approve minutes.
- B. Receive Update on the City's Pandemic Response  
RECOMMENDED ACTION: Make the determination that all hazards related to the worldwide spread of the coronavirus (COVID-19) as detailed in Resolution No. 4168 adopted by the City Council on March 12, 2020, still exist and that there is a need to continue action.
- C. Capitola Beach Life Guards  
RECOMMENDED ACTION: Accept report
- D. Liability Claim of Esther Phillips [Claims Binder]  
RECOMMENDED ACTION: Reject liability claim.
- E. Liability Claim of Suzanne Teixeira [Claims Binder]  
RECOMMENDED ACTION: Reject liability claim.
- F. Consider Approval of Side Letter Agreement with the Association of Capitola Employees  
RECOMMENDED ACTION:
  - 1. Authorize the City Manager to execute the side letter agreement to existing Memorandum of Understanding (MOU) with negotiated changes from July 26, 2020, through December 28, 2020, for the following:

Attachment: 7-23 draft (Approval of City Council Minutes)

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES  
July 23, 2020

- a. Association of Capitola Employees (ACE)
2. Rescind layoff notice for Maintenance 1 position
3. Adopt a Resolution approving the new salary schedule

## 7. GENERAL GOVERNMENT / PUBLIC HEARINGS

### A. 207 Oakland Appeal

**RECOMMENDED ACTION:** Uphold the appeal and reverse the action of the Planning Commission with revisions to the front yard landscape and decrease in wall height.

Assistant Planner Sesanto presented the staff report.

Councilmember Storey asked about the front door and entryway area of the outdoor fence/wall and if it considered separate from the wall itself. Planner Sesanto confirmed that it is considered an accessory structure above the wall's height but also behind the front yard set-back, so within Code standards. Council Questions:

Councilmember Bottorff thanked Planner Sesanto for confirming that this project does not violate the Mello Act. He noted that Capitola Municipal Code does not prohibit the project as proposed.

Councilmember Bertrand asked if the proposed living space with bathroom could be converted into a full living space (with kitchen) in the future. Planner Sesanto said it was unlikely a permit would be granted to convert the space to an additional accessory dwelling unit.

Derek Van Alstine, project designer, was available to answer questions. He stated that many homes in Capitola are built in the Mediterranean style including the historic Rispin Mansion.

There were five public comment emails, all in opposition to the project because of the Mediterranean style and the high wall/fence proposed.

Councilmember Bottorff said he was troubled that the appeal was necessary and apologized to the homeowners. He shared a presentation of several Capitola homes built in the Mediterranean style. Lastly, he said that had all five members voted, he believed the project would have been approved by the Planning Commission.

Councilmember Storey disclosed that he spoke to the appellant prior to the meeting. He also addressed the Mello Act concern and explained that it does not apply to this project; he clarified that it's Capitola Municipal Code that requires the reduction in living spaces.

Councilmember Bertrand said he appreciated the project and its intention to provide a compound-style living space for a family.

Mayor Petersen said that she is personally aware of the property and that though she understands the project is allowable by Capitola code, she is concerned to lose more rental properties.

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES  
July 23, 2020

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| <b>MOTION:</b>   | <b>UPHOLD APPEAL AND REVERSE PLANNING COMMISSION ACTION AND WAIVE ASSOCIATED APPEAL FEES: APPROVE PROJECT WITH REVISIONS TO THE FRONT YARD LANDSCAPE PLAN AND A DECREASE IN WALL HEIGHT</b> |
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>  |
| <b>MOVER:</b>    | Ed Bottorff   |
| <b>SECONDER:</b> | Jacques Bertrand  |
| <b>AYES:</b>     | Bottorff, Bertrand, Storey, Petersen, Brooks  |

B. Consider Update on the Community Development Block Grant- Coronavirus Response Application  
RECOMMENDED ACTION:

1. Adopt the proposed resolution regarding the Community Development Block Grant Coronavirus Response (CDBG-CV) application amending resolution 4175 to revise the funding allocations between eligible activities
2. Authorize the City Manager to enter into a subrecipient agreements with the Community Bridges, Grey Bears, Second Harvest Food Bank, and the Community Action Board.

Councilmember Storey recused himself.

Community Development Director Herlihy presented the staff report.

Vice-Mayor Brooks asked about the next anticipated round of funding. Director Herlihy said that Paul Ashby did not have specifics, but that the NOFA is expected within 60 days.

There was no public comment.

Vice-Mayor Brooks clarified that a portion of funding would be allocated for early childhood and youth programming, not solely afterschool programming.

|                  |   |
|------------------|---|
| <b>MOTION:</b>   | <b>ADOPT PROPOSED RESOLUTION AND AUTHORIZE THE CITY MANAGER TO ENTER INTO AGREEMENTS AS RECOMMENDED</b> |
| <b>RESULT:</b>   | <b>ADOPTED [4 TO 0]</b>   |
| <b>MOVER:</b>    | Ed Bottorff   |
| <b>SECONDER:</b> | Jacques Bertrand  |
| <b>AYES:</b>     | Ed Bottorff, Jacques Bertrand, Kristen Petersen, Yvette Brooks  |
| <b>RECUSED:</b>  | Sam Storey  |

C. Consider a Proposal for an Out-of-School Time Recreation Program for the Blended Learning 2020/21 School Year  
RECOMMENDED ACTION:

1. Consider and approve the temporary suspension of Adult Classes and allocate the use of Jade St Community Center for Out-of-School Time (OST) Recreation programs.
2. Consider and approve three Out-of-School Time recreation program models to be offered for the blended learning 2020/21 school year.
3. Authorize the City Manager to enter into agreements not to exceed \$4,000 in total with partnering organizations to lease additional space for the elementary Out-of-

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES  
July 23, 2020

School Time program.

- 4. Authorize the City Manager to enter into a 12-month agreement with Enterprise Fleet Management not to exceed \$125,000 for long-term vehicle rentals to provide transportation between school and the elementary Out-of-School Time program.
- 5. Adopt the proposed resolution amending the Hourly/Seasonal Pay Schedule and creating three Out-of-School Time positions, OST Coordinator, OST Senior Leader and OST Leader.

Recreation Division Head Bryant-Leblond presented the staff report and emphasized that the decision to have schools shift to all distance learning was made after the staff report was published. Changes to the proposed programming due to this decision were then highlighted in her report.

Vice-Mayor Brooks asked about the grade breakdown for the separate groups and confirmed there would be priority enrolment for essential workers' children. She also clarified the scholarship sign-up process.

Councilmember Bertrand asked about the location of the partnering church and how Division Head Bryant-LeBlond developed the program.

Councilmember Storey complimented the program and asked if the loss of adult class revenue could be neutralized somehow.

Mayor Petersen emphasized that providing location for the County's Voter Service Center is a priority and asked if the City has alternate spaces to offer.

Randy, Shorelife Community Church, expressed happiness their organization can help the community in this way.

Scott Turnbull, SUESD Superintendent, thanked Division Head Bryant-LeBlond and Council for providing this program to students.

Councilmember Bottorff thanked staff for putting together this program.

Vice-Mayor Brooks also thanked Division Head Bryant-LeBlond for championing this program for the youth in the community.

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| <b>MOTION:</b>   | <b>APPROVE ALL RECOMMENDATIONS</b>           |
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                   |
| <b>MOVER:</b>    | Yvette Brooks                                |
| <b>SECONDER:</b> | Jacques Bertrand                             |
| <b>AYES:</b>     | Bottorff, Bertrand, Storey, Petersen, Brooks |

- D. Consider an Amended Fee Schedule for Fiscal Year 2020-21[390-40]  
**RECOMMENDED ACTION:** Adopt the proposed Resolution amending the fee schedule for fiscal year 2020/2021.

Finance Director Malberg presented the staff report.

Councilmember Storey asked Director Malberg if there's possibility for the overhead to be absorbed; Director Malberg and City Manager Goldstein explained that the intention is to make

Attachment: 7-23 draft (Approval of City Council Minutes)

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES  
July 23, 2020

the program financially neutral, though the required COVID-19 precautions are expensive.

Councilmember Bertrand asked if the cost of this program charged to families is comparable with similar programs; Division Head Bryant-LeBlond replied that Capitola’s program really is one-of-a-kind and hard to compare but that staff worked to charge a fair fee.

There was no public comment.

|                  |  |
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| <b>MOTION:</b>   | <b>ADOPT THE PROPOSED RESOLUTION</b>         |
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                   |
| <b>MOVER:</b>    | Jacques Bertrand                             |
| <b>SECONDER:</b> | Yvette Brooks                                |
| <b>AYES:</b>     | Bottorff, Bertrand, Storey, Petersen, Brooks |

- E. Consider Approval of Contract Change Order No. 8 for the Capitola Branch Library Project  
RECOMMENDED ACTION: Receive this report and approve Contract Change Order No. 8 with Otto Construction for the Capitola Branch Library Project in the amount of \$120,688 for additional costs related to the conflict with the PG&E power lines.

Public Works Director Jesberg presented the staff report.

There was no public comment.

|                  |  |
|------------------|--|
| <b>MOTION:</b>   | <b>APPROVE THE CONTRACT CHANGE</b>           |
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                   |
| <b>MOVER:</b>    | Ed Bottorff                                  |
| <b>SECONDER:</b> | Jacques Bertrand                             |
| <b>AYES:</b>     | Bottorff, Bertrand, Storey, Petersen, Brooks |

8. ADJOURNMENT

The meeting was closed at 9pm.

ATTEST:

\_\_\_\_\_  
Kristen Petersen, Mayor

\_\_\_\_\_  
Chloé Woodmansee, Interim City Clerk

Attachment: 7-23 draft (Approval of City Council Minutes)



## CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF AUGUST 27, 2020**

FROM: Finance Department

SUBJECT: Approval of City Check Registers Dated June 5, June 12, June 19, June 29, July 9, July 17, July 24 and July 31.

**RECOMMENDED ACTION:** Approve check registers.

| <b>Account: City Main</b> |                         |                       |                      |                 |
|---------------------------|-------------------------|-----------------------|----------------------|-----------------|
| <b>Date</b>               | <b>Starting Check #</b> | <b>Ending Check #</b> | <b>Payment Count</b> | <b>Amount</b>   |
| 6/5/2020                  | 95753                   | 95797                 | 46                   | \$ 118,972.26   |
| 6/12/2020                 | 95798                   | 95845                 | 54                   | \$ 162,032.50   |
| 6/19/2020                 | 95846                   | 95856                 | 11                   | \$ 22,487.06    |
| 6/29/2020                 | 95857                   | 95971                 | 121                  | \$ 621,570.29   |
| 7/9/2020                  | 95972                   | 96071                 | 108                  | \$ 1,149,185.85 |
| 7/17/2020                 | 96072                   | 96113                 | 43                   | \$ 112,862.26   |
| 7/24/2020                 | 96114                   | 96160                 | 53                   | \$ 535,034.91   |
| 7/31/2020                 | 96161                   | 96192                 | 34                   | \$ 1,883,546.12 |

The main account check register dated May 29, 2020, ended with check #95752.

| <b>Account: Library</b> |                             |                           |                      |               |
|-------------------------|-----------------------------|---------------------------|----------------------|---------------|
| <b>Date</b>             | <b>Starting Check/EFT #</b> | <b>Ending Check/EFT #</b> | <b>Payment Count</b> | <b>Amount</b> |
| 6/5/2020                | 200                         | 200                       | 1                    | \$ 3,780.00   |
| 6/19/2020               | 201                         | 205                       | 5                    | \$ 445,252.84 |
| 6/29/2020               | 206                         | 206                       | 1                    | \$ 5,000.00   |
| 7/9/2020                | 207                         | 211                       | 6                    | \$ 22,983.28  |
| 7/24/2020               | 212                         | 214                       | 3                    | \$ 286,050.69 |

The library account check register dated May 29, 2020, ended with check #199.

| <b>Account: Payroll</b> |                             |                           |                      |               |
|-------------------------|-----------------------------|---------------------------|----------------------|---------------|
| <b>Date</b>             | <b>Starting Check/EFT #</b> | <b>Ending Check/EFT #</b> | <b>Payment Count</b> | <b>Amount</b> |
| 6/5/2020                | 14623                       | 14706                     | 84                   | \$ 160,659.24 |
| 6/19/2020               | 5672/14707                  | 14817                     | 112                  | \$ 183,961.47 |
| 6/29/2020               | 5673                        | 5675                      | 3                    | \$ 10,345.03  |

Approval of City Check Registers  
August 27, 2020

|           |            |            |     |               |
|-----------|------------|------------|-----|---------------|
| 7/9/2020  | 5676/14818 | 5677/14923 | 107 | \$ 172,630.79 |
| 7/17/2020 | 14924      | 15027      | 104 | \$ 170,698.33 |
| 7/31/2020 | 15028      | 15137      | 110 | \$ 168,289.77 |

The payroll account check register dated May 22, 2020, ended with EFT #14622.

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

| Check/<br>EFT | Issued to  | Dept | Description  | Amount        |
|---------------|--|------|--|---------------|
| 95789         | Soquel Creek Water                                   | PW   | Water & irrigation service   | \$ 11,295.36  |
| EFT<br>952    | CalPERS Health                                       | CM   | June health insurance  | \$ 59,396.92  |
| 95805         | Burke Williams and<br>Sorensen LLP                   | CM   | April legal services   | \$ 13,584.28  |
| 95843         | Lisa and Mark Garrigues                              | CD   | Landscape deposit refund   | \$ 13,000.00  |
| EFT<br>954    | Internal Revenue Service                             | FN   | Federal taxes & Medicare PPE<br>5/30/20  | \$ 26,784.49  |
| EFT<br>956    | CalPERS Member<br>Services                           | FN   | PERS contributions PPE<br>5/30/20  | \$ 50,208.06  |
| 203           | John F. Otto Inc. Escrow                             | PW   | April library construction<br>retainer   | \$ 20,660.00  |
| 204           | Noll & Tam Architects                                | PW   | Library construction<br>administration, interiors/FF&E,<br>reimbursable expenses | \$ 31,582.70  |
| 205           | Otto Construction Inc.                               | PW   | April library construction   | \$ 392,539.91 |
| 95886         | Community Bridges                                    | CM   | FY19/20 community grants   | \$ 50,283.00  |
| 95889         | County of Santa Cruz                                 | CM   | Homeless action partnership<br>cost share  | \$ 36,525.00  |
| 95911         | Kimley Horn & Associates                             | PW   | Capitola Ave. sidewalk PS&E<br>submittal   | \$ 18,176.64  |
| 95919         | Moffatt & Nichol                                     | PW   | Wharf design & permitting,<br>jetty specs, flume & jetty<br>biological report    | \$ 36,196.10  |
| 95927         | Pacific Gas & Electric                               | PW   | June gas and electricity   | \$ 11,136.85  |
| 95933         | Power Engineering<br>Contractors Inc.                | PW   | Wharf emergency deck<br>stabilization  | \$ 213,493.79 |
| EFT<br>959    | CalPERS Member<br>Services                           | FN   | PERS contributions PPE<br>6/13/20  | \$ 51,134.65  |
| EFT<br>960    | Internal Revenue Service                             | FN   | Federal tax & Medicare PPE<br>6/13/20  | \$ 30,768.78  |
| 95980         | Anderson Pacific<br>Engineering Construction<br>Inc. | PW   | Chittenden Lane storm drain<br>repairs, Park Ave. sidewalk<br>construction       | \$ 342,864.69 |
| 95989         | Burke Williams and<br>Sorensen LLP                   | CM   | May legal services   | \$16,264.76   |
| 96022         | McKim Corporation                                    | PW   | Brommer St. progress<br>payment #1   | \$ 498,270.72 |

Approval of City Check Registers  
August 27, 2020

|         |                                      |    |   |               |
|---------|--------------------------------------|----|---|---------------|
| 96040   | Santa Cruz County Auditor-Controller | PD | June citation processing  | \$ 10,455.50  |
| 96043   | Santa Cruz County Sheriff            | PD | FY20/21 SART program  | \$ 12,939.00  |
| EFT 967 | Internal Revenue Service             | FN | Federal tax & Medicare PPE 6/27/20  | \$ 27,295.01  |
| EFT 970 | CalPERS Health                       | FN | July health insurance   | \$ 56,217.88  |
| EFT 971 | CalPERS Member Services              | FN | PERS contributions PPE 6/27/20  | \$ 50,760.55  |
| 96072   | Gene Bregman & Associates            | CM | Public opinion survey   | \$ 10,000.00  |
| 96077   | Cal Engineering & Geology Inc.       | PW | Park Ave. storm damage project management                                   | \$ 32,061.75  |
| 96094   | MBASIA                               | CM | Liability claim   | \$ 10,000.00  |
| 96102   | Soquel Creek Water                   | PW | Water and irrigation service  | \$ 13,149.31  |
| 96129   | Eide Bailly LLP                      | FN | Auditing services   | \$ 20,000.00  |
| 96138   | Kimley Horn & Associates             | PW | Traffic signal adaptive control system, local hazard mitigation plan update | \$ 13,016.31  |
| 96143   | MBASIA                               | CM | FY20/21 insurance premiums  | \$ 344,791.50 |
| 96146   | Pacific Gas & Electric               | PW | July gas and electricity  | \$ 12,345.51  |
| EFT 976 | Internal Revenue Service             | FN | Federal tax & Medicare PPE 7/11/20  | \$ 27,027.80  |
| EFT 979 | CalPERS Member Services              | FN | PERS contributions PPE 7/11/20  | \$ 51,009.85  |
| 213     | John F. Otto Inc. Escrow             | PW | June library construction retainer  | \$ 14,272.53  |
| 214     | Otto Construction Inc.               | PW | June library construction   | \$ 271,178.16 |
| 96167   | Butano Geotechnical Engineering      | PW | Brommer St. observation and testing   | \$ 13,875.00  |
| 96169   | CalPERS Fiscal Services              | FN | FY19/20 OPEB trust contribution   | \$ 60,250.00  |
| 96189   | Visit Santa Cruz County              | FN | April – June tourism marketing district pass through                        | \$ 17,357.97  |
| EFT 980 | CalPERS Fiscal Services              | FN | FY20/21 PERS UAL prepayment   | \$ 1,689,461  |
| EFT 981 | US Bank                              | FN | Pac Cove facility lease   | \$ 77,567.21  |

ATTACHMENTS:

1. 6-5-20 City Check Register
2. 6-12-20 City Check Register
3. 6-19-20 City Check Register
4. 6-29-20 Check Register
5. 7-9-20 Check Register
6. 7-17-20 Check Register
7. 7-24-20 Check Register

Approval of City Check Registers  
August 27, 2020

8. 7-31-20 Check Register

Report Prepared By: Mark Sullivan  
Senior Accountant

**Reviewed and Forwarded by:**



\_\_\_\_\_  
Jamie Goldstein, City Manager      8/20/2020

City main account checks dated June 5, 2020, numbered 95753 to 95797 plus 1 EFTs, totaling \$118,972.26, 1 library account check, totaling \$3,780.00, and 84 payroll account EFTs, totaling \$160,659.24, for a grand total of \$283,411.50, have been reviewed and authorized for distribution by the City Manager.

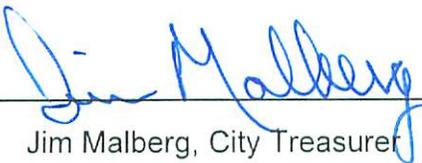
As of June 5, 2020, the unaudited cash balance is \$5,133,152.65.

**CASH POSITION - CITY OF CAPITOLA**  
**June 5, 2020**

|                                       | <u>Net Balance</u>            |
|---------------------------------------|-------------------------------|
| General Fund                          | \$ (805,582.62)               |
| Payroll Payables                      | \$ 129,885.68                 |
| Contingency Reserve Fund              | \$ 2,048,845.66               |
| Facilities Reserve Fund               | \$ 468,829.72                 |
| Capital Improvement Fund              | \$ 2,295,131.00               |
| Stores Fund                           | \$ 52,937.32                  |
| Information Technology Fund           | \$ 237,809.22                 |
| Equipment Replacement                 | \$ 394,482.92                 |
| Self-Insurance Liability Fund         | \$ 25,228.02                  |
| Workers' Comp. Ins. Fund              | \$ 241,286.54                 |
| Compensated Absences Fund             | \$ 44,299.19                  |
| <b>TOTAL UNASSIGNED GENERAL FUNDS</b> | <b><u>\$ 5,133,152.65</u></b> |

The Emergency Reserve Fund balance is \$1,359,205.54 (not included above).  
The PERS Contingency Fund balance is \$889,385.95 (not included above).  
The Library Fund balance is \$4,913,465.88 (not included above).

  
 \_\_\_\_\_ 6/8/20  
 Jamie Goldstein, City Manager Date

  
 \_\_\_\_\_ 6/5/20  
 Jim Malberg, City Treasurer Date

Attachment: 6-5-20 City Check Register (Approval of City Check Registers)

## City of Capitola

## City Checks Issued June 5, 2020

| Check Number | Invoice Number  | Invoice Date | Description  | Payee Name                      | Transaction Amount |
|--------------|-----------------|--------------|--|---------------------------------|--------------------|
| 95753        | 06/05/2020      |              |  | ALAMEDA COUNTY SHERIFF'S OFFICE | \$2,094.00         |
|              | Invoice         | Date         | Description  |                                 | Amount             |
|              | ACSO060120      | 06/01/2020   | 538 motorcycle school  |                                 | \$2,094.00         |
| 95754        | 06/05/2020      |              |  | ALVAREZ TECHNOLOGY GROUP INC    | \$225.00           |
|              | Invoice         | Date         | Description  |                                 | Amount             |
|              | 55570           | 05/29/2020   | June antivirus<br>2211 - ISF - Info Tech                     |                                 | \$225.00           |
| 95755        | 06/05/2020      |              |  | AMAZON CAPITAL SERVICES         | \$165.07           |
|              | Invoice         | Date         | Description  |                                 | Amount             |
|              | 1Q96-XVF6-N16Q  | 06/02/2020   | Ergonomic mouse  |                                 | \$88.29            |
|              | 1QFL-H34G-CN96  | 06/02/2020   | Headset  |                                 | \$137.94           |
|              | 19R9-FM9F-6M36  | 06/02/2020   | Toner cartridge  |                                 | \$71.93            |
|              | 1TCM-7TQN-466G  | 12/06/2019   | Return boots   |                                 | (\$133.09)         |
|              |                 |              | 1000 - General Fund  | (\$133.09)                      |                    |
|              |                 |              | 2211 - ISF - Info Tech                                       | \$298.16                        |                    |
| 95756        | 06/05/2020      |              |  | AXCIENT                         | \$125.00           |
|              | Invoice         | Date         | Description  |                                 | Amount             |
|              | FY20INEFI047746 | 05/31/2020   | May AppAssure storage<br>2211 - ISF - Info Tech              |                                 | \$125.00           |
| 95757        | 06/05/2020      |              |  | B & B SMALL ENGINE REPAIR       | \$120.03           |
|              | Invoice         | Date         | Description  |                                 | Amount             |
|              | 445363          | 05/21/2020   | Weed wacker repairs  |                                 | \$120.03           |
| 95758        | 06/05/2020      |              |  | CARDIFF PEST CONTROL            | \$6,321.00         |
|              | Invoice         | Date         | Description  |                                 | Amount             |
|              | 12002-1         | 06/02/2020   | Community center termite fumigation<br>1025 - Facilities Res |                                 | \$6,321.00         |
| 95759        | 06/05/2020      |              |  | CLEAN BUILDING MAINTENANCE CO.  | \$3,719.13         |
|              | Invoice         | Date         | Description  |                                 | Amount             |
|              | 25083           | 05/31/2020   | May janitorial services                                      |                                 | \$3,719.13         |
|              |                 |              | 1000 - General Fund  | \$3,453.63                      |                    |
|              |                 |              | 1311 - Wharf   | \$265.50                        |                    |
| 95760        | 06/05/2020      |              |  | COMMUNITY PRINTERS              | \$1,543.86         |
|              | Invoice         | Date         | Description  |                                 | Amount             |
|              | 27248011        | 04/23/2020   | Spring newsletter printing                                   |                                 | \$1,543.86         |

Attachment: 6-5-20 City Check Register (Approval of City Check Registers)

## City of Capitola

## City Checks Issued June 5, 2020

| Check Number | Invoice Number | Invoice Date | Description   | Payee Name                               | Transaction Amount |
|--------------|----------------|--------------|---|--|--------------------|
| 95761        | 06/05/2020     |              |   | CONFLICT RESOLUTION CENTER OF SANTA CRUZ | \$600.00           |
|              | Invoice        | Date         | Description   |  | Amount             |
|              | 2048           | 05/31/2020   | Personnel mediation   |  | \$600.00           |
| 95762        | 06/05/2020     |              |   | D & G SANITATION                         | \$158.57           |
|              | Invoice        | Date         | Description   |  | Amount             |
|              | 272006         | 05/31/2020   | Skate park hand wash station rental                                 |  | \$119.90           |
|              | 272005         | 05/31/2020   | Esplanade hand wash station rental                                  |  | \$38.67            |
| 95763        | 06/05/2020     |              |   | EWING IRRIGATION                         | \$101.65           |
|              | Invoice        | Date         | Description   |  | Amount             |
|              | 11705840       | 05/27/2020   | Beach lagoon PVC parts  |  | \$101.65           |
| 95764        | 06/05/2020     |              |   | FERGUSON ENTERPRISES INC 795             | \$225.82           |
|              | Invoice        | Date         | Description   |  | Amount             |
|              | 8510742        | 05/22/2020   | Hydrant wrench, man hole cover hook                                 |  | \$99.55            |
|              | 8200496-1      | 03/06/2020   | Hook auger, cable   |  | \$126.27           |
| 95765        | 06/05/2020     |              |   | FIRST ALARM                              | \$8.67             |
|              | Invoice        | Date         | Description   |  | Amount             |
|              | 544639         | 05/20/2020   | Intrusion system part   |  | \$8.67             |
| 95766        | 06/05/2020     |              |   | FIRST SECURITY                           | \$2,568.75         |
|              | Invoice        | Date         | Description   |  | Amount             |
|              | IN-0040394     | 05/20/2020   | Case 20C-00422 prisoner watch                                       |  | \$2,568.75         |
| 95767        | 06/05/2020     |              |   | GARDAWORLD                               | \$209.67           |
|              | Invoice        | Date         | Description   |  | Amount             |
|              | 10568630       | 06/01/2020   | June armored transport service                                      |  | \$209.67           |
| 95768        | 06/05/2020     |              |   | GRANICUS LLC                             | \$1,190.70         |
|              | Invoice        | Date         | Description   |  | Amount             |
|              | 127036         | 06/01/2020   | June legislative management software<br>1320 - PEG - Pub Edu & Govt |  | \$1,190.70         |
| 95769        | 06/05/2020     |              |   | HOME DEPOT CREDIT SERVICES               | \$228.78           |
|              | Invoice        | Date         | Description   |  | Amount             |
|              | 9631326        | 05/28/2020   | Staple gun, staples   |  | \$44.05            |
|              | 7625170        | 05/30/2020   | Spade bit, cutting wheel  |  | \$23.89            |
|              | 8013613        | 05/29/2020   | Cement supplies, batteries, bucket, float, painting supplies        |  | \$160.84           |
|              |                |              | 1000 - General Fund   | \$204.89                                 |                    |
|              |                |              | 1311 - Wharf  | \$23.89                                  |                    |

Attachment: 6-5-20 City Check Register (Approval of City Check Registers)

City of Capitola  
**City Checks Issued June 5, 2020**

| Check Number | Invoice Number | Invoice Date | Description  | Payee Name                 | Transaction Amount |
|--------------|----------------|--------------|--|----------------------------|--------------------|
| 95770        | 06/05/2020     |              |  | HOSE SHOP                  | \$272.74           |
|              | Invoice        | Date         | Description  |                            | Amount             |
|              | 425251         | 06/03/2020   | PVC discharge hose, shank coupler, adapter, clamp, hose assembly |                            | \$272.74           |
| 95771        | 06/05/2020     |              |  | iWorQ Systems Inc.         | \$4,375.00         |
|              | Invoice        | Date         | Description  |                            | Amount             |
|              | 192716         | 05/29/2020   | FY20/21 iWorQ software renewal<br>1317 - Tech Fee                |                            | \$4,375.00         |
| 95772        | 06/05/2020     |              |  | KBA Document Solutions LLC | \$260.75           |
|              | Invoice        | Date         | Description  |                            | Amount             |
|              | 55Y1092013     | 05/28/2020   | May Recreation copier usage charges                              |                            | \$3.25             |
|              | 55Y1093055     | 06/01/2020   | May City Hall & Recreation copier usage charges                  |                            | \$37.53            |
|              | 55Y1093056     | 06/01/2020   | May City Hall copier usage charges                               |                            | \$219.97           |
|              |                |              | 1000 - General Fund  | \$3.42                     |                    |
|              |                |              | 2211 - ISF - Info Tech   | \$257.33                   |                    |
| 95773        | 06/05/2020     |              |  | LABORMAX STAFFING          | \$1,159.10         |
|              | Invoice        | Date         | Description  |                            | Amount             |
|              | 26-121794      | 05/29/2020   | Seasonal labor 5/23 - 5/29                                       |                            | \$1,159.10         |
| 95774        | 06/05/2020     |              |  | LUXLAUNDER                 | \$942.83           |
|              | Invoice        | Date         | Description  |                            | Amount             |
|              | LL05312020     | 05/31/2020   | May PD mat service   |                            | \$98.56            |
|              | LL053120       | 05/31/2020   | May uniform cleaning   |                            | \$844.27           |
| 95775        | 06/05/2020     |              |  | MARTHA MACAMBRIDGE         | \$430.56           |
|              | Invoice        | Date         | Description  |                            | Amount             |
|              | 1402           | 04/30/2020   | COVID newsletter mailing services                                |                            | \$430.56           |
| 95776        | 06/05/2020     |              |  | MASTER CLEANERS            | \$517.90           |
|              | Invoice        | Date         | Description  |                            | Amount             |
|              | MC052720       | 05/27/2020   | May uniform cleaning   |                            | \$517.90           |
| 95777        | 06/05/2020     |              |  | MISSION LINEN SUPPLY       | \$175.86           |
|              | Invoice        | Date         | Description  |                            | Amount             |
|              | 512525459      | 05/27/2020   | Corporation yard linen service                                   |                            | \$118.12           |
|              | 512256450      | 04/15/2020   | Corporation yard linen service                                   |                            | \$67.87            |
|              | 512346272C     | 04/29/2020   | Refund stop minimum charge for uniform cleaning                  |                            | (\$30.13)          |

Attachment: 6-5-20 City Check Register (Approval of City Check Registers)

City of Capitola  
**City Checks Issued June 5, 2020**

| Check Number | Invoice Number | Invoice Date | Description  | Payee Name                             | Transaction Amount |
|--------------|----------------|--------------|--|--|--------------------|
| 95778        | 06/05/2020     |              |  | OUTDOOR SUPPLY HARDWARE                | \$19.13            |
|              | Invoice        | Date         | Description  |  | Amount             |
|              | A88907         | 06/02/2020   | Sealant, stop rust gloss                           |  | \$16.32            |
|              | A88755         | 06/02/2020   | Duct tape, foil tape                               |  | \$22.87            |
|              | 95628          | 06/01/2020   | Duplicate payment refund                           |  | (\$20.06)          |
| 95779        | 06/05/2020     |              |  | PALACE BUSINESS SOLUTIONS              | \$143.36           |
|              | Invoice        | Date         | Description  |  | Amount             |
|              | 581459-0       | 05/27/2020   | Paper, pens, picture frame                         |  | \$143.36           |
| 95780        | 06/05/2020     |              |  | PITNEY BOWES                           | \$147.15           |
|              | Invoice        | Date         | Description  |  | Amount             |
|              | 1015691070     | 05/27/2020   | Recreation postage machine rental contract payment |  | \$147.15           |
| 95781        | 06/05/2020     |              |  | ROYAL WHOLESALE ELECTRIC               | \$572.25           |
|              | Invoice        | Date         | Description  |  | Amount             |
|              | 7719-655060    | 03/17/2020   | Esplanade 10 ft. pole                              |  | \$572.25           |
| 95782        | 06/05/2020     |              |  | SAN LORENZO LUMBER                     | \$150.62           |
|              | Invoice        | Date         | Description  |  | Amount             |
|              | 55-0548534     | 05/29/2020   | Wharf bulk screws                                  |  | \$37.27            |
|              | 55-0542118     | 05/05/2020   | Barricades, safety glasses                         |  | \$113.35           |
|              |                |              | 1000 - General Fund                                | \$113.35                               |                    |
|              |                |              | 1311 - Wharf                                       | \$37.27                                |                    |
| 95783        | 06/05/2020     |              |  | SANTA CRUZ COUNTY ANIMAL SHELTER       | \$6,933.70         |
|              | Invoice        | Date         | Description  |  | Amount             |
|              | 19/20-4CA      | 03/27/2020   | Quarterly animal services contribution             |  | \$6,933.70         |
| 95784        | 06/05/2020     |              |  | SANTA CRUZ COUNTY INFORMATION SERVICES | \$633.68           |
|              | Invoice        | Date         | Description  |  | Amount             |
|              | SCC052820      | 05/28/2020   | June open query SCAN charges                       |  | \$633.68           |
| 95785        | 06/05/2020     |              |  | SANTA CRUZ LIVE SCAN INC               | \$30.00            |
|              | Invoice        | Date         | Description  |  | Amount             |
|              | 1462           | 06/01/2020   | New hire live scan                                 |  | \$30.00            |
| 95786        | 06/05/2020     |              |  | SCC ENVIRONMENTAL HEALTH SVC           | \$1,734.00         |
|              | Invoice        | Date         | Description  |  | Amount             |
|              | IN0096727      | 06/01/2020   | Corp. yard health/fuel storage permit              |  | \$1,734.00         |

Attachment: 6-5-20 City Check Register (Approval of City Check Registers)

City of Capitola  
**City Checks Issued June 5, 2020**

| Check Number | Invoice Number   | Invoice Date | Description  | Payee Name                             | Transaction Amount |
|--------------|------------------|--------------|--|--|--------------------|
| 95787        | 06/05/2020       |              |  | SCC Regional Transportation Commission | \$2,500.00         |
|              | Invoice          | Date         | Description  |  | Amount             |
|              | SCCRTC060320     | 06/03/2020   | Park Avenue storm damage right of entry application fee<br>1200 - Capital Impr |  | \$2,500.00         |
| 95788        | 06/05/2020       |              |  | SIRCHIE                                | \$161.95           |
|              | Invoice          | Date         | Description  |  | Amount             |
|              | 0445962-IN       | 05/20/2020   | Evidence supplies, drug testing kits   |  | \$161.95           |
| 95789        | 06/05/2020       |              |  | SOQUEL CREEK WATER DISTRICT            | \$11,295.36        |
|              | Invoice          | Date         | Description  |  | Amount             |
|              | 42-14952-00-2005 | 05/27/2020   | 42-14952 Cortez Park irrigation  |  | \$790.05           |
|              | 42-15297-00-2005 | 05/27/2020   | 42-15297-00 426 Capitola Ave irrigation  |  | \$125.63           |
|              | 42-15751-01-2005 | 05/27/2020   | 42-15751-01 2005 Wharf Road irrigation   |  | \$60.20            |
|              | 42-15969-00-2005 | 05/27/2020   | 42-15969-00 Lawn Way irrigation  |  | \$154.60           |
|              | 42-16122-00-2005 | 05/27/2020   | 42-16122-00 Esplanade fountain irrigation                                      |  | \$228.40           |
|              | 42-10504-00-2005 | 05/27/2020   | 42-10504-00 Cliff Drive irrigation   |  | \$54.20            |
|              | 42-11090-01-2005 | 05/27/2020   | 42-11090-01 Capitola Road irrigation   |  | \$125.63           |
|              | 42-11467-00-2005 | 05/27/2020   | 42-11467-00 Jade Street park irrigation  |  | \$5,907.35         |
|              | 42-11517-00-2005 | 05/27/2020   | 42-11517-00 41st Avenue irrigation   |  | \$125.63           |
|              | 42-14404.00-2005 | 05/27/2020   | 42-14404.00 Monterey Ave Nobel Gulch Park irrigation                           |  | \$296.90           |
|              | 42-16130-00-2005 | 05/27/2020   | 42-16130-00 Wharf Road irrigation  |  | \$55.49            |
|              | 42-16136-00-2005 | 05/27/2020   | 42-16136-00 1400 Wharf Road irrigation   |  | \$109.17           |
|              | 42-16407-00-2005 | 05/27/2020   | 42-16407-00 Bay Ave. irrigation  |  | \$54.20            |
|              | 34-18508-00-2005 | 05/27/2020   | 34-18508-00 1510 McGregor Drive water service                                  |  | \$41.25            |
|              | 42-14431-00-2005 | 05/27/2020   | 42-14431-00 Monterey Ave irrigation  |  | \$3,038.25         |
|              | 42-17688-00-2005 | 05/27/2020   | 42-17688-00 Lawn Way irrigation 2  |  | \$74.21            |
|              | 42-18238-00-2005 | 05/27/2020   | 42-18238-00 Capitola Road irrigation   |  | \$54.20            |
|              |                  |              | 1000 - General Fund  | \$11,186.19                            |                    |
|              |                  |              | 1311 - Wharf   | \$109.17                               |                    |
| 95790        | 06/05/2020       |              |  | SPORT ABOUT GRAPHICS                   | \$3,593.24         |
|              | Invoice          | Date         | Description  |  | Amount             |
|              | 7998             | 06/02/2020   | Camp Capitola t-shirts   |  | \$1,059.10         |
|              | 7997             | 06/02/2020   | Junior guard t-shirts  |  | \$2,534.14         |
| 95791        | 06/05/2020       |              |  | STAPLES ADVANTAGE                      | \$50.05            |
|              | Invoice          | Date         | Description  |  | Amount             |
|              | 8058415769       | 05/16/2020   | COVID cleaning supplies  |  | \$50.05            |

Attachment: 6-5-20 City Check Register (Approval of City Check Registers)

## City of Capitola

## City Checks Issued June 5, 2020

| Check Number       | Invoice Number | Invoice Date | Description                       | Payee Name               | Transaction Amount |
|--------------------|----------------|--------------|-----------------------------------|--------------------------|--------------------|
| 95792              | 06/05/2020     |              |                                   | TPX COMMUNICATIONS       | \$3,109.55         |
|                    | Invoice        | Date         | Description                       |                          | Amount             |
|                    | 130173662-0    | 05/23/2020   | May phone service                 |                          | \$1,571.10         |
|                    | 129045976-0    | 04/23/2020   | April phone service               |                          | \$1,538.45         |
|                    |                |              | 1000 - General Fund               | \$1,676.23               |                    |
|                    |                |              | 2211 - ISF - Info Tech            | \$1,433.32               |                    |
| 95793              | 06/05/2020     |              |                                   | ULINE                    | \$286.03           |
|                    | Invoice        | Date         | Description                       |                          | Amount             |
|                    | 120004691      | 05/14/2020   | Barricade tape                    |                          | \$286.03           |
| 95794              | 06/05/2020     |              |                                   | UNITED PARCEL SERVICE    | \$6.90             |
|                    | Invoice        | Date         | Description                       |                          | Amount             |
|                    | 0000954791220  | 05/30/2020   | PD shipping                       |                          | \$6.90             |
| 95795              | 06/05/2020     |              |                                   | VICTORIA M JOHNSON       | \$180.02           |
|                    | Invoice        | Date         | Description                       |                          | Amount             |
|                    | VMJ060120      | 06/01/2020   | Instructor payment                |                          | \$180.02           |
| 95796              | 06/05/2020     |              |                                   | ZEE MEDICAL SERVICE CO.  | \$204.91           |
|                    | Invoice        | Date         | Description                       |                          | Amount             |
|                    | 66584624       | 02/06/2020   | Corp. yard medical supplies       |                          | \$95.63            |
|                    | 66584606       | 01/29/2020   | City Hall first aid supply refill |                          | \$109.28           |
|                    |                |              | 1000 - General Fund               | \$95.63                  |                    |
|                    |                |              | 2210 - ISF - Stores Fund          | \$109.28                 |                    |
| 95797              | 06/05/2020     |              |                                   | Teresa Lee               | \$83.00            |
|                    | Invoice        | Date         | Description                       |                          | Amount             |
|                    | 2004940.002    | 05/28/2020   | Refund class fees                 |                          | \$83.00            |
| Type Check Totals: |                |              |                                   |                          | \$59,575.34        |
| <u>EFT</u>         |                |              |                                   |                          |                    |
| 952                | 06/02/2020     |              |                                   | CalPERS Health Insurance | \$59,396.92        |
|                    | Invoice        | Date         | Description                       |                          | Amount             |
|                    | 1001575048     | 06/02/2020   | June health insurance             |                          | \$59,396.92        |
|                    |                |              | 1000 - General Fund               | \$2,835.12               |                    |
|                    |                |              | 1001 - Payroll                    | \$56,561.80              |                    |
| Type EFT Totals:   |                |              |                                   |                          | \$59,396.92        |

Attachment: 6-5-20 City Check Register (Approval of City Check Registers)

## City of Capitola

## City Checks Issued June 5, 2020

| Check Number       | Invoice Number | Invoice Date | Description  | Payee Name               | Transaction Amount |
|--------------------|----------------|--------------|--|--------------------------|--------------------|
| Library - Library  |                |              |  |                          |                    |
| <u>Check</u>       |                |              |  |                          |                    |
| 200                | 06/05/2020     |              |  | BOGARD CONSTRUCTION INC. | \$3,780.00         |
|                    | Invoice        | Date         | Description  |                          | Amount             |
|                    | 160707-45      | 05/31/2020   | May library construction project management services |                          | \$3,780.00         |
|                    |                |              | 1360 - Library                                       |                          |                    |
| Type Check Totals: |                |              |  |                          | \$3,780.00         |

|                                 |              |              |
|---------------------------------|--------------|--------------|
| <b>CITY - Main City Totals</b>  | <b>Count</b> | <b>Total</b> |
| Checks                          | 45           | \$59,575.34  |
| EFTs                            | 1            | \$59,396.92  |
| All                             | 46           | \$118,972.26 |
| <b>Library - Library Totals</b> |              |              |
| Checks                          | 1            | \$3,780.00   |
| EFTs                            | 0            | \$0.00       |
| All                             | 1            | \$3,780.00   |
| <b>WELLS - Payroll Totals</b>   |              |              |
| Checks                          | 0            | \$0.00       |
| EFTs                            | 84           | \$160,659.24 |
| All                             | 84           | \$160,659.24 |
| <b>Grand Totals:</b>            |              |              |
| Checks                          | 46           | \$63,355.34  |
| EFTs                            | 85           | \$220,056.16 |
| All                             | 131          | \$283,411.50 |

Attachment: 6-5-20 City Check Register (Approval of City Check Registers)

City main account checks dated June 12, 2020, numbered 95798 to 95845 plus 6 EFTs, totaling \$162,032.50, have been reviewed and authorized for distribution by the City Manager.

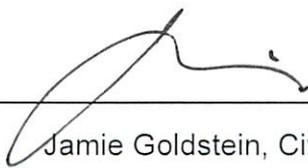
As of June 12, 2020, the unaudited cash balance is \$5,096,360.71.

CASH POSITION - CITY OF CAPITOLA

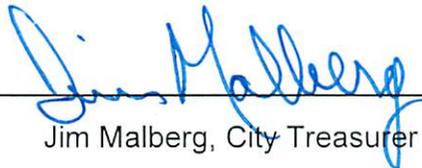
June 12, 2020

|                                | <u>Net Balance</u>     |
|--------------------------------|------------------------|
| General Fund                   | \$ (741,922.48)        |
| Payroll Payables               | \$ 33,542.23           |
| Contingency Reserve Fund       | \$ 2,048,845.66        |
| Facilities Reserve Fund        | \$ 468,829.72          |
| Capital Improvement Fund       | \$ 2,295,131.00        |
| Stores Fund                    | \$ 52,481.34           |
| Information Technology Fund    | \$ 234,156.57          |
| Equipment Replacement          | \$ 394,482.92          |
| Self-Insurance Liability Fund  | \$ 25,228.02           |
| Workers' Comp. Ins. Fund       | \$ 241,286.54          |
| Compensated Absences Fund      | \$ 44,299.19           |
| TOTAL UNASSIGNED GENERAL FUNDS | <u>\$ 5,096,360.71</u> |

The Emergency Reserve Fund balance is \$1,359,205.54 (not included above).  
The PERS Contingency Fund balance is \$889,385.95 (not included above).  
The Library Fund balance is \$4,913,425.78 (not included above).

  
 \_\_\_\_\_  
 Jamie Goldstein, City Manager

6/15/20  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Jim Malberg, City Treasurer

6/15/20  
 \_\_\_\_\_  
 Date

Attachment: 6-12-20 City Check Register (Approval of City Check Registers)

## City of Capitola

## City Checks Issued June 12, 2020

| Check Number | Invoice Number | Invoice Date | Description   | Payee Name                            | Transaction Amount |
|--------------|----------------|--------------|---|---------------------------------------|--------------------|
| 95798        | 06/12/2020     |              |   | ADT SECURITY SERVICES INC.            | \$213.46           |
|              | Invoice        | Date         | Description   |                                       | Amount             |
|              | ADT052920      | 05/29/2020   | Corporation yard & museum security monitoring   |                                       | \$213.46           |
| 95799        | 06/12/2020     |              |   | ALVAREZ TECHNOLOGY GROUP INC          | \$225.00           |
|              | Invoice        | Date         | Description   |                                       | Amount             |
|              | 55270          | 04/30/2020   | May antivirus software<br>2211 - ISF - Information Technology                                     |                                       | \$225.00           |
| 95800        | 06/12/2020     |              |   | AMAZON CAPITAL SERVICES               | \$24.41            |
|              | Invoice        | Date         | Description   |                                       | Amount             |
|              | 1VCX-HDYV      | 06/06/2020   | Pens  |                                       | \$24.41            |
| 95801        | 06/12/2020     |              |   | ARCHIVES & ARCHITECTURE LLC           | \$1,560.00         |
|              | Invoice        | Date         | Description   |                                       | Amount             |
|              | 2006           | 05/15/2020   | 1410 Prospect Ave. historic resource evaluation   |                                       | \$1,560.00         |
| 95802        | 06/12/2020     |              |   | AUTHENTIC APPROACH                    | \$2,500.00         |
|              | Invoice        | Date         | Description   |                                       | Amount             |
|              | 11017          | 06/01/2020   | BIA communication & marketing, social media engagement<br>1321 - BIA - Capitola Village-Wharf BIA |                                       | \$2,500.00         |
| 95803        | 06/12/2020     |              |   | BELLOWS PLUMBING HEATING & AIR        | \$245.91           |
|              | Invoice        | Date         | Description   |                                       | Amount             |
|              | 20200155       | 05/20/2020   | Sewer lateral replacement permit refund   |                                       | \$245.91           |
|              |                |              | 1000 - General Fund   | \$191.80                              |                    |
|              |                |              | 1313 - General Plan Update and  | \$44.63                               |                    |
|              |                |              | 1317 - Technology Fee Fund  | \$9.48                                |                    |
| 95804        | 06/12/2020     |              |   | BEN NOBLE URBAN AND REGIONAL PLANNING | \$1,800.00         |
|              | Invoice        | Date         | Description   |                                       | Amount             |
|              | 1279           | 05/15/2020   | April zoning code update services<br>1313 - General Plan Update and Maint                         |                                       | \$1,800.00         |
| 95805        | 06/12/2020     |              |   | BURKE WILLIAMS AND SORENSEN LLP       | \$13,584.28        |
|              | Invoice        | Date         | Description   |                                       | Amount             |
|              | 254870         | 05/28/2020   | April labor and employment legal services   |                                       | \$5,430.28         |
|              | 254871         | 05/28/2020   | April city attorney services  |                                       | \$4,992.00         |
|              | 254872         | 05/28/2020   | April city attorney planning services   |                                       | \$2,032.50         |
|              | 254873         | 05/28/2020   | April city attorney public works services   |                                       | \$702.00           |
|              | 254874         | 05/28/2020   | April city attorney services  |                                       | \$427.50           |
| 95806        | 06/12/2020     |              |   | CAPITOLA PEACE OFFICERS ASSOCIATION   | \$1,301.50         |
|              | Invoice        | Date         | Description   |                                       | Amount             |
|              | POA060520      | 06/05/2020   | POA dues PPE 5/30/20<br>1001 - Payroll Payables   |                                       | \$1,301.50         |
| 95807        | 06/12/2020     |              |   | CAROLYN FLYNN                         | \$4,930.00         |
|              | Invoice        | Date         | Description   |                                       | Amount             |
|              | CBF-05-202     | 06/01/2020   | Affordable housing contract services  |                                       | \$4,930.00         |

Attachment: 6-12-20 City Check Register (Approval of City Check Registers)

## City of Capitola

## City Checks Issued June 12, 2020

| Check Number | Invoice Number | Invoice Date | Description   | Payee Name                        | Transaction Amount |
|--------------|----------------|--------------|---|-----------------------------------|--------------------|
| 95808        | 06/12/2020     |              |   | CHARTER COMMUNICATIONS            | \$3,462.31         |
|              | Invoice        | Date         | Description   |                                   | Amount             |
|              | 0000178060     | 06/01/2020   | June internet service<br>1000 - General Fund<br>2211 - ISF - Information Technology                                       |                                   | \$3,462.31         |
| 95809        | 06/12/2020     |              |   | COMMUNITY ACTION BOARD            | \$333.35           |
|              | Invoice        | Date         | Description   |                                   | Amount             |
|              | CAB051820      | 05/18/2020   | April emergency housing assistance program reimbursement claim<br>5552 - Cap Hsg Succ- Program Income                     |                                   | \$333.35           |
| 95810        | 06/12/2020     |              |   | CRYSTAL SPRINGS WATER CO.         | \$113.50           |
|              | Invoice        | Date         | Description   |                                   | Amount             |
|              | CSW053120      | 05/31/2020   | May drinking water  |                                   | \$113.50           |
| 95811        | 06/12/2020     |              |   | CSG Consultants Inc.              | \$1,331.25         |
|              | Invoice        | Date         | Description   |                                   | Amount             |
|              | B200477        | 05/04/2020   | April building plan review services   |                                   | \$1,331.25         |
| 95812        | 06/12/2020     |              |   | EMPLOYMENT DEVELOPMENT DEPARTMENT | \$150.00           |
|              | Invoice        | Date         | Description   |                                   | Amount             |
|              | L185868425     | 07/16/2019   | Earnings withholding order<br>1001 - Payroll Payables   |                                   | \$150.00           |
| 95813        | 06/12/2020     |              |   | EQUITABLE                         | \$2,688.68         |
|              | Invoice        | Date         | Description   |                                   | Amount             |
|              | 113504         | 05/11/2020   | June LTD, STD, AD&D, life, dependent life insurance<br>1000 - General Fund \$129.35<br>1001 - Payroll Payables \$2,559.33 |                                   | \$2,688.68         |
| 95814        | 06/12/2020     |              |   | EXTREME TOWING                    | \$250.00           |
|              | Invoice        | Date         | Description   |                                   | Amount             |
|              | 015343         | 05/21/2020   | 2006 Ford F250 tow to Corp. yard  |                                   | \$250.00           |
| 95815        | 06/12/2020     |              |   | FASTENAL COMPANY                  | \$226.24           |
|              | Invoice        | Date         | Description   |                                   | Amount             |
|              | CASAT5683      | 05/06/2020   | Fasteners   |                                   | \$226.24           |
| 95816        | 06/12/2020     |              |   | FLYERS ENERGY LLC                 | \$1,503.72         |
|              | Invoice        | Date         | Description   |                                   | Amount             |
|              | 20-123525      | 05/28/2020   | 404 gallons gasoline  |                                   | \$1,278.08         |
|              | 20-123526      | 05/28/2020   | 84 gallons diesel   |                                   | \$225.64           |
| 95817        | 06/12/2020     |              |   | GAYLORD ARCHIVAL                  | \$27.58            |
|              | Invoice        | Date         | Description   |                                   | Amount             |
|              | 2654106        | 03/16/2020   | Archive paper   |                                   | \$27.58            |
| 95818        | 06/12/2020     |              |   | GEORGE McMENAMIN                  | \$828.75           |
|              | Invoice        | Date         | Description   |                                   | Amount             |
|              | 2020-8         | 06/07/2020   | Riparian restoration services   |                                   | \$828.75           |

Attachment: 6-12-20 City Check Register (Approval of City Check Registers)

## City of Capitola

## City Checks Issued June 12, 2020

| Check Number | Invoice Number | Invoice Date | Description   | Payee Name                                    | Transaction Amount |
|--------------|----------------|--------------|---|---|--------------------|
| 95819        | 06/12/2020     |              |   | GRANICUS LLC                                  | \$1,190.70         |
|              | Invoice        | Date         | Description   |   | Amount             |
|              | 124757         | 04/01/2020   | April legislative management software<br>1320 - PEG - Public Education and Govt |   | \$1,190.70         |
| 95820        | 06/12/2020     |              |   | HOME DEPOT CREDIT SERVICES                    | \$162.28           |
|              | Invoice        | Date         | Description   |   | Amount             |
|              | 0624715        | 05/27/2020   | Cut out tool  |   | \$129.71           |
|              | 4620332        | 06/02/2020   | Wire ring, recessed anchor ring   |   | \$32.57            |
| 95821        | 06/12/2020     |              |   | HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ | \$2,500.00         |
|              | Invoice        | Date         | Description   |   | Amount             |
|              | 20-10 LLIP-C   | 05/11/2020   | Landlord incentive program  |   | \$2,500.00         |
| 95822        | 06/12/2020     |              |   | MADELINE C HORN                               | \$172.50           |
|              | Invoice        | Date         | Description   |   | Amount             |
|              | 48             | 06/03/2020   | Transcribing handwritten manuscript by Begonia Festival                         |   | \$172.50           |
| 95823        | 06/12/2020     |              |   | MID COUNTY AUTO SUPPLY                        | \$886.84           |
|              | Invoice        | Date         | Description   |   | Amount             |
|              | MID-829969     | 06/08/2020   | Beam wiper blades   |   | \$18.26            |
|              | MID-819638     | 06/01/2020   | Oil filters, rain-x bug wash  |   | \$57.45            |
|              | MID-817212     | 05/29/2020   | PD trailer lights, pin lock, barbell lock                                       |   | \$94.77            |
|              | MID-815738     | 05/28/2020   | Gas shocks  |   | \$127.66           |
|              | MID-815725     | 05/28/2020   | Socket kit  |   | \$34.50            |
|              | MID-815699     | 05/28/2020   | Hitch   |   | \$260.00           |
|              | MID-813917     | 05/27/2020   | Alternator  |   | \$294.20           |
| 95824        | 06/12/2020     |              |   | MISSION LINEN SUPPLY                          | \$41.25            |
|              | Invoice        | Date         | Description   |   | Amount             |
|              | 512525458      | 05/27/2020   | Fleet linen service   |   | \$41.25            |
| 95825        | 06/12/2020     |              |   | O'REILLY AUTO PARTS                           | \$176.94           |
|              | Invoice        | Date         | Description   |   | Amount             |
|              | 2763-13250     | 05/21/2020   | 2006 Ford F250 starter  |   | \$176.94           |
| 95826        | 06/12/2020     |              |   | OUTDOOR SUPPLY HARDWARE                       | \$206.99           |
|              | Invoice        | Date         | Description   |   | Amount             |
|              | A84656         | 05/27/2020   | Circular saw blades   |   | \$87.18            |
|              | A89698         | 06/03/2020   | Bulk fasteners, screws  |   | \$27.46            |
|              | A90112         | 06/04/2020   | Bulk fasteners  |   | \$7.38             |
|              | A90276         | 06/04/2020   | Threaded steel rod  |   | \$37.04            |
|              | A93881         | 06/08/2020   | Steel flat bar weld   |   | \$47.93            |
| 95827        | 06/12/2020     |              |   | PAPA  | \$240.00           |
|              | Invoice        | Date         | Description   |   | Amount             |
|              | PAPA09172      | 06/08/2020   | Pesticide license training  |   | \$240.00           |
| 95828        | 06/12/2020     |              |   | PEAK COMMUNICATIONS                           | \$1,541.00         |
|              | Invoice        | Date         | Description   |   | Amount             |
|              | 06062020A      | 06/06/2020   | Feed cable installation<br>2211 - ISF - Information Technology                  |   | \$1,541.00         |

Attachment: 6-12-20 City Check Register (Approval of City Check Registers)

## City of Capitola

## City Checks Issued June 12, 2020

| Check Number | Invoice Number | Invoice Date | Description  | Payee Name                       | Transaction Amount |
|--------------|----------------|--------------|--|----------------------------------|--------------------|
| 95829        | 06/12/2020     |              |  | RDO EQUIPMENT CO.                | \$631.27           |
|              | Invoice        | Date         | Description  |                                  | Amount             |
|              | P1277539       | 06/03/2020   | Tire and wheel assembly, screws  |                                  | \$601.16           |
|              | P1209839       | 05/21/2020   | Gasket, seal   |                                  | \$30.11            |
| 95830        | 06/12/2020     |              |  | ROBERT IVERS                     | \$160.00           |
|              | Invoice        | Date         | Description  |                                  | Amount             |
|              | 5278           | 03/19/2020   | 1991 Ford F800 opacity test  |                                  | \$80.00            |
|              | 5279           | 03/19/2020   | 2007 Alliance sweeper opacity test   |                                  | \$80.00            |
| 95831        | 06/12/2020     |              |  | SANTA CRUZ COUNTY PLANNING DEPT  | \$4,161.00         |
|              | Invoice        | Date         | Description  |                                  | Amount             |
|              | SCC052620      | 05/26/2020   | SB743 analysis and tool development  |                                  | \$4,161.00         |
| 95832        | 06/12/2020     |              |  | SOQUEL CREEK WATER DISTRICT      | \$137.62           |
|              | Invoice        | Date         | Description  |                                  | Amount             |
|              | 06-14476-00    | 06/04/2020   | 06-14476-00 430 Kennedy Drive water service  |                                  | \$137.62           |
| 95833        | 06/12/2020     |              |  | THOR AUDIO SOLUTIONS             | \$1,400.00         |
|              | Invoice        | Date         | Description  |                                  | Amount             |
|              | 13301          | 09/21/2019   | 2019 opera audio services<br>1315 - Public Art Fee Fund  |                                  | \$1,400.00         |
| 95834        | 06/12/2020     |              |  | TIRE CHOICE AUTO SERVICE CENTERS | \$904.52           |
|              | Invoice        | Date         | Description  |                                  | Amount             |
|              | 202182         | 05/13/2020   | 2017 Toyota Tacoma tires and service   |                                  | \$366.43           |
|              | 202319         | 05/25/2020   | Ford police interceptor tire mounting & balancing  |                                  | \$45.93            |
|              | 387322         | 05/12/2020   | 2017 Toyota Tacoma tires, wheel alignment  |                                  | \$387.17           |
|              | 367325         | 05/12/2020   | Ford Ranger wheel alignment  |                                  | \$104.99           |
| 95835        | 06/12/2020     |              |  | TRACTOR SUPPLY COMPANY           | \$693.81           |
|              | Invoice        | Date         | Description  |                                  | Amount             |
|              | TS052920       | 05/29/2020   | Lug nuts, U bolt kit, springs, axle U bolts, shackle bolts   |                                  | \$693.81           |
| 95836        | 06/12/2020     |              |  | US BANK EQUIPMENT FINANCE        | \$481.78           |
|              | Invoice        | Date         | Description  |                                  | Amount             |
|              | 415970631      | 06/03/2020   | City Hall & Recreation copier leases<br>1000 - General Fund \$25.80<br>2210 - ISF - Stores Fund \$455.98 |                                  | \$481.78           |
| 95837        | 06/12/2020     |              |  | US BANK EQUIPMENT FINANCE        | \$103.55           |
|              | Invoice        | Date         | Description  |                                  | Amount             |
|              | 415970516      | 06/03/2020   | Recreation copier lease  |                                  | \$103.55           |
| 95838        | 06/12/2020     |              |  | US BANK EQUIPMENT FINANCE        | \$288.85           |
|              | Invoice        | Date         | Description  |                                  | Amount             |
|              | 415971027      | 06/03/2020   | PD copier lease  |                                  | \$288.85           |
| 95839        | 06/12/2020     |              |  | US BANK PARS Acct 6746022400     | \$154.12           |
|              | Invoice        | Date         | Description  |                                  | Amount             |
|              | PARS05062      | 06/05/2020   | PARS contributions PPE 5/30/20<br>1001 - Payroll Payables  |                                  | \$154.12           |

## City of Capitola

## City Checks Issued June 12, 2020

| Check Number       | Invoice Number | Invoice Date | Description                                 | Payee Name                    | Transaction Amount |
|--------------------|----------------|--------------|---|-------------------------------|--------------------|
| 95840              | 06/12/2020     |              |   | WHITLOW CONCRETE INC.         | \$2,000.00         |
|                    | Invoice        | Date         | Description                                 |                               | Amount             |
|                    | B1417          | 06/01/2020   | Depot Hill concrete walkway installation    |                               | \$2,000.00         |
| 95841              | 06/12/2020     |              |   | Daniel M. Shupe               | \$500.00           |
|                    | Invoice        | Date         | Description                                 |                               | Amount             |
|                    | 19-0646        | 05/11/2020   | Refund tree permit #19-0646                 |                               | \$500.00           |
| 95842              | 06/12/2020     |              |   | Kathy Millikin                | \$106.31           |
|                    | Invoice        | Date         | Description                                 |                               | Amount             |
|                    | 2004942.00     | 06/03/2020   | Refund class fees                           |                               | \$106.31           |
| 95843              | 06/12/2020     |              |   | Lisa and Mark Garrigues       | \$13,000.00        |
|                    | Invoice        | Date         | Description                                 |                               | Amount             |
|                    | LMG060520      | 06/10/2020   | 110 Hollister Ave. landscape deposit refund |                               | \$13,000.00        |
| 95844              | 06/12/2020     |              |   | Melissa Book                  | \$49.80            |
|                    | Invoice        | Date         | Description                                 |                               | Amount             |
|                    | 2004945.00     | 06/08/2020   | Refund class fees                           |                               | \$49.80            |
| 95845              | 06/12/2020     |              |   | Ramsey Civil Engineering Inc. | \$20.00            |
|                    | Invoice        | Date         | Description                                 |                               | Amount             |
|                    | 20-0027        | 05/19/2020   | 1440 41st Ave. parking plan deposit refund  |                               | \$20.00            |
| Type Check Totals: |                |              |   |                               | \$69,211.07        |

Attachment: 6-12-20 City Check Register (Approval of City Check Registers)

City of Capitola  
**City Checks Issued June 12, 2020**

| Check Number     | Invoice Number | Invoice Date | Description   | Payee Name                        | Transaction Amount |
|------------------|----------------|--------------|---|-----------------------------------|--------------------|
| <u>EFT</u>       |                |              |   |                                   |                    |
| 953              | 06/09/2020     |              |   | EMPLOYMENT DEVELOPMENT DEPARTMENT | \$7,745.05         |
|                  | Invoice        | Date         | Description   |                                   | Amount             |
|                  | 2-021-312-0    | 06/09/2020   | State taxes PPE 5/30/20<br>1001 - Payroll Payables  |                                   | \$7,745.05         |
| 954              | 06/09/2020     |              |   | INTERNAL REVENUE SERVICE          | \$26,784.49        |
|                  | Invoice        | Date         | Description   |                                   | Amount             |
|                  | 71999257       | 06/09/2020   | Federal taxes and Medicare PPE 5/30/20<br>1001 - Payroll Payables                         |                                   | \$26,784.49        |
| 955              | 06/11/2020     |              |   | WELLS FARGO BANK                  | \$643.10           |
|                  | Invoice        | Date         | Description   |                                   | Amount             |
|                  | WF061120       | 06/11/2020   | Monthly client analysis charges   |                                   | \$643.10           |
| 956              | 06/12/2020     |              |   | CalPERS Member Services Division  | \$50,208.06        |
|                  | Invoice        | Date         | Description   |                                   | Amount             |
|                  | 1001582879     | 06/12/2020   | PERS contributions PPE 5/30/20<br>1000 - General Fund (\$0.17)<br>1001 - Payroll Payables | \$50,208.23                       | \$50,208.06        |
| 957              | 06/08/2020     |              |   | STATE DISBURSEMENT UNIT           | \$1,232.76         |
|                  | Invoice        | Date         | Description   |                                   | Amount             |
|                  | V3HQKAX6       | 06/08/2020   | Employee garnishments PPE 5/30/20<br>1001 - Payroll Payables                              |                                   | \$1,232.76         |
| 958              | 06/11/2020     |              |   | VOYA FINANCIAL                    | \$6,207.97         |
|                  | Invoice        | Date         | Description   |                                   | Amount             |
|                  | 060520         | 06/11/2020   | 457 contributions PPE 5/30/20<br>1001 - Payroll Payables                                  |                                   | \$6,207.97         |
| Type EFT Totals: |                |              |   |                                   | \$92,821.43        |

Attachment: 6-12-20 City Check Register (Approval of City Check Registers)

|                                |               |               |
|--------------------------------|---------------|---------------|
| <b>CITY - Main City Totals</b> | <b>Count:</b> | <b>Total:</b> |
| Checks                         | 48            | \$69,211.07   |
| EFTs                           | 6             | \$92,821.43   |
| All                            | 54            | \$162,032.50  |

City main account checks dated June 19, 2020, numbered 95846 to 95856 totaling \$22,487.06, plus 5 library checks totaling \$445,252.84 and 1 payroll check and 111 payroll EFTS totaling \$183,961.47, for a grand total of \$651,701.37, have been reviewed and authorized for distribution by the City Manager.

As of June 19, 2020, the unaudited cash balance is \$5,073,158.53.

**CASH POSITION - CITY OF CAPITOLA**

**June 19, 2020**

|                                       | Net Balance            |
|---------------------------------------|------------------------|
| General Fund                          | \$ (896,704.86)        |
| Payroll Payables                      | \$ 165,857.09          |
| Contingency Reserve Fund              | \$ 2,048,845.66        |
| Facilities Reserve Fund               | \$ 468,829.72          |
| Capital Improvement Fund              | \$ 2,295,131.00        |
| Stores Fund                           | \$ 52,481.34           |
| Information Technology Fund           | \$ 233,421.91          |
| Equipment Replacement                 | \$ 394,482.92          |
| Self-Insurance Liability Fund         | \$ 25,228.02           |
| Workers' Comp. Ins. Fund              | \$ 241,286.54          |
| Compensated Absences Fund             | \$ 44,299.19           |
| <b>TOTAL UNASSIGNED GENERAL FUNDS</b> | <b>\$ 5,073,158.53</b> |

The Emergency Reserve Fund balance is \$1,359,205.54 (not included above).

The PERS Contingency Fund balance is \$906,463.52 (not included above).

The Library Fund balance is \$4,500,431.83 (not included above).

|   |         |
|---|---------|
|  | 6/22/20 |
| Jamie Goldstein, City Manager   | Date    |

|   |         |
|---|---------|
|  | 6/24/20 |
| Jim Malberg, City Treasurer   | Date    |

Attachment: 6-19-20 City Check Register (Approval of City Check Registers)

# City Checks Issued June 19, 2020

| Check Number               | Invoice Number | Invoice Date | Description  | Payee Name                                    | Transaction Amount |
|----------------------------|----------------|--------------|--|---|--------------------|
| 95846                      | 06/19/2020     |              |  | CARIN HANNA                                   | \$1,461.97         |
|                            | Invoice        | Date         | Description  |   | Amount             |
|                            | CH061420       | 06/14/2020   | BIA storage, advertising, PO box rental, mailing reimbursement<br>1321 - BIA |   | \$1,461.97         |
| 95847                      | 06/19/2020     |              |  | CITY OF SANTA CRUZ                            | \$1,514.90         |
|                            | Invoice        | Date         | Description  |   | Amount             |
|                            | 037044         | 11/19/2019   | Supplemental lifeguard services  |   | \$1,514.90         |
| 95848                      | 06/19/2020     |              |  | HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ | \$2,909.00         |
|                            | Invoice        | Date         | Description  |   | Amount             |
|                            | 20-12 COC HAP  | 06/12/2020   | Homeless action partnership consultant, strategic plan                       |   | \$2,909.00         |
| 95849                      | 06/19/2020     |              |  | JIM MALBERG - PETTY CASH CUSTODIAN            | \$534.96           |
|                            | Invoice        | Date         | Description  |   | Amount             |
|                            | PC061720       | 06/17/2020   | Replenish petty cash   |   | \$534.96           |
| 95850                      | 06/19/2020     |              |  | MACKAY METERS INC                             | \$221.30           |
|                            | Invoice        | Date         | Description  |   | Amount             |
|                            | 1055357        | 11/30/2019   | November parking meters & credit card fees                                   |   | \$221.30           |
| 95851                      | 06/19/2020     |              |  | OLIVE SPRINGS QUARRY INC.                     | \$180.09           |
|                            | Invoice        | Date         | Description  |   | Amount             |
|                            | 125180         | 03/09/2020   | 3/4 inch and crushed drain rock for lower parking lot                        |   | \$180.09           |
| 95852                      | 06/19/2020     |              |  | PARENTS CENTER OF SANTA CRUZ                  | \$448.00           |
|                            | Invoice        | Date         | Description  |   | Amount             |
|                            | PC061020       | 06/10/2020   | Children's mental health outpatient contribution                             |   | \$448.00           |
| 95853                      | 06/19/2020     |              |  | SANTA CRUZ COUNTY AUDITOR-CONTROLLER          | \$8,851.50         |
|                            | Invoice        | Date         | Description  |   | Amount             |
|                            | SCC053120      | 05/31/2020   | May citation processing  |   | \$8,851.50         |
| 95854                      | 06/19/2020     |              |  | SANTA CRUZ COUNTY MENTAL HEALTH               | \$3,000.00         |
|                            | Invoice        | Date         | Description  |   | Amount             |
|                            | HSA061020      | 06/10/2020   | Children's mental health outpatient contribution                             |   | \$3,000.00         |
| 95855                      | 06/19/2020     |              |  | SANTA CRUZ MUNICIPAL UTILITIES                | \$696.85           |
|                            | Invoice        | Date         | Description  |   | Amount             |
|                            | SCMU053120     | 05/31/2020   | April & May water service for medians  |   | \$696.85           |
| 95856                      | 06/19/2020     |              |  | WELLS FARGO BANK                              | \$2,668.49         |
|                            | Invoice        | Date         | Description  |   | Amount             |
|                            | WF060320       | 06/03/2020   | May credit card purchases  |   | \$2,668.49         |
|                            |                |              | 1000 - General Fund  | \$1,933.83                                    |                    |
|                            |                |              | 2211 - IT ISF  | \$734.66                                      |                    |
|                            |                |              | Amounts over \$500   |   |                    |
|                            |                |              | \$1,077.46 - flow meter, clamp, cable, power supply                          |   |                    |
|                            |                |              | \$536.61 - Radiator repairs  |   |                    |
| Main account check totals: |                |              |  |   | \$22,487.06        |

Attachment: 6-19-20 City Check Register (Approval of City Check Registers)

# City Checks Issued June 19, 2020

| Check Number      | Invoice Number | Invoice Date | Description  | Payee Name                            | Transaction Amount |
|-------------------|----------------|--------------|--|---------------------------------------|--------------------|
| Library - Library |                |              |  |                                       |                    |
| 201               | 06/19/2020     |              |  | BOWMAN & WILLIAMS INC.                | \$95.00            |
|                   | Invoice        | Date         | Description  |                                       | Amount             |
|                   | 14586          | 04/20/2020   | Library surveyor services  |                                       | \$95.00            |
| 202               | 06/19/2020     |              |  | CONSOLIDATED ENGINEERING LABORATORIES | \$375.23           |
|                   | Invoice        | Date         | Description  |                                       | Amount             |
|                   | 175384         | 06/10/2020   | May library construction inspection & materials testing          |                                       | \$375.23           |
| 203               | 06/19/2020     |              |  | JOHN F OTTO INC ESCROW NO 02-701154   | \$20,660.00        |
|                   | Invoice        | Date         | Description  |                                       | Amount             |
|                   | 13575          | 06/15/2020   | April library construction retainer                              |                                       | \$20,660.00        |
| 204               | 06/19/2020     |              |  | NOLL AND TAM ARCHITECTS               | \$31,582.70        |
|                   | Invoice        | Date         | Description  |                                       | Amount             |
|                   | 0058630        | 02/29/2020   | February library construction administration                     |                                       | \$11,011.64        |
|                   | 0058752        | 05/31/2020   | May library construction administration, interiors/FF&E          |                                       | \$13,133.73        |
|                   | 0058733-R      | 04/30/2020   | April library construction administration, reimbursable expenses |                                       | \$7,437.33         |
| 205               | 06/19/2020     |              |  | OTTO CONSTRUCTION INC.                | \$392,539.91       |
|                   | Invoice        | Date         | Description  |                                       | Amount             |
|                   | 13575          | 06/15/2020   | April library construction                                       |                                       | \$392,539.91       |

Library account check totals:

\$445,252.84

| CITY - Main City Totals | Count | Total       |
|-------------------------|-------|-------------|
| Checks                  | 11    | \$22,487.06 |
| EFTs                    | 0     | \$0.00      |
| All                     | 11    | \$22,487.06 |

| Library - Library Totals | Count | Total        |
|--------------------------|-------|--------------|
| Checks                   | 5     | \$445,252.84 |
| EFTs                     | 0     | \$0.00       |
| All                      | 5     | \$445,252.84 |

| WELLS - Payroll Totals | Count | Total        |
|------------------------|-------|--------------|
| Checks                 | 1     | \$112.41     |
| EFTs                   | 111   | \$183,849.06 |
| All                    | 112   | \$183,961.47 |

| Grand Totals: | Count | Total        |
|---------------|-------|--------------|
| Checks        | 17    | \$467,852.31 |
| EFTs          | 111   | \$183,849.06 |
| All           | 128   | \$651,701.37 |

Attachment: 6-19-20 City Check Register (Approval of City Check Registers)

City main account checks dated June 29, 2020, numbered 95857 to 95971 totaling \$523,179.28, plus 6 EFTs totaling \$98,391.01, plus 1 library check totaling \$5,000 and 3 payroll checks totaling \$10,345.03, for a grand total of \$636,915.32, have been reviewed and authorized for distribution by the City Manager.

As of June 29, 2020, the unaudited cash balance is \$4,954,204.34.

CASH POSITION - CITY OF CAPITOLA

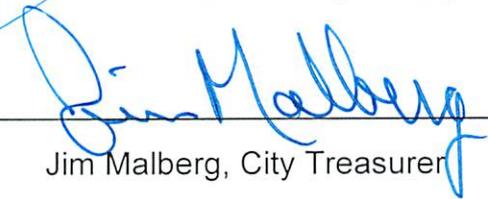
June 29, 2020

|                                       |           | Net Balance         |
|---------------------------------------|-----------|---------------------|
| General Fund                          | \$        | (847,643.15)        |
| Payroll Payables                      | \$        | 60,667.37           |
| Contingency Reserve Fund              | \$        | 2,061,345.66        |
| Facilities Reserve Fund               | \$        | 522,829.72          |
| Capital Improvement Fund              | \$        | 2,027,232.35        |
| Stores Fund                           | \$        | 51,937.68           |
| Information Technology Fund           | \$        | 232,538.04          |
| Equipment Replacement                 | \$        | 434,482.92          |
| Self-Insurance Liability Fund         | \$        | 25,228.02           |
| Workers' Comp. Ins. Fund              | \$        | 241,286.54          |
| Compensated Absences Fund             | \$        | 144,299.19          |
| <b>TOTAL UNASSIGNED GENERAL FUNDS</b> | <b>\$</b> | <b>4,954,204.34</b> |

The Emergency Reserve Fund balance is \$1,374,205.54 (not included above).  
The PERS Contingency Fund balance is \$906,463.52 (not included above).  
The Library Fund balance is \$4,707,838.83 (not included above).

  
 \_\_\_\_\_  
 Jamie Goldstein, City Manager

7/29/20  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Jim Malberg, City Treasurer

7/13/20  
 \_\_\_\_\_  
 Date

Attachment: 6-29-20 Check Register (Approval of City Check Registers)

# City Checks Issued June 29, 2020

| Check Number | Invoice Number | Invoice Date | Description                                       | Payee Name                        | Transaction Amount |
|--------------|----------------|--------------|---|-----------------------------------|--------------------|
| 95857        | 06/26/2020     |              |   | CADILLAC DESIGNS INC.             | \$1,091.80         |
|              | Invoice        | Date         | Description                                       |                                   | Amount             |
|              | 8658           | 06/25/2020   | COVID street banners                              |                                   | \$1,091.80         |
| 95858        | 06/29/2020     |              |   | ACTION SPORTS CONSTRUCTION        | \$1,500.00         |
|              | Invoice        | Date         | Description                                       |                                   | Amount             |
|              | 100208         | 06/20/2002   | Pump track maintenance and soil stabilizer        |                                   | \$1,500.00         |
| 95859        | 06/29/2020     |              |   | ADVOCACY INC.                     | \$4,074.00         |
|              | Invoice        | Date         | Description                                       |                                   | Amount             |
|              | CG062020       | 06/22/2020   | FY19/20 Community Grants                          |                                   | \$4,074.00         |
| 95860        | 06/29/2020     |              |   | AFLAC                             | \$1,444.18         |
|              | Invoice        | Date         | Description                                       |                                   | Amount             |
|              | 291477         | 06/25/2020   | Employee supplemental insurance<br>1001 - Payroll |                                   | \$1,444.18         |
| 95861        | 06/29/2020     |              |   | ALLIED UNIVERSAL                  | \$1,083.85         |
|              | Invoice        | Date         | Description                                       |                                   | Amount             |
|              | 10131247       | 06/04/2020   | Jade st. park patrol                              |                                   | \$344.93           |
|              | 10131270       | 06/04/2020   | June McGregor skate park foot patrol              |                                   | \$356.42           |
|              | 10131271       | 06/04/2020   | June Esplanade park foot patrol                   |                                   | \$382.50           |
| 95862        | 06/29/2020     |              |   | AMAZON CAPITAL SERVICES           | \$269.89           |
|              | Invoice        | Date         | Description                                       |                                   | Amount             |
|              | 1MHH-P91J-PP14 | 06/12/2020   | Dry erase boards (3)                              |                                   | \$147.80           |
|              | 1CMD-XHHJ-1HM3 | 06/17/2020   | HDMI cable iPhone to TV projector                 |                                   | \$21.79            |
|              | 14HD-VCPV-16C1 | 06/20/2020   | Wireless keyboard and mouse                       |                                   | \$66.33            |
|              | 1CMD-XHHJ-KF46 | 06/17/2020   | Laminating pouches, 100 pack                      |                                   | \$16.55            |
|              | 1MW1-XGGY-VMLC | 05/01/2020   | Thermal laminating pouches 100 pack               |                                   | \$17.42            |
|              |                |              | 1000 - General Fund                               | \$169.59                          |                    |
|              |                |              | 2210 - Stores                                     | \$33.97                           |                    |
|              |                |              | 2211 - IT   | \$66.33                           |                    |
| 95863        | 06/29/2020     |              |   | ARTS COUNCIL OF SANTA CRUZ COUNTY | \$529.50           |
|              | Invoice        | Date         | Description                                       |                                   | Amount             |
|              | CG062020       | 06/22/2020   | FY19/20 Community Grants                          |                                   | \$529.50           |
| 95864        | 06/29/2020     |              |   | AT&T                              | \$9.09             |
|              | Invoice        | Date         | Description                                       |                                   | Amount             |
|              | ATT060120      | 06/01/2020   | June long distance charges                        |                                   | \$9.09             |
|              |                |              | 1000 - General Fund                               | \$4.35                            |                    |
|              |                |              | 2211 - IT   | \$4.74                            |                    |
| 95865        | 06/29/2020     |              |   | AT&T/CALNET 3                     | \$593.99           |
|              | Invoice        | Date         | Description                                       |                                   | Amount             |
|              | 0014900140     | 06/13/2020   | June telephone service                            |                                   | \$593.99           |
|              |                |              | 1000 - General Fund                               | \$547.93                          |                    |
|              |                |              | 2211 - IT   | \$46.06                           |                    |
| 95866        | 06/29/2020     |              |   | AT&T/CALNET 3                     | \$1,113.08         |
|              | Invoice        | Date         | Description                                       |                                   | Amount             |
|              | 0014900808     | 06/13/2020   | June T-1 access                                   |                                   | \$1,113.08         |
| 95867        | 06/29/2020     |              |   | BAYSIDE OIL II INC.               | \$610.00           |
|              | Invoice        | Date         | Description                                       |                                   | Amount             |

Attachment: 6-29-20 Check Register (Approval of City Check Registers)

# City Checks Issued June 29, 2020

| Check Number | Invoice Number | Invoice Date | Description  | Payee Name                            | Transaction Amount |
|--------------|----------------|--------------|--|---------------------------------------|--------------------|
|              | 38448          | 06/25/2020   | Contaminated waste recycling   |                                       | \$610.00           |
| 95868        | 06/29/2020     |              |  | BEAR ELECTRICAL SOLUTIONS INC.        | \$233.10           |
|              | Invoice        | Date         | Description  |                                       | Amount             |
|              | 10613          | 05/28/2020   | May traffic signal maintenance - response<br>1310 - Gas tax            |                                       | \$233.10           |
| 95869        | 06/29/2020     |              |  | BIG BROTHERS BIG SISTERS OF SC COUNTY | \$1,531.00         |
|              | Invoice        | Date         | Description  |                                       | Amount             |
|              | CG062020       | 06/22/2020   | FY19/20 Community Grants<br>1305 - Restricted TOT                      |                                       | \$1,531.00         |
| 95870        | 06/29/2020     |              |  | BIOBAG AMERICAS INC.                  | \$2,740.00         |
|              | Invoice        | Date         | Description  |                                       | Amount             |
|              | 473143         | 06/16/2020   | Dog waste bags   |                                       | \$2,740.00         |
| 95871        | 06/29/2020     |              |  | BOBBY'S PIT STOP INC.                 | \$591.59           |
|              | Invoice        | Date         | Description  |                                       | Amount             |
|              | 0369826        | 06/25/2020   | 2011 Toyota Camry TPMS sensors replaced                                |                                       | \$591.59           |
| 95872        | 06/29/2020     |              |  | BRINKS AWARDS & SIGNS                 | \$50.00            |
|              | Invoice        | Date         | Description  |                                       | Amount             |
|              | 80982          | 06/04/2020   | Locker name plate engraving  |                                       | \$50.00            |
| 95873        | 06/29/2020     |              |  | BUTANO GEOTECHNICAL ENGINEERING       | \$990.00           |
|              | Invoice        | Date         | Description  |                                       | Amount             |
|              | 4839           | 06/16/2020   | Brommer St. mix design, pre-construction meeting<br>1309 - RTC Streets |                                       | \$990.00           |
| 95874        | 06/29/2020     |              |  | CA DEPARTMENT OF JUSTICE              | \$49.00            |
|              | Invoice        | Date         | Description  |                                       | Amount             |
|              | 452925         | 06/03/2020   | May employee fingerprinting  |                                       | \$49.00            |
| 95875        | 06/29/2020     |              |  | CABRILLO COLLEGE STROKE CENTER        | \$3,802.50         |
|              | Invoice        | Date         | Description  |                                       | Amount             |
|              | CG062020       | 06/22/2020   | FY19/20 Community Grants   |                                       | \$3,802.50         |
| 95876        | 06/29/2020     |              |  | CALE AMERICA INC.                     | \$1,829.00         |
|              | Invoice        | Date         | Description  |                                       | Amount             |
|              | 159525         | 05/31/2020   | May active meters  |                                       | \$1,829.00         |

Attachment: 6-29-20 Check Register (Approval of City Check Registers)

# City Checks Issued June 29, 2020

| Check Number | Invoice Number | Invoice Date | Description  | Payee Name                                  | Transaction Amount |
|--------------|----------------|--------------|--|---|--------------------|
| 95877        | 06/29/2020     |              |  | CALIFORNIA COAST UNIFORM COMPANY            | \$1,678.06         |
|              | Invoice        | Date         | Description  |   | Amount             |
|              | 8026           | 05/28/2020   | Training pants, polo shirt, scabbard, pepper spray, jacket |   | \$495.81           |
|              | 8025           | 05/28/2020   | Uniform tailoring  |   | \$20.00            |
|              | 7968           | 04/22/2020   | Uniform tailoring  |   | \$58.00            |
|              | 8024           | 05/28/2020   | Baseball cap, pants  |   | \$145.95           |
|              | 8027           | 05/28/2020   | Pants, polo shirt, scabbard, pepper spray                  |   | \$279.03           |
|              | 8028           | 05/29/2020   | Wool class A shirts, pants, tailoring                      |   | \$679.27           |
| 95878        | 06/29/2020     |              |  | CALIFORNIA GREY BEARS INC.                  | \$9,884.50         |
|              | Invoice        | Date         | Description  |   | Amount             |
|              | CG062020       | 06/22/2020   | FY19/20 Community Grants                                   |   | \$7,884.50         |
|              | GB061720       | 06/17/2020   | E-waste/EPS styrofoam recycling services                   |   | \$2,000.00         |
| 95879        | 06/29/2020     |              |  | CALIFORNIA POLICE CHIEFS ASSOCIATION        | \$145.00           |
|              | Invoice        | Date         | Description  |   | Amount             |
|              | 15334          | 05/01/2020   | Captain membership renewal through 6/30/21                 |   | \$145.00           |
| 95880        | 06/29/2020     |              |  | CAPITOLA PEACE OFFICERS ASSOCIATION         | \$1,301.50         |
|              | Invoice        | Date         | Description  |   | Amount             |
|              | POA061920      | 06/19/2020   | POA dues PPE 6/13/20<br>1001 - Payroll                     |   | \$1,301.50         |
| 95881        | 06/29/2020     |              |  | CASA OF SANTA CRUZ COUNTY                   | \$1,681.00         |
|              | Invoice        | Date         | Description  |   | Amount             |
|              | CG062020       | 06/22/2020   | FY19/20 Community Grants                                   |   | \$1,681.00         |
| 95882        | 06/29/2020     |              |  | CENTRAL COAST CENTER FOR INDEPENDENT LIVING | \$5,354.50         |
|              | Invoice        | Date         | Description  |   | Amount             |
|              | CG062020       | 06/22/2020   | FY19/20 Community Grants                                   |   | \$5,354.50         |
| 95883        | 06/29/2020     |              |  | CITY OF SANTA CRUZ                          | \$1,382.52         |
|              | Invoice        | Date         | Description  |   | Amount             |
|              | 038713         | 06/01/2020   | Stream habitat and juvenile salmonid monitoring            |   | \$1,382.52         |
| 95884        | 06/29/2020     |              |  | CODE PUBLISHING COMPANY INC                 | \$1,137.50         |
|              | Invoice        | Date         | Description  |   | Amount             |
|              | 66980          | 06/11/2020   | Muni code web update                                       |   | \$1,137.50         |
| 95885        | 06/29/2020     |              |  | COMMUNITY ACTION BOARD                      | \$732.00           |
|              | Invoice        | Date         | Description  |   | Amount             |
|              | CG062020       | 06/22/2020   | FY19/20 Community Grants - shelter project                 |   | \$732.00           |
| 95886        | 06/29/2020     |              |  | COMMUNITY BRIDGES                           | \$50,283.00        |
|              | Invoice        | Date         | Description  |   | Amount             |
|              | CG062020       | 06/22/2020   | FY19/20 Community Grants                                   |   | \$49,792.00        |
|              | CG062020TOT    | 06/22/2020   | FY19/20 Community Grants - child development division      |   | \$491.00           |
|              |                |              | 1000 - General Fund  | \$49,792                                    |                    |
|              |                |              | 1305 - Restricted TOT                                      | \$491                                       |                    |
| 95887        | 06/29/2020     |              |  | COMMUNITY TELEVISION OF SANTA CRUZ COUNTY   | \$1,290.00         |
|              | Invoice        | Date         | Description  |   | Amount             |
|              | 2819           | 06/18/2020   | May televised meetings                                     |   | \$1,290.00         |
| 95888        | 06/29/2020     |              |  | CONFLICT RESOLUTION CENTER OF SANTA CRUZ    | \$1,705.50         |
|              | Invoice        | Date         | Description  |   | Amount             |

Attachment: 6-29-20 Check Register (Approval of City Check Registers)

# City Checks Issued June 29, 2020

| Check Number | Invoice Number | Invoice Date | Description   | Payee Name                                 | Transaction Amount |
|--------------|----------------|--------------|---|--|--------------------|
|              | CG062020       | 06/22/2020   | FY19/20 Community Grants  |  | \$1,705.50         |
| 95889        | 06/29/2020     |              |   | COUNTY OF SANTA CRUZ                       | \$36,525.00        |
|              | Invoice        | Date         | Description   |  | Amount             |
|              | WS060720       | 06/07/2020   | Homeless action partnership cost share  |  | \$36,525.00        |
| 95890        | 06/29/2020     |              |   | DIENTES COMMUNITY DENTAL CARE              | \$744.50           |
|              | Invoice        | Date         | Description   |  | Amount             |
|              | CG062020       | 06/22/2020   | FY19/20 Community Grants  |  | \$744.50           |
| 95891        | 06/29/2020     |              |   | DONALD W ALLEY                             | \$5,460.68         |
|              | Invoice        | Date         | Description   |  | Amount             |
|              | 620-03         | 06/25/2020   | Soquel creek monitoring, report preparation   |  | \$5,460.68         |
| 95892        | 06/29/2020     |              |   | ELEVATOR SERVICE COMPANY INC.              | \$180.00           |
|              | Invoice        | Date         | Description   |  | Amount             |
|              | 28297          | 06/01/2020   | Quarterly elevator lube and inspection  |  | \$180.00           |
| 95893        | 06/29/2020     |              |   | EMPLOYMENT DEVELOPMENT DEPARTMENT          | \$150.00           |
|              | Invoice        | Date         | Description   |  | Amount             |
|              | L1858684256-25 | 06/19/2020   | Earnings withholding order PPE 6/13/20<br>1001 - Payroll  |  | \$150.00           |
| 95894        | 06/29/2020     |              |   | ENCOMPASS COMMUNITY SERVICES               | \$7,899.50         |
|              | Invoice        | Date         | Description   |  | Amount             |
|              | CG062020       | 06/22/2020   | FY19/20 Community Grants - AIDS project   |  | \$4,024.00         |
|              | CG062020TOT    | 06/22/2020   | FY19/20 Community Grants - youth services counseling<br>1000 - General Fund \$4,024<br>1305 - Restricted TOT \$3,875.50 |  | \$3,875.50         |
| 95895        | 06/29/2020     |              |   | EWING IRRIGATION                           | \$99.66            |
|              | Invoice        | Date         | Description   |  | Amount             |
|              | 9630880        | 05/12/2020   | Shovels, staples  |  | \$99.66            |
| 95896        | 06/29/2020     |              |   | FAMILY SERVICE AGENCY OF THE CENTRAL COAST | \$6,238.00         |
|              | Invoice        | Date         | Description   |  | Amount             |
|              | CG062020       | 06/22/2020   | FY19/20 Community Grants  |  | \$6,238.00         |
| 95897        | 06/29/2020     |              |   | FARWEST NURSERY                            | \$183.77           |
|              | Invoice        | Date         | Description   |  | Amount             |
|              | 915251         | 05/26/2020   | Hanging pots, potting soil for City Hall  |  | \$183.77           |

Attachment: 6-29-20 Check Register (Approval of City Check Registers)

## City Checks Issued June 29, 2020

| Check Number | Invoice Number | Invoice Date | Description   | Payee Name                                   | Transaction Amount |
|--------------|----------------|--------------|---|--|--------------------|
| 95898        | 06/29/2020     |              |   | FERGUSON ENTERPRISES INC 795                 | \$358.93           |
|              | Invoice        | Date         | Description   |  | Amount             |
|              | 8531276        | 06/08/2020   | Battery sensor retrofit kit                                   |  | \$288.85           |
|              | 8531809        | 06/12/2020   | Shop supplies   |  | \$70.08            |
| 95899        | 06/29/2020     |              |   | FIRST ALARM                                  | \$239.10           |
|              | Invoice        | Date         | Description   |  | Amount             |
|              | 551697         | 06/15/2020   | PD evidence room quarterly monitoring                         |  | \$239.10           |
| 95900        | 06/29/2020     |              |   | FLYERS ENERGY LLC                            | \$5,633.11         |
|              | Invoice        | Date         | Description   |  | Amount             |
|              | CFS-2291784    | 05/31/2020   | Fuel for motorcycle school training                           |  | \$56.51            |
|              | 20-128754      | 06/05/2020   | 456 gallons gasoline  |  | \$1,445.07         |
|              | 20-128755      | 06/05/2020   | 97 gallons diesel   |  | \$262.53           |
|              | 20-130460      | 06/10/2020   | 260 gallons diesel  |  | \$728.90           |
|              | 20-131867      | 06/12/2020   | 285 gallons gasoline  |  | \$899.32           |
|              | 20-133807      | 06/18/2020   | Replenish fleet AW 46   |  | \$776.35           |
|              | 20-133809      | 06/18/2020   | 60 gallons diesel   |  | \$176.26           |
|              | 20-134564      | 06/18/2020   | 274 gallons gasoline  |  | \$877.41           |
|              | 20-131868      | 06/12/2020   | 146 gallons diesel  |  | \$410.76           |
| 95901        | 06/29/2020     |              |   | GENE BREGMAN & ASSOCIATES                    | \$10,000.00        |
|              | Invoice        | Date         | Description   |  | Amount             |
|              | GBA0612220     | 06/12/2020   | Public opinion survey   |  | \$10,000.00        |
| 95902        | 06/29/2020     |              |   | HOME DEPOT CREDIT SERVICES                   | \$275.01           |
|              | Invoice        | Date         | Description   |  | Amount             |
|              | 0634427        | 06/16/2020   | Anchor ring, lashing strap                                    |  | \$34.72            |
|              | 4614794        | 06/12/2020   | Hitch pin, lock nuts, screws                                  |  | \$15.61            |
|              | 6621551        | 06/10/2020   | Stucco mix, tool bag, green foam float, tape, markers, trowel |  | \$148.46           |
|              | 8621211        | 06/08/2020   | Propane tank exchange - flume                                 |  | \$22.86            |
|              | 2051876        | 06/04/2020   | Broom   |  | \$23.72            |
|              | 4621792        | 06/12/2020   | AAA batteries   |  | \$11.96            |
|              | 0523310        | 06/26/2020   | Peg hooks, straight hooks                                     |  | \$17.68            |
| 95903        | 06/29/2020     |              |   | HOMELESS SERVICE CENTER OF SANTA CRUZ COUNTY | \$1,422.00         |
|              | Invoice        | Date         | Description   |  | Amount             |
|              | CG062020       | 06/22/2020   | FY19/20 Community Grants                                      |  | \$1,422.00         |
| 95904        | 06/29/2020     |              |   | HOSPICE of SANTA CRUZ COUNTY                 | \$853.00           |
|              | Invoice        | Date         | Description   |  | Amount             |
|              | CG062020       | 06/22/2020   | FY19/20 Community Grants                                      |  | \$853.00           |
| 95905        | 06/29/2020     |              |   | HUMBOLDT PETROLEUM LLC                       | \$26.00            |
|              | Invoice        | Date         | Description   |  | Amount             |
|              | 089179         | 05/31/2020   | May car washes  |  | \$26.00            |
| 95906        | 06/29/2020     |              |   | INTERNATIONAL BRONZE PLAQUE COMPANY          | \$556.00           |
|              | Invoice        | Date         | Description   |  | Amount             |
|              | 20-55336       | 06/23/2020   | Memorial plaque   |  | \$139.00           |
|              | 20-55400       | 06/26/2020   | Memorial plaques (3)  |  | \$417.00           |

Attachment: 6-29-20 Check Register (Approval of City Check Registers)

# City Checks Issued June 29, 2020

| Check Number | Invoice Number  | Invoice Date | Description   | Payee Name                                | Transaction Amount |
|--------------|-----------------|--------------|---|---|--------------------|
| 95907        | 06/29/2020      |              |   | INTERSTATE BATTERY SYSTEM OF SAN JOSE INC | \$429.98           |
|              | Invoice         | Date         | Description   |   | Amount             |
|              | 50286007        | 06/11/2020   | Specialty battery                                       |   | \$129.57           |
|              | 50286151        | 06/18/2020   | Specialty batteries                                     |   | \$300.41           |
| 95908        | 06/29/2020      |              |   | INTERSTATE TRAFFIC CONTROL PRODUCTS       | \$525.55           |
|              | Invoice         | Date         | Description   |   | Amount             |
|              | 238400          | 06/11/2020   | Beach rules signs                                       |   | \$525.55           |
| 95909        | 06/29/2020      |              |   | KBA Document Solutions LLC                | \$71.91            |
|              | Invoice         | Date         | Description   |   | Amount             |
|              | 55Y1095686      | 06/15/2020   | City Hall copier usage charges<br>2211 - IT             |   | \$71.91            |
| 95910        | 06/29/2020      |              |   | KELLY MOORE PAINT COMPANY INC.            | \$46.74            |
|              | Invoice         | Date         | Description   |   | Amount             |
|              | 803-00000877664 | 06/22/2020   | Wharf paint<br>1311 - Wharf                             |   | \$46.74            |
| 95911        | 06/29/2020      |              |   | KIMLEY HORN AND ASSOCIATES INC            | \$18,176.64        |
|              | Invoice         | Date         | Description   |   | Amount             |
|              | 16730098        | 05/31/2020   | May Capitola Ave. sidewalk PS&E submittal<br>1200 - CIP |   | \$18,176.64        |
| 95912        | 06/29/2020      |              |   | KING'S PAINT AND PAPER INC.               | \$15.18            |
|              | Invoice         | Date         | Description   |   | Amount             |
|              | A0296793        | 05/04/2020   | Blue tiger bearing frame, micron pro                    |   | \$15.18            |
| 95913        | 06/29/2020      |              |   | LABORMAX STAFFING                         | \$3,533.86         |
|              | Invoice         | Date         | Description   |   | Amount             |
|              | 26-122020       | 06/05/2020   | Seasonal labor 5/30 - 6/5/20                            |   | \$1,236.85         |
|              | 26-122232       | 06/12/2020   | Seasonal labor 6/6 - 6/12/20                            |   | \$1,307.53         |
|              | 26-122440       | 06/19/2020   | Seasonal labor 6/13 - 6/19/20                           |   | \$989.48           |
| 95914        | 06/29/2020      |              |   | LIUNA PENSION FUND                        | \$985.60           |
|              | Invoice         | Date         | Description   |   | Amount             |
|              | DR0493          | 06/19/2020   | June LIUNA pension dues<br>1001 - Payroll               |   | \$985.60           |
| 95915        | 06/29/2020      |              |   | MBS BUSINESS SYSTEMS                      | \$673.88           |
|              | Invoice         | Date         | Description   |   | Amount             |
|              | 387579          | 06/26/2020   | April - June PD copier charges                          |   | \$673.88           |
| 95916        | 06/29/2020      |              |   | MID COUNTY AUTO SUPPLY                    | \$69.31            |
|              | Invoice         | Date         | Description   |   | Amount             |
|              | MID-843614      | 06/17/2020   | Spot remover, car wax cleaner, auto paint               |   | \$71.95            |
|              | MID-833724      | 06/10/2020   | Ford Explorer air filter                                |   | \$13.64            |
|              | MID-816252      | 05/28/2020   | Return alternator                                       |   | (\$75.00)          |
|              | MID-815584      | 05/28/2020   | Gas shocks  |   | \$110.62           |
|              | MID-793511      | 05/11/2020   | Return control arm, tie rods                            |   | (\$290.94)         |
|              | MID-793197      | 05/11/2020   | Ford Ranger control arms                                |   | \$148.20           |
|              | MID-854459      | 06/25/2020   | Wiper blades (12)                                       |   | \$90.84            |

Attachment: 6-29-20 Check Register (Approval of City Check Registers)

# City Checks Issued June 29, 2020

| Check Number | Invoice Number | Invoice Date | Description  | Payee Name                      | Transaction Amount |
|--------------|----------------|--------------|--|---------------------------------|--------------------|
| 95917        | 06/29/2020     |              |  | MILLER'S TRANSFER & STORAGE CO. | \$595.35           |
|              | Invoice        | Date         | Description  |                                 | Amount             |
|              | 92154          | 06/03/2020   | June record storage & May warehouse handling                             |                                 | \$212.45           |
|              | 91936          | 03/11/2020   | March record storage & February warehouse handling                       |                                 | \$382.90           |
| 95918        | 06/29/2020     |              |  | MISSION LINEN SUPPLY            | \$607.98           |
|              | Invoice        | Date         | Description  |                                 | Amount             |
|              | 512617211      | 06/10/2020   | Fleet linen service  |                                 | \$41.25            |
|              | 512662841      | 06/17/2020   | Fleet linen service  |                                 | \$41.25            |
|              | 512617212      | 06/10/2020   | Corp. yard linen service, mats, towels                                   |                                 | \$118.12           |
|              | 512578715      | 06/03/2020   | Corp. yard linen service, mats, towels                                   |                                 | \$227.86           |
|              | 512662842      | 06/17/2020   | Corp. yard linen service, mats, towels                                   |                                 | \$138.25           |
|              | 512709739      | 06/24/2020   | Fleet towels, uniform cleaning   |                                 | \$41.25            |
| 95919        | 06/29/2020     |              |  | MOFFATT AND NICHOL              | \$36,196.10        |
|              | Invoice        | Date         | Description  |                                 | Amount             |
|              | 751914         | 06/25/2020   | Wharf design, permitting, jetty specs, flume & jetty cost est.           |                                 | \$13,154.55        |
|              | 750861         | 05/14/2020   | Wharf design & permitting, flume & jetty biological report<br>1200 - CIP |                                 | \$23,041.55        |
| 95920        | 06/29/2020     |              |  | MONARCH SERVICES                | \$2,014.50         |
|              | Invoice        | Date         | Description  |                                 | Amount             |
|              | CG062020       | 06/22/2020   | FY19/20 Community Grants   |                                 | \$2,014.50         |
| 95921        | 06/29/2020     |              |  | MONTEREY ONE WATER              | \$380.00           |
|              | Invoice        | Date         | Description  |                                 | Amount             |
|              | 13362          | 05/08/2020   | Regional storm water TV ad buy program                                   |                                 | \$380.00           |
| 95922        | 06/29/2020     |              |  | NATIVE ANIMAL RESCUE            | \$637.00           |
|              | Invoice        | Date         | Description  |                                 | Amount             |
|              | CG062020       | 06/22/2020   | FY19/20 Community Grants   |                                 | \$637.00           |
| 95923        | 06/29/2020     |              |  | O'NEILL SEA ODYSSEY             | \$1,562.00         |
|              | Invoice        | Date         | Description  |                                 | Amount             |
|              | CG062020       | 06/22/2020   | FY19/20 Community Grants<br>1305 - Restricted TOT                        |                                 | \$1,562.00         |
| 95924        | 06/29/2020     |              |  | O'REILLY AUTO PARTS             | \$560.81           |
|              | Invoice        | Date         | Description  |                                 | Amount             |
|              | 2763-137217    | 06/10/2020   | Fusions  |                                 | \$156.70           |
|              | 2763-137450    | 06/11/2020   | Exhaust fluid  |                                 | \$61.00            |
|              | 2763-137661    | 06/12/2020   | License lite   |                                 | \$7.84             |
|              | 2763-138378    | 06/15/2020   | Oil filters (3)  |                                 | \$12.69            |
|              | 2763-138616    | 06/16/2020   | Car and truck covers   |                                 | \$287.72           |
|              | 2763-140187    | 06/23/2020   | Drying tools   |                                 | \$34.86            |
| 95925        | 06/29/2020     |              |  | OUTDOOR SUPPLY HARDWARE         | \$107.70           |
|              | Invoice        | Date         | Description  |                                 | Amount             |
|              | A96068         | 06/11/2020   | Bulk fasteners. lap links  |                                 | \$14.26            |
|              | A90377         | 06/04/2020   | Soil booster   |                                 | \$39.20            |
|              | B03684         | 06/20/2020   | Fender washer  |                                 | \$11.76            |
|              | B00964         | 06/17/2020   | Truck rope   |                                 | \$42.48            |
|              |                |              | 1000 - General Fund  | \$65.22                         |                    |
|              |                |              | 1311 - Wharf   | \$42.48                         |                    |

Attachment: 6-29-20 Check Register (Approval of City Check Registers)

# City Checks Issued June 29, 2020

| Check Number | Invoice Number  | Invoice Date | Description  | Payee Name                         | Transaction Amount |
|--------------|-----------------|--------------|--|------------------------------------|--------------------|
| 95926        | 06/29/2020      |              |  | PACIFIC GALVANIZING                | \$693.08           |
|              | Invoice         | Date         | Description  |                                    | Amount             |
|              | PG1169381       | 06/11/2020   | Wharf sign, columns<br>1311 - Wharf                          |                                    | \$693.08           |
| 95927        | 06/29/2020      |              |  | PACIFIC GAS & ELECTRIC             | \$11,136.85        |
|              | Invoice         | Date         | Description  |                                    | Amount             |
|              | PGE061420-acct9 | 06/14/2020   | June gas and electricity                                     |                                    | \$11,136.85        |
|              |                 |              | 1000 - General Fund  | \$3,658.40                         |                    |
|              |                 |              | 1300 - SLESF   | \$102.92                           |                    |
|              |                 |              | 1310 - Gas tax   | \$6,191.96                         |                    |
|              |                 |              | 1311 - Wharf   | \$1,183.57                         |                    |
| 95928        | 06/29/2020      |              |  | PALACE BUSINESS SOLUTIONS          | \$828.37           |
|              | Invoice         | Date         | Description  |                                    | Amount             |
|              | 582506-0        | 06/12/2020   | Lens cleaner, envelopes, paper, markers                      |                                    | \$132.04           |
|              | 582098-0        | 06/05/2020   | USB drives (2)   |                                    | \$47.20            |
|              | 9703351-0       | 06/11/2020   | Binders  |                                    | \$13.06            |
|              | 9703144-0       | 06/10/2020   | Binders, markers, pens, erasers                              |                                    | \$225.32           |
|              | 9701965-0       | 06/04/2020   | Sidewalk chalk, painter tape, markers, plastic bottles, pens |                                    | \$226.32           |
|              | 583074-0        | 06/23/2020   | Folders, paper, tape, pens, envelopes                        |                                    | \$184.43           |
|              |                 |              | 1000 - General Fund  | \$643.94                           |                    |
|              |                 |              | 2210 - Stores  | \$184.43                           |                    |
| 95929        | 06/29/2020      |              |  | PEDRO ZAMORA                       | \$610.91           |
|              | Invoice         | Date         | Description  |                                    | Amount             |
|              | PZ061220        | 06/12/2020   | Motorcycle training school meals reimbursement               |                                    | \$610.91           |
| 95930        | 06/29/2020      |              |  | PET PALS DISCOUNT PET SUPPLIES     | \$712.94           |
|              | Invoice         | Date         | Description  |                                    | Amount             |
|              | PetPals053120   | 05/31/2020   | K-9 supplies   |                                    | \$712.94           |
| 95931        | 06/29/2020      |              |  | PHIL ALLEGRI ELECTRIC INC.         | \$2,314.28         |
|              | Invoice         | Date         | Description  |                                    | Amount             |
|              | 27411           | 06/10/2020   | Capitola village pump sensor wiring                          |                                    | \$280.00           |
|              | 27450           | 06/22/2020   | Francesca Circle area material                               |                                    | \$2,034.28         |
| 95932        | 06/29/2020      |              |  | PITNEY BOWES                       | \$325.26           |
|              | Invoice         | Date         | Description  |                                    | Amount             |
|              | PB061920        | 06/19/2020   | City Hall postage machine rental<br>2210 - Stores            |                                    | \$325.26           |
| 95933        | 06/29/2020      |              |  | POWER ENGINEERING CONTRACTORS INC. | \$213,493.79       |
|              | Invoice         | Date         | Description  |                                    | Amount             |
|              | 2001-02         | 05/20/2020   | Wharf emergency deck stabilization<br>1200 - CIP             |                                    | \$213,493.79       |
| 95934        | 06/29/2020      |              |  | PREFERRED BENEFIT INSURANCE ADMIN. | \$5,219.30         |
|              | Invoice         | Date         | Description  |                                    | Amount             |
|              | EIA32943        | 06/01/2020   | June dental and vision insurance                             |                                    | \$5,219.30         |
|              |                 |              | 1000 - General Fund  | \$186.60                           |                    |
|              |                 |              | 1001 - Payroll   | \$5,032.70                         |                    |

Attachment: 6-29-20 Check Register (Approval of City Check Registers)

# City Checks Issued June 29, 2020

| Check Number | Invoice Number | Invoice Date | Description  | Payee Name                            | Transaction Amount |
|--------------|----------------|--------------|--|---------------------------------------|--------------------|
| 95935        | 06/29/2020     |              |  | RDO EQUIPMENT CO.                     | \$43.83            |
|              | Invoice        | Date         | Description  |                                       | Amount             |
|              | P1310339       | 06/10/2020   | Bushings   |                                       | \$43.83            |
| 95936        | 06/29/2020     |              |  | ROBERT IVERS                          | \$160.00           |
|              | Invoice        | Date         | Description  |                                       | Amount             |
|              | 5276           | 03/19/2020   | Sweeper opacity test                                     |                                       | \$80.00            |
|              | 5277           | 03/19/2020   | 2008 Ford opacity test                                   |                                       | \$80.00            |
| 95937        | 06/29/2020     |              |  | ROBERT M PATTERSON                    | \$150.00           |
|              | Invoice        | Date         | Description  |                                       | Amount             |
|              | RMP060420      | 06/04/2020   | Administrative hearings (3)                              |                                       | \$150.00           |
| 95938        | 06/29/2020     |              |  | ROYAL WHOLESALE ELECTRIC              | \$4.45             |
|              | Invoice        | Date         | Description  |                                       | Amount             |
|              | 7719-660008    | 06/18/2020   | Recycling fluorescent bulbs                              |                                       | \$4.45             |
| 95939        | 06/29/2020     |              |  | S&S WORLDWIDE INC.                    | \$196.52           |
|              | Invoice        | Date         | Description  |                                       | Amount             |
|              | IN100527691    | 06/07/2020   | Camp supplies  |                                       | \$196.52           |
| 95940        | 06/29/2020     |              |  | SAN JUAN POWDER COATING               | \$2,000.00         |
|              | Invoice        | Date         | Description  |                                       | Amount             |
|              | 977679         | 06/25/2020   | Sign sandblasting and primer                             |                                       | \$2,000.00         |
| 95941        | 06/29/2020     |              |  | SAN LORENZO LUMBER                    | \$321.69           |
|              | Invoice        | Date         | Description  |                                       | Amount             |
|              | 55-0550462     | 06/06/2020   | Lumber   |                                       | \$91.88            |
|              | 55-0547313     | 05/26/2020   | Lumber   |                                       | \$18.77            |
|              | 55-0549782     | 06/04/2020   | Sun glasses  |                                       | \$21.57            |
|              | 55-0550826     | 06/08/2020   | Bucket, washers, hex nuts                                |                                       | \$106.63           |
|              | 55-0553794     | 06/18/2020   | Wharf washers, bucket, screws, scissors, bungee cord     |                                       | \$82.84            |
|              |                |              | 1000 - General Fund                                      | \$238.85                              |                    |
|              |                |              | 1311 - Wharf   | \$82.84                               |                    |
| 95942        | 06/29/2020     |              |  | SANTA CRUZ COUNTY SANITATION DISTRICT | \$150.00           |
|              | Invoice        | Date         | Description  |                                       | Amount             |
|              | SCC060220      | 06/02/2020   | Special discharge permit renewal & FY19/20 sewer service |                                       | \$150.00           |
| 95943        | 06/29/2020     |              |  | SANTA CRUZ SENTINEL                   | \$1,102.40         |
|              | Invoice        | Date         | Description  |                                       | Amount             |
|              | 0001252788     | 05/31/2020   | May public notices                                       |                                       | \$1,102.40         |
| 95944        | 06/29/2020     |              |  | SANTA CRUZ TODDLER CARE CENTER        | \$662.50           |
|              | Invoice        | Date         | Description  |                                       | Amount             |
|              | CG062020       | 06/22/2020   | FY19/20 Community Grants                                 |                                       | \$662.50           |
|              |                |              | 1305 - Restricted TOT                                    |                                       |                    |
| 95945        | 06/29/2020     |              |  | SECOND HARVEST FOOD BANK              | \$5,546.00         |
|              | Invoice        | Date         | Description  |                                       | Amount             |
|              | CG062020       | 06/22/2020   | FY19/20 Community Grants                                 |                                       | \$5,546.00         |
| 95946        | 06/29/2020     |              |  | SENIOR CITIZENS LEGAL SERVICES        | \$5,391.00         |
|              | Invoice        | Date         | Description  |                                       | Amount             |
|              | CG062020       | 06/22/2020   | FY19/20 Community Grants                                 |                                       | \$5,391.00         |

Attachment: 6-29-20 Check Register (Approval of City Check Registers)

# City Checks Issued June 29, 2020

| Check Number | Invoice Number | Invoice Date | Description                                  | Payee Name                       | Transaction Amount |
|--------------|----------------|--------------|--|----------------------------------|--------------------|
| 95947        | 06/29/2020     |              |  | SENIOR NETWORK SERVICES INC.     | \$1,360.00         |
|              | Invoice        | Date         | Description                                  |                                  | Amount             |
|              | CG062020       | 06/22/2020   | FY19/20 Community Grants                     |                                  | \$1,360.00         |
| 95948        | 06/29/2020     |              |  | SENIORS COUNCIL OF SC COUNTY     | \$4,529.00         |
|              | Invoice        | Date         | Description                                  |                                  | Amount             |
|              | CG062020       | 06/22/2020   | FY19/20 Community Grants                     |                                  | \$4,529.00         |
| 95949        | 06/29/2020     |              |  | STAPLES ADVANTAGE                | \$128.19           |
|              | Invoice        | Date         | Description                                  |                                  | Amount             |
|              | 8058614446     | 06/06/2020   | Dust-off, paper plates, cups, markers        |                                  | \$128.19           |
| 95950        | 06/29/2020     |              |  | SUMMIT UNIFORMS                  | \$226.15           |
|              | Invoice        | Date         | Description                                  |                                  | Amount             |
|              | 66920          | 05/26/2020   | Pants  |                                  | \$97.23            |
|              | 66921          | 05/26/2020   | Uniform pants, shirt                         |                                  | \$128.92           |
| 95951        | 06/29/2020     |              |  | THE CLEANING MACHINE INC.        | \$2,760.00         |
|              | Invoice        | Date         | Description                                  |                                  | Amount             |
|              | 6416           | 06/02/2020   | Pressure washing village sidewalks           |                                  | \$2,760.00         |
| 95952        | 06/29/2020     |              |  | THE DIVERSITY CENTER             | \$568.50           |
|              | Invoice        | Date         | Description                                  |                                  | Amount             |
|              | CG062020       | 06/22/2020   | FY19/20 Community Grants                     |                                  | \$568.50           |
| 95953        | 06/29/2020     |              |  | THE HOME DEPOT PRO               | \$3,730.23         |
|              | Invoice        | Date         | Description                                  |                                  | Amount             |
|              | 553287707      | 05/29/2020   | Janitorial supplies                          |                                  | \$432.40           |
|              | 552816225      | 05/27/2020   | Return hand sanitizer                        |                                  | (\$616.98)         |
|              | 557002219      | 06/18/2020   | Bathroom supplies                            |                                  | \$248.61           |
|              | 557002227      | 06/18/2020   | Bathroom supplies                            |                                  | \$277.66           |
|              | 557002235      | 06/18/2020   | Janitorial supplies                          |                                  | \$123.48           |
|              | 556310589      | 06/16/2020   | Janitorial supplies                          |                                  | \$1,742.17         |
|              | 556245835      | 06/15/2020   | Janitorial supplies                          |                                  | \$497.21           |
|              | 557063831      | 06/19/2020   | Janitorial supplies                          |                                  | \$1,025.68         |
| 95954        | 06/29/2020     |              |  | TIRE CHOICE AUTO SERVICE CENTERS | \$791.61           |
|              | Invoice        | Date         | Description                                  |                                  | Amount             |
|              | 201887         | 04/09/2020   | 2017 Toyota Tacoma flat repair               |                                  | \$29.50            |
|              | 202070         | 05/01/2020   | 2018 Ford tire mount and balance             |                                  | \$99.52            |
|              | 202646         | 06/24/2020   | 2014 Ford SUV mount and balance tires        |                                  | \$86.87            |
|              | 202054-2       | 04/28/2020   | Remaining balance for tire mount and balance |                                  | \$0.01             |
|              | 202463         | 06/10/2020   | 2016 Ford Explorer tires, tire rotation      |                                  | \$575.71           |
| 95955        | 06/29/2020     |              |  | TPX COMMUNICATIONS               | \$1,518.74         |
|              | Invoice        | Date         | Description                                  |                                  | Amount             |
|              | 131299889-0    | 06/23/2020   | June phone service                           |                                  | \$1,518.74         |
|              |                |              | 1000 - General Fund                          | \$823.91                         |                    |
|              |                |              | 2211 - IT                                    | \$694.83                         |                    |
| 95956        | 06/29/2020     |              |  | TUCKER SANDEN                    | \$1,000.00         |
|              | Invoice        | Date         | Description                                  |                                  | Amount             |
|              | 376014         | 06/08/2020   | Flume repairs                                |                                  | \$1,000.00         |

Attachment: 6-29-20 Check Register (Approval of City Check Registers)

# City Checks Issued June 29, 2020

| Check Number | Invoice Number | Invoice Date | Description   | Payee Name                          | Transaction Amount |
|--------------|----------------|--------------|---|-------------------------------------|--------------------|
| 95957        | 06/29/2020     |              |   | UNITED PARCEL SERVICE               | \$48.84            |
|              | Invoice        | Date         | Description   |                                     | Amount             |
|              | 0000954791240  | 06/13/2020   | Shipping charges  |                                     | \$14.10            |
|              | 0000954791190  | 05/09/2020   | Shipping charges  |                                     | \$13.37            |
|              | 0000954791250  | 06/20/2020   | Shipping charges  |                                     | \$21.37            |
| 95958        | 06/29/2020     |              |   | UNITED RENTALS (NORTH AMERICA) INC. | \$328.55           |
|              | Invoice        | Date         | Description   |                                     | Amount             |
|              | 182548717-003  | 06/10/2020   | Trash pump, hose camlocks - flume                                 |                                     | \$328.55           |
| 95959        | 06/29/2020     |              |   | UNITED WAY OF SANTA CRUZ COUNTY     | \$1,061.00         |
|              | Invoice        | Date         | Description   |                                     | Amount             |
|              | CG062020       | 06/22/2020   | FY19/20 Community Grants - 211 help line<br>1305 - Restricted TOT |                                     | \$1,061.00         |
| 95960        | 06/29/2020     |              |   | UNITED WAY OF SANTA CRUZ COUNTY     | \$1,061.00         |
|              | Invoice        | Date         | Description   |                                     | Amount             |
|              | CG062020TOT    | 06/22/2020   | FY19/20 Community Grants  |                                     | \$1,061.00         |
| 95961        | 06/29/2020     |              |   | UNITED WAY OF SANTA CRUZ COUNTY     | \$30.00            |
|              | Invoice        | Date         | Description   |                                     | Amount             |
|              | UW061920       | 06/19/2020   | June United Way contributions<br>1001 - Payroll                   |                                     | \$30.00            |
| 95962        | 06/29/2020     |              |   | UPEC LIUNA LOCAL 792                | \$1,045.00         |
|              | Invoice        | Date         | Description   |                                     | Amount             |
|              | UPEC060120     | 06/19/2020   | June UPEC dues<br>1001 - Payroll                                  |                                     | \$1,045.00         |
| 95963        | 06/29/2020     |              |   | US BANK PARS Acct 6746022400        | \$1,143.40         |
|              | Invoice        | Date         | Description   |                                     | Amount             |
|              | PARS061920     | 06/19/2020   | PARS contributions PPE 6/13/20<br>1001 - Payroll                  |                                     | \$1,143.40         |
| 95964        | 06/29/2020     |              |   | VERIZON WIRELESS                    | \$2,796.90         |
|              | Invoice        | Date         | Description   |                                     | Amount             |
|              | 9856390112     | 06/10/2020   | June telephone charges  |                                     | \$2,796.90         |
| 95965        | 06/29/2020     |              |   | VISTA CENTER FOR THE BLIND          | \$1,007.00         |
|              | Invoice        | Date         | Description   |                                     | Amount             |
|              | CG062020       | 06/22/2020   | FY19/20 Community Grants  |                                     | \$1,007.00         |
| 95966        | 06/29/2020     |              |   | VOLUNTEER CENTERS OF SC COUNTY      | \$1,705.50         |
|              | Invoice        | Date         | Description   |                                     | Amount             |
|              | CG062020       | 06/22/2020   | FY19/20 Community Grants  |                                     | \$1,705.50         |
| 95967        | 06/29/2020     |              |   | WATSONVILLE BLUEPRINT               | \$102.48           |
|              | Invoice        | Date         | Description   |                                     | Amount             |
|              | 92908          | 06/03/2020   | Park Ave. storm damage bond copies                                |                                     | \$32.12            |
|              | 92983          | 06/08/2020   | Brommer St. bond copies<br>1200 - CIP                             |                                     | \$70.36            |
| 95968        | 06/29/2020     |              |   | WESTERN EXTERMINATOR COMPANY        | \$128.00           |
|              | Invoice        | Date         | Description   |                                     | Amount             |
|              | 8094230        | 05/31/2020   | Cliff turnouts rodent control                                     |                                     | \$64.00            |
|              | 8094229        | 05/31/2020   | City Hall rodent control  |                                     | \$64.00            |

Attachment: 6-29-20 Check Register (Approval of City Check Registers)

# City Checks Issued June 29, 2020

| Check Number | Invoice Number | Invoice Date | Description     | Payee Name              | Transaction Amount |
|--------------|----------------|--------------|-----------------|-------------------------|--------------------|
| 95969        | 06/29/2020     |              |                 | ZEP SALES & SERVICE     | \$107.02           |
|              | Invoice        | Date         | Description     |                         | Amount             |
|              | 9005266768     | 06/12/2020   | Hand sanitizer  |                         | \$107.02           |
| 95970        | 06/29/2020     |              |                 | Corey or Julie Williams | \$98.00            |
|              | Invoice        | Date         | Description     |                         | Amount             |
|              | 200126861      | 06/05/2020   | Citation refund |                         | \$98.00            |
| 95971        | 06/29/2020     |              |                 | Tim Johnson             | \$96.00            |
|              | Invoice        | Date         | Description     |                         | Amount             |
|              | 200124563      | 06/05/2020   | Citation refund |                         | \$96.00            |

Type Check Totals: \$523,179.28

EFT

|     |               |            |  |                                   |             |
|-----|---------------|------------|--|-----------------------------------|-------------|
| 959 | 06/23/2020    |            | 06/30/2020   | CalPERS Member Services Division  | \$51,134.65 |
|     | Invoice       | Date       | Description  |                                   | Amount      |
|     | 1001588988-92 | 06/23/2020 | PERS contributions PPE 6/13/20<br>1001 - Payroll     |                                   | \$51,134.65 |
| 960 | 06/23/2020    |            | 06/30/2020   | INTERNAL REVENUE SERVICE          | \$30,768.78 |
|     | Invoice       | Date       | Description  |                                   | Amount      |
|     | 45593424      | 06/23/2020 | Federal tax & Medicare PPE 6/13/20<br>1001 - Payroll |                                   | \$30,768.78 |
| 961 | 06/23/2020    |            | 06/30/2020   | STATE DISBURSEMENT UNIT           | \$1,232.76  |
|     | Invoice       | Date       | Description  |                                   | Amount      |
|     | XKY02QK6657   | 06/23/2020 | Employee garnishments PPE 6/13/20<br>1001 - Payroll  |                                   | \$1,232.76  |
| 962 | 06/23/2020    |            | 06/30/2020   | EMPLOYMENT DEVELOPMENT DEPARTMENT | \$8,892.66  |
|     | Invoice       | Date       | Description  |                                   | Amount      |
|     | 1-481-201-184 | 06/23/2020 | State taxes PPE 6/13/20<br>1001 - Payroll            |                                   | \$8,892.66  |
| 963 | 06/26/2020    |            | 06/30/2020   | VOYA FINANCIAL                    | \$6,227.16  |
|     | Invoice       | Date       | Description  |                                   | Amount      |
|     | VOYA061920    | 06/26/2020 | 457 contributions PPE 6/13/20<br>1001 - Payroll      |                                   | \$6,227.16  |
| 964 | 06/25/2020    |            | 06/30/2020   | DISCOVERY BENEFITS                | \$135.00    |
|     | Invoice       | Date       | Description  |                                   | Amount      |
|     | 0001166069-IN | 05/31/2020 | May FSA & COBRA admin.                               |                                   | \$135.00    |

Type EFT Totals: \$98,391.01

Library - Library

|     |            |            |   |                  |            |
|-----|------------|------------|---|------------------|------------|
| 206 | 06/29/2020 |            |   | CURTIS D. WALTON | \$5,000.00 |
|     | Invoice    | Date       | Description                             |                  | Amount     |
|     | 06262020   | 06/26/2020 | Library paver engraving initial deposit |                  | \$5,000.00 |

Library Check Totals: \$5,000.00

Attachment: 6-29-20 Check Register (Approval of City Check Registers)

# City Checks Issued June 29, 2020

| Check Number                    | Invoice Number | Invoice Date | Description | Payee Name   | Transaction Amount |
|---------------------------------|----------------|--------------|-------------|--------------|--------------------|
| <b>CITY - Main City Totals</b>  |                |              |             | <b>Count</b> | <b>Total</b>       |
| Checks                          |                |              |             | 115          | \$523,179.28       |
| EFTs                            |                |              |             | 6            | \$98,391.01        |
| All                             |                |              |             | 121          | \$621,570.29       |
| <b>Library - Library Totals</b> |                |              |             |              |                    |
| Checks                          |                |              |             | 1            | \$5,000.00         |
| EFTs                            |                |              |             | 0            | \$0.00             |
| All                             |                |              |             | 1            | \$5,000.00         |
| <b>WELLS - Payroll Totals</b>   |                |              |             |              |                    |
| Checks                          |                |              |             | 3            | \$10,345.03        |
| EFTs                            |                |              |             | 0            | \$0.00             |
| All                             |                |              |             | 3            | \$10,345.03        |
| <b>Grand Totals:</b>            |                |              |             |              |                    |
| Checks                          |                |              |             | 119          | \$538,524.31       |
| EFTs                            |                |              |             | 6            | \$98,391.01        |
| All                             |                |              |             | 125          | \$636,915.32       |

Attachment: 6-29-20 Check Register (Approval of City Check Registers)

City main account checks dated July 9, 2020, numbered 95972 to 96071 totaling \$996,396.65, plus 8 EFTs totaling \$152,789.20, plus 5 library checks and 1 EFT totaling \$22,983.28 and 2 payroll checks and 105 EFTs totaling \$172,630.79, for a grand total of \$1,344,799.92, have been reviewed and authorized for distribution by the City Manager.

As of July 9, 2020, the unaudited cash balance is \$4,452,215.99.

CASH POSITION - CITY OF CAPITOLA

July 9, 2020

|                                       | Net Balance            |
|---------------------------------------|------------------------|
| General Fund                          | \$ (1,503,832.14)      |
| Payroll Payables                      | \$ 32,064.33           |
| Contingency Reserve Fund              | \$ 2,061,345.66        |
| Facilities Reserve Fund               | \$ 522,829.72          |
| Capital Improvement Fund              | \$ 1,929,444.48        |
| Stores Fund                           | \$ 60,721.38           |
| Information Technology Fund           | \$ 283,863.14          |
| Equipment Replacement                 | \$ 478,832.92          |
| Self-Insurance Liability Fund         | \$ 123,849.52          |
| Workers' Comp. Ins. Fund              | \$ 318,797.79          |
| Compensated Absences Fund             | \$ 144,299.19          |
| <b>TOTAL UNASSIGNED GENERAL FUNDS</b> | <b>\$ 4,452,215.99</b> |

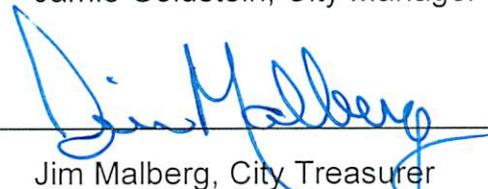
The Emergency Reserve Fund balance is \$1,374,205.54 (not included above).

The PERS Contingency Fund balance is \$906,463.52 (not included above).

The Library Fund balance is \$5,207,317.49 (not included above).

  
 \_\_\_\_\_  
 Jamie Goldstein, City Manager

7/24/20  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Jim Malberg, City Treasurer

7/14/20  
 \_\_\_\_\_  
 Date

Attachment: 7-9-20 Check Register (Approval of City Check Registers)

# City Checks Issued July 9, 2020

| Check Number | Invoice Number | Invoice Date | Description  | Payee Name                                    | Transaction Amount |
|--------------|----------------|--------------|--|---|--------------------|
| 95972        | 07/09/2020     |              |  | 2ND NATURE SOFTWARE INC.                      | \$6,710.00         |
|              | Invoice        | Date         | Description  |   | Amount             |
|              | 20-879-20      | 06/25/2020   | FY20/21 stormwater software license renewal              |   | \$6,710.00         |
| 95973        | 07/09/2020     |              |  | A TOOL SHED                                   | \$450.00           |
|              | Invoice        | Date         | Description  |   | Amount             |
|              | 1406712-5      | 07/05/2020   | Light towers for 4th of July                             |   | \$450.00           |
| 95974        | 07/09/2020     |              |  | ADT SECURITY SERVICES INC.                    | \$213.46           |
|              | Invoice        | Date         | Description  |   | Amount             |
|              | ADT062920      | 06/29/2020   | Corp. yard & museum ADT monitoring                       |   | \$213.46           |
| 95975        | 07/09/2020     |              |  | ALLIANT INSURANCE SERVICES INC NPB MAIN       | \$2,250.00         |
|              | Invoice        | Date         | Description  |   | Amount             |
|              | ACIP57         | 05/29/2020   | FY20/21 crime insurance<br>2213 - Self-Insurance         |   | \$2,250.00         |
| 95976        | 07/09/2020     |              |  | ALLIED UNIVERSAL                              | \$1,083.85         |
|              | Invoice        | Date         | Description  |   | Amount             |
|              | 10158330       | 07/02/2020   | McGregor skate park foot patrol                          |   | \$356.42           |
|              | 10158331       | 07/02/2020   | Esplanade park foot patrol                               |   | \$382.50           |
|              | 10158306       | 07/02/2020   | Jade St. park foot patrol                                |   | \$344.93           |
| 95977        | 07/09/2020     |              |  | ALLSAFE LOCK COMPANY                          | \$13.57            |
|              | Invoice        | Date         | Description  |   | Amount             |
|              | 53009          | 06/26/2020   | PD keys  |   | \$13.57            |
| 95978        | 07/09/2020     |              |  | ALVAREZ TECHNOLOGY GROUP INC                  | \$225.00           |
|              | Invoice        | Date         | Description  |   | Amount             |
|              | 55884          | 06/29/2020   | July antivirus software<br>2211 - IT                     |   | \$225.00           |
| 95979        | 07/09/2020     |              |  | AMAZON CAPITAL SERVICES                       | \$171.06           |
|              | Invoice        | Date         | Description  |   | Amount             |
|              | 1LTK-JNDG-33JT | 06/10/2020   | Inflatable balls, playground balls w/ carry bag and pump |   | \$116.59           |
|              | 1PNF-JRN3-CRCY | 06/29/2020   | Returned 4-panel shoji screen room divider               |   | (\$96.33)          |
|              | 179G-7M9Q-DPML | 06/05/2020   | Recreation room divider                                  |   | \$96.33            |
|              | 1NQ1-RT4Y-YMQJ | 06/24/2020   | USB bluetooth adaptor                                    |   | \$13.07            |
|              | 1XPR-PN3G-Y6DV | 07/04/2020   | Wireless doorbells (2) for City Hall                     |   | \$41.40            |
| 95980        | 07/09/2020     |              |  | ANDERSON PACIFIC ENGINEERING CONSTRUCTION INC | \$342,864.69       |
|              | Invoice        | Date         | Description  |   | Amount             |
|              | 2098-02        | 05/14/2020   | Chittenden Lane storm drain repairs                      |   | \$65,223.46        |
|              | 6 rev01        | 02/25/2020   | Park Ave. sidewalk construction                          |   | \$14,894.67        |
|              | 7              | 03/04/2020   | Park Ave. sidewalk construction                          |   | \$30,408.55        |
|              | 8              | 04/02/2020   | Park Ave. sidewalk construction                          |   | \$58,651.10        |
|              | 9              | 05/05/2020   | Park Ave. sidewalk construction                          |   | \$168,654.45       |
|              | 10 final rev01 | 06/26/2020   | Park Ave. sidewalk construction                          |   | \$5,032.46         |
|              |                |              | 1200 - CIP   | \$97,220.08                                   |                    |
|              |                |              | 1309 - RTC Streets                                       | \$245,644.61                                  |                    |
| 95981        | 07/09/2020     |              |  | ARCHIVES & ARCHITECTURE LLC                   | \$1,235.00         |
|              | Invoice        | Date         | Description  |   | Amount             |
|              | 2007           | 06/22/2020   | 205 El Salto Dr. preliminary evaluation #20-0150         |   | \$1,235.00         |

Attachment: 7-9-20 Check Register (Approval of City Check Registers)

City of Capitola  
**City Checks Issued July 9, 2020**

7.B.5

| Check Number | Invoice Number  | Invoice Date | Description  | Payee Name                                   | Transaction Amount |
|--------------|-----------------|--------------|--|--|--------------------|
| 95982        | 07/09/2020      |              |  | ASSOCIATION OF MONTEREY BAY AREA GOVERNMENTS | \$3,231.00         |
|              | Invoice         | Date         | Description  |  | Amount             |
|              | 4038            | 07/01/2020   | FY20-21 AMBAG jurisdiction dues                                      |  | \$3,231.00         |
| 95983        | 07/09/2020      |              |  | AUTHENTIC APPROACH                           | \$2,500.00         |
|              | Invoice         | Date         | Description  |  | Amount             |
|              | 11018           | 07/01/2020   | BIA communication & marketing, social media engagement<br>1321 - BIA |  | \$2,500.00         |
| 95984        | 07/09/2020      |              |  | AXCIENT                                      | \$125.00           |
|              | Invoice         | Date         | Description  |  | Amount             |
|              | FY20INEFI050056 | 06/30/2020   | June AppAssure storage<br>2211 - IT                                  |  | \$125.00           |
| 95985        | 07/09/2020      |              |  | B & B SMALL ENGINE REPAIR                    | \$21.66            |
|              | Invoice         | Date         | Description  |  | Amount             |
|              | 448423          | 06/24/2020   | Screw plug   |  | \$14.74            |
|              | 449480          | 07/07/2020   | Wheel  |  | \$6.92             |
| 95986        | 07/09/2020      |              |  | BEAR ELECTRICAL SOLUTIONS INC.               | \$646.80           |
|              | Invoice         | Date         | Description  |  | Amount             |
|              | 10588           | 05/31/2020   | May traffic signal maintenance - routine<br>1310 - Gas Tax           |  | \$646.80           |
| 95987        | 07/09/2020      |              |  | BEN NOBLE URBAN AND REGIONAL PLANNING        | \$1,350.00         |
|              | Invoice         | Date         | Description  |  | Amount             |
|              | 1282            | 06/19/2020   | May LCP implementation zoning code revisions<br>1313 - General Plan  |  | \$1,350.00         |
| 95988        | 07/09/2020      |              |  | BEN'S MOTORCYCLE WORKS                       | \$560.47           |
|              | Invoice         | Date         | Description  |  | Amount             |
|              | 6799            | 06/23/2020   | 2007 BMW motorcycle right cylinder head cover, gasket, labor         |  | \$560.47           |
| 95989        | 07/09/2020      |              |  | BURKE WILLIAMS AND SORENSEN LLP              | \$16,264.76        |
|              | Invoice         | Date         | Description  |  | Amount             |
|              | 256071          | 06/30/2020   | May city attorney services   |  | \$11,729.26        |
|              | 256070          | 06/30/2020   | May labor and employment legal services                              |  | \$256.50           |
|              | 256072          | 06/30/2020   | May planning legal services  |  | \$962.00           |
|              | 256073          | 06/30/2020   | May labor negotiations   |  | \$171.00           |
|              | 256074          | 06/30/2020   | May COVID-19 legal services  |  | \$3,146.00         |
| 95990        | 07/09/2020      |              |  | CA DEPARTMENT OF JUSTICE                     | \$882.00           |
|              | Invoice         | Date         | Description  |  | Amount             |
|              | 457483          | 06/30/2020   | Employee fingerprinting  |  | \$882.00           |
| 95991        | 07/09/2020      |              |  | CALIFORNIA COAST UNIFORM COMPANY             | \$357.73           |
|              | Invoice         | Date         | Description  |  | Amount             |
|              | 8071            | 06/19/2020   | Pants, shirt, tailoring charges                                      |  | \$249.73           |
|              | 8072            | 06/19/2020   | Tailoring remove Sgt. stripes  |  | \$16.00            |
|              | 8073            | 06/19/2020   | Taper pants legs and hem   |  | \$35.00            |
|              | 8074            | 06/19/2020   | Tailoring add shoulder patches, stripes to shirt                     |  | \$45.00            |
|              | 8075            | 06/19/2020   | Tailoring charges  |  | \$12.00            |
| 95992        | 07/09/2020      |              |  | CAPITOLA PEACE OFFICERS ASSOCIATION          | \$1,301.50         |
|              | Invoice         | Date         | Description  |  | Amount             |
|              | POA062720       | 06/27/2020   | POA dues PPE 6/27/20<br>1001 - Payroll                               |  | \$1,301.50         |
| 95993        | 07/09/2020      |              |  | CAPITOLA SELF STORAGE                        | \$630.00           |

Attachment: 7-9-20 Check Register (Approval of City Check Registers)

# City Checks Issued July 9, 2020

| Check Number | Invoice Number | Invoice Date | Description   | Payee Name                           | Transaction Amount |
|--------------|----------------|--------------|---|--------------------------------------|--------------------|
|              | Invoice        | Date         | Description   |                                      | Amount             |
|              | CSS061620      | 06/16/2020   | Museum 6-month storage rent unit #2823  |                                      | \$630.00           |
| 95994        | 07/09/2020     |              |   | CERTIFIED FOLDER DISPLAY SERVICE INC | \$1,532.18         |
|              | Invoice        | Date         | Description   |                                      | Amount             |
|              | 578801         | 07/01/2020   | BIA advertising<br>1321 - BIA   |                                      | \$1,532.18         |
| 95995        | 07/09/2020     |              |   | CHARTER COMMUNICATIONS               | \$3,462.31         |
|              | Invoice        | Date         | Description   |                                      | Amount             |
|              | 0000178070120  | 07/01/2020   | July internet service<br>1000 - General Fund \$1,311.07<br>2211 - IT \$2,151.24                   |                                      | \$3,462.31         |
| 95996        | 07/09/2020     |              |   | CHRISTINA MAE McDADE                 | \$187.20           |
|              | Invoice        | Date         | Description   |                                      | Amount             |
|              | CM062220       | 06/22/2020   | instructor payment  |                                      | \$187.20           |
| 95997        | 07/09/2020     |              |   | CLEAN BUILDING MAINTENANCE CO.       | \$3,719.13         |
|              | Invoice        | Date         | Description   |                                      | Amount             |
|              | 25309          | 06/30/2020   | June janitorial service<br>1000 - General Fund \$3,453.63<br>1311 - Wharf \$265.50                |                                      | \$3,719.13         |
| 95998        | 07/09/2020     |              |   | COMMUNITY ACTION BOARD               | \$325.23           |
|              | Invoice        | Date         | Description   |                                      | Amount             |
|              | CAB061620      | 06/16/2020   | May emergency housing assistance program reimbursement<br>5552 - Housing Successor                |                                      | \$325.23           |
| 95999        | 07/09/2020     |              |   | COMMUNITY PRINTERS                   | \$209.66           |
|              | Invoice        | Date         | Description   |                                      | Amount             |
|              | 27482011       | 06/24/2020   | EPO forms   |                                      | \$209.66           |
| 96000        | 07/09/2020     |              |   | CRYSTAL SPRINGS WATER CO.            | \$397.11           |
|              | Invoice        | Date         | Description   |                                      | Amount             |
|              | CSW063020      | 06/30/2020   | June drinking water   |                                      | \$397.11           |
| 96001        | 07/09/2020     |              |   | CSG Consultants Inc.                 | \$600.00           |
|              | Invoice        | Date         | Description   |                                      | Amount             |
|              | B200623        | 06/01/2020   | May building plan review services   |                                      | \$600.00           |
| 96002        | 07/09/2020     |              |   | CVS PHARMACY INC.                    | \$126.90           |
|              | Invoice        | Date         | Description   |                                      | Amount             |
|              | 7057           | 06/04/2020   | Tissues, band-aids, ziplock bags  |                                      | \$64.78            |
|              | 7711           | 06/10/2020   | Eye wash, wound wash, travel jars   |                                      | \$62.12            |
| 96003        | 07/09/2020     |              |   | D & G SANITATION                     | \$1,058.42         |
|              | Invoice        | Date         | Description   |                                      | Amount             |
|              | 272669         | 06/30/2020   | Esplanade portable hand wash station  |                                      | \$119.90           |
|              | 272670         | 06/30/2020   | Skate park hand wash station  |                                      | \$35.97            |
|              | 272671         | 06/30/2020   | Wharf portable toilet   |                                      | \$631.57           |
|              | 272672         | 06/30/2020   | Lower parking lot portable toilet rental<br>1000 - General Fund \$426.85<br>1311 - Wharf \$631.57 |                                      | \$270.98           |

Attachment: 7-9-20 Check Register (Approval of City Check Registers)

# City Checks Issued July 9, 2020

| Check Number | Invoice Number | Invoice Date | Description  | Payee Name                        | Transaction Amount |
|--------------|----------------|--------------|--|-----------------------------------|--------------------|
| 96004        | 07/09/2020     |              |  | DELL MARKETING LP                 | \$1,009.45         |
|              | Invoice        | Date         | Description  |                                   | Amount             |
|              | 10405935594    | 07/08/2020   | Basic hardware warranty repairs<br>2211 - IT   |                                   | \$1,009.45         |
| 96005        | 07/09/2020     |              |  | DUDEK                             | \$4,978.75         |
|              | Invoice        | Date         | Description  |                                   | Amount             |
|              | 202003407      | 05/19/2020   | April mall environmental consulting  |                                   | \$4,733.75         |
|              | 202004218      | 06/18/2020   | May mall environmental consulting  |                                   | \$245.00           |
| 96006        | 07/09/2020     |              |  | EMPLOYMENT DEVELOPMENT DEPARTMENT | \$63.66            |
|              | Invoice        | Date         | Description  |                                   | Amount             |
|              | L1858684256-26 | 06/27/2020   | Earnings withhold order PPE 6/27/20<br>1001 - Payroll  |                                   | \$63.66            |
| 96007        | 07/09/2020     |              |  | EQUITABLE                         | \$2,688.68         |
|              | Invoice        | Date         | Description  |                                   | Amount             |
|              | 118520         | 06/11/2020   | July LTD, STD, AD&D, life, dependent life<br>1000 - General Fund \$219.75<br>1001 - Payroll \$2,468.93 |                                   | \$2,688.68         |
| 96008        | 07/09/2020     |              |  | EWING IRRIGATION                  | \$116.92           |
|              | Invoice        | Date         | Description  |                                   | Amount             |
|              | 11947704       | 06/23/2020   | Rubber repair couplings, PVC elbows, ratchet center  |                                   | \$116.92           |
| 96009        | 07/09/2020     |              |  | FEDERAL EXPRESS                   | \$14.90            |
|              | Invoice        | Date         | Description  |                                   | Amount             |
|              | 7-043-50090    | 06/19/2020   | PD shipping  |                                   | \$14.90            |
| 96010        | 07/09/2020     |              |  | FERGUSON ENTERPRISES INC 795      | \$130.80           |
|              | Invoice        | Date         | Description  |                                   | Amount             |
|              | 8577644        | 06/25/2020   | Esplanade bathroom strainers   |                                   | \$130.80           |
| 96011        | 07/09/2020     |              |  | FLYERS ENERGY LLC                 | \$1,451.53         |
|              | Invoice        | Date         | Description  |                                   | Amount             |
|              | 20-137785      | 06/25/2020   | 50 gallons diesel  |                                   | \$148.61           |
|              | 20-137784      | 06/25/2020   | 403 gallons gasoline   |                                   | \$1,302.92         |
| 96012        | 07/09/2020     |              |  | GARDEN HAVEN NURSERY              | \$289.51           |
|              | Invoice        | Date         | Description  |                                   | Amount             |
|              | 00355729       | 06/25/2020   | Soil, plants   |                                   | \$289.51           |
| 96013        | 07/09/2020     |              |  | GINA ENRIQUEZ                     | \$3,689.83         |
|              | Invoice        | Date         | Description  |                                   | Amount             |
|              | GE062220       | 06/22/2020   | Instructor payment   |                                   | \$3,689.83         |
| 96014        | 07/09/2020     |              |  | GRANICUS LLC                      | \$1,190.70         |
|              | Invoice        | Date         | Description  |                                   | Amount             |
|              | 128112         | 07/01/2020   | July legislative management software<br>1320 - PEG   |                                   | \$1,190.70         |
| 96015        | 07/09/2020     |              |  | HUMBOLDT PETROLEUM LLC            | \$26.00            |
|              | Invoice        | Date         | Description  |                                   | Amount             |
|              | 089212         | 06/15/2020   | June car washes  |                                   | \$26.00            |
| 96016        | 07/09/2020     |              |  | JHS CONSULTING LLC                | \$450.00           |
|              | Invoice        | Date         | Description  |                                   | Amount             |
|              | 1181           | 06/15/2020   | May mall project management & environmental consulting   |                                   | \$450.00           |

Attachment: 7-9-20 Check Register (Approval of City Check Registers)

# City Checks Issued July 9, 2020

7.B.5

| Check Number | Invoice Number | Invoice Date | Description   | Payee Name                              | Transaction Amount |
|--------------|----------------|--------------|---|---|--------------------|
| 96017        | 07/09/2020     |              |   | KBA Document Solutions LLC              | \$275.20           |
|              | Invoice        | Date         | Description   |   | Amount             |
|              | 55Y1099951     | 07/01/2020   | City Hall copier usage charges                        |   | \$152.33           |
|              | 55Y1099950     | 07/01/2020   | City Hall & Recreation copier usage charges           |   | \$117.11           |
|              | 55Y1099273     | 06/29/2020   | Recreation copier usage charges                       |   | \$5.76             |
|              |                |              | 1001 - General Fund                                   | \$86.46                                 |                    |
|              |                |              | 2211 - IT   | \$188.74                                |                    |
| 96018        | 07/09/2020     |              |   | LABORMAX STAFFING                       | \$1,901.21         |
|              | Invoice        | Date         | Description   |   | Amount             |
|              | 26-122631      | 06/26/2020   | Seasonal labor 6/20 - 6/26                            |   | \$1,159.10         |
|              | 26-122835      | 07/03/2020   | Seasonal labor 6/27 - 6/30                            |   | \$742.11           |
| 96019        | 07/09/2020     |              |   | LAFCO/LOCAL AGENCY FORMATION COMMISSION | \$6,483.37         |
|              | Invoice        | Date         | Description   |   | Amount             |
|              | LAFCO20-21     | 07/01/2020   | LAFCO 20-21 fees                                      |   | \$6,483.37         |
| 96020        | 07/09/2020     |              |   | LUXLAUNDER                              | \$728.97           |
|              | Invoice        | Date         | Description   |   | Amount             |
|              | LL063020       | 06/29/2020   | Mat service for PD 6/12 and 6/30                      |   | \$98.56            |
|              | LL63020        | 06/29/2020   | June uniform cleaning                                 |   | \$630.41           |
| 96021        | 07/09/2020     |              |   | MASTER CLEANERS                         | \$607.46           |
|              | Invoice        | Date         | Description   |   | Amount             |
|              | 2020 June      | 06/29/2020   | Uniform cleaning June                                 |   | \$607.46           |
| 96022        | 07/09/2020     |              |   | McKim Corporation                       | \$498,270.72       |
|              | Invoice        | Date         | Description   |   | Amount             |
|              | 20725          | 06/26/2020   | Brommer St. progress payment #1<br>1309 - RTC Streets |   | \$498,270.72       |
| 96023        | 07/09/2020     |              |   | METRO MOBILE COMMUNICATIONS             | \$210.11           |
|              | Invoice        | Date         | Description   |   | Amount             |
|              | 44567          | 05/21/2020   | BMW motorcycle saddle bag organizers                  |   | \$210.11           |
| 96024        | 07/09/2020     |              |   | METROPOLITAN TRANSPORTATION COMMISSION  | \$1,500.00         |
|              | Invoice        | Date         | Description   |   | Amount             |
|              | 4926-AR11694   | 06/26/2020   | StreetSaver annual subscription<br>1310 - Gas Tax     |   | \$1,500.00         |
| 96025        | 07/09/2020     |              |   | MID COUNTY AUTO SUPPLY                  | \$115.48           |
|              | Invoice        | Date         | Description   |   | Amount             |
|              | MID-862850     | 07/01/2020   | Bucket truck replacement mast                         |   | \$5.82             |
|              | MID-864402     | 07/02/2020   | Glass fuse  |   | \$3.75             |
|              | MID-864592     | 07/02/2020   | Stop and tail lights, standard mini bulbs             |   | \$105.91           |
| 96026        | 07/09/2020     |              |   | MILLER'S TRANSFER & STORAGE CO.         | \$215.80           |
|              | Invoice        | Date         | Description   |   | Amount             |
|              | 92226          | 07/01/2020   | Monthly record storage and warehouse handling         |   | \$215.80           |
| 96027        | 07/09/2020     |              |   | MISSION LINEN SUPPLY                    | \$318.89           |
|              | Invoice        | Date         | Description   |   | Amount             |
|              | 512753591      | 07/01/2020   | Fleet uniform cleaning                                |   | \$41.25            |
|              | 512737007      | 06/29/2020   | Recreation dust mop, towels, mat service              |   | \$66.75            |
|              | 512709740      | 06/24/2020   | Corp. yard uniform cleaning, towels                   |   | \$118.12           |
|              | 512799858      | 07/08/2020   | Corp. yard uniform cleaning, towels                   |   | \$92.77            |

Attachment: 7-9-20 Check Register (Approval of City Check Registers)

City of Capitola  
**City Checks Issued July 9, 2020**

7.B.5

| Check Number | Invoice Number | Invoice Date | Description  | Payee Name                                | Transaction Amount |
|--------------|----------------|--------------|--|---|--------------------|
| 96028        | 07/09/2020     |              |  | NETFILE INC                               | \$4,000.00         |
|              | Invoice        | Date         | Description  |   | Amount             |
|              | 6740           | 06/05/2020   | Annual subscription for agency services<br>2211 - IT             |   | \$4,000.00         |
| 96029        | 07/09/2020     |              |  | NORTH BAY FORD                            | \$797.32           |
|              | Invoice        | Date         | Description  |   | Amount             |
|              | 342581         | 05/05/2020   | 2016 Ford Explorer vent actuator motor replaced                  |   | \$797.32           |
| 96030        | 07/09/2020     |              |  | OSUNA AUTO ELECTRIC & SMALL ENGINE REPAIR | \$210.20           |
|              | Invoice        | Date         | Description  |   | Amount             |
|              | 36715          | 03/19/2020   | Aftermarket Ford starter   |   | \$210.20           |
| 96031        | 07/09/2020     |              |  | OUTDOOR SUPPLY HARDWARE                   | \$782.02           |
|              | Invoice        | Date         | Description  |   | Amount             |
|              | A90614         | 06/04/2020   | Camp plastic boxes, tape   |   | \$115.18           |
|              | A96372         | 06/11/2020   | Camp gloves, handheld sprayer                                    |   | \$33.54            |
|              | A98105         | 06/13/2020   | Junior guards lid, measuring cup, funnel, bucket, tape, eye wear |   | \$83.80            |
|              | B07316         | 06/25/2020   | Gloves, WVD-40, wrench, utility knife                            |   | \$56.18            |
|              | B06649         | 06/24/2020   | Caulk, fingernail clippers, sharpie, hose shutoff, pin punch     |   | \$73.78            |
|              | B05080         | 06/22/2020   | Jade st. park supplies   |   | \$24.83            |
|              | B07168         | 06/25/2020   | Bucket   |   | \$4.35             |
|              | B05284         | 06/22/2020   | Nozzle, supplies   |   | \$30.50            |
|              | A94489         | 06/09/2020   | Magic eraser, detail brushes, mach scribe, bar keepers cleaner   |   | \$31.99            |
|              | B06584         | 06/24/2020   | Graffiti cover-up supplies                                       |   | \$11.75            |
|              | B07408         | 06/25/2020   | Weller solder iron   |   | \$41.41            |
|              | A90916         | 06/05/2020   | Soil booster, seed packet  |   | \$28.72            |
|              | A95331         | 06/10/2020   | Masking tape, glue, bucket, loop chain, screws                   |   | \$129.30           |
|              | B17395         | 07/08/2020   | Primer sealer, plastic paint tray, cover                         |   | \$21.77            |
|              | B17338         | 07/08/2020   | Step drill, hammer   |   | \$53.39            |
|              | B12839         | 07/02/2020   | Scour pad, goo gone cleaner, red primer                          |   | \$15.01            |
|              | B10759         | 06/29/2020   | Paint, chain quick link, extension cord, electrical tape         |   | \$26.52            |
| 96032        | 07/09/2020     |              |  | PALACE BUSINESS SOLUTIONS                 | \$259.92           |
|              | Invoice        | Date         | Description  |   | Amount             |
|              | 583568-0       | 06/29/2020   | Binders, forks, notes, tape, legal pads, pens                    |   | \$132.04           |
|              | 1169970-0      | 06/25/2020   | Office supplies  |   | \$6.90             |
|              | 9705353-0      | 06/23/2020   | Junior guard certificates  |   | \$71.94            |
|              | 583627-0       | 06/30/2020   | Paper  |   | \$49.04            |
|              |                |              | 1000 - General Fund  | \$127.88                                  |                    |
|              |                |              | 2210 - Stores  | \$132.04                                  |                    |
| 96033        | 07/09/2020     |              |  | PHOENIX GROUP INFORMATION SYSTEMS         | \$4,251.89         |
|              | Invoice        | Date         | Description  |   | Amount             |
|              | 052020070      | 06/18/2020   | May citation processing  |   | \$4,251.89         |
| 96034        | 07/09/2020     |              |  | PRAXAIR DISTRIBUTION INC.                 | \$244.77           |
|              | Invoice        | Date         | Description  |   | Amount             |
|              | 97301552       | 06/22/2020   | Acetylene rental   |   | \$124.39           |
|              | 96743307       | 05/21/2020   | Acetylene rental   |   | \$120.38           |
| 96035        | 07/09/2020     |              |  | PROFORCE LAW ENFORCEMENT                  | \$7,450.91         |
|              | Invoice        | Date         | Description  |   | Amount             |
|              | 406992         | 04/13/2020   | Tasers (5), power mags (5) and smart carts (10)<br>1300 - SLESF  |   | \$7,450.91         |
| 96036        | 07/09/2020     |              |  | ROBIN WOODMAN                             | \$89.64            |
|              | Invoice        | Date         | Description  |   | Amount             |
|              | RW070220       | 07/02/2020   | Reimbursement for building official supplies                     |   | \$89.64            |

Attachment: 7-9-20 Check Register (Approval of City Check Registers)

# City Checks Issued July 9, 2020

| Check Number | Invoice Number   | Invoice Date | Description   | Payee Name                             | Transaction Amount |
|--------------|------------------|--------------|---|--|--------------------|
| 96037        | 07/09/2020       |              |   | ROYAL WHOLESALE ELECTRIC               | \$84.20            |
|              | Invoice          | Date         | Description   |  | Amount             |
|              | 7719-660462      | 06/26/2020   | Photocontrol relay, shorting cap                      |  | \$8.23             |
|              | 7719-660442      | 06/25/2020   | Shorting cap, AC volt detector                        |  | \$40.33            |
|              | 7719-660550      | 06/30/2020   | Recycling lights                                      |  | \$35.64            |
| 96038        | 07/09/2020       |              |   | SAN LORENZO LUMBER                     | \$427.79           |
|              | Invoice          | Date         | Description   |  | Amount             |
|              | 55-0556867       | 06/30/2020   | Sun glasses, anchor adhesive, tie brush, flat washers |  | \$101.85           |
|              | 55-0541804       | 05/04/2020   | 3M reflective tread                                   |  | \$22.92            |
|              | 55-0541788       | 05/04/2020   | Lumber  |  | \$279.50           |
|              | 55-0541402       | 05/01/2020   | Bandsaw blades  |  | \$23.52            |
| 96039        | 07/09/2020       |              |   | SANDY MARRUJO                          | \$339.48           |
|              | Invoice          | Date         | Description   |  | Amount             |
|              | SM062220         | 06/22/2020   | Instructor payment                                    |  | \$339.48           |
| 96040        | 07/09/2020       |              |   | SANTA CRUZ COUNTY AUDITOR-CONTROLLER   | \$10,455.50        |
|              | Invoice          | Date         | Description   |  | Amount             |
|              | 2021-00000023    | 06/30/2020   | June citation processing                              |  | \$10,455.50        |
| 96041        | 07/09/2020       |              |   | SANTA CRUZ COUNTY HUMAN SERVICES DEPT  | \$3,172.00         |
|              | Invoice          | Date         | Description   |  | Amount             |
|              | HAP HMIS/CAP     | 06/30/2020   | Homeless management info. system                      |  | \$3,172.00         |
| 96042        | 07/09/2020       |              |   | SANTA CRUZ COUNTY INFORMATION SERVICES | \$543.08           |
|              | Invoice          | Date         | Description   |  | Amount             |
|              | PICORTHO1219     | 12/20/2019   | GIS Pictometry Orthophotography project               |  | \$543.08           |
| 96043        | 07/09/2020       |              |   | SANTA CRUZ COUNTY SHERIFF              | \$12,939.00        |
|              | Invoice          | Date         | Description   |  | Amount             |
|              | 2021-CPD         | 07/01/2020   | FY 20/21 SART program                                 |  | \$12,939.00        |
| 96044        | 07/09/2020       |              |   | SANTA CRUZ LIVE SCAN INC               | \$480.00           |
|              | Invoice          | Date         | Description   |  | Amount             |
|              | 1464             | 07/01/2020   | Recreation live scans                                 |  | \$480.00           |
| 96045        | 07/09/2020       |              |   | SANTA CRUZ SENTINEL                    | \$521.60           |
|              | Invoice          | Date         | Description   |  | Amount             |
|              | 0001256019       | 06/30/2020   | June public notices                                   |  | \$521.60           |
| 96046        | 07/09/2020       |              |   | SOFTWARE ONE INC                       | \$2,950.47         |
|              | Invoice          | Date         | Description   |  | Amount             |
|              | US-SCO-1013078   | 07/06/2020   | Adobe annual license renewal<br>2211 - IT             |  | \$2,950.47         |
| 96047        | 07/09/2020       |              |   | SOQUEL CREEK WATER DISTRICT            | \$2,350.14         |
|              | Invoice          | Date         | Description   |  | Amount             |
|              | 08-15299-0061720 | 06/17/2020   | Monterey Ave. water                                   |  | \$358.90           |
|              | 08-15562-0061720 | 06/17/2020   | Cliff and Fairview water service                      |  | \$40.40            |
|              | 09-15964-0061720 | 06/17/2020   | Monterey Ave. Esplanade water                         |  | \$1,526.01         |
|              | 10-16317-0061720 | 06/17/2020   | 420 Capitola Ave. water service                       |  | \$177.64           |
|              | 10-16315-0061720 | 06/17/2020   | 504 Beulah irrigation                                 |  | \$56.52            |
|              | 10-16316-0061720 | 06/17/2020   | 426 Capitola Avenue water service                     |  | \$91.13            |
|              | 34-18508-0062620 | 06/26/2020   | 1510 McGregor Drive water service                     |  | \$59.14            |
|              | 13-10919-0062320 | 06/23/2020   | 2000 Wharf Road water service                         |  | \$40.40            |

Attachment: 7-9-20 Check Register (Approval of City Check Registers)

# City Checks Issued July 9, 2020

| Check Number | Invoice Number | Invoice Date | Description                                      | Payee Name                           | Transaction Amount |
|--------------|----------------|--------------|--|--------------------------------------|--------------------|
| 96048        | 07/09/2020     |              |  | SPORT ABOUT GRAPHICS                 | \$2,635.40         |
|              | Invoice        | Date         | Description                                      |                                      | Amount             |
|              | 8002           | 07/07/2020   | Junior guards t-shirts deposit                   |                                      | \$1,985.98         |
|              | 8003           | 07/07/2020   | Camp Capitola t-shirts                           |                                      | \$649.42           |
| 96049        | 07/09/2020     |              |  | STAPLES ADVANTAGE                    | \$30.48            |
|              | Invoice        | Date         | Description                                      |                                      | Amount             |
|              | 8058679996     | 06/13/2020   | Lysol spray                                      |                                      | \$30.48            |
| 96050        | 07/09/2020     |              |  | STOP COMPANY                         | \$228.90           |
|              | Invoice        | Date         | Description                                      |                                      | Amount             |
|              | 1436           | 06/26/2020   | Delineators and bases                            |                                      | \$228.90           |
| 96051        | 07/09/2020     |              |  | T MOBILE                             | \$193.65           |
|              | Invoice        | Date         | Description                                      |                                      | Amount             |
|              | TM052120       | 05/21/2020   | May cell phone                                   |                                      | \$193.65           |
| 96052        | 07/09/2020     |              |  | THE CLEANING MACHINE INC.            | \$2,760.00         |
|              | Invoice        | Date         | Description                                      |                                      | Amount             |
|              | 6418           | 06/30/2020   | Village sidewalk pressure washing                |                                      | \$2,760.00         |
| 96053        | 07/09/2020     |              |  | THE HOME DEPOT PRO                   | \$2,024.66         |
|              | Invoice        | Date         | Description                                      |                                      | Amount             |
|              | 557480480      | 06/22/2020   | Pens, hi-lighters                                |                                      | \$13.94            |
|              | 557724481      | 06/23/2020   | Infrared thermometer                             |                                      | \$68.66            |
|              | 559296504      | 07/02/2020   | Janitorial supplies                              |                                      | \$1,271.63         |
|              | 559240205      | 07/01/2020   | Janitorial supplies                              |                                      | \$248.61           |
|              | 559240213      | 07/01/2020   | Janitorial supplies                              |                                      | \$329.27           |
|              | 559240221      | 07/01/2020   | Janitorial supplies                              |                                      | \$92.55            |
| 96054        | 07/09/2020     |              |  | TRACTOR SUPPLY COMPANY               | \$198.64           |
|              | Invoice        | Date         | Description                                      |                                      | Amount             |
|              | 200356815      | 06/04/2020   | Coupler ball, chain, bearing buddy               |                                      | \$116.84           |
|              | 200358460      | 06/10/2020   | Axel straps                                      |                                      | \$40.39            |
|              | 200628550      | 06/15/2020   | Carry-on 1000 lb. swivel                         |                                      | \$41.41            |
| 96055        | 07/09/2020     |              |  | UNITED RENTALS (NORTH AMERICA) INC.  | \$429.19           |
|              | Invoice        | Date         | Description                                      |                                      | Amount             |
|              | 183155608-001  | 06/24/2020   | Esplanade tree stump grinder rental              |                                      | \$429.19           |
| 96056        | 07/09/2020     |              |  | UNITED STATES LIFESAVING ASSOCIATION | \$30.00            |
|              | Invoice        | Date         | Description                                      |                                      | Amount             |
|              | 300016232      | 06/30/2020   | Membership dues                                  |                                      | \$30.00            |
| 96057        | 07/09/2020     |              |  | US BANK EQUIPMENT FINANCE            | \$396.76           |
|              | Invoice        | Date         | Description                                      |                                      | Amount             |
|              | 417845542      | 06/26/2020   | City Hall copier lease<br>2210 - Stores          |                                      | \$396.76           |
| 96058        | 07/09/2020     |              |  | US BANK PARS Acct 6746022400         | \$1,495.65         |
|              | Invoice        | Date         | Description                                      |                                      | Amount             |
|              | PARS070220     | 06/27/2020   | PARS contributions PPE 6/27/20<br>1001 - Payroll |                                      | \$1,495.65         |
| 96059        | 07/09/2020     |              |  | WATSONVILLE BLUEPRINT                | \$567.79           |
|              | Invoice        | Date         | Description                                      |                                      | Amount             |
|              | 93688          | 07/07/2020   | Plans for flume and jetty bids<br>1200 - CIP     |                                      | \$567.79           |

Attachment: 7-9-20 Check Register (Approval of City Check Registers)

# City Checks Issued July 9, 2020

| Check Number | Invoice Number | Invoice Date | Description                               | Payee Name                | Transaction Amount |
|--------------|----------------|--------------|---|---------------------------|--------------------|
| 96060        | 07/09/2020     |              |   | Julie McGowan             | \$68.50            |
|              | Invoice        | Date         | Description                               |                           | Amount             |
|              | 2004981.002    | 07/06/2020   | Class refund                              |                           | \$68.50            |
| 96061        | 07/09/2020     |              |   | Linda Collins             | \$136.80           |
|              | Invoice        | Date         | Description                               |                           | Amount             |
|              | 2004972.002    | 06/29/2020   | Class refund                              |                           | \$136.80           |
| 96062        | 07/09/2020     |              |   | Linda Schuh               | \$68.50            |
|              | Invoice        | Date         | Description                               |                           | Amount             |
|              | 2004965.002    | 06/22/2020   | Class refund                              |                           | \$68.50            |
| 96063        | 07/09/2020     |              |   | Marilyn Warter            | \$500.00           |
|              | Invoice        | Date         | Description                               |                           | Amount             |
|              | 20-0066        | 06/22/2020   | Refund tree permit #20-0066               |                           | \$500.00           |
| 96064        | 07/09/2020     |              |   | Michael and Vickie Oliver | \$750.00           |
|              | Invoice        | Date         | Description                               |                           | Amount             |
|              | 19-0260        | 06/15/2020   | Refund tree permit #19-0260               |                           | \$750.00           |
| 96065        | 07/09/2020     |              |   | National Security Guard   | \$6,915.00         |
|              | Invoice        | Date         | Description                               |                           | Amount             |
|              | 4931           | 06/27/2020   | Security guard services for beach closure |                           | \$6,915.00         |
| 96066        | 07/09/2020     |              |   | Noriko Ragsac             | \$380.00           |
|              | Invoice        | Date         | Description                               |                           | Amount             |
|              | CP247245       | 06/26/2020   | Citation refund (paid twice)              |                           | \$380.00           |
| 96067        | 07/09/2020     |              |   | Sandra Reyes              | \$72.00            |
|              | Invoice        | Date         | Description                               |                           | Amount             |
|              | 244125555      | 06/26/2020   | Citation refund                           |                           | \$72.00            |
| 96068        | 07/09/2020     |              |   | Sandra White              | \$72.97            |
|              | Invoice        | Date         | Description                               |                           | Amount             |
|              | 2004962.002    | 06/18/2020   | Class refund                              |                           | \$72.97            |
| 96069        | 07/09/2020     |              |   | Tova Molt                 | \$500.00           |
|              | Invoice        | Date         | Description                               |                           | Amount             |
|              | 17-0444        | 06/16/2020   | Refund tree permit #17-0444               |                           | \$500.00           |
| 96070        | 07/09/2020     |              |   | Yolande Lee               | \$98.00            |
|              | Invoice        | Date         | Description                               |                           | Amount             |
|              | 2004978.002    | 07/01/2020   | Class refund                              |                           | \$98.00            |

Attachment: 7-9-20 Check Register (Approval of City Check Registers)

# City Checks Issued July 9, 2020

| Check Number | Invoice Number | Invoice Date | Description   | Payee Name                 | Transaction Amount |
|--------------|----------------|--------------|---|----------------------------|--------------------|
| 96071        | 07/09/2020     |              |   | HOME DEPOT CREDIT SERVICES | \$2,060.20         |
|              | Invoice        | Date         | Description   |                            | Amount             |
|              | 0616588        | 06/26/2020   | Lights, supplies  |                            | \$113.13           |
|              | 0634478        | 06/16/2020   | Wharf spray paint   |                            | \$1.07             |
|              | 8621232        | 06/08/2020   | Plastic tub   |                            | \$28.30            |
|              | 6633452        | 06/10/2020   | Caution tape, knife, tools                                    |                            | \$43.62            |
|              | 4616125        | 06/22/2020   | Wharf supplies  |                            | \$42.25            |
|              | 5620183        | 06/01/2020   | Sandpaper, paint, Ryobi bump knob kit                         |                            | \$28.25            |
|              | 9631369        | 05/28/2020   | Screw drivers, mounting tape                                  |                            | \$26.06            |
|              | 5647968        | 06/01/2020   | Doorstop kickdown, american flag popsocket                    |                            | \$40.44            |
|              | 1620756        | 06/05/2020   | Multi-surface mount for popsockets                            |                            | \$21.76            |
|              | 1014467        | 06/05/2020   | Water, poly sheeting, PVC bushings, PVC parts                 |                            | \$120.88           |
|              | 175209         | 04/27/2020   | Shop supplies   |                            | \$163.50           |
|              | 8643553        | 04/29/2020   | Wharf painting supplies                                       |                            | \$61.19            |
|              | 3633258        | 05/04/2020   | Duct tape for PD  |                            | \$8.25             |
|              | 644632         | 05/07/2020   | Key ring, LED bike light, carabiner, Rayovac batteries        |                            | \$82.10            |
|              | 7542764        | 05/20/2020   | Safety gloves   |                            | \$86.68            |
|              | 13354          | 05/27/2020   | Concrete, buckets, anvil green foam float                     |                            | \$46.50            |
|              | 9989771        | 06/08/2020   | Large plastic tubs  |                            | \$28.30            |
|              | 7521634        | 06/09/2020   | Duct tape, utility knife, gloves, leaf rake, lopper, bandages |                            | \$141.54           |
|              | 6633412        | 06/10/2020   | Rat traps, ratchet tie-downs                                  |                            | \$44.57            |
|              | 7053159        | 06/19/2020   | Heavy duty duct tape  |                            | \$9.79             |
|              | 7513760        | 06/19/2020   | Versahook, vinyl wire   |                            | \$15.15            |
|              | 612936         | 04/07/2020   | Drill bits  |                            | \$91.35            |
|              | 624868         | 04/07/2020   | Hex metric nut screwdriver set, sockets                       |                            | \$27.15            |
|              | 8613101        | 04/09/2020   | Lighting cables, nitrile work gloves                          |                            | \$38.92            |
|              | 6382459        | 04/11/2020   | Fuel band saw tool  |                            | \$413.11           |
|              | 6630307        | 04/11/2020   | Plastic wing nut test plug                                    |                            | \$7.38             |
|              | 5422684        | 04/22/2020   | HD video camera for graffiti deterrent                        |                            | \$292.56           |
|              | 4514913        | 07/02/2020   | Halogen lights  |                            | \$20.69            |
|              | 1641575        | 06/25/2020   | Multi brush set, rust stopper                                 |                            | \$11.38            |
|              | 9524448        | 07/07/2020   | Anvil safety glass scraper                                    |                            | \$4.33             |
|              |                |              | 1000 - General Fund   | \$1,955.69                 |                    |
|              |                |              | 1311 - Wharf  | \$104.51                   |                    |

Type Check Totals: \$996,396.65

| <u>EFT</u> |               |            |  |                                   |             |
|------------|---------------|------------|--|-----------------------------------|-------------|
| 965        | 06/30/2020    | 06/30/2020 |  | EMPLOYMENT DEVELOPMENT DEPARTMENT | \$823.79    |
|            | Invoice       | Date       | Description  |                                   | Amount      |
|            | 0-001-734-176 | 06/30/2020 | State taxes for employee final paychecks           |                                   | \$823.79    |
|            |               |            | 1001 - Payroll                                     |                                   |             |
| 966        | 06/30/2020    | 06/30/2020 |  | INTERNAL REVENUE SERVICE          | \$2,523.67  |
|            | Invoice       | Date       | Description  |                                   | Amount      |
|            | 55685065      | 06/30/2020 | Federal taxes & Medicare employee final pay checks |                                   | \$2,523.67  |
|            |               |            | 1001 - Payroll                                     |                                   |             |
| 967        | 07/03/2020    |            |  | INTERNAL REVENUE SERVICE          | \$27,295.01 |
|            | Invoice       | Date       | Description  |                                   | Amount      |
|            | 01927964      | 07/03/2020 | Federal tax & Medicare PPE 6/27/20                 |                                   | \$27,295.01 |
|            |               |            | 1001 - Payroll                                     |                                   |             |

Attachment: 7-9-20 Check Register (Approval of City Check Registers)

# City Checks Issued July 9, 2020

| Check Number               | Invoice Number | Invoice Date | Description   | Payee Name                        | Transaction Amount |
|----------------------------|----------------|--------------|---|-----------------------------------|--------------------|
| 968                        | 07/06/2020     |              |   | EMPLOYMENT DEVELOPMENT DEPARTMENT | \$7,728.72         |
|                            | Invoice        | Date         | Description   |                                   | Amount             |
|                            | 1-215-139-360  | 07/06/2020   | State tax PPE 6/27/20<br>1001 - Payroll   |                                   | \$7,728.72         |
| 969                        | 07/06/2020     |              |   | STATE DISBURSEMENT UNIT           | \$1,232.76         |
|                            | Invoice        | Date         | Description   |                                   | Amount             |
|                            | HZBATJH6657    | 07/06/2020   | Employee garnishments PPE 6/27/20<br>1001 - Payroll                                   |                                   | \$1,232.76         |
| 970                        | 07/06/2020     |              |   | CalPERS Health Insurance          | \$56,217.88        |
|                            | Invoice        | Date         | Description   |                                   | Amount             |
|                            | 1001598586     | 07/06/2020   | July health insurance<br>1001 - Payroll \$53,249.04<br>1001 - General Fund \$2,968.84 |                                   | \$56,217.88        |
| 971                        | 07/07/2020     |              |   | CalPERS Member Services Division  | \$50,760.55        |
|                            | Invoice        | Date         | Description   |                                   | Amount             |
|                            | 1001599194-97  | 07/07/2020   | PERS contributions PPE 6/27/20<br>1001 - Payroll                                      |                                   | \$50,760.55        |
| 972                        | 07/07/2020     |              |   | VOYA FINANCIAL                    | \$6,206.82         |
|                            | Invoice        | Date         | Description   |                                   | Amount             |
|                            | VOYA062720     | 07/07/2020   | Employee 457 contributions PPE 6/27/20<br>1001 - Payroll                              |                                   | \$6,206.82         |
| Type EFT Totals:           |                |              |   |                                   | \$152,789.20       |
| Library - Library          |                |              |   |                                   |                    |
| 207                        | 07/09/2020     |              |   | BOGARD CONSTRUCTION INC.          | \$5,760.00         |
|                            | Invoice        | Date         | Description   |                                   | Amount             |
|                            | 160707-46      | 06/30/2020   | June library construction management services   |                                   | \$5,760.00         |
| 208                        | 07/09/2020     |              |   | CENTRAL FIRE PROTECTION DISTRICT  | \$140.00           |
|                            | Invoice        | Date         | Description   |                                   | Amount             |
|                            | CFFPD062420    | 06/24/2020   | Capitola library APN #034-541-34 fire dept. fees                                      |                                   | \$140.00           |
| 209                        | 07/09/2020     |              |   | NOLL AND TAM ARCHITECTS           | \$7,133.73         |
|                            | Invoice        | Date         | Description   |                                   | Amount             |
|                            | 0058679        | 03/31/2020   | March library construction administration   |                                   | \$7,133.73         |
| 210                        | 07/09/2020     |              |   | Julie and Bill Rasnick            | \$4,250.00         |
|                            | Invoice        | Date         | Description   |                                   | Amount             |
|                            | Rasnick062920  | 06/29/2020   | Fence damage caused by library construction   |                                   | \$4,250.00         |
| 211                        | 07/09/2020     |              |   | Maree and Doug Makins             | \$4,250.00         |
|                            | Invoice        | Date         | Description   |                                   | Amount             |
|                            | Makins070120   | 07/01/2020   | Fence damage caused by library construction   |                                   | \$4,250.00         |
| Type Library Check Totals: |                |              |   |                                   | \$21,533.73        |
| Library EFT                |                |              |   |                                   |                    |
| 0                          | 07/01/2020     |              |   | PACIFIC GAS & ELECTRIC            | \$1,449.55         |
|                            | Invoice        | Date         | Description   |                                   | Amount             |
|                            | 1839700524721  | 07/01/2020   | Library PG&E utility relocation   |                                   | \$1,449.55         |
| Type Library EFT Totals:   |                |              |   |                                   | \$1,449.55         |

Attachment: 7-9-20 Check Register (Approval of City Check Registers)

# City Checks Issued July 9, 2020

| Check Number                    | Invoice Number | Invoice Date | Description | Payee Name | Transaction Amount |                |
|---------------------------------|----------------|--------------|-------------|------------|--------------------|----------------|
| <b>CITY - Main City Totals</b>  |                |              |             |            | <b>Count</b>       | <b>Total</b>   |
| Checks                          |                |              |             |            | 100                | \$996,396.65   |
| EFTs                            |                |              |             |            | 8                  | \$152,789.20   |
| All                             |                |              |             |            | 108                | \$1,149,185.85 |
| <b>Library - Library Totals</b> |                |              |             |            |                    |                |
| Checks                          |                |              |             |            | 5                  | \$21,533.73    |
| EFTs                            |                |              |             |            | 1                  | \$1,449.55     |
| All                             |                |              |             |            | 6                  | \$22,983.28    |
| <b>WELLS - Payroll Totals</b>   |                |              |             |            |                    |                |
| Checks                          |                |              |             |            | 2                  | \$1,202.12     |
| EFTs                            |                |              |             |            | 105                | \$171,428.67   |
| All                             |                |              |             |            | 107                | \$172,630.79   |
| <b>Grand Totals:</b>            |                |              |             |            |                    |                |
| Checks                          |                |              |             |            | 107                | \$1,019,132.50 |
| EFTs                            |                |              |             |            | 114                | \$325,667.42   |
| All                             |                |              |             |            | 221                | \$1,344,799.92 |

Attachment: 7-9-20 Check Register (Approval of City Check Registers)

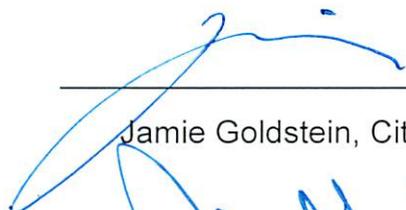
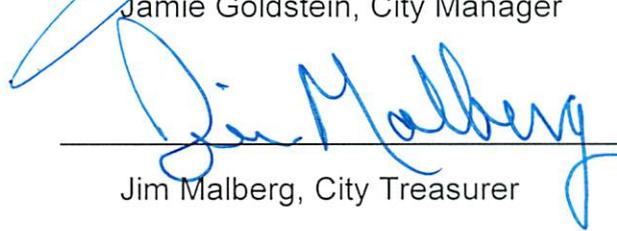
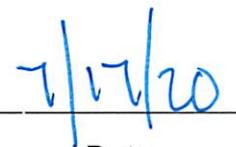
City main account checks dated July 17, 2020, numbered 96072 to 96113 totaling \$112,184.77, plus 1 EFT totaling \$677.49 and 104 payroll EFTs totaling \$170,698.33, for a grand total of \$283,560.59, have been reviewed and authorized for distribution by the City Manager.

As of July 17, 2020, the unaudited cash balance is \$4,504,770.40.

**CASH POSITION - CITY OF CAPITOLA**  
July 17, 2020

|                                       | 7/17/2020              |
|---------------------------------------|------------------------|
| General Fund                          | \$ (1,526,076.21)      |
| Payroll Payables                      | \$ 159,177.61          |
| Contingency Reserve Fund              | \$ 2,061,345.66        |
| Facilities Reserve Fund               | \$ 522,829.72          |
| Capital Improvement Fund              | \$ 1,890,881.48        |
| Stores Fund                           | \$ 60,541.70           |
| Information Technology Fund           | \$ 280,291.02          |
| Equipment Replacement                 | \$ 478,832.92          |
| Self-Insurance Liability Fund         | \$ 113,849.52          |
| Workers' Comp. Ins. Fund              | \$ 318,797.79          |
| Compensated Absences Fund             | \$ 144,299.19          |
| <b>TOTAL UNASSIGNED GENERAL FUNDS</b> | <b>\$ 4,504,770.40</b> |

The Emergency Reserve Fund balance is \$1,374,205.54 (not included above).  
The PERS Contingency Fund balance is \$906,463.52 (not included above).  
The Library Fund balance is \$5,212,317.49 (not included above).

|  |   |
|--|---|
| <br><hr/> Jamie Goldstein, City Manager | <br><hr/> Date |
| <br><hr/> Jim Malberg, City Treasurer   | <br><hr/> Date |

Attachment: 7-17-20 Check Register (Approval of City Check Registers)

# City Checks Issued July 17, 2020

| Check Number | Invoice Number | Invoice Date | Description  | Payee Name                       | Transaction Amount |
|--------------|----------------|--------------|--|----------------------------------|--------------------|
| 96072        | 07/14/2020     |              |  | GENE BREGMAN & ASSOCIATES        | \$10,000.00        |
|              | Invoice        | Date         | Description  |                                  | Amount             |
|              | GBA0612220     | 06/12/2020   | Public opinion survey                              |                                  | \$10,000.00        |
| 96073        | 07/17/2020     |              |  | ADRIENNE HARRELL                 | \$648.13           |
|              | Invoice        | Date         | Description  |                                  | Amount             |
|              | AH071020       | 07/10/2020   | Instructor payments                                |                                  | \$648.13           |
| 96074        | 07/17/2020     |              |  | AT&T                             | \$9.09             |
|              | Invoice        | Date         | Description  |                                  | Amount             |
|              | ATT070120      | 07/01/2020   | July long distance charges                         |                                  | \$9.09             |
|              |                |              | 1000 - General Fund \$4.48                         |                                  |                    |
|              |                |              | 2211 - IT \$4.61                                   |                                  |                    |
| 96075        | 07/17/2020     |              |  | BAYSIDE OIL II INC.              | \$110.00           |
|              | Invoice        | Date         | Description  |                                  | Amount             |
|              | 38625          | 07/13/2020   | Recycle used oil                                   |                                  | \$110.00           |
| 96076        | 07/17/2020     |              |  | BEAR ELECTRICAL SOLUTIONS INC.   | \$1,567.65         |
|              | Invoice        | Date         | Description  |                                  | Amount             |
|              | 10753          | 06/30/2020   | June traffic signal maintenance - routine          |                                  | \$646.80           |
|              | 10835          | 06/30/2020   | June traffic signal maintenance - response         |                                  | \$920.85           |
|              |                |              | 1310 - Gas Tax                                     |                                  |                    |
| 96077        | 07/17/2020     |              |  | CAL ENGINEERING & GEOLOGY INC.   | \$32,061.75        |
|              | Invoice        | Date         | Description  |                                  | Amount             |
|              | 20483          | 07/10/2020   | Park Ave. storm damage project management services |                                  | \$32,061.75        |
|              |                |              | 1200 - CIP   |                                  |                    |
| 96078        | 07/17/2020     |              |  | CALE AMERICA INC.                | \$1,829.00         |
|              | Invoice        | Date         | Description  |                                  | Amount             |
|              | 159896         | 06/30/2020   | June active meters                                 |                                  | \$1,829.00         |
| 96079        | 07/17/2020     |              |  | CALIFORNIA COAST UNIFORM COMPANY | \$100.00           |
|              | Invoice        | Date         | Description  |                                  | Amount             |
|              | 8104           | 06/30/2020   | Add badge holder to left side of vests             |                                  | \$7.00             |
|              | 8106           | 06/30/2020   | Hem pants  |                                  | \$45.00            |
|              | 8105           | 06/30/2020   | Tailoring charges add Sgt. stripes                 |                                  | \$48.00            |
| 96080        | 07/17/2020     |              |  | DOOLEY ENTERPRISES INC.          | \$9,211.17         |
|              | Invoice        | Date         | Description  |                                  | Amount             |
|              | 58282          | 07/10/2020   | Ammunition for range                               |                                  | \$9,211.17         |
| 96081        | 07/17/2020     |              |  | EVERBRIDGE INC.                  | \$3,800.00         |
|              | Invoice        | Date         | Description  |                                  | Amount             |
|              | M52607         | 06/29/2020   | Nixle annual renewal 6/13/20 - 6/12/21             |                                  | \$3,800.00         |
|              |                |              | 1300 - SLESF                                       |                                  |                    |
| 96082        | 07/17/2020     |              |  | FLYERS ENERGY LLC                | \$3,027.33         |
|              | Invoice        | Date         | Description  |                                  | Amount             |
|              | 20-141880      | 07/01/2020   | 65 gallons diesel                                  |                                  | \$196.00           |
|              | 20-141879      | 07/01/2020   | 409 gallons gasoline                               |                                  | \$1,302.12         |
|              | 20-145949      | 07/09/2020   | 100 gallons diesel                                 |                                  | \$302.51           |
|              | 20-145948      | 07/09/2020   | 376 gallons gasoline                               |                                  | \$1,226.70         |
| 96083        | 07/17/2020     |              |  | GALLS LLC                        | \$186.72           |

Attachment: 7-17-20 Check Register (Approval of City Check Registers)

# City Checks Issued July 17, 2020

| Check Number | Invoice Number | Invoice Date | Description  | Payee Name                          | Transaction Amount |
|--------------|----------------|--------------|--|-------------------------------------|--------------------|
|              | Invoice        | Date         | Description  |                                     | Amount             |
|              | 015188839      | 03/05/2020   | Whistles (10)  |                                     | \$87.09            |
|              | 015681374      | 05/18/2020   | Shirts   |                                     | \$99.63            |
| 96084        | 07/17/2020     |              |  | GARDAWORLD                          | \$209.67           |
|              | Invoice        | Date         | Description  |                                     | Amount             |
|              | 10577440       | 07/01/2020   | July armored car service   |                                     | \$209.67           |
| 96085        | 07/17/2020     |              |  | HINDERLITER DELLAMAS AND ASSOCIATES | \$300.00           |
|              | Invoice        | Date         | Description  |                                     | Amount             |
|              | SIN001587      | 06/02/2020   | District sales tax reporting   |                                     | \$300.00           |
| 96086        | 07/17/2020     |              |  | HOSE SHOP                           | \$88.42            |
|              | Invoice        | Date         | Description  |                                     | Amount             |
|              | 426435         | 07/16/2020   | Crimp fittings, adapters, cap, hydraulic hose                            |                                     | \$88.42            |
| 96087        | 07/17/2020     |              |  | HUMBOLDT PETROLEUM LLC              | \$26.00            |
|              | Invoice        | Date         | Description  |                                     | Amount             |
|              | 089247         | 06/30/2020   | June car wash  |                                     | \$26.00            |
| 96088        | 07/17/2020     |              |  | KBA Document Solutions LLC          | \$95.85            |
|              | Invoice        | Date         | Description  |                                     | Amount             |
|              | 55Y1102289     | 07/13/2020   | City Hall copier charges   |                                     | \$21.06            |
|              | 55Y1103114     | 07/15/2020   | City Hall copier usage charges<br>2211 - IT                              |                                     | \$74.79            |
| 96089        | 07/17/2020     |              |  | KING'S PAINT AND PAPER INC.         | \$152.97           |
|              | Invoice        | Date         | Description  |                                     | Amount             |
|              | A0299684       | 07/16/2020   | Paint, mightypro cover   |                                     | \$152.97           |
| 96090        | 07/17/2020     |              |  | MID COUNTY AUTO SUPPLY              | \$146.25           |
|              | Invoice        | Date         | Description  |                                     | Amount             |
|              | MID-874098     | 07/09/2020   | Wiper blades (15)  |                                     | \$120.01           |
|              | MID-873136     | 07/09/2020   | Wiper blades (2)   |                                     | \$16.00            |
|              | MID-883668     | 07/16/2020   | Hydraulic filter   |                                     | \$10.24            |
| 96091        | 07/17/2020     |              |  | MISSION LINEN SUPPLY                | \$149.25           |
|              | Invoice        | Date         | Description  |                                     | Amount             |
|              | 512799857      | 07/08/2020   | Fleet uniform cleaning, towels   |                                     | \$41.25            |
|              | 512824360      | 07/13/2020   | Recreation towels, dust mop, mats  |                                     | \$66.75            |
|              | 512840598      | 07/15/2020   | Fleet towels, uniform cleaning   |                                     | \$41.25            |
| 96092        | 07/17/2020     |              |  | MOFFATT AND NICHOL                  | \$6,201.25         |
|              | Invoice        | Date         | Description  |                                     | Amount             |
|              | 752222         | 07/09/2020   | Wharf design/permitting, groin cost estimate, flume design<br>1200 - CIP |                                     | \$6,201.25         |
| 96093        | 07/17/2020     |              |  | MONTEREY BAY AIR RESOURCES DISTRICT | \$4,750.76         |
|              | Invoice        | Date         | Description  |                                     | Amount             |
|              | 0002628        | 07/09/2020   | MBARD FY20/21 assessment fees  |                                     | \$4,750.76         |

Attachment: 7-17-20 Check Register (Approval of City Check Registers)

# City Checks Issued July 17, 2020

| Check Number | Invoice Number   | Invoice Date | Description   | Payee Name                                 | Transaction Amount |
|--------------|------------------|--------------|---|--|--------------------|
| 96094        | 07/17/2020       |              |   | MONTEREY BAY AREA SELF INSURANCE AUTHORITY | \$10,000.00        |
|              | Invoice          | Date         | Description   |  | Amount             |
|              | MBA19-1118B      | 06/30/2020   | Liability claim<br>2213 - Self Insurance liability        |  | \$10,000.00        |
| 96095        | 07/17/2020       |              |   | NORTH BAY FORD                             | \$140.00           |
|              | Invoice          | Date         | Description   |  | Amount             |
|              | 343907           | 07/08/2020   | 2016 Ford Explorer troubleshoot alternator voltage output |  | \$140.00           |
| 96096        | 07/17/2020       |              |   | OUTDOOR SUPPLY HARDWARE                    | \$69.02            |
|              | Invoice          | Date         | Description   |  | Amount             |
|              | B17439           | 07/08/2020   | Handheld sprayer  |  | \$16.34            |
|              | B22364           | 07/15/2020   | Fasteners, hardware                                       |  | \$52.68            |
| 96097        | 07/17/2020       |              |   | PALACE BUSINESS SOLUTIONS                  | \$155.19           |
|              | Invoice          | Date         | Description   |  | Amount             |
|              | 584041-0         | 07/09/2020   | Pens, steno books, folders, notebooks                     |  | \$155.19           |
| 96098        | 07/17/2020       |              |   | PAST PERFECT SOFTWARE INC.                 | \$440.00           |
|              | Invoice          | Date         | Description   |  | Amount             |
|              | 2020-34339       | 04/22/2020   | Museum software renewal<br>2211 - IT                      |  | \$440.00           |
| 96099        | 07/17/2020       |              |   | SANTA CRUZ CITY SIGNS                      | \$654.00           |
|              | Invoice          | Date         | Description   |  | Amount             |
|              | SCCS070920       | 07/09/2020   | COVID-19 signage  |  | \$654.00           |
| 96100        | 07/17/2020       |              |   | SANTA CRUZ COUNTY INFORMATION SERVICES     | \$2,109.48         |
|              | Invoice          | Date         | Description   |  | Amount             |
|              | SCCISD070820     | 07/08/2020   | Annual VPN charges<br>2211 - IT                           |  | \$2,109.48         |
| 96101        | 07/17/2020       |              |   | SANTA CRUZ MUNICIPAL UTILITIES             | \$296.66           |
|              | Invoice          | Date         | Description   |  | Amount             |
|              | SCMU063020       | 06/30/2020   | June water service for medians                            |  | \$296.66           |
| 96102        | 07/17/2020       |              |   | SOQUEL CREEK WATER DISTRICT                | \$13,149.31        |
|              | Invoice          | Date         | Description   |  | Amount             |
|              | 42-10504-0062920 | 06/29/2020   | Cliff Drive irrigation                                    |  | \$54.20            |
|              | 42-11090-0162920 | 06/29/2020   | Capitola Road irrigation                                  |  | \$125.63           |
|              | 42-11467-0062920 | 06/29/2020   | Jade street park irrigation                               |  | \$6,752.21         |
|              | 42-11517-0062920 | 06/29/2020   | 41st Avenue irrigation                                    |  | \$125.63           |
|              | 42-14404-0062920 | 06/29/2020   | Monterey Ave Nobel Gulch Park irrigation                  |  | \$334.33           |
|              | 42-14431-0062920 | 06/29/2020   | Monterey Ave. irrigation                                  |  | \$3,497.28         |
|              | 42-14952-0062920 | 06/29/2020   | Cortez Park irrigation                                    |  | \$900.92           |
|              | 42-15297-0062920 | 06/29/2020   | 426 Capitola Ave. irrigation                              |  | \$125.63           |
|              | 42-15751-0162920 | 06/29/2020   | 2005 Wharf Road irrigation                                |  | \$115.40           |
|              | 42-15969-0062920 | 06/29/2020   | Lawn Way irrigation                                       |  | \$186.14           |
|              | 42-16122-0062920 | 06/29/2020   | Esplanade fountain irrigation                             |  | \$251.58           |
|              | 42-16130-0062920 | 06/29/2020   | Wharf Road irrigation                                     |  | \$57.97            |
|              | 42-16136-0062920 | 06/29/2020   | 1400 Wharf Road irrigation                                |  | \$430.13           |
|              | 42-16407-0062920 | 06/29/2020   | Bay Ave. irrigation                                       |  | \$54.20            |
|              | 42-17688-0062920 | 06/29/2020   | Lawn Way irrigation                                       |  | \$83.86            |
|              | 42-18238-0062920 | 06/29/2020   | Capitola Road irrigation                                  |  | \$54.20            |
|              |                  |              | 1000 - General Fund                                       | \$12,719.18                                |                    |
|              |                  |              | 1311 - Wharf  | \$430.13                                   |                    |

Attachment: 7-17-20 Check Register (Approval of City Check Registers)

# City Checks Issued July 17, 2020

| Check Number | Invoice Number | Invoice Date | Description  | Payee Name                      | Transaction Amount |
|--------------|----------------|--------------|--|---------------------------------|--------------------|
| 96103        | 07/17/2020     |              |  | SUMMIT UNIFORMS                 | \$82.48            |
|              | Invoice        | Date         | Description  |                                 | Amount             |
|              | 67687          | 06/30/2020   | Polo shirt with patches                              |                                 | \$82.48            |
| 96104        | 07/17/2020     |              |  | THE HOME DEPOT PRO              | \$2,049.09         |
|              | Invoice        | Date         | Description  |                                 | Amount             |
|              | 559668967      | 07/06/2020   | Janitorial supplies                                  |                                 | \$156.92           |
|              | 559904685      | 07/07/2020   | Janitorial supplies                                  |                                 | \$41.16            |
|              | 560894354      | 07/13/2020   | Janitorial supplies                                  |                                 | \$531.59           |
|              | 561083718      | 07/13/2020   | Restroom supplies                                    |                                 | \$630.18           |
|              | 561083726      | 07/13/2020   | Janitorial supplies                                  |                                 | \$411.58           |
|              | 561083734      | 07/13/2020   | Janitorial supplies                                  |                                 | \$277.66           |
| 96105        | 07/17/2020     |              |  | UNITED PARCEL SERVICE           | \$35.96            |
|              | Invoice        | Date         | Description  |                                 | Amount             |
|              | 0000954791270  | 07/04/2020   | Shipping charges                                     |                                 | \$22.47            |
|              | 0000954791280  | 07/11/2020   | Shipping charges                                     |                                 | \$13.49            |
| 96106        | 07/17/2020     |              |  | US BANK EQUIPMENT FINANCE       | \$103.55           |
|              | Invoice        | Date         | Description  |                                 | Amount             |
|              | 418358966      | 07/03/2020   | Recreation copier lease                              |                                 | \$103.55           |
| 96107        | 07/17/2020     |              |  | US BANK EQUIPMENT FINANCE       | \$208.08           |
|              | Invoice        | Date         | Description  |                                 | Amount             |
|              | 418359105      | 07/03/2020   | City Hall & Recreation copier leases                 |                                 | \$208.08           |
|              |                |              | 1000 - General Fund                                  | \$28.40                         |                    |
|              |                |              | 2210 - Stores  | \$179.68                        |                    |
| 96108        | 07/17/2020     |              |  | US BANK EQUIPMENT FINANCE       | \$288.85           |
|              | Invoice        | Date         | Description  |                                 | Amount             |
|              | 418359543      | 07/03/2020   | PD copier lease                                      |                                 | \$288.85           |
| 96109        | 07/17/2020     |              |  | WATSONVILLE POLICE DEPARTMENT   | \$350.00           |
|              | Invoice        | Date         | Description  |                                 | Amount             |
|              | R20-CPD-001    | 06/25/2020   | April full day range fees                            |                                 | \$350.00           |
| 96110        | 07/17/2020     |              |  | WELLS FARGO BANK                | \$6,097.08         |
|              | Invoice        | Date         | Description  |                                 | Amount             |
|              | WF070320       | 07/03/2020   | June credit card purchases                           |                                 | \$6,097.08         |
|              |                |              | 1000 - General Fund                                  | \$4,585.90                      |                    |
|              |                |              | 1200 - CIP   | \$300                           |                    |
|              |                |              | 2211 - IT  | \$1,211.18                      |                    |
|              |                |              | Purchases over \$500:                                |                                 |                    |
|              |                |              | Hyatt Dublin / Hotel for training                    | - \$2,301.69                    |                    |
|              |                |              | Versare Solutions / Work station screens             | - \$715.04                      |                    |
| 96111        | 07/17/2020     |              |  | WHEELCHAIRS OF SAN MATEO & TECH | \$754.76           |
|              | Invoice        | Date         | Description  |                                 | Amount             |
|              | 00011647       | 06/30/2020   | Wheelchair carbon fiber side guards and casters      |                                 | \$538.11           |
|              | 00011648       | 06/30/2020   | Wheelchair back upholstery replacement pad and cover |                                 | \$216.65           |
| 96112        | 07/17/2020     |              |  | Colin Cooper                    | \$104.00           |
|              | Invoice        | Date         | Description  |                                 | Amount             |
|              | 2004982.002    | 07/07/2020   | Class refund   |                                 | \$104.00           |

Attachment: 7-17-20 Check Register (Approval of City Check Registers)

# City Checks Issued July 17, 2020

| Check Number | Invoice Number | Invoice Date | Description  | Payee Name       | Transaction Amount |
|--------------|----------------|--------------|--------------|------------------|--------------------|
| 96113        | 07/17/2020     |              |              | Jessica Weinress | \$426.00           |
|              | Invoice        | Date         | Description  |                  | Amount             |
|              | 2004992.002    | 07/10/2020   | Class refund |                  | \$426.00           |

Type Check Totals: \$112,184.77

EFT

|     |            |            |                              |                  |          |
|-----|------------|------------|------------------------------|------------------|----------|
| 973 | 07/13/2020 |            |                              | WELLS FARGO BANK | \$677.49 |
|     | Invoice    | Date       | Description                  |                  | Amount   |
|     | WF071320   | 07/13/2020 | July client analysis charges |                  | \$677.49 |

Type EFT Totals: \$677.49

| CITY - Main City Totals | Count | Total        |
|-------------------------|-------|--------------|
| Checks                  | 42    | \$112,184.77 |
| EFTs                    | 1     | \$677.49     |
| All                     | 43    | \$112,862.26 |

| WELLS - Payroll Totals | Count | Total        |
|------------------------|-------|--------------|
| Checks                 | 0     | \$0.00       |
| EFTs                   | 104   | \$170,698.33 |
| All                    | 104   | \$170,698.33 |

| Grand Totals: | Count | Total        |
|---------------|-------|--------------|
| Checks        | 42    | \$112,184.77 |
| EFTs          | 105   | \$171,375.82 |
| All           | 147   | \$283,560.59 |

Attachment: 7-17-20 Check Register (Approval of City Check Registers)

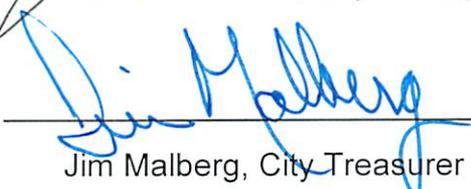
City main account checks dated July 24, 2020, numbered 96114 to 96160 totaling \$441,658.55, plus 6 EFTs totaling \$93,376.36 and 3 library checks totaling \$286,050.69, for a grand total of \$821,085.60, have been reviewed and authorized for distribution by the City Manager.

As of July 24, 2020, the unaudited cash balance is \$4,734,651.77

CASH POSITION - CITY OF CAPITOLA  
July 24, 2020

|                                       | 7/24/2020              |
|---------------------------------------|------------------------|
| General Fund                          | \$ (832,576.17)        |
| Payroll Payables                      | \$ 56,740.22           |
| Contingency Reserve Fund              | \$ 2,061,345.66        |
| Facilities Reserve Fund               | \$ 522,829.72          |
| Capital Improvement Fund              | \$ 1,876,560.17        |
| Stores Fund                           | \$ 58,520.71           |
| Information Technology Fund           | \$ 280,243.54          |
| Equipment Replacement                 | \$ 478,832.92          |
| Self-Insurance Liability Fund         | \$ (130,941.98)        |
| Workers' Comp. Ins. Fund              | \$ 218,797.79          |
| Compensated Absences Fund             | \$ 144,299.19          |
| <b>TOTAL UNASSIGNED GENERAL FUNDS</b> | <b>\$ 4,734,651.77</b> |

The Emergency Reserve Fund balance is \$1,374,205.54 (not included above).  
The PERS Contingency Fund balance is \$916,860.69 (not included above).  
The Library Fund balance is \$4,926,266.80 (not included above).

|  |                       |
|--|-----------------------|
| <br><hr/> Jamie Goldstein, City Manager | 7/27/20<br><hr/> Date |
| <br><hr/> Jim Malberg, City Treasurer   | 7/24/20<br><hr/> Date |

Attachment: 7-24-20 Check Register (Approval of City Check Registers)

# City Checks Issued July 24, 2020

| Check Number | Invoice Number | Invoice Date | Description  | Payee Name                               | Transact Amo |
|--------------|----------------|--------------|--|--|--------------|
| 96114        | 07/24/2020     |              |  | 4LEAF INC.                               | \$2,584      |
|              | Invoice        | Date         | Description  |  | Amount       |
|              | J3803D-REV     | 03/31/2020   | March building permit technician services  |  | \$2,584.00   |
| 96115        | 07/24/2020     |              |  | ADAMS ASHBY GROUP INC                    | \$3,700      |
|              | Invoice        | Date         | Description  |  | Amount       |
|              | 3108           | 07/01/2020   | Bay Ave. senior apartments long term monitoring<br>1370 - HOME Reuse               |  | \$3,700.00   |
| 96116        | 07/24/2020     |              |  | AMAZON CAPITAL SERVICES                  | \$246        |
|              | Invoice        | Date         | Description  |  | Amount       |
|              | 1KPL-GLGH-43CH | 07/13/2020   | Office printer drum unit   |  | \$150.94     |
|              | 1Y7V-13PD-C44H | 07/22/2020   | Liquid fertilizer  |  | \$41.32      |
|              | 1TT3-3HLM-KYFP | 07/22/2020   | Bandanas (2)   |  | \$54.48      |
| 96117        | 07/24/2020     |              |  | AT&T/CALNET 3                            | \$599        |
|              | Invoice        | Date         | Description  |  | Amount       |
|              | 0015045640     | 07/13/2020   | June - July telephone service<br>1000 - General Fund \$551.64<br>2211 - IT \$47.48 |  | \$599.12     |
| 96118        | 07/24/2020     |              |  | AT&T/CALNET 3                            | \$1,153      |
|              | Invoice        | Date         | Description  |  | Amount       |
|              | 0015046308     | 07/13/2020   | June - July T-1 access   |  | \$1,153.29   |
| 96119        | 07/24/2020     |              |  | BEN NOBLE URBAN AND REGIONAL PLANNING    | \$825        |
|              | Invoice        | Date         | Description  |  | Amount       |
|              | 1289           | 07/16/2020   | June LCP implementation<br>1313 - General Plan                                     |  | \$825.00     |
| 96120        | 07/24/2020     |              |  | CALIFORNIA BUILDING STANDARDS COMMISSION | \$446        |
|              | Invoice        | Date         | Description  |  | Amount       |
|              | CBSC033120     | 03/31/2020   | January - March building standards admin. fee                                      |  | \$206.10     |
|              | CBSC063020     | 06/30/2020   | April - June building standards admin. fee   |  | \$239.40     |
| 96121        | 07/24/2020     |              |  | CAPITOLA PEACE OFFICERS ASSOCIATION      | \$1,856      |
|              | Invoice        | Date         | Description  |  | Amount       |
|              | POA071120      | 07/17/2020   | July POA and gym dues<br>1001 - Payroll  |  | \$1,856.50   |
| 96122        | 07/24/2020     |              |  | CARIN HANNA                              | \$4,518      |
|              | Invoice        | Date         | Description  |  | Amount       |
|              | CH071720       | 07/17/2020   | BIA street side dining infrastructure reimbursement<br>1321 - BIA                  |  | \$4,518.80   |
| 96123        | 07/24/2020     |              |  | CAROLYN FLYNN                            | \$1,522      |
|              | Invoice        | Date         | Description  |  | Amount       |
|              | CBF-06-2020    | 07/06/2020   | Affordable housing contract services   |  | \$1,522.50   |
| 96124        | 07/24/2020     |              |  | CRESCO EQUIPMENT RENTALS                 | \$8,110      |
|              | Invoice        | Date         | Description  |  | Amount       |
|              | 5180095-0001   | 06/29/2020   | Beach grading equipment rental   |  | \$8,110.50   |
| 96125        | 07/24/2020     |              |  | CSG Consultants Inc.                     | \$3,068      |
|              | Invoice        | Date         | Description  |  | Amount       |
|              | B200773        | 06/30/2020   | June building plan review services   |  | \$3,068.75   |
| 96126        | 07/24/2020     |              |  | D & M TRAFFIC SERVICES                   | \$263        |
|              | Invoice        | Date         | Description  |  | Amount       |
|              | 72295          | 07/08/2020   | Outdoor dining water wall rental   |  | \$263.00     |
| 96127        | 07/24/2020     |              |  | DEPARTMENT OF PESTICIDE REGULATION       | \$120        |
|              | Invoice        | Date         | Description  |  | Amount       |
|              | MKQAC72220     | 07/17/2020   | QAC renewal for Matt Kotila  |  | \$60.00      |
|              | JFQAC72220     | 07/22/2020   | QAC renewal for Jesse Franchi  |  | \$60.00      |
| 96128        | 07/24/2020     |              |  | Division of the State Architect          | \$22         |
|              | Invoice        | Date         | Description  |  | Amount       |
|              | DSA063020      | 06/30/2020   | April - June disability access & education fee                                     |  | \$22.80      |
| 96129        | 07/24/2020     |              |  | EIDE BAILLY LLP                          | \$20,000     |
|              | Invoice        | Date         | Description  |  | Amount       |
|              | EI01009938     | 07/22/2020   | Auditing services for FY19/20  |  | \$20,000.00  |

Attachment: 7-24-20 Check Register (Approval of City Check Registers)

# City Checks Issued July 24, 2020

| Invoice   | Date   | Description   | Amount   |
|---|--|---|--|
| 96130   | 07/24/2020   | EMPLOYMENT DEVELOPMENT DEPARTMENT   | \$150  |
| Invoice<br>L1858684256-27   | Date<br>07/17/2020   | Description<br>Earnings withholding order PPE 7/11/20<br>1001 - Payroll   | Amount<br>\$150.00   |
| 96131   | 07/24/2020   | FABRICATION EFFECTS INC.  | \$2,690  |
| Invoice<br>C.C.Wharf001   | Date<br>07/19/2020   | Description<br>Wharf sign and dock repairs<br>1311 - Wharf  | Amount<br>\$2,690.00   |
| 96132   | 07/24/2020   | HAYWARD RUBBER STAMP  | \$107  |
| Invoice<br>5225117  | Date<br>05/05/2020   | Description<br>Stamps for building department   | Amount<br>\$107.07   |
| 96133   | 07/24/2020   | HOME DEPOT CREDIT SERVICES  | \$351  |
| Invoice<br>6620614-2<br>0340573<br>7034776<br>2632604<br>3632394<br>1621288<br>2611679<br>3632450 | Date<br>07/10/2020<br>07/16/2020<br>07/09/2020<br>07/14/2020<br>07/13/2020<br>07/15/2020<br>07/14/2020<br>07/13/2020 | Description<br>Bungee cord, chuck key, lanyard, bucket<br>Concrete mix, pallet fee<br>Decorator chain<br>Rust stopper, mini roller, poly roller<br>Trimmer line, speed pro line<br>Alligator clips<br>Scissors, multi brush set, cable ties, pliers<br>Poly rollers | Amount<br>\$15.40<br>\$147.74<br>\$23.98<br>\$20.44<br>\$50.04<br>\$4.32<br>\$66.86<br>\$22.81 |
| 96134   | 07/24/2020   | HOSE SHOP   | \$11   |
| Invoice<br>426458   | Date<br>07/17/2020   | Description<br>Reducer, union   | Amount<br>\$11.40  |
| 96135   | 07/24/2020   | INTERSTATE BATTERY SYSTEM OF SAN JOSE INC   | \$129  |
| Invoice<br>50286670   | Date<br>07/20/2020   | Description<br>Battery  | Amount<br>\$129.57   |
| 96136   | 07/24/2020   | JACQUES BERTRAND  | \$217  |
| Invoice<br>JB072220   | Date<br>11/06/2019   | Description<br>4C conference, SUSD trustees meeting, meeting meals  | Amount<br>\$217.83   |
| 96137   | 07/24/2020   | JHS CONSULTING LLC  | \$225  |
| Invoice<br>1191   | Date<br>07/14/2020   | Description<br>Mall project consulting & planning support services  | Amount<br>\$225.00   |
| 96138   | 07/24/2020   | KIMLEY HORN AND ASSOCIATES INC  | \$13,016   |
| Invoice<br>097763118-0620<br>16887040   | Date<br>07/16/2020<br>06/30/2020   | Description<br>Traffic signal adaptive control system<br>Update to local hazard mitigation plan<br>1200 - CIP \$11,001.31<br>1314 - Green Bldg \$2,015  | Amount<br>\$11,001.31<br>\$2,015.00  |
| 96139   | 07/24/2020   | KING'S PAINT AND PAPER INC.   | \$519  |
| Invoice<br>A0299859   | Date<br>07/21/2020   | Description<br>Rispin bridge paint supplies, mightypro cover  | Amount<br>\$519.10   |
| 96140   | 07/24/2020   | KOSMONT COMPANIES   | \$358  |
| Invoice<br>1908.8-008   | Date<br>03/31/2020   | Description<br>Mall negotiations  | Amount<br>\$358.80   |
| 96141   | 07/24/2020   | MID COUNTY AUTO SUPPLY  | \$128  |
| Invoice<br>MID-885688<br>MID-887934<br>MID-888471   | Date<br>07/17/2020<br>07/20/2020<br>07/20/2020   | Description<br>Back up lights, stop & tail lights<br>Oil filters (3)<br>Engine oil  | Amount<br>\$28.32<br>\$23.71<br>\$76.91  |
| 96142   | 07/24/2020   | MISSION LINEN SUPPLY  | \$96   |
| Invoice<br>512840599  | Date<br>07/15/2020   | Description<br>Corp. yard uniform cleaning, towels  | Amount<br>\$96.40  |
| 96143   | 07/24/2020   | MONTEREY BAY AREA SELF INSURANCE AUTHORITY  | \$344,791  |
| Invoice<br>200701-1   | Date<br>07/01/2020   | Description<br>FY 20-21 insurance premiums<br>2213 - Self Insurance \$244,791.50<br>2214 - Workers' Comp. \$100,000   | Amount<br>\$344,791.50   |

Attachment: 7-24-20 Check Register (Approval of City Check Registers)

# City Checks Issued July 24, 2020

| Invoice #  | Date                     | Description   | Amount             |
|--|--------------------------|---|--------------------|
| 96144<br>07/24/2020<br>Invoice<br>303085510          | 07/22/2020               | NICHOLS CONSULTING ENGINEERS CHTD<br>Park Ave. slope repair design, E-76 for construction<br>1200 - CIP   | \$3,320.00         |
| 96145<br>07/24/2020<br>Invoice<br>B13279<br>B23709   | 07/03/2020<br>07/17/2020 | OUTDOOR SUPPLY HARDWARE<br>Street paint, bucket<br>Push brooms  | \$43.52<br>\$91.54 |
| 96146<br>07/24/2020<br>Invoice<br>PGE071420-acct9    | 07/14/2020               | PACIFIC GAS & ELECTRIC<br>June - July gas and electricity<br>1000 - General Fund \$3,842.98<br>1300 - SLESF \$108<br>1310 - Gas Tax \$6,339.32<br>1311 - Wharf \$2,055.21 | \$12,345.51        |
| 96147<br>07/24/2020<br>Invoice<br>PB071920           | 07/19/2020               | PITNEY BOWES<br>City Hall postage machine refill<br>2210 - Stores   | \$2,020.99         |
| 96148<br>07/24/2020<br>Invoice<br>EIA33334           | 07/01/2020               | PREFERRED BENEFIT INSURANCE ADMIN.<br>July dental and vision insurance<br>1000 - General Fund \$309.10<br>1001 - Payroll \$4,918.30                                       | \$5,227.40         |
| 96149<br>07/24/2020<br>Invoice<br>55-0559773         | 07/13/2020               | SAN LORENZO LUMBER<br>Sun glasses, outdoor screws   | \$41.17            |
| 96150<br>07/24/2020<br>Invoice<br>106057             | 06/23/2020               | SANTA CRUZ FIRE EQUIPMENT CO.<br>Wharf semi-annual storage shed inspection, supplies<br>1311 - Wharf  | \$579.50           |
| 96151<br>07/24/2020<br>Invoice<br>06-14476-0070720   | 07/07/2020               | SOQUEL CREEK WATER DISTRICT<br>430 Kennedy Drive water service  | \$195.88           |
| 96152<br>07/24/2020<br>Invoice<br>4205917            | 07/16/2020               | SUPERIOR PRESS<br>Bank deposit slips  | \$40.20            |
| 96153<br>07/24/2020<br>Invoice<br>561856154          | 07/16/2020               | THE HOME DEPOT PRO<br>Janitorial supplies   | \$359.97           |
| 96154<br>07/24/2020<br>Invoice<br>UW073120           | 07/17/2020               | UNITED WAY OF SANTA CRUZ COUNTY<br>July United Way employee contributions<br>1001 - Payroll   | \$20.00            |
| 96155<br>07/24/2020<br>Invoice<br>UPEC072020         | 07/01/2020               | UPEC LIUNA LOCAL 792<br>July UPEC dues<br>1001 - Payroll  | \$950.00           |
| 96156<br>07/24/2020<br>Invoice<br>PARS071720         | 07/17/2020               | US BANK PARS Acct 6746022400<br>PARS contributions PPE 7/11/20<br>1001 - Payroll  | \$1,300.93         |
| 96157<br>07/24/2020<br>Invoice<br>9858435394         | 07/10/2020               | VERIZON WIRELESS<br>June - July telephone charges   | \$3,029.63         |
| 96158<br>07/24/2020<br>Invoice<br>8180077<br>8180078 | 06/30/2020<br>06/30/2020 | WESTERN EXTERMINATOR COMPANY<br>Turnouts rodent control<br>City Hall rodent control   | \$64.00<br>\$64.00 |

Attachment: 7-24-20 Check Register (Approval of City Check Registers)

# City Checks Issued July 24, 2020

|       |            |            |                              |                    |         |      |
|-------|------------|------------|------------------------------|--------------------|---------|------|
| 96159 | 07/24/2020 |            |                              | Mary Ann Zabielski |         | \$41 |
|       | Invoice    | Date       | Description                  |                    | Amount  |      |
|       | 20-0262    | 07/07/2020 | Fence permit refund #20-0262 |                    | \$48.30 |      |
|       |            |            | 1000 - General Fund \$46     |                    |         |      |
|       |            |            | 1317 - Tech Fee \$2.30       |                    |         |      |

|       |            |            |   |                 |         |      |
|-------|------------|------------|---|-----------------|---------|------|
| 96160 | 07/24/2020 |            |   | Teresa Gonzales |         | \$81 |
|       | Invoice    | Date       | Description                                     |                 | Amount  |      |
|       | TG71720    | 07/17/2020 | Citation refund (original voided and re-issued) |                 | \$86.00 |      |

Main Check Totals: \$441.65

|            |               |            |                                |                    |          |       |
|------------|---------------|------------|--------------------------------|--------------------|----------|-------|
| <u>EFT</u> |               |            |                                |                    |          |       |
| 974        | 07/24/2020    |            |                                | DISCOVERY BENEFITS |          | \$131 |
|            | Invoice       | Date       | Description                    |                    | Amount   |       |
|            | 0001179029-IN | 06/30/2020 | June COBRA and FSA admin. fees |                    | \$135.00 |       |

|     |               |            |                         |                                   |            |        |
|-----|---------------|------------|-------------------------|-----------------------------------|------------|--------|
| 975 | 07/20/2020    |            |                         | EMPLOYMENT DEVELOPMENT DEPARTMENT |            | \$7.75 |
|     | Invoice       | Date       | Description             |                                   | Amount     |        |
|     | 1-871-101-472 | 07/20/2020 | State taxes PPE 7/11/20 |                                   | \$7,752.42 |        |
|     |               |            | 1001 - Payroll          |                                   |            |        |

|     |            |            |                                    |                          |             |         |
|-----|------------|------------|------------------------------------|--------------------------|-------------|---------|
| 976 | 07/20/2020 |            |                                    | INTERNAL REVENUE SERVICE |             | \$27.02 |
|     | Invoice    | Date       | Description                        |                          | Amount      |         |
|     | 70400965   | 07/20/2020 | Federal tax & Medicare PPE 7/11/20 |                          | \$27,027.80 |         |
|     |            |            | 1001 - Payroll                     |                          |             |         |

|     |             |            |                                   |                         |            |        |
|-----|-------------|------------|-----------------------------------|-------------------------|------------|--------|
| 977 | 07/22/2020  |            |                                   | STATE DISBURSEMENT UNIT |            | \$1.23 |
|     | Invoice     | Date       | Description                       |                         | Amount     |        |
|     | PAY32838839 | 07/22/2020 | Employee garnishments PPE 7/11/20 |                         | \$1,232.76 |        |
|     |             |            | 1001 - Payroll                    |                         |            |        |

|     |            |            |  |                |            |        |
|-----|------------|------------|--|----------------|------------|--------|
| 978 | 07/22/2020 |            |  | VOYA FINANCIAL |            | \$6.21 |
|     | Invoice    | Date       | Description                            |                | Amount     |        |
|     | VOYA071720 | 07/22/2020 | Employee 457 contributions PPE 7/11/20 |                | \$6,218.53 |        |
|     |            |            | 1001 - Payroll                         |                |            |        |

|     |              |            |                                |                                  |             |         |
|-----|--------------|------------|--------------------------------|----------------------------------|-------------|---------|
| 979 | 07/21/2020   |            |                                | CalPERS Member Services Division |             | \$51.00 |
|     | Invoice      | Date       | Description                    |                                  | Amount      |         |
|     | 1001611444-7 | 07/21/2020 | PERS contributions PPE 7/11/20 |                                  | \$51,009.85 |         |
|     |              |            | 1001 - Payroll                 |                                  |             |         |

EFT Totals: \$93.37

|                   |            |            |                            |                                 |          |      |
|-------------------|------------|------------|----------------------------|---------------------------------|----------|------|
| Library - Library |            |            |                            |                                 |          |      |
| 212               | 07/24/2020 |            |                            | BUTANO GEOTECHNICAL ENGINEERING |          | \$60 |
|                   | Invoice    | Date       | Description                |                                 | Amount   |      |
|                   | 4867       | 07/09/2020 | Library compaction testing |                                 | \$600.00 |      |

|     |               |            |                                    |                                     |             |         |
|-----|---------------|------------|------------------------------------|-------------------------------------|-------------|---------|
| 213 | 07/24/2020    |            |                                    | JOHN F OTTO INC ESCROW NO 02-701154 |             | \$14.27 |
|     | Invoice       | Date       | Description                        |                                     | Amount      |         |
|     | 13558retainer | 07/21/2020 | June library construction retainer |                                     | \$14,272.53 |         |

|     |            |            |                           |                        |              |          |
|-----|------------|------------|---------------------------|------------------------|--------------|----------|
| 214 | 07/24/2020 |            |                           | OTTO CONSTRUCTION INC. |              | \$271.17 |
|     | Invoice    | Date       | Description               |                        | Amount       |          |
|     | 13558      | 07/21/2020 | June library construction |                        | \$271,178.16 |          |

Library Check Totals: \$286.00

Attachment: 7-24-20 Check Register (Approval of City Check Registers)

# City Checks Issued July 24, 2020

|                                | Count | T         |
|--------------------------------|-------|-----------|
| <b>CITY - Main City Totals</b> |       |           |
| Checks                         | 47    | \$441,651 |
| EFTs                           | 6     | \$93,371  |
| All                            | 53    | \$535,031 |
| <b>Library</b>                 |       |           |
| Checks                         | 3     | \$286,051 |
| EFTs                           | 0     | \$0       |
| All                            | 3     | \$286,051 |
| <b>Grand Totals:</b>           |       |           |
| Checks                         | 50    | \$727,701 |
| EFTs                           | 6     | \$93,371  |
| All                            | 56    | \$821,081 |

Attachment: 7-24-20 Check Register (Approval of City Check Registers)

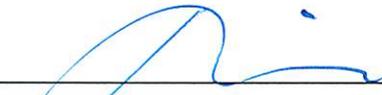
City main account checks dated July 31, 2020, numbered 96161 to 96192 totaling \$116,517.91, plus 2 EFTs totaling \$1,767,028.21 and 110 payroll EFTs totaling \$168,289.77, for a grand total of \$2,051,835.89, have been reviewed and authorized for distribution by the City Manager.

As of July 31, 2020, the unaudited cash balance is \$2,828,342.00

**CASH POSITION - CITY OF CAPITOLA**  
**July 31, 2020**

|                                       | 7/31/2020              |
|---------------------------------------|------------------------|
| General Fund                          | \$ (2,829,379.25)      |
| Payroll Payables                      | \$ 150,436.91          |
| Contingency Reserve Fund              | \$ 2,061,345.66        |
| Facilities Reserve Fund               | \$ 522,829.72          |
| Capital Improvement Fund              | \$ 1,873,356.79        |
| Stores Fund                           | \$ 58,520.71           |
| Information Technology Fund           | \$ 280,243.54          |
| Equipment Replacement                 | \$ 478,832.92          |
| Self-Insurance Liability Fund         | \$ (130,941.98)        |
| Workers' Comp. Ins. Fund              | \$ 218,797.79          |
| Compensated Absences Fund             | \$ 144,299.19          |
| <b>TOTAL UNASSIGNED GENERAL FUNDS</b> | <b>\$ 2,828,342.00</b> |

The Emergency Reserve Fund balance is \$1,374,205.54 (not included above).  
The PERS Contingency Fund balance is \$916,860.69 (not included above).  
The Library Fund balance is \$4,926,266.80 (not included above).

|  |                 |
|--|-----------------|
| <br>Jamie Goldstein, City Manager | 8/11/20<br>Date |
| <br>Jim Malberg, City Treasurer   | 8/7/20<br>Date  |

Attachment: 7-31-20 Check Register (Approval of City Check Registers)

# City Checks Issued July 31, 2020

| Check Number | Invoice Date   | Invoice Date | Description   | Payee Name                       | Transaction Amount |
|--------------|----------------|--------------|---|----------------------------------|--------------------|
| 96161        | 07/31/2020     |              |   | AMAZON CAPITAL SERVICES          | \$109.97           |
|              | Invoice        | Date         | Description   |                                  | Amount             |
|              | 199L-PDJQ-GWV9 | 07/25/2020   | HP ink cartridges for fleet                               |                                  | \$109.97           |
| 96162        | 07/31/2020     |              |   | APTOS LANDSCAPE SUPPLY INC.      | \$111.18           |
|              | Invoice        | Date         | Description   |                                  | Amount             |
|              | 524315         | 07/23/2020   | Plaster sand for Cortez park                              |                                  | \$111.18           |
| 96163        | 07/31/2020     |              |   | AUTOMATION TEST ASSOCIATES       | \$80.00            |
|              | Invoice        | Date         | Description   |                                  | Amount             |
|              | 48568          | 06/22/2020   | June wharf meter reading                                  |                                  | \$40.00            |
|              | 48655          | 07/22/2020   | July wharf meter reading<br>1311 - Wharf                  |                                  | \$40.00            |
| 96164        | 07/31/2020     |              |   | AVENU MUNISERVICES               | \$1,321.31         |
|              | Invoice        | Date         | Description   |                                  | Amount             |
|              | INV06-009443   | 07/24/2020   | Quarterly sales tax auditing service                      |                                  | \$1,214.23         |
|              | INV06-009444   | 07/24/2020   | Quarterly district tax auditing services                  |                                  | \$107.08           |
| 96165        | 07/31/2020     |              |   | B & B SMALL ENGINE REPAIR        | \$317.98           |
|              | Invoice        | Date         | Description   |                                  | Amount             |
|              | 450882         | 07/23/2020   | Spring  |                                  | \$5.00             |
|              | 450880         | 07/23/2020   | Oil, blade, tools   |                                  | \$312.98           |
| 96166        | 07/31/2020     |              |   | BIG CREEK LUMBER                 | \$85.03            |
|              | Invoice        | Date         | Description   |                                  | Amount             |
|              | 1364860        | 06/30/2020   | Cedar tenoned rail Soquel Creek park                      |                                  | \$32.41            |
|              | 1380488        | 07/27/2020   | Pressure treated lumber for skate park                    |                                  | \$52.62            |
| 96167        | 07/31/2020     |              |   | BUTANO GEOTECHNICAL ENGINEERING  | \$13,875.00        |
|              | Invoice        | Date         | Description   |                                  | Amount             |
|              | 4857           | 07/23/2020   | Brommer St. observation and testing<br>1309 - RTC Streets |                                  | \$13,875.00        |
| 96168        | 07/31/2020     |              |   | CA DEPARTMENT OF TRANSPORTATION  | \$2,035.02         |
|              | Invoice        | Date         | Description   |                                  | Amount             |
|              | SL201051       | 07/20/2020   | April - June signals and lighting<br>1310 - Gas Tax       |                                  | \$2,035.02         |
| 96169        | 07/31/2020     |              |   | CalPERS Fiscal Services Division | \$60,250.00        |
|              | Invoice        | Date         | Description   |                                  | Amount             |
|              | PERS63020      | 06/30/2020   | FY19/20 OPEB trust contribution                           |                                  | \$60,250.00        |
| 96170        | 07/31/2020     |              |   | CVS PHARMACY INC.                | \$66.26            |
|              | Invoice        | Date         | Description   |                                  | Amount             |
|              | 5287           | 07/23/2020   | Bags, masking tape, gloves, flex fabric, prep pad         |                                  | \$66.26            |

Attachment: 7-31-20 Check Register (Approval of City Check Registers)

# City Checks Issued July 31, 2020

| Check Number | Invoice Date | Invoice Date | Description  | Payee Name                     | Transaction Amount |
|--------------|--------------|--------------|--|--------------------------------|--------------------|
| 96171        | 07/31/2020   |              |  | DONALD W ALLEY                 | \$1,523.69         |
|              | Invoice      | Date         | Description  |                                | Amount             |
|              | DA072720     | 07/27/2020   | Lagoon water quality monitoring                            |                                | \$1,523.69         |
| 96172        | 07/31/2020   |              |  | EWING IRRIGATION               | \$323.39           |
|              | Invoice      | Date         | Description  |                                | Amount             |
|              | 12178743     | 07/21/2020   | Jade st. park supplies                                     |                                | \$323.39           |
| 96173        | 07/31/2020   |              |  | FLYERS ENERGY LLC              | \$2,040.64         |
|              | Invoice      | Date         | Description  |                                | Amount             |
|              | 20-150233    | 07/16/2020   | 387 gallons gasoline                                       |                                | \$1,246.91         |
|              | 20-151676    | 07/21/2020   | 55 gallon drum oil   |                                | \$793.73           |
| 96174        | 07/31/2020   |              |  | GEORGE McMENAMIN               | \$1,498.75         |
|              | Invoice      | Date         | Description  |                                | Amount             |
|              | 2020-9       | 07/26/2020   | Peery Park & Bay St. Park maintenance                      |                                | \$1,498.75         |
| 96175        | 07/31/2020   |              |  | GINA ENRIQUEZ                  | \$3,284.74         |
|              | Invoice      | Date         | Description  |                                | Amount             |
|              | GE072020     | 07/20/2020   | Instructor payment   |                                | \$3,284.74         |
| 96176        | 07/31/2020   |              |  | GRANITE ROCK COMPANY           | \$947.45           |
|              | Invoice      | Date         | Description  |                                | Amount             |
|              | 1249981      | 07/18/2020   | Street repair asphalt                                      |                                | \$947.45           |
| 96177        | 07/31/2020   |              |  | HOME DEPOT CREDIT SERVICES     | \$85.29            |
|              | Invoice      | Date         | Description  |                                | Amount             |
|              | 9633097      | 07/17/2020   | Esplanade brush, broom                                     |                                | \$33.71            |
|              | 5622204      | 07/21/2020   | Rakes (2)  |                                | \$28.30            |
|              | 2634304      | 07/24/2020   | Jade St. park supplies                                     |                                | \$23.28            |
| 96178        | 07/31/2020   |              |  | KIMLEY HORN AND ASSOCIATES INC | \$5,503.38         |
|              | Invoice      | Date         | Description  |                                | Amount             |
|              | 16914672     | 06/30/2020   | Capitola Ave. sidewalk professional services               |                                | \$3,203.38         |
|              | 17024283     | 06/30/2020   | Brommer St. project management, bid & construction support |                                | \$2,300.00         |
|              |              |              | 1200 - CIP \$3,203.38                                      |                                |                    |
|              |              |              | 1309 - RTC Streets \$2,300                                 |                                |                    |
| 96179        | 07/31/2020   |              |  | KING'S PAINT AND PAPER INC.    | \$158.20           |
|              | Invoice      | Date         | Description  |                                | Amount             |
|              | A0300136     | 07/28/2020   | Rispin bridge rust destroyer, brush                        |                                | \$126.85           |
|              | A0299926     | 07/23/2020   | Plastic pail, plastic bucket lid, skid-tex                 |                                | \$31.35            |
| 96180        | 07/31/2020   |              |  | MID COUNTY AUTO SUPPLY         | \$102.49           |
|              | Invoice      | Date         | Description  |                                | Amount             |
|              | MID-891856   | 07/22/2020   | Fuel filter, exterior wear pads                            |                                | \$102.49           |

Attachment: 7-31-20 Check Register (Approval of City Check Registers)

# City Checks Issued July 31, 2020

| Check Number | Invoice Date     | Invoice Date | Description                         | Payee Name                  | Transaction Amount |
|--------------|------------------|--------------|-------------------------------------|-----------------------------|--------------------|
| 96181        | 07/31/2020       |              |                                     | MISSION LINEN SUPPLY        | \$209.02           |
|              | Invoice          | Date         | Description                         |                             | Amount             |
|              | 512888147        | 07/22/2020   | Fleet towels, uniform cleaning      |                             | \$41.25            |
|              | 512888148        | 07/22/2020   | Corp. yard uniform cleaning, towels |                             | \$92.77            |
|              | 512914519        | 07/27/2020   | Recreation mops, towels, mats       |                             | \$75.00            |
| 96182        | 07/31/2020       |              |                                     | OLIVE SPRINGS QUARRY INC.   | \$1,070.20         |
|              | Invoice          | Date         | Description                         |                             | Amount             |
|              | 127305           | 07/20/2020   | Street paving repairs               |                             | \$625.70           |
|              | 127444           | 07/27/2020   | Hihn park paving and patching       |                             | \$244.50           |
| 96183        | 07/31/2020       |              |                                     | OUTDOOR SUPPLY HARDWARE     | \$138.51           |
|              | Invoice          | Date         | Description                         |                             | Amount             |
|              | B27646           | 07/22/2020   | Triple flint striker                |                             | \$7.62             |
|              | B28728           | 07/24/2020   | LED flashlight                      |                             | \$14.16            |
|              | B27613           | 07/22/2020   | Skate park supplies                 |                             | \$54.45            |
|              | B28831           | 07/24/2020   | Skate park bulk fasteners           |                             | \$20.88            |
|              | B12801           | 07/02/2020   | Drill bit                           |                             | \$32.69            |
|              | B22423           | 07/15/2020   | Street paving gong brush            |                             | \$8.71             |
| 96184        | 07/31/2020       |              |                                     | ROYAL WHOLESALE ELECTRIC    | \$817.50           |
|              | Invoice          | Date         | Description                         |                             | Amount             |
|              | 7719-661204      | 07/28/2020   | LED light fixture for Esplanade     |                             | \$817.50           |
| 96185        | 07/31/2020       |              |                                     | SAN LORENZO LUMBER          | \$207.24           |
|              | Invoice          | Date         | Description                         |                             | Amount             |
|              | 55-0559486       | 07/10/2020   | Esplanade lumber                    |                             | \$120.79           |
|              | 55-0562035       | 07/21/2020   | Hihn park pathway supplies          |                             | \$86.45            |
| 96186        | 07/31/2020       |              |                                     | SANDY MARRUJO               | \$185.17           |
|              | Invoice          | Date         | Description                         |                             | Amount             |
|              | SM072720         | 07/27/2020   | Instructor payment                  |                             | \$185.17           |
| 96187        | 07/31/2020       |              |                                     | SOQUEL CREEK WATER DISTRICT | \$422.25           |
|              | Invoice          | Date         | Description                         |                             | Amount             |
|              | 08-15299-0071720 | 07/17/2020   | Monterey Ave. water                 |                             | \$381.85           |
|              | 08-15562-0071720 | 07/17/2020   | Cliff and Fairview water service    |                             | \$40.40            |
| 96188        | 07/31/2020       |              |                                     | THE HOME DEPOT PRO          | \$1,939.62         |
|              | Invoice          | Date         | Description                         |                             | Amount             |
|              | 559296496        | 07/02/2020   | Hand sanitizer, janitorial supplies |                             | \$123.48           |
|              | 563122258        | 07/23/2020   | Janitorial supplies                 |                             | \$372.91           |
|              | 562911453        | 07/23/2020   | Janitorial supplies                 |                             | \$665.56           |
|              | 562594663        | 07/21/2020   | Janitorial supplies                 |                             | \$404.61           |
|              | 562594671        | 07/21/2020   | Janitorial supplies                 |                             | \$43.35            |
|              | 563396951        | 07/24/2020   | Returned janitorial supplies        |                             | (\$183.03)         |
|              | 563396969        | 07/24/2020   | Janitorial supplies                 |                             | \$185.74           |
|              | 563396977        | 07/24/2020   | Janitorial supplies                 |                             | \$327.00           |

Attachment: 7-31-20 Check Register (Approval of City Check Registers)

# City Checks Issued July 31, 2020

| Check Number                   | Invoice Date  | Invoice Date | Description  | Payee Name                       | Transaction Amount |
|--------------------------------|---------------|--------------|--|----------------------------------|--------------------|
| 96189                          | 07/31/2020    |              |  | VISIT SANTA CRUZ COUNTY          | \$17,357.9         |
|                                | Invoice       | Date         | Description  |                                  | Amount             |
|                                | VSCC063020    | 06/30/2020   | April - June TMD remittance  |                                  | \$17,357.97        |
| 96190                          | 07/31/2020    |              |  | ZUMAR INDUSTRIES INC.            | \$232.9            |
|                                | Invoice       | Date         | Description  |                                  | Amount             |
|                                | 89225         | 07/20/2020   | Street signs (2)   |                                  | \$232.96           |
| 96191                          | 07/31/2020    |              |  | Lynn Wagner                      | \$108.8            |
|                                | Invoice       | Date         | Description  |                                  | Amount             |
|                                | 2004998.002   | 07/21/2020   | Class refund   |                                  | \$108.85           |
| 96192                          | 07/31/2020    |              |  | Rebecca Hernandez                | \$108.8            |
|                                | Invoice       | Date         | Description  |                                  | Amount             |
|                                | 2004996.002   | 07/20/2020   | Class refund   |                                  | \$108.85           |
| Main Check Totals:             |               |              |  |                                  | \$116,517.9        |
| <u>EFT</u>                     |               |              |  |                                  |                    |
| 980                            | 07/30/2020    |              |  | CalPERS Fiscal Services Division | \$1,689,461.0      |
|                                | Invoice       | Date         | Description  |                                  | Amount             |
|                                | 1001619839-41 | 07/30/2020   | FY 20/21 PERS UAL prepayment                                       |                                  | \$1,689,461.00     |
| 981                            | 07/31/2020    |              |  | US BANK                          | \$77,567.2         |
|                                | Invoice       | Date         | Description  |                                  | Amount             |
|                                | 63065         | 07/31/2020   | Pac Cove facility lease A/C#CIEDB-BC15-103<br>1421 - Pac Cove Park |                                  | \$77,567.21        |
| EFT Totals:                    |               |              |  |                                  | \$1,767,028.2      |
| <b>CITY - Main City Totals</b> |               |              |  |                                  |                    |
|                                |               |              |  | <b>Count</b>                     | <b>Total</b>       |
| Checks                         |               |              |  | 32                               | \$116,517.9        |
| EFTs                           |               |              |  | 2                                | \$1,767,028.2      |
| All                            |               |              |  | 34                               | \$1,883,546.1      |
| <b>Payroll</b>                 |               |              |  |                                  |                    |
| Checks                         |               |              |  | 0                                | \$0.0              |
| EFTs                           |               |              |  | 110                              | \$168,289.7        |
| All                            |               |              |  | 110                              | \$168,289.7        |
| <b>Grand Totals:</b>           |               |              |  |                                  |                    |
| Checks                         |               |              |  | 32                               | \$116,517.9        |
| EFTs                           |               |              |  | 112                              | \$1,935,317.9      |
| All                            |               |              |  | 144                              | \$2,051,835.8      |

Attachment: 7-31-20 Check Register (Approval of City Check Registers)



## CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF AUGUST 27, 2020**

FROM: City Manager Department  
SUBJECT: Liability Claim of Scholine Slikker

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RECOMMENDED ACTION: Reject liability claim.

DISCUSSION: Scholine Slikker has filed a liability claim against the City in the amount of \$227.70.

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

**Reviewed and Forwarded by:**

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

Jamie Goldstein, City Manager 8/20/2020



# CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF AUGUST 27, 2020**

FROM: City Manager Department

SUBJECT: Liability Claim of Jamison Rea

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RECOMMENDED ACTION: Reject liability claim.

DISCUSSION: Jamison Rea 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 black ink, appearing to be "JG", is written over a horizontal line.

Jamie Goldstein, City Manager 8/20/2020



# CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF AUGUST 27, 2020**

FROM: City Manager Department

SUBJECT: Grand Jury Response - Website Accessibility

**RECOMMENDED ACTION:** Approve the responses to the Grand Jury Report and direct the City Clerk to submit the completed response packet pursuant to California Penal Code Section 933.05.

**BACKGROUND:** On June 16, 2020, the Santa Cruz County Civil Grand Jury released a report titled *The Tangled Web; Oh, What a Mangled Web We Weave....*

The City of Capitola staff reviewed the findings and recommendations of the report and prepared the attached responses.

**DISCUSSION:** The Grand Jury completed its investigation and posted its five findings and three recommendations on June 16, 2020. The report includes findings and recommendations to the County of Santa Cruz and the four cities in the County. A copy of the report (Attachment 1) is available on the City's website. The report highlights three recommendations (R):

R1. The County Administrative Officer and the City Managers should establish a formal process by December 31, 2020 for their departments to validate and verify the accuracy and currency of website information.

R2. The County Administrative Officer and the City Managers should establish a protocol to be exercised quarterly, beginning January 2021, which requires department heads to confirm via documentation (initial a spreadsheet, for example) that they have verified the accuracy of their department's web information.

R3. The County Administrative Officer and the City Managers should establish 'SMART' goals for website quality assurance and manage these goals beginning in 2021.

City staff has drafted responses to the Grand Jury findings and recommendations, they are included within the Grand Jury's report in the spaces provided.

**FISCAL IMPACT:** None

**ATTACHMENTS:**

1. Capitola Website Grand Jury Response

Report Prepared By: Larry Laurent  
Assistant to the City Manager

Grand Jury Response - Website  
August 27, 2020

**Reviewed and Forwarded by:**



---

Jamie Goldstein, City Manager      8/20/2020



**The 2019–2020 Santa Cruz County Civil Grand Jury  
Requires that the  
Capitola City Council  
Respond to the Findings and Recommendations  
Specified in the Report Titled  
The Tangled Web  
Oh, What a Mangled Web We Weave...  
by September 14, 2020**

---

When the response is complete, please

1. Email the completed Response Packet as a file attachment to [grandjury@scgrandjury.org](mailto:grandjury@scgrandjury.org), and
2. Print and send a hard copy of the completed Response Packet to

The Honorable Judge John Gallagher  
Santa Cruz Courthouse  
701 Ocean St.  
Santa Cruz, CA 95060

### Instructions for Respondents

California law PC §933.05 (included [below](#)) requires the respondent to a Grand Jury report to comment on each finding and recommendation within a report. Explanations for disagreements and timeframes for further implementation or analysis must be provided. Please follow the format below when preparing the responses.

#### Response Format

1. For the Findings included in this Response Packet, select one of the following responses and provide the required additional information:
  - a. **AGREE** with the Finding, or
  - b. **PARTIALLY DISAGREE** with the Finding and specify the portion of the Finding that is disputed and include an explanation of the reasons therefor, or
  - c. **DISAGREE** with the Finding and provide an explanation of the reasons therefor.
  
2. For the Recommendations included in this Response Packet, select one of the following actions and provide the required additional information:
  - a. **HAS BEEN IMPLEMENTED**, with a summary regarding the implemented action, or
  - b. **HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE**, with a timeframe or expected date for implementation, or
  - c. **REQUIRES FURTHER ANALYSIS**, with an explanation and the scope and parameters of an analysis or study, and a timeframe for that analysis or study; this timeframe shall not exceed six months from the date of publication of the grand jury report, or
  - d. **WILL NOT BE IMPLEMENTED** because it is not warranted or is not reasonable, with an explanation therefor.

#### Validation

Date of governing body's response approval: \_\_\_\_\_

If you have questions about this response form, please contact the Grand Jury by calling 831-454-2099 or by sending an email to [grandjury@scgrandjury.org](mailto:grandjury@scgrandjury.org).

Attachment: Capitola Website Grand Jury Response (Grand Jury Response - Website)

## Findings

F1. County and City website information is sometimes missing, out-of-date, and inaccurate; links may be broken. Thus, many city and county departments aren't updating their websites often enough to keep citizens informed.

**AGREE**

**PARTIALLY DISAGREE** – explain the disputed portion

**DISAGREE** – explain why

**Response explanation** (required for a response other than **Agree**): The City of Capitola updates information on a regular basis. There have been occasions when old data did not get removed when updated data was added. The City is in the process of updating its website platform to make this task easier for departments.

**F2.** County and City administrations lack a process to review content accuracy and currency and thereby assure timely correction and revision of content.

**AGREE**

**PARTIALLY DISAGREE** – explain the disputed portion

**DISAGREE** – explain why

**Response explanation** (required for a response other than **Agree**): Stale and inaccurate data is corrected and replaced whenever found. The City is in the process of updating its website platform to make this task easier for departments.

**F3.** County and City goals for website redesign or quality improvement are not sufficiently “SMART”: Specific + Measurable + Attainable + Relevant + Time-Bound.

**AGREE**

**PARTIALLY DISAGREE** – explain the disputed portion

**DISAGREE** – explain why

**Response explanation** (required for a response other than **Agree**): SMART”: Specific + Measurable + Attainable + Relevant + Time-Bound is not a methodology that the City of Capitola has adopted. The City is in the process of updating its website platform.

**F5.** County and City website content providers do not provide an explanation in content for incorrect or out-of-date information, even though they appear to know the reasons.

**AGREE**

**PARTIALLY DISAGREE** – explain the disputed portion

**DISAGREE** – explain why

**Response explanation** (required for a response other than **Agree**): If data is determined incorrect or out-of-date, the City of Capitola removes or corrects the data. The City does not knowingly keep incorrect or out-of-date information on the City website.

### Recommendations

R1. The County Administrative Officer and the City Managers should establish a formal process by December 31, 2020 for their departments to validate and verify the accuracy and currency of website information. (F1, F2, F5)

**HAS BEEN IMPLEMENTED** – summarize what has been done

**HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe

**REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)

**WILL NOT BE IMPLEMENTED** – explain why

**Response explanation, summary, and timeframe:** Data is reviewed by departments on a regular basis and removed or corrected at when found to be inaccurate. The City is in the process of updating its website platform to make this task easier for departments.

Attachment: Capitola Website Grand Jury Response (Grand Jury Response - Website)

**R2.** The County Administrative Officer and the City Managers should establish a protocol to be exercised quarterly, beginning January 2021, which requires department heads to confirm via documentation (initial a spreadsheet, for example) that they have verified the accuracy of their department's web information (F1, F2, F3)

- HAS BEEN IMPLEMENTED** – summarize what has been done
- HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- WILL NOT BE IMPLEMENTED** – explain why

**Response explanation, summary, and timeframe:** Data is reviewed by departments on a continuous basis and removed or corrected at when found to be inaccurate. The City is in the process of updating its website platform to make this task easier for departments.

Attachment: Capitola Website Grand Jury Response (Grand Jury Response - Website)

**R3.** The County Administrative Officer and the City Managers should establish 'SMART' goals for website quality assurance and manage these goals beginning in 2021. (F3, F4, F5)

- HAS BEEN IMPLEMENTED** – summarize what has been done
- HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- WILL NOT BE IMPLEMENTED** – explain why

**Response explanation, summary, and timeframe:** ): SMART": Specific + Measurable + Attainable + Relevant + Time-Bound is not a methodology that the City of Capitola has adopted. Will need to review the methodology and determine if it is necessary and functional for the City.

### Penal Code §933.05

1. For Purposes of subdivision (b) of §933, as to each Grand Jury finding, the responding person or entity shall indicate one of the following:
  - a. the respondent agrees with the finding,
  - b. the respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefor.
2. For purpose of subdivision (b) of §933, as to each Grand Jury recommendation, the responding person shall report one of the following actions:
  - a. the recommendation has been implemented, with a summary regarding the implemented action,
  - b. the recommendation has not yet been implemented but will be implemented in the future, with a timeframe for implementation,
  - c. the recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of the publication of the Grand Jury report, or
  - d. the recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefor.
3. However, if a finding or recommendation of the Grand Jury addresses budgetary or personnel matters of a County department headed by an elected officer, both the department head and the Board of Supervisors shall respond if requested by the Grand Jury, but the response of the Board of Supervisors shall address only those budgetary or personnel matters over which it has some decision-making authority. The response of the elected department head shall address all aspects of the findings or recommendations affecting his or her department.
4. A Grand Jury may request a subject person or entity to come before the Grand Jury for the purpose of reading and discussing the findings of the Grand Jury report that relates to that person or entity in order to verify the accuracy of the findings prior to their release.
5. During an investigation, the Grand Jury shall meet with the subject of that investigation regarding that investigation unless the court, either on its own determination or upon request of the foreperson of the Grand Jury, determines that such a meeting would be detrimental.
6. A Grand Jury shall provide to the affected agency a copy of the portion of the Grand Jury report relating to that person or entity two working days prior to its public release and after the approval of the presiding judge. **No officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to the public release of the final report.**

Attachment: Capitola Website Grand Jury Response (Grand Jury Response - Website)



# CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF AUGUST 27, 2020**

FROM: City Manager Department

SUBJECT: Update Part-Time Seasonal Salary Schedule

**RECOMMENDED ACTION:** Adopt the proposed resolution amending the Hourly/Seasonal Pay Schedule and including the Out-of-School Time positions.

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

**DISCUSSION:** The City Council approved the Out-of-School Time (OST) program and positions at the July 23, 2020 City Council Meeting. Unfortunately, the changes to the Hourly/Seasonal Pay Schedule and the accompanying resolution were not included for the City Council at that time.

The Recreation Division is requesting the addition of the following positions to the Hourly/Seasonal Pay schedule: Out-of-School Time Leader, Out-of-School Time Senior Leader, and Out-of-School Time Coordinator.

This amended hourly and seasonal pay schedule (Exhibit A to the proposed resolution) reflects the addition of these three positions.

**FISCAL IMPACT:** No Fiscal Impact

Report Prepared By: Larry Laurent  
Assistant to the City Manager

Part-Time Seasonal Salary Schedule  
August 27, 2020

**Reviewed and Forwarded by:**



\_\_\_\_\_  
Jamie Goldstein, City Manager

8/21/2020

Part-Time Seasonal Salary Schedule  
August 27, 2020

**RESOLUTION NO. \_\_\_\_**  
**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA**  
**AMENDING THE HOURLY/SEASONAL EMPLOYEE PAY SCHEDULES EFFECTIVE**  
**AUGUST 27, 2020, TO ADD OUT OF SCHOOL TIME POSITIONS**

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

**WHEREAS**, the City Council last amended the Seasonal/Hourly Pay Schedule (Pay Schedule, attached as Exhibit "A") by Resolution No. 4183 on June 25, 2020. That amended Pay Schedule included the newly added position of Junior Leader Coordinator; and

**WHEREAS**, since June 25, 2020, the City Council has approved the Recreation Division's Out-of-School Time program; and

**WHEREAS**, the Out-of-School Time program will require three new positions to be added to the Hourly/Seasonal Pay Schedule; and

**WHEREAS**, the Hourly/Seasonal Pay Schedule adopted on June 25, 2020, in Resolution No. 4183 must be amended to include the following classifications, Out-of-School Time Coordinator, Out-of-School Time Senior Leader, and Out-of-School Time Leader. The job descriptions are included as Exhibit "B."

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

2. The Out-of-School Time Coordinator, Out-of-School Time Senior Leader, and Out-of-School Time Leader are created.
3. The Hourly/Seasonal Pay Schedule attached hereto as Exhibit "A," is amended as shown in the Exhibit.
4. The new job descriptions for the classifications Out-of-School Time Senior Leader, and Out-of-School Time Leader attached hereto as Exhibit "B."
3. The added positions will be a Part-Time/ Seasonal position and will be non-exempt and at will
5. The City Manager is authorized to hire persons to fill these positions within the limitations set forth on the attached schedule and budget.

**BE IT FURTHER RESOLVED** that this Resolutions becomes effective on August 27, 2020.

**I HEREBY CERTIFY** that the foregoing Resolution was passed and adopted by the City Council of the City of Capitola on the 27th day of August 2020, by the following vote:

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

\_\_\_\_\_  
Kristen Petersen, Mayor

ATTEST:

Part-Time Seasonal Salary Schedule  
August 27, 2020

Chloé Woodmansee, Interim City Clerk

EXHIBIT A

| Updated August 1, 2020 (Minimum wage \$13.00/hour) |   |                    |                    |                    |
|--|---|--------------------|--------------------|--------------------|
| POSITION   | 0   | 1                  | 2                  | 3                  |
| Afterschool Leader                                 | \$15.02   | \$15.77            | \$16.56            | \$17.39            |
| Afterschool Coordinator                            | \$22.20   | \$23.31            | \$24.47            | \$25.70            |
| Camp Capitola Assistant Leader                     | \$13.00   | \$13.65            |                    |                    |
| Camp Capitola Leader                               | \$14.31   | \$15.02            | \$15.77            | \$16.56            |
| <del>Camp Capitola Jr. Leader Coordinator</del>    | <del>\$17.39</del>  | <del>\$18.26</del> | <del>\$19.17</del> | <del>\$20.13</del> |
| Camp Capitola Assistant Coordinator                | \$17.39   | \$18.26            | \$19.17            | \$20.13            |
| Camp Capitola Coordinator                          | \$21.14   | \$22.20            | \$23.31            | \$24.47            |
| Intern   | \$15.71   | \$16.49            | \$17.32            | \$18.18            |
| Junior Lifeguard Instructor                        | \$15.67   | \$16.45            | \$17.28            | \$18.14            |
| Junior Lifeguard Assistant Coordinator             | \$18.59   | \$19.52            | \$20.50            | \$21.53            |
| Junior Lifeguard Coordinator                       | \$22.06   | \$23.17            | \$24.33            | \$25.54            |
| Recreation Facility Assistant                      | \$14.16   | \$14.87            | \$15.61            | \$16.39            |
| Seasonal Maintenance                               | \$14.16   | \$14.87            | \$15.61            | \$16.39            |
| <b>Out-of-School Time (OST) Leader</b>             | <b>\$15.02</b>  | <b>\$15.77</b>     | <b>\$16.56</b>     | <b>\$17.39</b>     |
| <b>Out-of-School Time (OST) Senior Leader</b>      | <b>\$18.26</b>  | <b>\$19.17</b>     | <b>\$20.13</b>     | <b>\$21.14</b>     |
| <b>Out-of-School Time (OST) Coordinator</b>        | <b>\$22.20</b>  | <b>\$23.31</b>     | <b>\$24.48</b>     | <b>\$25.70</b>     |
| Sports Scorekeeper                                 | \$14.16   | \$14.87            | \$15.61            | \$16.39            |
| POSITION   |   |                    |                    |                    |
| Retired Annuitant Officer                          | Salary will be equivalent to the position for which the individual is working in as per the CALPERS regulations.  |                    |                    |                    |
|  | However, retired Capitola Police Officers who apply and are accepted as Annuitant Officers will be paid an hourly wage consistent with Step F of the Police Officer salary range. |                    |                    |                    |
| Reserve Officer Level I                            | Automatically adjusts to 20% below the Police Officer Pay Scale   |                    |                    |                    |
| Reserve Officer Level II                           | Automatically adjusts to 20% below the Level I Reserve Officer Pay Scale  |                    |                    |                    |
| Seasonal Recreation Assistant                      | Salary will be equivalent to the position of Recreation Assistant   |                    |                    |                    |
| Part-Time Parking Enforcement Officer              | Salary will be equivalent to the position of Parking Enforcement Officer  |                    |                    |                    |
| Art and Cultural Assistant                         | Salary will be equivalent to the position of Administrative Assistant   |                    |                    |                    |

## EXHIBIT B

### **OUT-OF-SCHOOL TIME LEADER JOB DESCRIPTION**

Part-Time/Seasonal

#### GENERAL PURPOSE

Under the supervision of the OST Coordinator, the OST Leader will act as an instructor and activity leader for an OST program for Soquel Union Elementary School District (SUESD) in response to the restricted school schedule cause by the COVID-19 pandemic. Instructors will help design, organize, implement and supervise a variety of activities, including but not limited to sports, arts, technology, performance and youth leadership.

#### REQUIRED QUALIFICATIONS

- Any combination of education and/or background in recreational or educational programs for children
- Experience working in direct supervision and implementing activities for youth and teens
- Ability to implement COVID-19 protocols; which include health screening, face coverings, social distancing and sanitizing requirement.
- Ability to be flexible and adapt to changes in program
- Ability to enthusiastically plan and lead activities
- Ability to communicate effectively with youth, parents and other staff
- Ability to understand and carry out oral and written directions
- Ability to perform effectively in situations requiring disciplinary or emergency action
- Ability to follow the program guidelines and perform to standard
- Must be 18 years of age or older
- All applicants must be fingerprinted
- Proof of negative tuberculosis test or clear chest X-ray must be presented within 14 days of hire - No exceptions.

#### DESIRABLE QUALIFICATIONS

- Current Basic First Aid and C.P.R. certification or ability to obtain
- A safe driving record as determined by the City's Personnel Department and ability to drive participants daily
- Ability to be versatile, flexible, friendly, cooperative, and willing to learn new skills
- Training or experience in working with children with special needs

## **OUT-OF-SCHOOL TIME SENIOR LEADER JOB DESCRIPTION**

Part-Time/Seasonal

### **GENERAL PUROSE**

Under the supervision of the OST Coordinator, the OST Senior Leader will act as a team lead and activity leader for an OST program for Soquel Union Elementary School District (SUESD) in response to the restricted school schedule cause by the COVID-19 pandemic. OST Senior Leaders will work closely with other Leaders as a team for a group of 12 students. OST Senior Leaders will help design, organize, implement and supervise a variety of activities, including but not limited to sports, arts, technology, performance and youth leadership.

### **REQUIRED QUALIFICATIONS**

- Any combination of education and/or background in recreational or educational programs for children
- Experience working in direct supervision and implementing activities for youth and teens
- Ability to implement COVID-19 protocols; which include health screening, face coverings, social distancing and sanitizing requirement.
- Ability to take initiative and make independent decisions
- Ability to be flexible and adapt to changes in program
- Ability to enthusiastically plan and lead activities
- Ability to communicate effectively with youth, parents and other staff
- Ability to understand and carry out oral and written directions
- Ability to perform effectively in situations requiring disciplinary or emergency action
- Ability to follow the program guidelines and perform to standard
- Must be 18 years of age or older
- All applicants must be fingerprinted
- Proof of negative tuberculosis test or clear chest X-ray must be presented within 14 days of hire - No exceptions.

### **DESIRABLE QUALIFICATIONS**

- Current Basic First Aid and C.P.R. certification or ability to obtain
- A safe driving record as determined by the City's Personnel Department and ability to drive participants daily
- Experience working in a classroom or tutoring
- Ability to be versatile, flexible, friendly, cooperative, and willing to learn new skills
- Training or experience in working with children with special needs

## **OUT-OF-SCHOOL TIME COORDINATOR JOB DESCRIPTION**

Part-Time/Seasonal

### **GENERAL PURPOSE**

Plans, organizes and coordinates OST programs, a recreation program for Soquel Union Elementary School District (SUESD) in response to the restricted school schedule cause by the COVID-19 pandemic, under the supervision of the Capitola Recreation administration. The OST Coordinator will: train, schedule and supervise OST staff; order and maintain equipment and supplies as related to the program; work with staff to plan, organize and implement activities; coordinate daily use and maintenance of utilized facilities; develop a weekly calendar of events; handle problems, complaints, and conflicts; complete all required paperwork; work closely with the Recreation Division's administration.

### **REQUIRED QUALIFICATIONS**

- Any combination of education and/or background in recreational or educational programs for children or teens
- Experience supervising staff and providing feedback for performance improvement
- Ability to understand and carry out oral and written directions
- Ability to implement COVID-19 protocols; which include health screening, face coverings, social distancing and sanitizing requirement.
- Ability to communicate effectively with children, parents, and provide direction for staff
- Ability to be flexible and adapt with changes in program
- Ability to follow the program guidelines and perform to standard
- A safe driving record as determined by the City's Personnel Department
- Perform effectively in situations requiring disciplinary or emergency action;
- All applicants must be fingerprinted.
- Proof of negative tuberculosis test or clear chest X-ray must be presented within 14 days of hire - No exceptions.

### **DESIRABLE QUALIFICATIONS**

- Ability to design and implement recreation programs
- Experience working in a classroom or tutoring
- Ability to be versatile, flexible, friendly, cooperative, and willing to learn new skills
- Possess a valid California driver's license.
- Current Basic First Aid and C.P.R. certification or ability to obtain
- Training or experience in working with children with special needs.



# CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF AUGUST 27, 2020**

FROM: City Manager Department  
SUBJECT: Replace Police Video Evidence System

---

**RECOMMENDED ACTION:** Approve \$29,400 contract with WatchGuard Video to replace hardware and upgrade software for Capitola Police Department's Evidence Library system.

**BACKGROUND:** In 2015 the City of Capitola selected Watchguard Video's Evidence Library software and hardware for the officer-worn and in-car video storage system. The system has been used by the Capitol Police department for the past five years. The City has maintained software licensing and support on the system during this time.

**DISCUSSION:** Due to the age of the current server hardware, the application is no longer functioning well and the server needs to be replaced. The Evidence Library software will also be upgraded to the current version at the same time. The proposal (Attachment 1) includes the installation of all the hardware and software necessary for the program, including the conversion of the existing video to the new version. The proposal also includes licensing for 12 months. Staff investigated alternatives to replacing the server, including moving the application to the cloud. Replacing the server is currently the most cost-effective solution.

**FISCAL IMPACT:** The proposed cost for hardware replacement and installation, software upgrade, and software licensing is \$29,400. The funding for the project will be from the Supplemental Law Enforcement Service Fund (SLESF) in the amount of \$18,845; the remaining \$10,555 will come from the Information Technology Internal Service Fund.

**ATTACHMENTS:**

1. Watchguard Video Upgrade Proposal

Report Prepared By: Larry Laurent  
Assistant to the City Manager

Replace Police Video Evidence System  
August 27, 2020

**Reviewed and Forwarded by:**



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Jamie Goldstein, City Manager      8/21/2020



# 4RE/VISTA Price Quote

CUSTOMER: Capitola Police Department

ISSUED: 7/15/2020 12:49 PM

EXPIRATION: 9/30/2020 5:00 AM

Attn: Accounts Payable,  
422 Capitola Ave.,  
Capitola, CA, United States,  
95010-3397

**TOTAL PROJECT ESTIMATED AT:  
\$29,400.00**

ATTENTION: Heather Haggerty

SALES CONTACT: DeDe Summerville

PHONE: 831-475-4242

DIRECT: (469) 342-8917

E-MAIL: haggerty@ci.capitola.ca.us

E-MAIL:  
dede.summerville@motorolasolutions.com

## V300 Proposal

### Evidence Library 4 Web Software and Licensing

| Part Number     | Detail   | Qty   | Direct     | Discount | Total Price |
|-----------------|--|-------|------------|----------|-------------|
| KEY-EL50SRV-001 | Evidence Library 5, Web Server Site License Key                    | 1.00  | \$1,000.00 | \$0.00   | \$1,000.00  |
| SFW-4RE-DEV-FEE | Evidence Library 5, 4RE Annual Device License & Support Fee        | 11.00 | \$195.00   | \$0.00   | \$2,145.00  |
| SFW-BWC-DEV-FEE | Evidence Library 5, VISTA/V300 Annual Device License & Support Fee | 38.00 | \$195.00   | \$0.00   | \$7,410.00  |

### Shipping and Handling

| Part Number | Detail                                   | Qty  | Direct | Discount | Total Price        |
|-------------|--|------|--------|----------|--------------------|
| Freight     | Shipping/Handling and Processing Charges | 1.00 | \$0.00 | \$0.00   | \$0.00             |
|             |  |      |        |          | <b>\$10,555.00</b> |

## Server Hardware and Options

### Server Hardware and Software

| Part Number     | Detail   | Qty  | Direct     | Discount | Total Price |
|-----------------|--|------|------------|----------|-------------|
| HDW-EL5-SRV-117 | Server, EL5, 16 HDD, RAID 6, 3U, 11-25 Concurrent Devices, 5CAL, Gen 4.                    | 1.00 | \$8,295.00 | \$0.00   | \$8,295.00  |
| HDW-SRV-HDD-8TB | Hard Drive, Server, EL5, 8TB, 6GB/s 7,200 RPM, 256MB, Enterprise, 4KN.                     | 6.00 | \$525.00   | \$0.00   | \$3,150.00  |
| WAR-SRV-RCK-5YR | Extended Warranty, Rack Server (WGA00421-116,-216,-117,-217)) Full Service On Site, 5-Year | 1.00 | \$1,175.00 | \$0.00   | \$1,175.00  |

### Shipping and Handling

| Part Number | Detail                                   | Qty  | Direct   | Discount | Total Price        |
|-------------|--|------|----------|----------|--------------------|
| Freight     | Shipping/Handling and Processing Charges | 1.00 | \$225.00 | \$0.00   | \$225.00           |
|             |  |      |          |          | <b>\$12,845.00</b> |

## Technical Services Calculator

415 E. Exchange Parkway • Allen, TX • 75002  
Toll Free (800) 605-6734 • Main (972) 423-9777 • Fax (972) 423-9778  
[www.WatchGuardVideo.com](http://www.WatchGuardVideo.com)

Attachment: Watchguard Video Upgrade Proposal (Replace Police Video Evidence System)



## 4RE/VISTA Price Quote

### WatchGuard Video Technical Services

| Part Number  | Detail   | Qty  | Direct     | Discount | Total Price       |
|--|--|------|------------|----------|-------------------|
| SVC-4RE-ONS-400  | Tier 1 Onsite Installation. Includes Project Coordination, One Pre-Deployment IT Call, Provisioning of ELC and Azure AD, Install OS and SQL (if Purchased from WatchGuard), Limited EL Client Installations, Limited Cofiguring of 4RE Units, Limited MDC App Installations, Interview Room Configuration, Limited Configuration of Body Worn Cmaeras, Full Testing of WatchHguard Systems, Installation of Evidence Library, Training of Officer and Admin Staff, Limited Vehicle Install Inspections, Vendor Management, Suppo | 1.00 | \$5,000.00 | \$0.00   | \$5,000.00        |
| SVC-SVR-MIG-001  | Level 2 Server Migration, Under Warranty, Includes Server Migration and Moving of up to 15TB of Video Storage  | 1.00 | \$1,000.00 | \$0.00   | \$1,000.00        |
|  |  |      |            |          | <b>\$6,000.00</b> |
| <b>Total Estimated Tax, may vary from State to State</b> |  |      |            |          | <b>\$0.00</b>     |

|                                  |                    |
|----------------------------------|--------------------|
| <b>Configuration Discounts</b>   | <b>\$0.00</b>      |
| <b>Additional Quote Discount</b> | <b>\$0.00</b>      |
| <b>Total Amount</b>              | <b>\$29,400.00</b> |

NOTE: This is only an estimate for 4RE & VISTA related hardware, software and WG Technical Services. Actual costs related to a turn-key operation requires more detailed discussion and analysis, which will define actual back-office costs and any costs associated with configuration, support and installation. Please contact your sales representative for more details.

To accept this quotation, sign, date and return with Purchase Order: \_\_\_\_\_ DATE: \_\_\_\_\_

Attachment: Watchguard Video Upgrade Proposal (Replace Police Video Evidence System)



## CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF AUGUST 27, 2020**

FROM: Public Works Department

SUBJECT: Accept the Park Avenue Sidewalk Project as Complete and Approve a Notice of Completion

**RECOMMENDED ACTION:** Approve the Notice of Completion for the Park Avenue Sidewalk Project constructed by Anderson Pacific Engineering Contractors with a final cost of \$943,154 and direct the Public Works Department to record the Notice of Completion.

**BACKGROUND:** The Park Avenue Sidewalk Project involved construction of a new sidewalk from McCormick Avenue to Cabrillo Street and a crosswalk on Park Avenue at Cabrillo Street. Anderson Pacific was awarded the project on June 27, 2019 with a contract price of \$907,600.

**DISCUSSION:** The final cost of construction was \$943,154; which is \$35,554, or 4%, over the bid amount. The change in the costs is due to the issuance of three change orders and adjustments to the actual quantities in the bid items. The three change orders totaled \$33,217 and the adjustments to the unit quantities totaled \$2,337. 14-unit quantities were adjusted, seven items were increased, and seven items decreased.

The Notice of Completion is included as Attachment 1, and a Final Cost Summary as Attachment 2.

**FISCAL IMPACT:** Funding for this project is listed below:

|              |  |
|--------------|--|
| General Fund | \$ 250,000   |
| Measure D    | \$ 300,000   |
| RMRA         | \$ 345,000 (Road Maintenance Rehabilitation Account, SB 1)   |
| <u>TDA</u>   | <u>\$ 200,000 (Transportation Development Account Funds)</u> |
| Total        | \$1,095,000  |

The projected final costs are:

|                     |                   |
|---------------------|-------------------|
| Engineering Design  | \$ 111,000        |
| <u>Construction</u> | <u>\$ 943,154</u> |
| Total               | \$1,054,154       |

Remaining Fund Balance \$ 40,846.

Park Avenue Sidewalk Project - Notice of Completion  
August 27, 2020

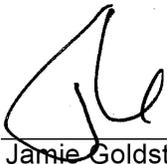
At a Special City Council meeting on June 3, 2020 the City Council approved transferring this fund balance to pay for implementation of the Soquel Creek Management Plan in 2020-21.

**ATTACHMENTS:**

1. Park Avenue Final Cost Summary
2. Park Avenue Sidewalk Notice of Completion

Report Prepared By: Steve Jesberg  
Public Works Director

**Reviewed and Forwarded by:**



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Jamie Goldstein, City Manager      8/21/2020

City of Capitola  
Final Cost Summary

Project Title : Park Avenue Sidewalks

| Item No. | Item Description   | Unit | Bid Quantity | Actual Final Quantity | Diff |      | Unit Cost   | Final Cost    | Difference   |
|----------|--|------|--------------|-----------------------|------|------|-------------|---------------|--------------|
| 1        | Mobilization   | LS   | 1            | 1                     | 0    | 0%   | \$31,526    | \$ 31,526.00  | \$ -         |
| 2        | Construction Area Signs  | LS   | 1            | 1                     | 0    | 0%   | \$6,500     | \$ 6,500.00   | \$ -         |
| 3        | Traffic Control  | LS   | 1            | 1                     | 0    | 0%   | \$42,000    | \$ 42,000.00  | \$ -         |
| 4        | Survey and Construction Staking                                  | LS   | 1            | 1                     | 0    | 0%   | \$15,000    | \$ 15,000.00  | \$ -         |
| 5        | Survey Monumentation   | LS   | 1            | 1                     | 0    | 0%   | \$6,000     | \$ 6,000.00   | \$ -         |
| 6        | Temporary Water Pollution Control and Erosion Control            | LS   | 1            | 1                     | 0    | 0%   | \$8,000     | \$ 8,000.00   | \$ -         |
| 7        | Lead Compliance Plan   | LS   | 1            | 1                     | 0    | 0%   | \$2,015     | \$ 2,015.00   | \$ -         |
| 8        | Clearing and Grubbing  | LS   | 1            | 1                     | 0    | 0%   | \$11,000    | \$ 11,000.00  | \$ -         |
| 9        | Remove Thermoplastic Traffic Stripe                              | LF   | 7,694        | 7810                  | 116  | 2%   | \$2         | \$ 15,620.00  | \$ 232       |
| 10       | Remove Thermoplastic Pavement Marking                            | SQFT | 134          | 283                   | 149  | 111% | \$4         | \$ 1,132.00   | \$ 596       |
| 11       | Relocate Roadside Sign   | EA   | 11           | 5                     | -6   | -55% | \$250       | \$ 1,250.00   | \$ (1,500)   |
| 12       | Relocate Mailbox   | EA   | 15           | 15                    | 0    | 0%   | \$150       | \$ 2,250.00   | \$ -         |
| 13       | Relocate Bench – Bus Stop  | EA   | 1            | 1                     | 0    | 0%   | \$650       | \$ 650.00     | \$ -         |
| 14       | Relocate Water Valve / Water Meter Box                           | EA   | 3            | 3                     | 0    | 0%   | \$900       | \$ 2,700.00   | \$ -         |
| 15       | Adjust Water Valve / Water Meter Box Cover to Grade              | EA   | 10           | 10                    | 0    | 0%   | \$500       | \$ 5,000.00   | \$ -         |
| 16       | Remove Inlet (added 1 per CO 1) original quantity 3              | EA   | 3            | 4                     | 1    | 33%  | \$900       | \$ 3,600.00   | \$ 900       |
| 17       | Remove Pipe (CO1 removed 49 LF) 178LF originally                 | LF   | 178          | 129                   | -49  | -28% | \$30        | \$ 3,870.00   | \$ (1,470)   |
| 18       | Roadway Excavation   | CY   | 602          | 602                   | 0    | 0%   | \$161       | \$ 96,922.00  | \$ -         |
| 19       | Hot Mix Asphalt (Type A)   | TON  | 133          | 169.1                 | 36.1 | 27%  | \$220       | \$ 37,202.00  | \$ 7,942     |
| 20       | Aggregate Base (Class 2)   | CY   | 450          | 450                   | 0    | 0%   | \$170       | \$ 76,500.00  | \$ -         |
| 21       | Minor Concrete (Curb and Gutter)                                 | LF   | 1,079        | 1079                  | 0    | 0%   | \$40        | \$ 43,160.00  | \$ -         |
| 22       | Minor Concrete (Cross Gutter)                                    | SQFT | 209          | 209                   | 0    | 0%   | \$20        | \$ 4,180.00   | \$ -         |
| 23       | Minor Concrete (Driveway Conform)                                | SQFT | 688          | 688                   | 0    | 0%   | \$12        | \$ 8,256.00   | \$ -         |
| 24       | Minor Concrete (Retaining Curb)                                  | LF   | 122          | 336                   | 214  | 175% | \$55        | \$ 18,480.00  | \$ 11,770    |
| 25       | Minor Concrete (Sidewalk)  | SQFT | 5,086        | 5086                  | 0    | 0%   | \$13        | \$ 66,118.00  | \$ -         |
| 26       | Minor Concrete (Depressed Driveway)                              | SQFT | 4,199        | 4199                  | 0    | 0%   | \$15        | \$ 62,985.00  | \$ -         |
| 27       | Minor Concrete (Standard Driveway)                               | SQFT | 1,551        | 1551                  | 0    | 0%   | \$13        | \$ 20,163.00  | \$ -         |
| 28       | Minor Concrete (Curb Ramp)                                       | SQFT | 1,561        | 1561                  | 0    | 0%   | \$13        | \$ 20,293.00  | \$ -         |
| 29       | Storm Drain Manhole  | EA   | 1            | 1                     | 0    | 0%   | \$8,500     | \$ 8,500.00   | \$ -         |
| 30       | Modify Drainage Inlet (Manhole top slab on existing inlet)       | EA   | 1            | 1                     | 0    | 0%   | \$6,000     | \$ 6,000.00   | \$ -         |
| 31       | Minor Structure (Type GO Inlet)                                  | EA   | 2            | 1                     | -1   | -50% | \$3,500     | \$ 3,500.00   | \$ (3,500)   |
| 32       | Minor Structure (Type OS Inlet)                                  | EA   | 1            | 1                     | 0    | 0%   | \$3,500     | \$ 3,500.00   | \$ -         |
| 33       | Minor Structure (Type G3 Inlet)                                  | EA   | 1            | 1                     | 0    | 0%   | \$3,500     | \$ 3,500.00   | \$ -         |
| 34       | 18" Reinforced Concrete Pipe                                     | LF   | 36           | 18                    | -18  | -50% | \$120       | \$ 2,160.00   | \$ (2,160)   |
| 35       | 24" Reinforced Concrete Pipe (CO1 removed 49LF) 164LF originally | LF   | 164          | 115                   | -49  | -30% | \$150       | \$ 17,250.00  | \$ (7,350)   |
| 36       | Retaining Wall Type 1 (Cast In Place)                            | LF   | 161          | 161                   | 0    | 0%   | \$1,080     | \$ 173,880.00 | \$ -         |
| 37       | Retaining Wall Formliner   | SQFT | 715          | 715                   | 0    | 0%   | \$11        | \$ 7,865.00   | \$ -         |
| 38       | Detectable Warning Surface                                       | SQFT | 201          | 150                   | -51  | -25% | \$55        | \$ 8,250.00   | \$ (2,805)   |
| 39       | Roadside Sign (One Post – Metal)                                 | EA   | 12           | 4                     | -8   | -67% | \$350       | \$ 1,400.00   | \$ (2,800)   |
| 40       | Thermoplastic Traffic Stripe                                     | LF   | 7,694        | 8055                  | 361  | 5%   | \$2         | \$ 16,110.00  | \$ 722       |
| 41       | Thermoplastic Pavement Marking                                   | SQFT | 1,289        | 1465                  | 176  | 14%  | \$10        | \$ 14,650.00  | \$ 1,760     |
| 42       | Rectangular Rapid Flashing Beacon (RRFB) Assembly                | LS   | 1            | 1                     | 0    | 0%   | \$22,500    | \$ 22,500.00  | \$ -         |
| 43       | Reconstruct Fire Hydrant Valve                                   | EA   | 1            | 1                     | 0    | 0%   | \$8,500     | \$ 8,500.00   | \$ -         |
| 44       | CO 1 R&R HMA Driveway & Deep Trench                              | LS   | 0            | 1                     | 1    |      | \$7,920.00  | \$ 7,920.00   | \$ 7,920     |
| 45       | CO 2 Negotiated Extra Work                                       | LS   | 0            | 1                     | 1    |      | \$20,000.00 | \$ 20,000.00  | \$ 20,000    |
| 46       | CO 3 Tree Removal  | LS   | 0            | 1                     | 1    |      | \$5,297.33  | \$ 5,297.33   | \$ 5,297     |
|          |  |      |              |                       |      |      |             | \$ 943,154.33 | \$ 35,554.33 |

Summary  
Original Bid: \$ 907,600.00  
Changes: \$ 35,554.33  
Final Cost: \$ 943,154.33

Attachment: Park Avenue Final Cost Summary (Park Avenue Sidewalk Project - Notice of Completion)

RECORDING REQUESTED BY  
AND WHEN RECORDED MAIL TO:

City of Capitola  
Public Works Department  
Attn: Steven Jesberg  
420 Capitola Avenue  
Capitola, California 95010

SPACE ABOVE THIS LINE FOR RECORDER'S USE

THIS INSTRUMENT IS BEING RECORDED FOR THE BENEFIT OF THE CITY OF CAPITOLA  
NO RECORDING FEE IS REQUIRED PURSUANT TO GOVERNMENT CODE §27383

**NOTICE OF COMPLETION**

NOTICE IS HEREBY GIVEN that the City of Capitola, owner of the property hereinafter described, whose address is 420 Capitola Avenue, Capitola, California, has caused a work of improvements more particularly described as follows:

PROJECT NAME: Park Avenue Sidewalk Project

PROJECT DESCRIPTION: New sidewalk construction

to be constructed on property more particularly described as follows:

DESCRIPTION: Park Avenue

ADDRESS: N/A

APN: N/A

The work of the improvement was completed by:

CONTRACTOR: Anderson Pacific Engineering Contraction, Inc

ADDRESS: 1390 Norman Ave., Santa Clara, CA 95054

The work of the improvements was actually completed on the 7th day of August 2020, and accepted by the City Council of said City on the 27<sup>th</sup> day of August 2020.

Signature of City Official: \_\_\_\_\_

The undersigned certifies that he is an officer of the City of Capitola, that he has read the foregoing Notice of Completion and knows the content thereof; and that the same is true of his own knowledge, except as to those matters which are therein stated on information or belief, and as to those matters that he believes to be true. I certify under penalty of perjury that the foregoing is true and correct. Executed at the City of Capitola, County of Santa Cruz, State of California.

Steven E. Jesberg  
Director of Public Works

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Attachment: Park Avenue Sidewalk Notice of Completion (Park Avenue Sidewalk Project - Notice of Completion)



# CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF AUGUST 27, 2020**

FROM: Public Works Department

SUBJECT: Accept the Brommer Complete Street Project as Complete and Approve a Notice of Completion

**RECOMMENDED ACTION:** Approve the Notice of Completion for the Brommer Street Complete Street Improvement Project constructed by McKim Corp. with a final cost of \$567,383.06 and direct the Public Works Department to record the Notice of Completion.

**BACKGROUND** The Brommer Street Complete Street Project involved construction of new bicycle and pedestrian facilities along Brommer Street from 41<sup>st</sup> Avenue west to 38<sup>th</sup> Avenue and repaving the roadway from 41<sup>st</sup> Avenue west to the City boundary. The project included full sidewalks on both sides of the street, new bike lanes, updated traffic signal loop detection, and a green-paint bike box. McKim Corporation out of Gilroy was awarded the contract based on their low bid of \$593,387.23.

**DISCUSSION:** The final cost of the project was \$567,383.06. The cost reduction was due to McKim's cooperation in identifying an alternate paving plan for the portion of roadway west of 38<sup>th</sup> Avenue. Instead of digging up and replacing the entire road section, as was done on the portion of Brommer Street between 38<sup>th</sup> and 41<sup>st</sup>, only the top three inches of paving were removed and replaced. This saved \$31,972.69 on this portion of the work.

Two change orders were approved on the project; one for the paving change and another for the price of hauling additional material from the site, which was not anticipated in the original scope of work.

The Notice of Completion is included as Attachment 1, and a Final Cost Summary as Attachment 2.

**FISCAL IMPACT:** The final project funding and expenditures are as follows:

*Funding:*

|              |                  |
|--------------|------------------|
| RSTPX        | \$470,000        |
| Measure D    | \$300,000        |
| <b>Total</b> | <b>\$770,000</b> |

Brommer Street Project 2020 NOC  
August 27, 2020

*Expenses:*

|                     |                  |
|---------------------|------------------|
| Engineering         | \$ 85,400        |
| Material Testing    | \$ 15,000        |
| <u>Construction</u> | <u>\$567,383</u> |
| <b>Total</b>        | <b>\$667,783</b> |

The RSTPX funding will be entirely spent and the \$102,217 of remaining Measure D funding will be held for use on a future Measure D-eligible project.

ATTACHMENTS:

1. Brommer Street Final Cost Summary (PDF)
2. Brommer Street Notice of Completion (PDF)

Report Prepared By: Steve Jesberg  
Public Works Director

**Reviewed and Forwarded by:**



Jamie Goldstein, City Manager

8/20/2020

City of Capitola  
Final Cost Summary

Project: Brommer Street Complete Street Project

| Item No.                     | Item Description                                      | Unit | Bid Quantity | Actual Final Quantity | Diff    | Unit Cost   | Final Cost    | Difference |
|------------------------------|---|------|--------------|-----------------------|---------|-------------|---------------|------------|
| <b>BASE BID (SCHEDULE A)</b> |   |      |              |                       |         |             |               |            |
| 1                            | Mobilization  | LS   | 1.00         | 1                     | -       | \$29,148.23 | \$ 29,148.23  | \$ -       |
| 2                            | Construction Area Signs                               | LS   | 1.00         | 1                     | -       | \$1,200.00  | \$ 1,200.00   | \$ -       |
| 3                            | Traffic Control System                                | LS   | 1.00         | 1                     | -       | \$37,422.76 | \$ 37,422.76  | \$ -       |
| 4                            | Survey and Construction Staking                       | LS   | 1.00         | 1                     | -       | \$5,500.00  | \$ 5,500.00   | \$ -       |
| 5                            | Survey Monumentation and Preservation                 | LS   | 1.00         | 1                     | -       | \$1,000.00  | \$ 1,000.00   | \$ -       |
| 6                            | Temporary Water Pollution Control and Erosion Control | LS   | 1.00         | 1                     | -       | \$1,500.00  | \$ 1,500.00   | \$ -       |
| 7                            | Lead Compliance Plan                                  | LS   | 1.00         | 1                     | -       | \$13,999.00 | \$ 13,999.00  | \$ -       |
| 8                            | Clearing and Grubbing                                 | LS   | 1.00         | 1                     | -       | \$3,600.00  | \$ 3,600.00   | \$ -       |
| 9                            | Remove Thermoplastic Traffic Stripe                   | LF   | 2450.00      | 2450                  | -       | \$0.50      | \$ 1,225.00   | \$ -       |
| 10                           | Remove Thermoplastic Pavement Marking                 | SQFT | 412.00       | 412                   | -       | \$0.75      | \$ 309.00     | \$ -       |
| 11                           | Reset Roadside Sign                                   | EA   | 1.00         | 1                     | -       | \$150.00    | \$ 150.00     | \$ -       |
| 12                           | Relocate Mailbox                                      | EA   | 2.00         | 2                     | -       | \$650.00    | \$ 1,300.00   | \$ -       |
| 13                           | Adjust Sewer Utility Manhole Cover to Grade           | EA   | 3.00         | 3                     | -       | \$1,000.00  | \$ 3,000.00   | \$ -       |
| 14                           | Adjust Water Utility Manhole Cover to Grade           | EA   | 4.00         | 4                     | -       | \$1,000.00  | \$ 4,000.00   | \$ -       |
| 15                           | Adjust Water Valve / Water Meter Box Cover to Grade   | EA   | 6.00         | 6                     | -       | \$500.00    | \$ 3,000.00   | \$ -       |
| 16                           | Remove Culvert  | LF   | 36.00        | 36                    | -       | \$62.50     | \$ 2,250.00   | \$ -       |
| 17                           | Cold Plan Asphalt Concrete Pavement                   | SY   | 64.00        | 64                    | -       | \$91.94     | \$ 5,884.16   | \$ -       |
| 18                           | Roadway Excavation                                    | CY   | 58.00        | 58                    | -       | \$251.72    | \$ 14,599.76  | \$ -       |
| 19                           | Hot Mix Asphalt (Type A)                              | TON  | 892.00       | 839.74                | (52.26) | \$135.61    | \$ 113,877.14 | \$ (7,08   |
| 20                           | Aggregate Base (Class 2)                              | CY   | 60.00        | 60                    | -       | \$189.40    | \$ 11,364.00  | \$ -       |
| 21                           | Cement (Full Depth Reclamation - Cement)              | TON  | 33.40        | 48.62                 | 15.22   | \$225.00    | \$ 10,939.50  | \$ 3,42    |
| 22                           | Full Depth Reclamation (FDR-C)                        | SY   | 2644.00      | 2644                  | -       | \$22.15     | \$ 58,564.60  | \$ -       |
| 23                           | Stress Absorbing Membrane Interlayer (SAMI)           | SY   | 2644.00      | 2644                  | -       | \$27.07     | \$ 71,573.08  | \$ -       |
| 24                           | Minor Concrete (Curb and Gutter)                      | LF   | 310.00       | 310                   | -       | \$49.84     | \$ 15,450.40  | \$ -       |
| 25                           | Minor Concrete (Curb Type D)                          | LF   | 209.00       | 209                   | -       | \$46.35     | \$ 9,687.15   | \$ -       |
| 26                           | Minor Concrete (Driveway Conform)                     | SQFT | 545.00       | 545                   | -       | \$18.17     | \$ 9,902.65   | \$ -       |
| 27                           | Minor Concrete (Sidewalk)                             | SQFT | 695.00       | 695                   | -       | \$13.67     | \$ 9,500.65   | \$ -       |
| 28                           | Minor Concrete (Depressed Driveway)                   | SQFT | 740.00       | 740                   | -       | \$17.70     | \$ 13,098.00  | \$ -       |
| 29                           | Roadside Sign (One Post - Metal)                      | EA   | 11.00        | 11                    | -       | \$165.00    | \$ 1,815.00   | \$ -       |
| 30                           | Thermoplastic Traffic Stripe                          | LF   | 2886.00      | 2886                  | -       | \$2.25      | \$ 6,493.50   | \$ -       |

Attachment: Brommer Street Final Cost Summary (Brommer Street Project 2020 NOC)

|            |   |      |        |     |      |            |             |         |
|------------|---|------|--------|-----|------|------------|-------------|---------|
| 31         | Thermoplastic Pavement Marking              | SQFT | 408.00 | 408 | -    | \$6.00     | \$ 2,448.00 | \$ -    |
| 32         | Thermoplastic Pavement Marking (Green)      | SQFT | 201.00 | 201 | -    | \$12.00    | \$ 2,412.00 | \$ -    |
| 33         | Object Marker (Type OM2-2H)                 | EA   | 2.00   | 2   | -    | \$65.00    | \$ 130.00   | \$ -    |
| 34         | Inductive Loop Detector (Type A and Type D) | EA   | 5.00   | 5   | -    | \$1,165.00 | \$ 5,825.00 | \$ -    |
| <b>CO2</b> | Additional Off Haul                         | LS   |        | 1   | 1.00 | \$9,631.00 | \$ 9,631.00 | \$ 9,63 |

Schedule A Total \$ 481,799.58 \$ 5,968.5

**ADD ALTERNATIVE 1 (SCHEDULE B)**

|    |   |      |        |        |          |             |           |            |
|----|---|------|--------|--------|----------|-------------|-----------|------------|
| 1  | Mobilization  | LS   | 1.00   | 1.00   | -        | \$14,164.30 | \$ 14,164 | \$ -       |
| 2  | Construction Area Signs                               | LS   | 1.00   | 1.00   | -        | \$1,000.00  | \$ 1,000  | \$ -       |
| 3  | Traffic Control System                                | LS   | 1.00   | 1.00   | -        | \$5,000.00  | \$ 5,000  | \$ -       |
| 4  | Survey and Construction Staking                       | LS   | 1.00   | 1.00   | -        | \$1,000.00  | \$ 1,000  | \$ -       |
| 5  | Survey Monumentation and Preservation                 | LS   | 1.00   | 1.00   | -        | \$1,000.00  | \$ 1,000  | \$ -       |
| 6  | Temporary Water Pollution Control and Erosion Control | LS   | 1.00   | 1.00   | -        | \$1,500.00  | \$ 1,500  | \$ -       |
| 7  | Lead Compliance Plan                                  | LS   | 1.00   | 1.00   | -        | \$1.00      | \$ 1      | \$ -       |
| 8  | Clearing and Grubbing                                 | LS   | 1.00   | 1.00   | -        | \$1,500.00  | \$ 1,500  | \$ -       |
| 9  | Remove Thermoplastic Traffic Stripe                   | LF   | 958.00 | 958.00 | -        | \$0.50      | \$ 479    | \$ -       |
| 10 | Remove Thermoplastic Pavement Marking                 | SQFT | 61.00  | 61.00  | -        | \$0.75      | \$ 46     | \$ -       |
| 11 | Reset Roadside Sign                                   | EA   | -      | -      | -        |             | \$ -      | \$ -       |
| 12 | Relocate Mailbox                                      | EA   | -      | -      | -        |             | \$ -      | \$ -       |
| 13 | Adjust Sewer Utility Manhole Cover to Grade           | EA   | 1.00   | 1.00   | -        | \$1,000.00  | \$ 1,000  | \$ -       |
| 14 | Adjust Water Utility Manhole Cover to Grade           | EA   | 2.00   | 2.00   | -        | \$1,000.00  | \$ 2,000  | \$ -       |
| 15 | Adjust Water Valve / Water Meter Box Cover to Grade   | EA   | -      | -      | -        |             | \$ -      | \$ -       |
| 16 | Remove Culvert  | LF   | -      | -      | -        |             | \$ -      | \$ -       |
| 17 | Cold Plan Asphalt Concrete Pavement                   | SY   | 40.00  | 40.00  | -        | \$91.40     | \$ 3,656  | \$ -       |
| 18 | Roadway Excavation                                    | CY   | 2.00   | -      | (2.00)   | \$500.00    | \$ -      | \$ (1,00)  |
| 19 | Hot Mix Asphalt (Type A)                              | TON  | 303.00 | 152.20 | (150.80) | \$173.50    | \$ 26,407 | \$ (26,16) |
| 20 | Aggregate Base (Class 2)                              | CY   | 9.00   | -      | (9.00)   | \$189.33    | \$ -      | \$ (1,70)  |
| 21 | Cement (Full Depth Reclamation - Cement)              | TON  | 11.40  | -      | (11.40)  | \$225.00    | \$ -      | \$ (2,56)  |
| 22 | Full Depth Reclamation (FDR-C)                        | SY   | 896.00 | -      | (896.00) | \$23.15     | \$ -      | \$ (20,74) |
| 23 | Stress Absorbing Membrane Interlayer (SAMI)           | SY   | 896.00 | -      | (896.00) | \$4.00      | \$ -      | \$ (3,58)  |
| 24 | Minor Concrete (Curb and Gutter)                      | LF   | -      | 9.00   | 9.00     | \$49.84     | \$ 449    | \$ 44      |
| 25 | Minor Concrete (Curb Type D)                          | LF   | -      | -      | -        |             | \$ -      | \$ -       |
| 26 | Minor Concrete (Driveway Conform)                     | SQFT | -      | -      | -        |             | \$ -      | \$ -       |
| 27 | Minor Concrete (Sidewalk)                             | SQFT | -      | 36.00  | 36.00    | \$13.67     | \$ 492    | \$ 49      |

Attachment: Brommer Street Final Cost Summary (Brommer Street Project 2020 NOC)

|            |   |      |          |          |        |             |    |        |    |       |
|------------|---|------|----------|----------|--------|-------------|----|--------|----|-------|
| 28         | Minor Concrete (Depressed Driveway)         | SQFT | -        | 144.00   | 144.00 | \$17.70     | \$ | 2,549  | \$ | 2,54  |
| 29         | Roadside Sign (One Post - Metal)            | EA   | -        | -        | -      |             | \$ | -      | \$ |       |
| 30         | Thermoplastic Traffic Stripe                | LF   | 1,201.00 | 1,201.00 | -      | \$2.25      | \$ | 2,702  | \$ |       |
| 31         | Thermoplastic Pavement Marking              | SQFT | 57.00    | 57.00    | -      | \$6.00      | \$ | 342    | \$ |       |
| 32         | Thermoplastic Pavement Marking (Green)      | SQFT | -        | -        | -      |             | \$ | -      | \$ |       |
| 33         | Object Marker (Type OM2-2H)                 | EA   | -        | -        | -      |             | \$ | -      | \$ |       |
| 34         | Inductive Loop Detector (Type A and Type D) | EA   | -        | -        | -      |             | \$ | -      | \$ |       |
| <b>CO1</b> | Change Order 1 - 3" Asphalt Mill            | LS   |          | 1        | 1.00   | \$20,297.00 | \$ | 20,297 | \$ | 20,29 |

Schedule B Total \$85,583.48 -\$31,972.6

Project Total \$567,383.06 -\$26,004.1

**Summary**

Original Bid: \$ 593,387.23  
 Changes: \$ (26,004.17)  
 Final Cost: \$ 567,383.06

Attachment: Brommer Street Final Cost Summary (Brommer Street Project 2020 NOC)

RECORDING REQUESTED BY  
AND WHEN RECORDED MAIL TO:

City of Capitola  
Public Works Department  
Attn: Steven Jesberg  
420 Capitola Avenue  
Capitola, California 95010

SPACE ABOVE THIS LINE FOR RECORDER'S USE

THIS INSTRUMENT IS BEING RECORDED FOR THE BENEFIT OF THE CITY OF CAPITOLA  
NO RECORDING FEE IS REQUIRED PURSUANT TO GOVERNMENT CODE §27383

### NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN that the City of Capitola, owner of the property hereinafter described, whose address is 420 Capitola Avenue, Capitola, California, has caused a work of improvements more particularly described as follows:

PROJECT NAME: Brommer Street Complete Street Project

PROJECT DESCRIPTION: Bike, pedestrian, and pavement improvements

to be constructed on property more particularly described as follows:

DESCRIPTION: Brommer Street

ADDRESS: N/A

APN: N/A

The work of the improvement was completed by:

CONTRACTOR: McKim Corporation

ADDRESS: 60 W. 4<sup>th</sup> St., #210, Gilroy, CA 95020

The work of the improvements was actually completed on the 30<sup>th</sup> day of July, 2020, and accepted by the City Council of said City on the 27<sup>th</sup> day of August, 2020

Signature of City Official: \_\_\_\_\_

The undersigned certifies that he is an officer of the City of Capitola, that he has read the foregoing Notice of Completion and knows the content thereof; and that the same is true of his own knowledge, except as to those matters which are therein stated on information or belief, and as to those matters that he believes to be true. I certify under penalty of perjury that the foregoing is true and correct. Executed at the City of Capitola, County of Santa Cruz, State of California.

Steven E. Jesberg  
Director of Public Works

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Attachment: Brommer Street Notice of Completion (Brommer Street Project 2020 NOC)



## CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF AUGUST 27, 2020**

FROM: City Manager Department

SUBJECT: Receive Update on the City's Pandemic Response

### RECOMMENDED ACTION:

- 1) Determine all hazards related to the worldwide spread of the coronavirus (COVID-19) as detailed in Resolution No. 4168 adopted by the City Council on March 12, 2020, still exist and that there is a need to continue action
- 2) Approve the proposed resolution ratifying Emergency Order 5-2020; making violation of the County Mask Order subject to either an administrative citation or infraction, each carrying fines
- 3) Provide direction to the Director of Emergency Services regarding a potential Beach Closure. If directed, the Director of Emergency Services will sign the prepared Emergency Order 6-2020; closing Capitola Beach to the public for the Labor Day holiday weekend from September 5 through September 7
- 4) If consistent with direction, approve the proposed resolution ratifying Emergency Order 6-2020

**BACKGROUND:** On June 24, 2020, the County Health Officer issued a health order requiring the continued use of face coverings and reaffirming social distancing requirements. This health order is in place indefinitely, and failure of the public to comply is a misdemeanor. The County Health Officer has incorporated all Orders of the State Public Health Officer which set baseline statewide restrictions on travel and non-residential business activities.

On July 13, 2020, California Governor Newsom called for the following sectors to close indoor activities statewide: restaurants, wineries and tasting rooms, movie theaters, family entertainment centers, zoos and museums, and cardrooms. Bars must cease all activity both indoor and outdoor.

On July 27, 2020, Santa Cruz County was placed on the State Monitoring List. This automatically required further closures of indoor activity in the following sectors: gyms and fitness centers, personal care services, places of worship and cultural ceremonies, non-critical infrastructure office work, and indoor shopping malls.

On August 14, 2020, Santa Cruz County was removed from the State Monitoring List. The County must remain off the data monitoring list for fourteen consecutive days for current measures and restrictions to be lifted.

As of August 20, there are 1569 cases of COVID-19 in Santa Cruz County and 42 cases in the City of Capitola. There have been seven deaths due to COVID-19.

COVID-19 Emergency- Update 9  
August 27, 2020

**DISCUSSION:** Due to the City's emergency declaration, the Santa Cruz County local health emergency declaration, and the California state of emergency declarations (all of which remain in effect), City departments continue to implement strategies to protect the community and employees while maintaining essential levels of service to the public.

*Mask Order Violations:*

To combat the ongoing COVID-19 pandemic, various State and County public health orders have been issued. On June 18, 2020, the California Department of Public Health (CDPH) released Guidance for the Use of Face Coverings (Guidance). On June 24, 2020, the Santa Cruz County Health Officer issued a Countywide Mask and Social Distancing Order (County Mask Order) which requires all members of the public wear face coverings. This order remains in effect indefinitely.

Violation of Health Officer Orders is classified as a misdemeanor under State Law. Misdemeanors come with the potential of \$1,000 fines and up to six months jail time. Capitola Municipal Code was lacking a provision to enable enforcement officers to apply a less harsh method of enforcement if education efforts are not effective to reverse a violator's misconduct. To rectify this, Emergency Order 5-2020 was signed by the City's acting Director of Emergency Services, Steve Jesberg, on August 6.

Emergency Order 5-2020 states that any person who violates the CDPH's Guidance or the County's Mask Order is in violation of Emergency Order 5-2020 and thus subject to either an administrative citation or an infraction. Both penalties carry the following fines: \$100 for the first violation within a one-year period; \$200 for the second violation within a one-year period; and \$500 for the third violation within a one-year period. The intention of the Emergency Order is it be liberally construed to provide the broadest possible protection of the residents, and visitors, of Capitola. A resolution to ratify this order is included as Attachment 1.

*Potential Beach Closure:*

On August 18, the Santa Cruz County Board of Supervisors unanimously voted to close Santa Cruz County beaches to the public for the Labor Day Holiday weekend from 5am on Saturday, September 5, through 5pm on Monday, September 7; with exceptions for public use that Saturday and Sunday from 4 to 8pm. During the closure, the ocean will remain entirely open to the public and the beach may be traversed to access the water only.

On August 25, the Santa Cruz City Council voted to approve a similar closure of Santa Cruz City beach(s).

Staff recommends the City of Capitola remain consistent with adjacent jurisdictions and has prepared Emergency Order 6-2020, closing Capitola Beach to the public during the same time frame and aligning with the approved County beach closure. Facilities adjacent to the beach, such as the Esplanade sidewalk, will remain open. These specifics are outlined in the draft emergency order.

Subject to Council direction, Capitola Police has prepared the following operational plan to implement a beach closure:

- **Allied Security:** The City will contract for private security officers along the Esplanade at the entry points to the beach, from 10am to 4pm

COVID-19 Emergency- Update 9  
August 27, 2020

- Message Boards: beginning August 31, place digital message boards (trailers) advising the public of the beach closure at the corners of Park Avenue & Kennedy Drive and Bay & Capitola Avenues
- Operational Order: identify staffing levels, anticipated concerns, and deployment methodology based upon the projected impact of the Holiday weekend and the projected need for police resources

Upon Council direction, City Manager Goldstein will sign the emergency order as the Director of Emergency Services. A resolution to ratify this emergency order is included as Attachment 2.

If significant changes occur within Santa Cruz County between the date of agenda publication and the City Council meeting, further updates on the regional and local coronavirus response can be provided in a verbal report at the meeting.

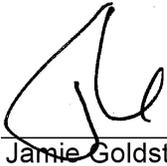
FISCAL IMPACT: As previously stated, reductions in Sales Tax and Transient Occupancy Tax as a result of this health crisis and shelter in place order is substantial. In our current fiscal year, Staff is projecting an approximately \$1.5 million shortfall and has had to cut nearly \$4.5 million from the annual budget.

ATTACHMENTS:

1. ratifying emergency order 5-2020 mask fines
2. ratifying emergency order 6-2020 beach closure

Report Prepared By: Chloe Woodmansee  
Interim City Clerk

**Reviewed and Forwarded by:**



Jamie Goldstein, City Manager 8/21/2020

## RESOLUTION NO. \_\_\_\_

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA RATIFYING EMERGENCY ORDER 5-2020 OF THE DIRECTOR OF EMERGENCY SERVICES**

**WHEREAS**, on March 26, 2020, the City Council of the City of Capitola declared the existence and anticipated spread of COVID-19 to be an emergency situation, as defined in California Government Code Section 54956.6, because it severely impairs public health and safety;

**WHEREAS**, on March 26, 2020, the City Council further declared the existence and anticipated spread of COVID-19 to be a local emergency, as defined by the California Emergency Services Act (California Government Code Sections 8634, 8550, *et seq.*);

**WHEREAS**, on June 18, 2020, the California Department of Public Health (CDPH) released Guidance for the Use of Face Coverings (Guidance), which was updated on June 29, 2020, and which requires all people in California, with certain exemptions, to wear face coverings when they are in high-risk situations; and

**WHEREAS**, on June 24, 2020, the Santa Cruz County Health Officer issued a County-wide mask and social-distancing order (County Mask Order) requiring that all members of the public, except those specifically exempted, wear face coverings; and

**WHEREAS**, the Centers for Disease Control and Prevention (CDC) and CDPH now believe that wearing a face covering, when combined with physical distancing of at least six (6) feet and frequent hand washing, may reduce the risk of transmitting coronavirus when in public by reducing the spread of respiratory droplets; and

**WHEREAS**, violations of the order of the Health Officer related to the control of the spread of COVID-19 are a public nuisance and present an immediate threat to the public peace, health, and safety in that they increase the likelihood that the COVID-19 virus will spread throughout the City and region and overwhelm health care systems and lead to injury and death that might otherwise be substantially reduced through adherence to the orders of the Health Officer; and

**WHEREAS**, the intent of this Emergency Order is to provide a tool, in addition to education, to compel compliance with the Guidance and the County Mask Order by authorizing enforcement of the Guidance and the County Mask Order through the issuance of infraction citations and administrative citations pursuant to Chapter 4 of Capitola Municipal Code.

**WHEREAS**, the immediate enforcement of the orders of the Health Officer related to physical distancing and wearing face coverings is necessary to control the spread of COVID-19 in Capitola; and

**WHEREAS**, to protect public health and emphasize the need for social distancing and the compliance with the County of Santa Cruz Health Department's Shelter in Place Order, the Director of Emergency Services of the City of Capitola issued Emergency Order 5-2020 (Attachment 1)

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of Capitola ratifies Emergency Order No. 5-2020.

**I HEREBY CERTIFY** that the foregoing Resolution was passed and adopted by the City Council of the City of Capitola on the 27<sup>th</sup> day of August, 2020, by the following vote:

**AYES:**

Attachment: ratifying emergency order 5-2020 mask fines (COVID-19 Emergency- Update 9)

**NOES:**  
**ABSENT:**  
**ABSTAIN:**

---

Kristen Petersen  
Mayor

ATTEST:  

---

Chloé Woodmansee, Interim City Clerk

Attachment: ratifying emergency order 5-2020 mask fines (COVID-19 Emergency- Update 9)

## ATTACHMENT 1

**ORDER OF THE DIRECTOR OF EMERGENCY SERVICES FOR THE CITY OF CAPITOLA  
NO. 5-2020**

**WHEREAS**, on March 3, 2020, Governor Newsom proclaimed a State of Emergency related to the COVID-19 pandemic, effective throughout the State of California; and

**WHEREAS**, on March 4, 2020, the Santa Cruz County Public Health Officer declared a local health emergency related to the COVID-19 pandemic, which remains in effect; and

**WHEREAS**, on March 26, 2020, the City Council of the City of Capitola declared the existence and anticipated spread of COVID-19 to be an emergency situation, as defined in California Government Code Section 54956.6, because it severely impairs public health and safety;

**WHEREAS**, on March 26, 2020, the City Council further declared the existence and anticipated spread of COVID-19 to be a local emergency, as defined by the California Emergency Services Act (California Government Code Sections 8634, 8550, *et seq.*);

**WHEREAS**, Government Code Section 8634 empowers the Director of Emergency Services to promulgate orders and regulations necessary to provide for the protection of life and property;

**WHEREAS**, Capitola Municipal Code Section 8.08.050.A designates the City Manager as the Director of Emergency Services and Capitola Municipal Code Section 8.08.060.A.6.a authorizes the Director of Emergency Services to make and issue rules and regulations on matter reasonably related to the protection of life and property; and

**WHEREAS**, on June 18, 2020, the California Department of Public Health (CDPH) released Guidance for the Use of Face Coverings (Guidance), which was updated on June 29, 2020, and which requires all people in California, with certain exemptions, to wear face coverings when they are in high-risk situations; and

**WHEREAS**, on June 24, 2020, the Santa Cruz County Health Officer issued a County-wide mask and social-distancing order (County Mask Order) requiring that all members of the public, except those specifically exempted, wear face coverings; and

**WHEREAS**, the Centers for Disease Control and Prevention (CDC) and CDPH now believe that wearing a face covering, when combined with physical distancing of at least six (6) feet and frequent hand washing, may reduce the risk of transmitting coronavirus when in public by reducing the spread of respiratory droplets; and

**WHEREAS**, violations of the order of the Health Officer related to the control of the spread of COVID-19 are a public nuisance and present an immediate threat to the public peace, health, and safety in that they increase the likelihood that the COVID-19 virus will spread throughout the City and region and overwhelm health care systems and lead to injury and death that might otherwise be substantially reduced through adherence to the orders of the Health Officer; and

**WHEREAS**, the number of infected persons in Santa Cruz County is rising and having a high number of people in public without wearing a face covering seriously impedes efforts to stem the local transmission of COVID-19; and

**WHEREAS**, under California Law, the orders of the Health Officer are enforceable by local police agencies; and

**WHEREAS**, the immediate enforcement of the orders of the Health Officer related to physical distancing and wearing face coverings is necessary to control the spread of COVID-19 in Capitola; and

**WHEREAS**, I have determined that urgent action must be taken to protect the health, safety, and welfare of individuals in Capitola; and

**WHEREAS**, the intent of this Emergency Order is to provide a tool, in addition to education, to compel compliance with the Guidance and the County Mask Order by authorizing enforcement of the Guidance and the County Mask Order through the issuance of infraction citations and administrative citations pursuant to Chapter 4 of Capitola Municipal Code.

**NOW THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED** by the Director of Emergency Services of the City of Capitola that:

1. The recitals set forth above are incorporated herein as if fully set forth, are true and correct, and are adopted as findings in support of this Emergency Order
2. Any person who violates the Guidance for the Use of Face Coverings released by the California Department of Public Health or the County Mask Order is in violation of this Emergency Order and is subject to one or the other of the following penalties, depending on the determination of the issuing officer:
  - a. An administrative citation carrying a fine in the amount(s) set forth below.
    - i. \$100 for the first violation within a one-year period (Capitola Municipal Code §4.14.070.A.1).
    - ii. \$200 for the second violation within a one-year period (Capitola Municipal Code §4.14.070.A.2).
    - iii. \$500 for each additional violation within a one-year period (Capitola Municipal Code §4.14.070.A.3).
  - b. An infraction carrying a fine in the amount(s) set forth below.
    - i. \$100 for the first violation within a one-year period (Capitola Municipal Code §4.04.010).
    - ii. \$200 for the second violation within a one-year period (Capitola Municipal Code §4.04.010).
    - iii. \$500 for each additional violation within a one-year period (Capitola Municipal Code §4.04.010).
3. This Emergency Order shall be liberally construed to provide the broadest possible protection for the residents of the City
4. This Emergency Order shall become effective immediately, subject to ratification as soon as practicable by the Capitola City Council

\_\_\_\_\_  
Steven Jesberg  
Acting Director of Emergency Services, City of Capitola

ATTEST:

\_\_\_\_\_  
Chloé Woodmansee, Interim City Clerk

Attachment: ratifying emergency order 5-2020 mask fines (COVID-19 Emergency- Update 9)

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA RATIFYING EMERGENCY ORDER 6-2020 OF THE DIRECTOR OF EMERGENCY SERVICES**

**WHEREAS**, on March 26, 2020, the City Council of the City of Capitola declared the existence and anticipated spread of COVID-19 to be an emergency situation, as defined in California Government Code Section 54956.6, because it severely impairs public health and safety;

**WHEREAS**, on March 26, 2020, the City Council further declared the existence and anticipated spread of COVID-19 to be a local emergency, as defined by the California Emergency Services Act (California Government Code Sections 8634, 8550, *et. seq.*);

**WHEREAS**, contract tracing indicates large gatherings associated with holidays or special occasions are a significant cause of this increase; for example, Santa Cruz County Public Health officials have explained that gatherings of multiple households for Mother’s Day and school graduations have resulted in group transmissions; and

**WHEREAS**, epidemiological models predict a potential four-fold increase in COVID-related hospitalizations in Santa Cruz County by the beginning of September, and with 356 licensed hospital beds available locally, an increase in COVID-related hospitalizations will reduce local hospital capacity to care for critically ill community members, and

**WHEREAS**, in order to preserve the availability of hospital beds in our County, and reduce the rate of transmission of COVID-19, immediate action is necessary to reduce the spread of COVID-19; and

**WHEREAS**, the number of infected persons in Santa Cruz County is rising and having many people gathered on the beach and visiting Capitola to access the beach seriously impedes efforts to stem the local transmission of COVID-19; and

**WHEREAS**, the City of Capitola, along with the entirety of Santa Cruz County, historically receives a heavy influx of single-day beachgoers over holiday and three-day weekends, and typically sees huge crowds on Labor Day weekend celebrating the end of summer; and

**WHEREAS**, heavy use of beaches and surrounding recreational areas impedes the City and County efforts to slow the spread of COVID-19; and

**WHEREAS**, reducing the number of visitors from outside the region is critical to protecting City and County residents currently and I have determined that urgent action must be taken to protect the health, safety, and welfare of individuals in Capitola;

**WHEREAS**, to protect public health and emphasize the need for social distancing and the compliance with the County of Santa Cruz Health Department’s Shelter in Place Order, the Director of Emergency Services of the City of Capitola issued Emergency Order 6-2020 (Attachment 1)

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of Capitola ratifies Emergency Order No. 6-2020.

**I HEREBY CERTIFY** that the foregoing Resolution was passed and adopted by the City Council of the City of Capitola on the 27<sup>th</sup> day of August, 2020, by the following vote:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAIN:**

\_\_\_\_\_  
Kristen Petersen  
Mayor

ATTEST: \_\_\_\_\_  
Chloé Woodmansee, Interim City Clerk

Attachment: ratifying emergency order 6-2020 beach closure (COVID-19 Emergency- Update 9)

## ATTACHMENT 1

**ORDER OF THE DIRECTOR OF EMERGENCY SERVICES FOR THE CITY OF CAPITOLA NO. 6-2020**

**WHEREAS**, on March 3, 2020, Governor Newsom proclaimed a State of Emergency related to the COVID-19 pandemic, effective throughout the State of California; and

**WHEREAS**, on March 4, 2020, the Santa Cruz County Public Health Officer declared a local health emergency related to the COVID-19 pandemic, which remains in effect; and

**WHEREAS**, on March 26, 2020, the City Council of the City of Capitola declared the existence and anticipated spread of COVID-19 to be an emergency situation, as defined in California Government Code Section 54956.6, because it severely impairs public health and safety;

**WHEREAS**, on March 26, 2020, the City Council further declared the existence and anticipated spread of COVID-19 to be a local emergency, as defined by the California Emergency Services Act (California Government Code Sections 8634, 8550, *et seq.*);

**WHEREAS**, Government Code Section 8634 empowers the Director of Emergency Services to promulgate orders and regulations necessary to provide for the protection of life and property;

**WHEREAS**, Capitola Municipal Code Section 8.08.050.A designates the City Manager as the Director of Emergency Services and Capitola Municipal Code Section 8.08.060.A.6.a authorizes the Director of Emergency Services to make and issue rules and regulations on matter reasonably related to the protection of life and property; and

**WHEREAS**, contract tracing indicates large gatherings associated with holidays or special occasions are a significant cause of this increase; for example, Santa Cruz County Public Health officials have explained that gatherings of multiple households for Mother's Day and school graduations have resulted in group transmissions; and

**WHEREAS**, epidemiological models predict a potential four-fold increase in COVID-related hospitalizations in Santa Cruz County by the beginning of September, and with 356 licensed hospital beds available locally, an increase in COVID-related hospitalizations will reduce local hospital capacity to care for critically ill community members, and

**WHEREAS**, in order to preserve the availability of hospital beds in our County, and reduce the rate of transmission of COVID-19, immediate action is necessary to reduce the spread of COVID-19; and

**WHEREAS**, the number of infected persons in Santa Cruz County is rising and having many people gathered on the beach and visiting Capitola to access the beach seriously impedes efforts to stem the local transmission of COVID-19; and

**WHEREAS**, the City of Capitola, along with the entirety of Santa Cruz County, historically receives a heavy influx of single-day beachgoers over holiday and three-day weekends, and typically sees huge crowds on Labor Day weekend celebrating the end of summer; and

**WHEREAS**, heavy use of beaches and surrounding recreational areas impedes the City and County efforts to slow the spread of COVID-19; and

**WHEREAS**, reducing the number of visitors from outside the region is critical to protecting City and County residents currently and I have determined that urgent action must be taken to protect the health, safety, and welfare of individuals in Capitola;

**NOW THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED** by the Director of Emergency Services of the City of Capitola that:

1. All beaches in the City of Capitola (Capitola Beach) will be closed to the public from 5:00am on Saturday, September 5 through 5:00pm on Monday, September 7, 2020 (the Closure Period), with the following exceptions:
  - a. Capitola Beach will be open to the public on Saturday, September 5, 2020, between 4:00pm and 8:00pm
  - b. Capitola Beach will be open to the public on Sunday, September 6, 2020, between 4:00pm and 8:00pm

- 2. During the Closure Period the ocean will remain open for water sports (e.g.: surfing, boogie-boarding, swimming, paddle-boarding, kayaking, boating, etc.) and individuals may cross beaches in order to access and leave the ocean
- 3. During the Closure Period disabled parking, ramps, and means of accessing the ocean will remain open in order to not impeded ocean access for disabled individuals.

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Jamie Goldstein  
Director of Emergency Services, City of Capitola

ATTEST:

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Chloé Woodmansee, Interim City Clerk

Attachment: ratifying emergency order 6-2020 beach closure (COVID-19 Emergency- Update 9)



## CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF AUGUST 27, 2020**

FROM: Public Works Department

SUBJECT: Discussion on the Lighting of the Village Palm Trees

**RECOMMENDED ACTION:** Provide direction to staff regarding the Village palm tree lights.

**BACKGROUND:** During the November 6, 2019, City Council meeting, Council considered a plan to light the palm trees throughout the Village. The plan was prepared by an ad-hoc group called the Palm Tree Lighting Committee (Lighting Committee); a group comprised of Village merchants, City residents, and Mayor Peterson. Council asked the Lighting Committee to develop a new plan, with the support of the Capitola Village and Wharf Business Improvement Area (BIA), to install low voltage LED lights while in the meantime leaving the existing LED rope lights on Village trees until March 2020. The Lighting Committee then submitted a plan to staff on March 14, 2020 (Attachment 1), with the intention that this item would be heard before Council at the regular March 26 meeting.

Due to the Santa Cruz County Health Officer's shelter in place order issued on March 16, 2020, Council voted to continue consideration of this item until the health order was lifted, allowing for the public to attend the meeting. Unfortunately, the COVID-19 pandemic continues. Though in-person and open-to-the-public City Council meetings are not feasible, City Council meetings are now held virtually with the ability for members of the public to watch and participate.

**DISCUSSION:** The COVID-19 pandemic has also impacted the funding availability the Lighting Committee. Funding from the Village and Wharf BIA and from private donations has been reallocated to respond to the pandemic. The Lighting Committee has informed staff that they are forced to withdraw their proposal.

Without the support of the Lighting Committee or the BIA, replacing the palm tree lights prior to the upcoming holiday season will be difficult. The Committee's proposal to switch out the existing LED white rope-lights with LED mini-lights was projected to cost \$14,175.

Given the cuts to the City's budget for the current fiscal year, staff does not recommend allocating funds to this project. Without funding to move forward with the lighting project, Council has two choices; 1) keep the existing lights in place, or 2) remove the lights and have no Village tree lighting until funds can be raised for replacement lights.

If Council directs staff to leave the existing lights in place, Public Works has extra strands of the existing LED rope lights in storage and will replace sections of the rope-lights that are not currently working.

Village Light Proposal Discussion  
August 27, 2020

FISCAL IMPACT: None

ATTACHMENTS:

1. Palm Tree Lighting Plan Proposal 03-14-2020

Report Prepared By: Steve Jesberg  
Public Works Director

**Reviewed and Forwarded by:**



\_\_\_\_\_  
Jamie Goldstein, City Manager      8/21/2020

City Council  
 City of Capitola  
 Capitola, California

March 14, 2020

Mayor Petersen and Members of the Council:

Over the last nine months, the members of the Ad Hoc Palm Tree Lighting Committee have been working diligently over the last nine months to develop a balanced Plan to Light the Palm Trees in the Village. This Committee includes representatives of Village merchants and residents as well as a member of the City Council. Our goal was to identify a tree lighting solution that would be acceptable to the community and to the Council.

During the course of our investigation we have found several examples where Cities and Villages who have successfully used tree lighting systems to enhance the beauty of their communities. We believe the Plan we are proposing tonight enhances the beauty and safety of the Village and addresses the concerns raised over the first attempt using rope lights. We appreciate the patience of the City Council in extending the time line for our Committee to complete its work until your March 26<sup>th</sup> meeting.

Please note that our proposal involves only the 27 palm trees in the Village area, which currently have electrical service. It also does not include the large and historic palm tree in front of Esplanade Park plus the two smaller trees. The size and importance of these palm trees merit consideration of a professionally designed signature lighting installation. This Committee stands ready to assist in the large palm tree project in any way you deem fit. Bringing electric power to the remaining trees would involve underground engineering and unknown costs and would best be included in future City sidewalk improvement projects in the Village. As the vendor to supply and install the palm tree lighting, our Committee recommends Christmas Tree Lighting Pros (CLP), a local company owned and operated for several years by Mr. Yanni Carlson. Their primary work is the installation and maintenance of seasonal and decorative lighting systems. They have done successful installations in neighboring cities. We investigated other lighting specialists. While all were competitive with materials costs, CLP was significantly lower on labor to install and maintain the system.

#### PROJECT HIGHLIGHTS

- CLP supplies 100' of low voltage warm white LED clip lights, rated for year round outdoor use on 27 palm trees in Capitola Village. The low voltage lights will be wrapped around the palm trees with agreed upon space in between runs of lights. Lights will be installed using a year round, waterproof low voltage 12VDC, 100W transformer on each palm tree along with low voltage wire. \$500 per tree including labor. **\$13,500** for 27 trees.

- Remove the existing lights on the current trees at \$25.00/tree. **\$675.00**
- CLP will guarantee defect free installation and operation of the lights for the first three months after installation. CLP will make all repairs and necessary maintenance within 24-48 hours from the time the request is received. If maintenance were required after the first 3 months CLP would charge a minimal fee.
- Dimensions and specifications for new lights will be:
  - 5 feet from the ground and 20 feet high, however every effort will be made to have lighting to be at a uniform height.
  - Lighting strands will be spaced 6 to 7 inches
- Complete the de-installation and installation by April/May 2020  
Total Cost **\$14,175**

FINANCING

- Capitola Wharf and Village Improvement Association (B.I.A.) - \$5,000
- Capitola Foundation - \$3,000
- Private Donations - \$3,000

**With CLP doing both the removal of the old rope lights and the installation of the new mini-lights there is no need for to again ask the City Public Works Department to assist in the project by handling the installation, thereby avoiding that additional assignment. It is therefore the Committee's request that in view of this the City would entertain contributing \$6,000 to the project budget to offset the modest budget shortfall, unexpected additional expenses and to create a fund to pay for vandalism, maintenance beyond the 3-month guarantee, etc.**

Respectfully Submitted:

|                        |                   |
|------------------------|-------------------|
| Petrina James          | Merchant          |
| Josh Fisher            | Merchant          |
| Anthony Guajardo       | Merchant          |
| Mara & Joe Palandrani  | Resident          |
| Katherine & Tom Parker | Resident          |
| Kristen Petersen       | Council Member    |
| Demien Sherinian       | Resident/Merchant |
| Tim & Linda Wadley     | Resident          |
| Nels Westman           | Merchant          |
| Gary Wetsel            | Merchant          |
| Leslie Wetsel          | Merchant          |
| Dede Wilson            | Merchant          |

**Palm Tree Lighting Committee**

| Member Name            | Resident/Merchant | Email  | Reply | 7/3/19  | 7/29/19 | 8/20/19 | 9/24/19 | 11/4/19 | 1/2/20  | 2/19/20 |
|------------------------|-------------------|--|-------|---------|---------|---------|---------|---------|---------|---------|
|                        |                   |  |       | 3:00 PM | 9:30 AM | 9:30 AM | 9:30 AM | 9:00 AM | 9:30 AM | 9:30 AM |
| Tim & Linda Wadley     | Resident          | <a href="mailto:tim.linda.123@gmail.com">tim.linda.123@gmail.com</a>                     | Yes   | yes     | yes     | yes     | yes     | yes     | ?       | yes     |
| Nels Westman           | Resident          | <a href="mailto:nels@bestwestman.com">nels@bestwestman.com</a>                           | Yes   | yes     | yes     | no      | yes     | yes     | yes     | yes     |
| Katherine & Tom Parker | Resident          | <a href="mailto:katharinep3@gmail.com">katharinep3@gmail.com</a>                         | Yes   | yes     | yes     | yes     | no      | no      | yes     | no      |
| Leslie Wetsel          | Merchant          | <a href="mailto:leslieatparadise@aol.com">leslieatparadise@aol.com</a>                   | Yes   | yes     | Medical | Medical | Medical | Medical | yes     | no      |
| Josh Fisher            | Merchant          | <a href="mailto:bass3upfront@yahoo.com">bass3upfront@yahoo.com</a>                       | Yes   | shop    | yes     | no      | no      | no      | ?       | no      |
| Dernien Sherinian      | Merchant          | <a href="mailto:Yvonnecapitolia@me.com">Yvonnecapitolia@me.com</a>                       | Yes   | yes     | Medical | yes     | yes     | yes     | yes     | no      |
| Dede Wilson            | Merchant/resident | <a href="mailto:Dwilson@miabellaboutique.com">Dwilson@miabellaboutique.com</a>           | Yes   | no      | yes     | no      | no      | no      | ?       | no      |
| Petrina James          | Merchant          | <a href="mailto:Petrina@seachangedesignstudio.com">Petrina@seachangedesignstudio.com</a> | Yes   | yes     | yes     | yes     | no      | yes     | ?       | yes     |
| Mara & Joe Palandrani  | Resident          | <a href="mailto:Mara@serrautility.net">Mara@serrautility.net</a>                         | Yes   | yes     | no      | yes     | yes     | no      | yes     | yes     |
| Kristen Petersen       | Council Member    | <a href="mailto:ladykpetersen@gmail.com">ladykpetersen@gmail.com</a>                     | Yes   | yes     | yes     | yes     | no      | no      | yes     | no      |
| Gary Wetsel            | Merchant          | <a href="mailto:gary@maulsunrise.net">gary@maulsunrise.net</a>                           | yes   | yes     | yes     | yes     | yes     | yes     | yes     | yes     |
| Anthony Guajardo       | Merchant          | <a href="mailto:anthony@mijostaqueria.com">anthony@mijostaqueria.com</a>                 | yes   | no      | yes     | yes     | yes     | yes     | yes     | yes     |
| Residents              |                   |  | 7     | 7       | 4       | 3       | 3       | 2       | 3       | 3       |
| Merchants              |                   |  | 7     | 4       | 6       | 4       | 3       | 4       | 4       | 3       |
| Council                |                   |  | 1     | 1       | 1       | 1       | 0       | 0       | 1       | 0       |
|                        |                   |  |       | 12      | 11      | 8       | 6       | 6       | 8       | 6       |



January 8, 2020

Capitola Village

RE: Lighting Estimate

## Scope of Work

### Lighting of 27 Palm Trees in Capitola Village

#### Low Voltage Clip Lights Installed by The Christmas Light Pros

- Install 100' of low voltage warm white LED clip lights, rated for year round outdoor use on 27 palm trees in Capitola Village. The low voltage lights will be wrapped around the palm trees with agreed upon spacing between runs of lights. Lights will be installed using a year round, waterproof low voltage 12VDC, 100W transformer on each palm tree along with low voltage wire. \$500 per tree includes labor. \$13,500 for 27 trees.

#### Low Voltage Clip Lights and Equipment Purchase to be installed by the City

- The Christmas Light Pros will sell the city 100' of low voltage warm white LED clip lights, rated for year round outdoor use, one waterproof low voltage 12VDC, 100W transformer and low voltage wire for 27 palm trees. \$300 per tree, does not include labor or \$8100 for 27 trees.

## Contract Details

The pricing includes the purchase of low voltage lights, transformers and wire. Lights and Equipment have one-year manufacturers warranty.

Purchase price of lighting & equipment for 27 trees installed by The CLP's **\$x \$13,500**

Purchase price of lights and equipment for 27 trees, no labor **\$x 8,100**

## Maintenance

Standard maintenance and repair service will be provided free of charge for the first 3 months after installation. We make all repairs and necessary maintenance within 24-48 hours from the time the request is received. However, most repairs are done within 24 hours. The variables that affect the repair time are unsafe weather conditions, when the call is received and the geographic location of our repair crews. If maintenance were needed after first few months, the CLP's would charge a minimal fee. If lights needed to be replaced due to damage or theft, The Christmas Light Pros would charge to replace the lights and labor to install them.

## The Christmas Light Pros Requirements

Capitola Village will provide adequate power and receptacles in order to operate all necessary lights. If the lights are not working due to a lack of power at the receptacle, then Capitola Village is responsible for making the necessary repairs.

This contract does not guarantee a specific date for installation. The date will be determined upon execution of contract.

Please contact Jessica Carlson with any questions related to this contract.

Jessica Carlson

831-402-8644

Jessica@thechrismaslightpros.com

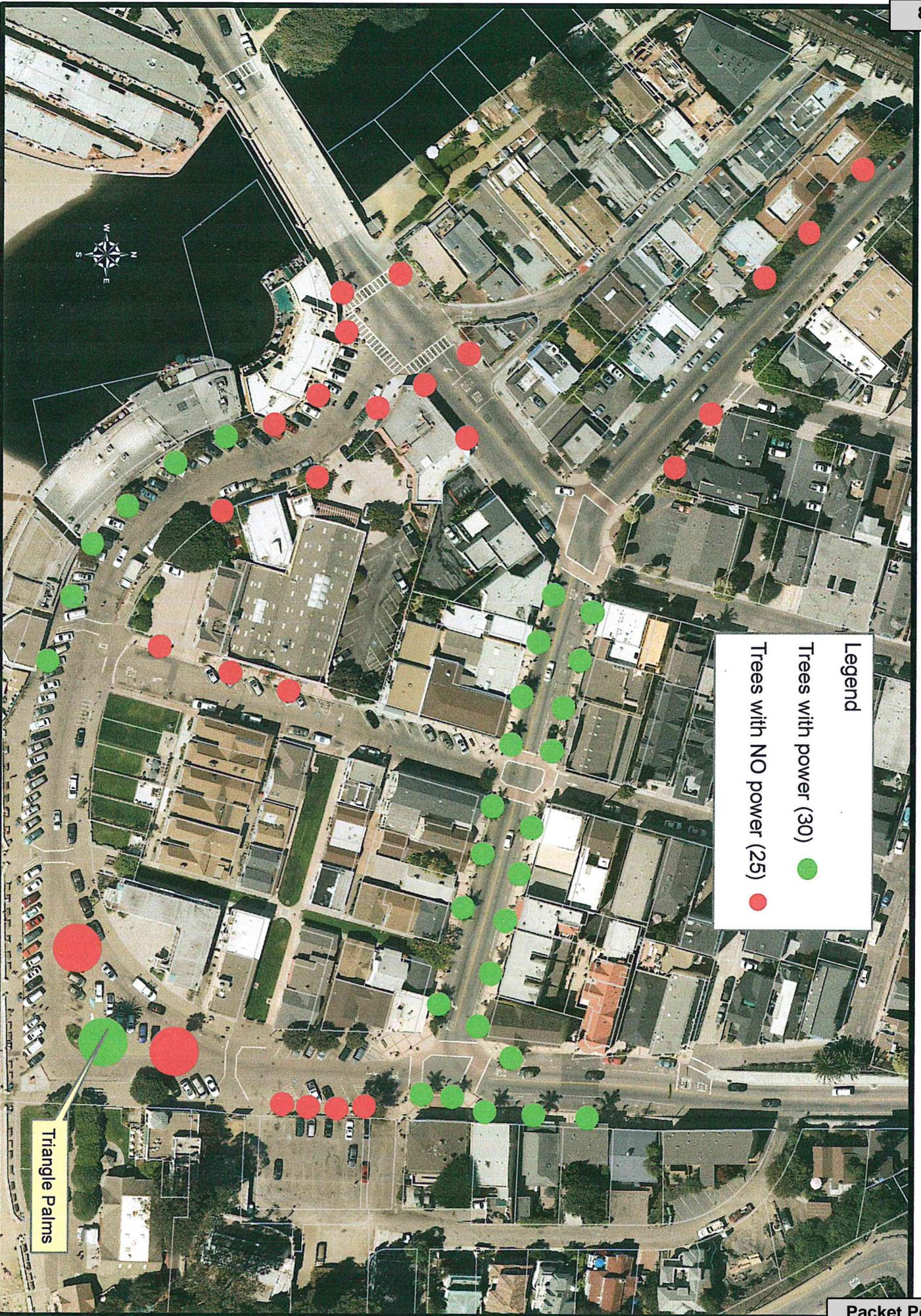
I hereby execute and agree to this contract dated \_\_\_\_\_ and authorize The Christmas Light Pros to perform the duties listed above.

Customer Name \_\_\_\_\_ Date \_\_\_\_\_.

Your Name Here \_\_\_\_\_ Date \_\_\_\_\_.

Owner/Operator of the Christmas Light Pros

Attachment: Palm Tree Lighting Plan Proposal 03-14-2020 (Village Light Proposal Discussion)



1 inch = 100 feet

Vicinity Map

From: **Mara Palandrani** Mara@sierrautility.net   
 Subject: UPDATE From Yanni  
 Date: February 26, 2020 at 9:05 AM  
 To: gary@mauisunrise.net  
 Cc: **Leslie Wetsel** leslieatparadise@aol.com, **Nels Westman** nels@bestwestman.com, **Devon F. Salter** devon@capitolareef.com, **Anthony Guajardo** anthony@mijostaqueria.com, **Kristen Petersen** ladykpetersen@gmail.com, **Linda Wadley** tim.linda.123@gmail.com, **Yvonne capitola** @me.com, **Katharine Parker** katharinep3@gmail.com, **Petrina@seachangedesignstudio.com**, **Deedee Wilson** Dwilson@miabellaboutique.com, **Greg Carpenter** Greg@mabusinessadvisors.com, bass3upfront@yahoo.com



Hello Mara and Gary,

I have attached the revised proposal. The previous proposal was geared for our holiday lease program so I changed the wording slightly, my apologies for not noticing that earlier.

The lights have a one year manufacturers warranty and we will do free repairs for the first three months just as we would do for our holiday lease program.

The chances of the lights being defective are slim, we have not seen that with these low voltage lights. The problems that we have seen with these lights in other cities that we have left them up in and its not often, is people pulling at them or squirrels trying to eat them. In either of those cases we would charge a repair fee or light replacement fee if necessary. Usually repairs can be made for a minimal fee of about \$50 as opposed to replacing the lights. I am also sure you are aware of this, but the low voltage lights have to be installed with the 12DVC transformer or it will damage them.

We did speak with our lighting distributor on Monday and he let us know that the low voltage lights for this year, 2020 changed slightly. He does not have enough of the past years lights in stock to fulfill your needs so we would need to use the new version of the lights. Yanni actually used the new lights a couple weeks ago, on 11 trees at The Barnyard in Carmel and likes the quality of the new ones better but we should make sure you all like the new lights before installing them. They are similar but we would want approval first. Can Yanni install the new version of lights on a tree at the end of this week? We would have let you know this sooner but we just learned that our distributor does not have enough of last years lights to fulfill the order and when we installed the last sample in October, our distributor did not have the 2020 lights in yet. The 2020 lights are the same price but our distributor and Yanni feel they are an upgraded version due to them feeling hardier then the previous version.

Lastly, we could remove the rope lights on the current trees during the installation but Yanni would charge \$25 per tree to do that.

Hope I answered all your questions. Please let me know if any other questions arise. Yanni is available to install a sample of the new version of the lights on either Thursday or Friday. Also my apologies for the delay getting back to you. After my travel last week, I came down with a virus and got home to Yanni and our boys all sick too. That set us all back a few days.

Thank you,  
 Jessica

Jessica Carlson  
The Christmas Light Pros  
831-402-8644



Capitola Village Palm  
Tree Lightin...oposal.pdf

Attachment: Palm Tree Lighting Plan Proposal 03-14-2020 (Village Light Proposal Discussion)



# CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF AUGUST 27, 2020**

FROM: Finance Department

SUBJECT: BIA Amended Budget

**RECOMMENDED ACTION:** Conduct a public hearing and adopt the proposed resolution levying the revised Fiscal Year 2020/2021 Capitola Village and Wharf Business Improvement Area (CVWBIA) Assessments and accepting the revised CVWBIA Annual Plan and budget.

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

The CVWBIA is a business-based, self-imposed assessment district in which the assessments are paid by business owners within the district boundary for improvements and activities that support and revitalize business as well as attract visitors. The amount of assessments for each business is based upon the type of business and may be a flat fee or increasing fee based on the number of full-time equivalent employees. Additionally, each business may make “in-lieu” assessment payments in the form of gift certificates for use by the CVWBIA in connection with its promotional activities. The amount of gift certificates that can be issued as in-lieu payments is limited per business within each business category as approved by the City Manager.

On June 11, 2020, the City Council adopted Resolution No. 4177, Resolution of Intention to Levy Business Improvement Assessments for Fiscal Year 2020-21, which set a public hearing for June 25, 2020, in accordance with state law and Chapter 5.10 of the Capitola Municipal Code. Following the conclusion of the public hearing held on June 25, the City Council unanimously approved the FY 2020-21 CVWBIA budget and annual plan with assessment amounts set at 75% of the previous years’ amount.

**DISCUSSION:** Since Council’s approval of the budget on June 25, the CVWBIA Board has continued to look for opportunities to assist business owners in navigating the impacts associated with the Coronavirus Pandemic (COVID-19). The CVWBIA Board is requesting to further reduce the FY 2020-21 assessments from 75% to 50% of the prior year’s amount and utilize a portion of the \$36,000 fund balance that they have built up over the last several years. If approved, this would reduce assessment revenue by approximately \$17,000 and leave an estimated ending fund balance on June 30, 2021, of \$13,000. This exceeds the minimum required fund balance of \$4,000 per the agreement between the City and the CVWBIA.

BIA Amended Budget  
August 27, 2020

Attachment 1 shows the revised budget and Attachment 2 shows the revised assessment amounts.

In November 2018, voters approved Measure J, which increased the transient occupancy tax (TOT) from 10 percent to 12 percent. The Measure stipulated that 20% of the TOT increase be restricted for local business groups for marketing and community improvements. In February 2019, City Council directed the restricted TOT funding be split evenly between the Capitola-Soquel Chamber of Commerce and the CVWBIA. City Council also requested that a minimum of 25% of restricted TOT revenues be allocated toward community improvements, which may include special events. The proposed CVWBIA budget includes \$14,500 of TOT revenues for FY 2020/21. The restricted TOT funds are programmed to assist with the establishment of outdoor dining as well as sidewalk cleaning which was eliminated from the City's FY 2020-21 adopted budget.

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

Staff recommends the Council adopt the proposed resolution confirming the revised Fiscal Year 2020-21 CVWBIA Assessments and adopting the revised Annual Plan and Fiscal Year 2020-21 budget, as previously approved by the Council on June 25 2020, unless it receives oral and written protests from the owners of businesses that will pay 50 percent or more of the assessments as mandated by state law.

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

**ATTACHMENTS:**

1. FY 20-21 CVWBIA Amended Budget (1) (PDF)
2. FY 20-21 CVWBIA Roster FY20.21 version 2 (PDF)

Report Prepared By: Jim Malberg  
Finance Director

**Reviewed and Forwarded by:**



\_\_\_\_\_  
Jamie Goldstein, City Manager 8/21/2020

**RESOLUTION NO. \_\_\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA  
CONFIRMING THE FISCAL YEAR 2020/2021 CAPITOLA VILLAGE AND WHARF BUSINESS  
IMPROVEMENT AREA ASSESSMENTS AND ADOPTING AN AMENDED  
FISCAL YEAR 2020/2021 CVWBIA BUDGET**

**WHEREAS**, the Capitola Village and Wharf Business Improvement Area (CVWBIA) has prepared a report to the City of Capitola for Fiscal Year 2020/2021 pertaining to the Business Improvement Area assessments for the CVWBIA under California Streets and Highways Code §36533; and

**WHEREAS**, that report was filed with the City Clerk on June 5, 2020; and

**WHEREAS**, Capitola Municipal Code §5.10.050 requires annual assessments to be imposed within the CVWBIA pursuant to a formula set forth in City Council Resolution No. 3453 referenced in Capitola Municipal Code §5.10.030, and later amended by Resolution No. 3546 and Resolution No. 4156; and

**WHEREAS**, on June 11, 2020, the City Council adopted Resolution No. 4177 stating its intention to levy business improvement assessments for Fiscal Year 2020/2021, receiving the Annual Report and Fiscal Year 2020/2021 Budget, and approving the CVWBIA Assessment Basis/Business Addresses and Assessment Method; and

**WHEREAS**, pursuant to Resolution No. 4177 the City Council, in accordance with California Streets and Highways Code Section §36535, held a public hearing on June 25, 2020, as provided for in Streets and Highways Code Sections §36524 and §36525, at which time it considered the annual report, the levy of business improvement assessments for Fiscal Year 2020/2021, and received oral and written protests and endorsements to the regularity or sufficiency of the proposed business improvement assessments.

**WHEREAS**, The Board of Directors of the CVWBIA is requesting to lower business assessment amounts from seventy-five percent (75%) to fifty percent (50%) of the prior years' amounts to assist businesses with navigating the impacts related to the Coronavirus Pandemic.

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

1. The amended Fiscal Year 2020/2021 budget further reducing assessments to fifty percent (50%) of the prior year's amounts, as filed with the City Clerk on August 14, 2020, and received by the City Council on August 27, 2020, is hereby confirmed and adopted.

2. The adoption of this Resolution shall constitute the Fiscal Year 2020/2021 levy of assessments provided for in Chapter 5.10 of the Capitola Municipal Code pertaining to the Capitola Village and Wharf Business Improvement Area zone and rate of assessments adopted by the City Council on June 25, 2020.

**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 27<sup>th</sup> day of August 2020, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

|                                    | FY 20/21<br>Original<br>Assessment<br>Budget | FY 20/21<br>TOT Budget | FY 20/21<br>Original<br>Total Budget | FY 20/21<br>Amended<br>Total Budget | Difference         |
|------------------------------------|--|------------------------|--------------------------------------|-------------------------------------|--------------------|
| <b>Beginning Fund Balance</b>      | \$ 45,534                                    |                        | \$ 45,534                            | \$ 36,385                           | \$ (9,149)         |
| <b>Revenues</b>                    |  |                        |                                      |                                     |                    |
| BIA Assessment Revenues - Village* | \$ 53,276                                    |                        | \$ 53,276                            | \$ 36,237                           | \$ (17,039)        |
| Assessment Associate               | 1,080  |                        | 1,080                                | 1,088                               | 8                  |
| BIA Assessment Revenues - Trade**  | -  |                        | -                                    | -                                   | -                  |
| BIA Assessment Late Fees           | -  |                        | -                                    | -                                   | -                  |
| TOT Revenue                        |  | 14,500                 | 14,500                               | 14,500                              | -                  |
| Sip N' Stroll                      | 24,000                                       |                        | 24,000                               | 24,000                              | -                  |
| Cookie Walk                        | 5,000  |                        | 5,000                                | 5,000                               | -                  |
| Interest Revenue                   |  |                        | -                                    | -                                   | -                  |
| <b>Total Revenues</b>              | \$ 83,356                                    | \$ 14,500              | \$ 97,856                            | \$ 80,825                           | \$ (17,031)        |
| <b>Total Source of Funds</b>       | <b>\$ 128,890</b>                            | <b>\$ 14,500</b>       | <b>\$ 143,390</b>                    | <b>\$ 117,210</b>                   | <b>\$ (26,180)</b> |
| <b>Expenditures</b>                |  |                        |                                      |                                     |                    |
| Chamber Services                   | \$ 3,000                                     |                        | \$ 3,000                             | \$ 6,000                            | \$ 3,000           |
| Charitable Donations               | 6,000  |                        | 6,000                                | 3,000                               | (3,000)            |
| CDS Direct Distribution            | 2,780  |                        | 2,780                                | 2,780                               | -                  |
| Doubtful Accounts                  | 2,000  |                        | 2,000                                | 2,000                               | -                  |
| Insurance                          | 2,000  |                        | 2,000                                | 2,000                               | -                  |
| Office Supplies                    | 1,500  |                        | 1,500                                | 1,500                               | -                  |
| Storage Unit                       | 1,700  |                        | 1,700                                | 1,700                               | -                  |
| Renewal                            | 800  |                        | 800                                  | 800                                 | -                  |
| <b>Total Administration</b>        | \$ 19,780                                    | \$ -                   | \$ 19,780                            | \$ 19,780                           | \$ -               |
| City Accounting Services           | \$ 4,200                                     |                        | \$ 4,200                             | \$ 4,200                            | \$ -               |
| City Public Works                  | 3,000  |                        | 3,000                                | 3,000                               | -                  |
| <b>Total City Services</b>         | \$ 7,200                                     | \$ -                   | \$ 7,200                             | \$ 7,200                            | \$ -               |
| Ambassador                         | \$ 7,500                                     |                        | \$ 7,500                             | \$ 6,000                            | \$ (1,500)         |
| Communications Manager             | 15,000                                       |                        | 15,000                               | 12,000                              | (3,000)            |
| Directories Printing               | 500  | 2,500                  | 3,000                                | 3,000                               | -                  |
| VSC TV Partnership                 | -  |                        | -                                    | -                                   | -                  |
| VSC Newsletter                     | 2,000  |                        | 2,000                                | 2,000                               | -                  |
| VSC Travel Guide                   | 2,800  |                        | 2,800                                | 2,800                               | -                  |
| VSC Map                            | 500  |                        | 500                                  | 500                                 | -                  |
| Trade Certificates Used            |  |                        | -                                    | -                                   | -                  |
| Holiday - Advertising              |  |                        | -                                    | -                                   | -                  |
| ABC TV                             |  |                        | -                                    | -                                   | -                  |
| Miscellaneous TV/theater           |  |                        | -                                    | -                                   | -                  |
| Miscellaneous Print                | 2,000  |                        | 2,000                                | 7,000                               | 5,000              |
| Monterey Travel Magazine           | 600  |                        | 600                                  | 600                                 | -                  |
| Print Explore                      | 1,000  |                        | 1,000                                | 1,000                               | -                  |
| Print Summer Magazine              | -  |                        | -                                    | -                                   | -                  |
| San Francisco Guide                | -  |                        | -                                    | -                                   | -                  |
| Social Media Boost                 | 3,000  |                        | 3,000                                | 3,000                               | -                  |
| Website Management                 | 1,000  |                        | 1,000                                | 1,000                               | -                  |
| Yellow Bus Market Identification   | -  |                        | -                                    | -                                   | -                  |
| Village Enhancement                |  | 7,000                  | 7,000                                | 20,000                              | 13,000             |
| <b>Total Marketing</b>             | \$ 35,900                                    | \$ 9,500               | \$ 45,400                            | \$ 58,900                           | \$ 13,500          |
| Holiday - Events/Décor             | \$ -   | \$ 5,000               | \$ 5,000                             | \$ 8,000                            | \$ 3,000           |
| Holiday Trees                      | -  |                        | -                                    | -                                   | -                  |
| Sip N' Stroll - Cookie Walk        | 7,500  |                        | 7,500                                | 10,500                              | 3,000              |
| <b>Total Special Events</b>        | \$ 7,500                                     | \$ 5,000               | \$ 12,500                            | \$ 18,500                           | \$ 6,000           |
| Light Pole Banners                 | \$ -   |                        | \$ -                                 | \$ -                                | \$ -               |
| <b>Total Expenditures</b>          | \$ 70,380                                    | \$ 14,500              | \$ 84,880                            | \$ 104,380                          | \$ 19,500          |
| <b>Ending Fund Balance</b>         | <b>\$ 58,510</b>                             | <b>\$ -</b>            | <b>\$ 58,510</b>                     | <b>\$ 12,830</b>                    | <b>\$ (45,680)</b> |

Attachment: FY 20-21 CVWBIA Amended Budget (1) (BIA Amended Budget)

Capitola Village Wharf Business Improvement Area  
FY2020/2021

| <u>Business Address</u>        | <u>Business Name</u>                    | <u>TYPE</u> | <u>FY20/21<br/>Est. Size</u> | <u>FY20/21<br/>Est. Amt Due</u> | <u>Revised<br/>FY20/21<br/>Est. Amt Du</u> |
|--------------------------------|---|-------------|------------------------------|---------------------------------|--|
| 504 Bay Avenue                 | Gayle's Bakery & Rosticceria            | AM          | > 10                         | \$1,080                         | \$72                                       |
| 1400 Wharf Road                | Wharf House Restaurant                  | F1          | 0 - 10                       | \$720                           | \$48                                       |
| 231 Esplanade Suite 102        | Sotola Bar & Grill                      | F1          | 0 - 10                       | \$720                           | \$48                                       |
| 209B Esplanade                 | Bay Bar & Grill                         | F1          | 0 - 10                       | \$720                           | \$48                                       |
| 211 Esplanade                  | The Sand Bar                            | F1          | 0 - 10                       | \$720                           | \$48                                       |
| 1750 Wharf Road                | Shadowbrook Restaurant                  | F1          | 11+                          | \$1,080                         | \$72                                       |
| 203 Esplanade                  | Zelda's                                 | F1          | 11+                          | \$1,080                         | \$72                                       |
| 110 Monterey Avenue            | Britannia Arms Pub & Rest.              | F1          | 11+                          | \$1,080                         | \$72                                       |
| 231 Esplanade #101             | Margaritaville                          | F1          | 11+                          | \$1,080                         | \$72                                       |
| 215 Esplanade                  | Paradise Beach Grille                   | F1          | 11+                          | \$1,080                         | \$72                                       |
| 316 Capitola Avenue            | Bella Roma Café                         | F2          | 0 - 5                        | \$367                           | \$24                                       |
| 123 Monterey Avenue            | El Toro Bravo                           | F2          | 0 - 5                        | \$367                           | \$24                                       |
| 210 Monterey Avenue #1         | Thai Basil                              | F2          | 0 - 5                        | \$367                           | \$24                                       |
| 200 Monterey Avenue #3         | Geisha Japanese Restaurant & Tea House  | F2          | 0 - 5                        | \$367                           | \$24                                       |
| 207 Esplanade                  | Sea Side Siam                           | F2          | 0 - 5                        | \$367                           | \$24                                       |
| 115 San Jose Avenue Ste #6     | Caruso's Tuscan Cuisine                 | F2          | 0 - 5                        | \$367                           | \$24                                       |
| 427 Capitola Avenue            | Avenue Café                             | F2          | 0 - 5                        | \$367                           | \$24                                       |
| 201 Esplanade Unit A           | Tacos Moreno 3                          | F2          | 0 - 5                        | \$367                           | \$24                                       |
| 231 Esplanade #100             | Mr. Toots Coffee & Tea                  | F3          | 0 - 5                        | \$315                           | \$21                                       |
| 200 Monterey Avenue #1         | Souza's Ice Cream & Candy               | F3          | 0 - 5                        | \$315                           | \$21                                       |
| 201 Monterey Avenue #C         | Castagnola Deli & Café                  | F3          | 0 - 5                        | \$315                           | \$21                                       |
| 200 Monterey Avenue #2         | Mijos Taqueria                          | F3          | 0 - 5                        | \$315                           | \$21                                       |
| 115 San Jose Avenue            | Santa Cruz Poke, Inc.                   | F3          | 0 - 5                        | \$315                           | \$21                                       |
| 115 San Jose Avenue Suite #107 | The Daily Grind Coffee & Bottle Shop    | F3          | 0 - 5                        | \$315                           | \$21                                       |
| 209A Esplanade                 | Pizza My Heart                          | F3          | 6 - 10                       | \$630                           | \$42                                       |
| 104 Stockton                   | Beach Break by Marianne's               | F3          | 6 - 10                       | \$630                           | \$42                                       |
| 103 Stockton Avenue            | Armida Winery                           | F4          |                              | \$315                           | \$21                                       |
| 312-B Capitola Avenue          | Cork and Fork LLC                       | F4          |                              | \$315                           | \$21                                       |
| 115 San Jose Avenue Suite #G   | Capitola Wine Bar & Merchants           | F4          |                              | \$315                           | \$21                                       |
| 401 Capitola Avenue            | Capitola Tap House                      | F4          |                              | \$315                           | \$21                                       |
| 111 Capitola Avenue            | English Ales Brewers, Inc.              | F4          |                              | \$315                           | \$21                                       |
| 107 San Jose Avenue Suite #8   | Left Coast Sausage Worx                 | F5          |                              | \$210                           | \$14                                       |
| 1500 Wharf Road                | Venetian Hotel                          | H           | 19                           | \$5,130                         | \$3,42                                     |
| 5000 Cliff Drive               | Capitola Beach Suites aka Harbor Lights | H           | 10                           | \$2,700                         | \$1,80                                     |
| 250 Monterey Avenue            | Inn at Depot Hill                       | H           | 12                           | \$3,240                         | \$2,16                                     |
| 210 Esplanade                  | Capitola Hotel                          | H           | 10                           | \$2,700                         | \$1,80                                     |
| 312E Capitola Avenue           | 57 Design Inc.                          | O           |                              | \$90                            | \$6  |
| 312D Capitola Avenue           | Beach House Rentals                     | O           |                              | \$90                            | \$6  |
| 301 Capitola Avenue            | David Lyng & Associates                 | O           |                              | \$90                            | \$6  |
| 411 Capitola Avenue            | Fuse Architects                         | O           |                              | \$90                            | \$6  |
| 415 Capitola Avenue            | James B. Colip Insurance                | O           |                              | \$90                            | \$6  |
| 201 Monterey Avenue Suite H    | Landmark Properties                     | O           |                              | \$90                            | \$6  |
| 314 Capitola Avenue            | Katz & Lapides                          | O           |                              | \$90                            | \$6  |
| 331 Capitola Avenue #B         | Michael Lavigne Real Estate             | O           |                              | \$90                            | \$6  |
| 331 Capitola Avenue Suite K    | Newman & Marcus,LLP                     | O           |                              | \$90                            | \$6  |
| 413 Capitola Avenue            | Richard Emigh, Land Use                 | O           |                              | \$90                            | \$6  |
| 331 Capitola Avenue #D         | Suess Insurance Agency                  | O           |                              | \$90                            | \$6  |
| 321 Capitola Avenue            | Vice Salon                              | O           |                              | \$90                            | \$6  |
| 220 Capitola Avenue            | Psychic Mermaid                         | O           |                              | \$90                            | \$6  |

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|-------------------------------|--|-------------|------------------------------|---------------------------------|--|
| 331 Capitola Avenue           | Capitola Village Real Estate                   | O           |                              | \$90                            | \$6  |
| 314 Capitola Ave              | Law Offices of Sam Storey                      | O           |                              | \$90                            | \$6  |
| 425 Capitola Avenue Suite #1  | Bodhi Addiction Treatment and Wellness         | O           |                              | \$90                            | \$6  |
| 314 Capitola Avenue           | John H. McSpadden                              | O           |                              | \$90                            | \$6  |
| 314 Capitola Avenue           | Miles J. Dolinger, Attorney at Law             | O           |                              | \$90                            | \$6  |
| 112 Stockton Avenue Suite B   | Visions by Sheena                              | O           |                              | \$90                            | \$6  |
| 331 Capitola Avenue           | Capitola Village Massage                       | O           |                              | \$90                            | \$6  |
| 207 Monterey Avenue Suite 100 | Yellow Bus                                     | O           |                              | \$90                            | \$6  |
| 107 Stockton Avenue           | Dream Catch Properties                         | O           |                              | \$90                            | \$6  |
| 855 Monterey Avenue #E        | Santa Cruz Balsamics                           | O           |                              | \$90                            | \$6  |
| 1400 Wharf Road               | JFS Inc. dba Capitola Boat & Bait              | R           | 0 - 5                        | \$315                           | \$21                                       |
| 131 Monterey Avenue           | MRA Sales, dba Capitola Beach Co.              | R           | 0 - 5                        | \$315                           | \$21                                       |
| 417 Capitola Avenue           | Betsy's Summerhouse Antiques                   | R           | 0 - 5                        | \$315                           | \$21                                       |
| 217 Capitola Avenue           | Big Kahuna Hawaiian Shirts                     | R           | 0 - 5                        | \$315                           | \$21                                       |
| 209 Capitola Avenue           | Craft Gallery                                  | R           | 0 - 5                        | \$315                           | \$21                                       |
| 207 Capitola Avenue           | Craft Gallery Annex                            | R           | 0 - 5                        | \$315                           | \$21                                       |
| 114 Stockton Avenue           | Euphoria Rio Mix                               | R           | 0 - 5                        | \$315                           | \$21                                       |
| 110 Capitola Avenue #2        | Free to Ride                                   | R           | 0 - 5                        | \$315                           | \$21                                       |
| 219 Capitola Avenue           | Hot Feet                                       | R           | 0 - 5                        | \$315                           | \$21                                       |
| 201 Monterey Avenue #B        | Kickback                                       | R           | 0 - 5                        | \$315                           | \$21                                       |
| 120 Stockton Avenue           | Latta  | R           | 0 - 5                        | \$315                           | \$21                                       |
| 202 Capitola Avenue           | Nubia Swimwear                                 | R           | 0 - 5                        | \$315                           | \$21                                       |
| 204 Capitola Avenue           | Oceania  | R           | 0 - 5                        | \$315                           | \$21                                       |
| 107 Capitola Avenue           | Phoebe's                                       | R           | 0 - 5                        | \$315                           | \$21                                       |
| 116 San Jose Avenue           | Rainbow City Limit                             | R           | 0 - 5                        | \$315                           | \$21                                       |
| 216 Capitola Avenue           | Slap Happy                                     | R           | 0 - 5                        | \$315                           | \$21                                       |
| 214 Capitola Avenue           | Super Silver                                   | R           | 0 - 5                        | \$315                           | \$21                                       |
| 117 Capitola Avenue           | Surf n Shack                                   | R           | 0 - 5                        | \$315                           | \$21                                       |
| 120 San Jose Avenue           | Sweet Asylum                                   | R           | 0 - 5                        | \$315                           | \$21                                       |
| 122 Capitola Avenue           | Yvonne   | R           | 0 - 5                        | \$315                           | \$21                                       |
| 115 San Jose Avenue           | Southstar PM, Inc. - Parking at the Mercantile | R           | 0 - 5                        | \$315                           | \$21                                       |
| 120 Monterey Avenue           | Uchiyama - Swenson - Parking at the Theater    | R           | 0 - 5                        | \$315                           | \$21                                       |
| 112 Capitola Avenue Suite 100 | Lumen Gallery                                  | R           | 0 - 5                        | \$315                           | \$21                                       |
| 115 Capitola Avenue           | Capitola Reef                                  | R           | 0 - 5                        | \$315                           | \$21                                       |
| 409 Capitola Avenue           | Art Inspired                                   | R           | 0 - 5                        | \$315                           | \$21                                       |
| 115 San Jose Avenue Suite L   | Om Rhythms                                     | R           | 0 - 5                        | \$315                           | \$21                                       |
| 112 Stockton Avenue           | Sea Level T's                                  | R           | 0 - 5                        | \$315                           | \$21                                       |
| 215 Capitola Avenue           | Vanity by the Sea                              | R           | 0 - 5                        | \$315                           | \$21                                       |
| 116 Stockton Avenue           | Xandra Swimwear                                | R           | 0 - 5                        | \$315                           | \$21                                       |
| 300 Capitola Avenue           | Quality Market                                 | R           | 0 - 5                        | \$315                           | \$21                                       |
| 109 Capitola Avenue           | Capitola Seashells                             | R           | 0 - 5                        | \$315                           | \$21                                       |
| 208 Monterey Avenue           | Jade Allen                                     | R           | 0 - 5                        | \$315                           | \$21                                       |
| 205 Capitola Avenue           | Capitola Candy Company                         | R           | 0 - 5                        | \$315                           | \$21                                       |
| 126 San Jose Avenue           | Pueblo Viejo Imports                           | R           | 0 - 5                        | \$315                           | \$21                                       |
| 110 Capitola Avenue           | Mia Bella Boutique                             | R           | 0 - 5                        | \$315                           | \$21                                       |
| 101 Capitola Avenue           | The Zero Shop <b>now ETHOS SANTA CRUZ</b>      | R           | 0 - 5                        | \$315                           | \$21                                       |
| 201 Monterey Avenue #A        | Village Sea Glass                              | R           | 0 - 5                        | \$315                           | \$21                                       |
| 309 Capitola Avenue           | Curated  | R           | 0 - 5                        | \$315                           | \$21                                       |
| 121 San Jose Avenue           | Tony Pagliaro Photography                      | R           | 0 - 5                        | \$315                           | \$21                                       |

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|-------------------------------------|---|-------------|------------------------------|---------------------------------|--|
| 115 San Jose Avenue                 | Mercantile Arcade                               | R           | 0 - 5                        | \$315                           | \$21                                       |
| 115 San Jose Avenue #A              | Carousel Taffy & Treats                         | R           | 0 - 5                        | \$315                           | \$21                                       |
| 222 San Jose Avenue                 | Avonne Stone Jacobs, Judy Jacobs                | SR          | 1                            | \$135                           | \$9  |
| 303 Cherry Way                      | Cal & Carla Cornwell                            | SR          | 1                            | \$135                           | \$9  |
| 305 Riverview Avenue                | Capitola Pelican House                          | SR          | 1                            | \$135                           | \$9  |
| 1500 Wharf Road #5                  | Colleen Merle Lund                              | SR          | 1                            | \$135                           | \$9  |
| 1500 Wharf Road #14                 | Erline Mello                                    | SR          | 1                            | \$135                           | \$9  |
| 318 Capitola Avenue #2              | Fred & Sharon Andres                            | SR          | 1                            | \$135                           | \$9  |
| 215 Monterey Avenue #A              | Greg & Maxine Sivaslian                         | SR          | 1                            | \$135                           | \$9  |
| 206 Monterey Avenue                 | Jay & Pamela Chesavage                          | SR          | 1                            | \$135                           | \$9  |
| 5005 Cliff Drive #3                 | Jean Ladoucour                                  | SR          | 1                            | \$135                           | \$9  |
| 301 Cherry Way                      | Jeff & Kathie Gaylord                           | SR          | 1                            | \$135                           | \$9  |
| 208 Monterey Avenue C               | Pat Castagnola                                  | SR          | 1                            | \$135                           | \$9  |
| 327 Riverview Avenue A              | Paulo Franca                                    | SR          | 1                            | \$135                           | \$9  |
| 1500 Wharf Road #7                  | Viola M Carr                                    | SR          | 1                            | \$135                           | \$9  |
| 1500 Wharf Road #3                  | Watson Family Limited Partnership (Mike Newell) | SR          | 1                            | \$135                           | \$9  |
| 1500 Wharf Road #1                  | Bob Coe   | SR          | 1                            | \$135                           | \$9  |
| 1500 Wharf Road #20                 | Leonard Tyson                                   | SR          | 1                            | \$135                           | \$9  |
| 4960 Cliff Drive #2                 | Tim & Stacy Hopkins                             | SR          | 1                            | \$135                           | \$9  |
| 1500 Wharf Road #11                 | Jeri Chestnut                                   | SR          | 1                            | \$135                           | \$9  |
| 225 San Jose Avenue                 | Michelle & Stephen Murphy                       | SR          | 1                            | \$135                           | \$9  |
| 318 Capitola Avenue #1              | Janet Lau                                       | SR          | 1                            | \$135                           | \$9  |
| 1500 Wharf Road #2                  | Albert Ribisi & Mary Scolari                    | SR          | 1                            | \$135                           | \$9  |
| 318 Capitola Avenue #4              | Deborah Cohen                                   | SR          | 1                            | \$135                           | \$9  |
| 206 California Avenue               | Vito Mazzarino                                  | SR          | 1                            | \$135                           | \$9  |
| 409 Riverview Avenue                | Creekside Cottage                               | SR          | 1                            | \$135                           | \$9  |
| 417 Riverview Avenue                | Bridget Taylor                                  | SR          | 1                            | \$135                           | \$9  |
| 309 Cherry Avenue                   | Pan American Investments                        | SR          | 1                            | \$135                           | \$9  |
| 102 Lawn Way                        | Craig & Mimi French                             | SR          | 1                            | \$135                           | \$9  |
| 5005 Cliff Drive #6                 | Alanna Harvey                                   | SR          | 1                            | \$135                           | \$9  |
| 1500 Wharf Road #9                  | Grandma's Nest                                  | SR          | 1                            | \$135                           | \$9  |
| 211 Stockton Avenue #1              | Bookman Rental Property                         | SR          | 1                            | \$135                           | \$9  |
| 317 Riverview Avenue                | BHR Property Management                         | SR          | 1                            | \$135                           | \$9  |
| 112 Capitola Avenue #200            | BHR Property Management                         | SR          | 1                            | \$135                           | \$9  |
| 119 Lawn Way                        | Barbara Reding                                  | SR          | 1                            | \$135                           | \$9  |
| 208 Stockton Avenue                 | John McEnery                                    | SR          | 1                            | \$135                           | \$9  |
| 105 Park Place                      | Capitola Village Deco Beach House               | SR          | 1                            | \$135                           | \$9  |
| 214 California Avenue               | Talbot Family                                   | SR          | 1                            | \$135                           | \$9  |
| 4995 Cliff Drive #A                 | Jennifer Rayborn                                | SR          | 1                            | \$135                           | \$9  |
| 1500 Wharf Road #16                 | Jacqui Rice Property Management                 | SR          | 1                            | \$135                           | \$9  |
| 115 San Jose Avenue                 | BHR Property Management                         | SR          | 1                            | \$135                           | \$9  |
| 318 Riverview Avenue                | JDT Capital, LLC                                | SR          | 1                            | \$135                           | \$9  |
| 105 Lawn #4                         | 105 Lawn Way #4                                 | SR          | 1                            | \$135                           | \$9  |
| 4995 Cliff Drive #B                 | Jennifer Rayborn                                | SR          | 1                            | \$135                           | \$9  |
| 421 Riverview Avenue                | Steven D. Owens & Lois Wilco- Owen              | SR          | 1                            | \$135                           | \$9  |
| 323 Riverview Avenue                | John Kinstler Memorial Riverview Rentals        | SR          | 1                            | \$135                           | \$9  |
| 317 & 327 Riverview Avenue B        | Steve & Linda Woodside                          | SR          | 2                            | \$270                           | \$18                                       |
| 5005 Cliff Dr #4, 314 Riverview Ave | Sue Norris                                      | SR          | 2                            | \$270                           | \$18                                       |
| 109 Cherry Avenue Units A & B       | Bill & Julie Kenney                             | SR          | 2                            | \$270                           | \$18                                       |

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|--------------------------------|--|-------------|------------------------------|---------------------------------|--|
| 209 Stockton Avenue A & B      | Castillo Properties                          | SR          | 2                            | \$270                           | \$18                                       |
| 4980 Cliff Drive Unit A & B    | Steve Pericone                               | SR          | 2                            | \$270                           | \$18                                       |
| 207 San Jose Avenue A & B      | Surf City Rentals                            | SR          | 2                            | \$270                           | \$18                                       |
| 397 & 399 Riverview Avenue     | Castellanos Properties - Windmill Properties | SR          | 2                            | \$270                           | \$18                                       |
| 402 Bluegum Avenue A & B       | Autumn Troung                                | SR          | 2                            | \$270                           | \$18                                       |
| 207 Monterey Avenue #200 & 201 | 207 Monterey Avenue #200 & 201               | SR          | 2                            | \$270                           | \$18                                       |



# CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF AUGUST 27, 2020**

FROM: Community Development

SUBJECT: Amendment to Inclusionary (Affordable) Housing Ordinance

**RECOMMENDED ACTION:** Accept staff presentation and provide direction on key policy issues for the City's Inclusionary Housing Ordinance Update.

## Introduction – What is an Inclusionary Housing Ordinance (IHO)?

An Inclusionary Housing Ordinance (IHO) is a local policy that either requires or encourages housing developers to include dedicated affordable housing as a component of residential developments. “Affordable housing” means housing capable of being purchased or rented by households at a variety of income levels, including those with very low, low, or moderate incomes as defined by the Area Median Income for Santa Cruz County. Under an IHO, the affordable housing cost is typically based on a household's ability to make monthly payments necessary to obtain housing, e.g., for-sale housing is considered affordable when a household pays no more than thirty-five percent of its gross monthly income for housing, including utilities. An IHO is one of the strongest tools available to cities for implementing affordable housing policies and creating new affordable units.

## Overview of City of Capitola IHO

The City of Capitola's IHO, codified under Capitola Municipal Code Chapter 18.02 – Affordable (Inclusionary) Housing, was originally adopted in 2004. The City's IHO was last updated in 2013. Since that time numerous relevant changes in state law have taken place. In addition, the local housing market has changed since 2013, making this a good opportunity to evaluate the City's policy objectives and make revisions as necessary to accomplish the City's housing goals as permitted under recent developments in California housing law.

Under CMC §18.02.030, housing development projects creating seven or more for-sale housing units, residential parcels, mobile home parcels, or converted condominium units are required to reserve and restrict fifteen percent of the units (one unit for every seven proposed) for sale to moderate, low or very low income households. Housing development projects that would result in a fractional requirement (e.g., propose a unit count that is not evenly divisible by seven) must pay affordable housing fees for the remainder of the units at a cost of ten dollars per square based on the formula shown in the table below. For example, a 10-unit development with 2,000-square-foot units would have to provide one affordable housing unit and pay \$60,000 in affordable housing in-lieu fees for the three remaining units (3 units x \$10/square foot x 2,000 square feet unit size) or provide an affordable unit.

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The City of Capitola's in-lieu fee requirements are included in CMC §18.02.050. Housing development projects that consist solely of rental housing units, or fewer than seven for-sale housing units, residential parcels or converted condominiums, or mobile home parcels are required to pay affordable housing in-lieu fees or provide an affordable unit. In addition, a structural addition to an existing housing unit which will result in a fifty percent or greater increase in the housing unit's square footage is required to pay affordable housing in-lieu fees.

Current affordable housing requirements and in-lieu fees are summarized in the table below.

| <b>Affordable Housing In-Lieu Fees – CMC §18.02.050</b>                             |                    |   |
|---|--------------------|---|
| For Sale New Single-Family Development or Structural Addition >50% of Existing Unit |                    |   |
| Per Unit or Addition  | \$2.50 per sq. ft. |   |
| For Sale Housing Developments of 2-6 units (CMC 18.02/Reso. 3473)                   |                    |   |
| All Units   | \$10 per sq. ft.   |   |
| For Sale Housing Developments of 7+ units – 15% Affordability Requirement           |                    |   |
| # of Units  | # of Units Built   |   |
| 7   | 1                  |   |
| 8-13  | 1                  | Total # units minus 7 @ \$10/avg. sq. ft./unit  |
| 14  | 2                  |   |
| 15-20   | 2                  | Total # units minus 14 @ \$10/avg. sq. ft./unit |
| 21  | 3                  |   |
| 22-27   | 3                  | Total # units minus 21 @ \$10/avg. sq. ft./unit |
| 28  | 4                  |   |
| Rental Multi-Family   |                    |   |
|   |                    | \$6 per sq. ft.                                 |

Policy Issues Requiring City Council Direction

For the IHO update, staff is generally recommending utilizing the current IHO standards to prepare the new ordinance, subject to input on the following policy topics.

*Policy Item 1: For-Sale Housing Affordability Requirement*

In general, inclusionary housing ordinances require a specific percentage of units in a new housing development to be affordable to a specific income level. Capitola's ordinance currently requires 15% of new units to be affordable to moderate income households (or lower income households if proposed by the applicant) if a for-sale housing development has seven or more units.

The following table summarizes the affordable housing production requirements from other local jurisdictions. Attachment 1 includes more detailed information about each jurisdiction's IHO.

| <i>Affordable Housing Requirements</i> |                              |                                    |                            |
|--|------------------------------|------------------------------------|----------------------------|
| <b>Jurisdiction</b>                    | <b>Requirement Threshold</b> | <b>% Affordable Units Required</b> | <b>Income Level</b>        |
| City of Capitola                       | 7+ Units                     | 15%                                | Very Low, Low, or Moderate |
| City of Santa Cruz                     | 2-4 Units                    | 1 unit or an in-lieu fee           | Low and Moderate           |
|  | 5+ Units                     | 20%                                |                            |
| City of Scotts Valley                  | 7+ Units                     | 15%                                | Very Low, Low, or Moderate |
| City of Watsonville                    | 7-50 Units                   | 15%                                | Median to Above Moderate*  |
|  | 50+ Units                    | 20%                                |                            |

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|                      |          |     |          |
|----------------------|----------|-----|----------|
| County of Santa Cruz | 7+ Units | 15% | Moderate |
|----------------------|----------|-----|----------|

\*Rental residential development projects are required to provide very low to median income units

Staff recommends maintaining the existing required percentage of affordable units (15%) and income level targeting (very low, low, or moderate) as is in the current IHO, and asks Council to confirm its direction for where to set the City's baseline standards.

*Policy Item 2: Rental Housing Affordability Requirement*

The City of Capitola currently requires rental housing development to pay an in-lieu fee of six dollars per square foot. The application of affordable housing requirements and in-lieu fees for new rental housing developments differ by jurisdiction, as shown in the table below.

| <i>Affordable Housing Requirements &amp; In-Lieu Fees (ILF) – Rental Housing Development</i> |  |  |
|--|--|--|
| <b>Jurisdiction</b>  | <b>Requirement Threshold</b>                     | <b>IHO Requirement</b>                           |
| City of Capitola   | All rental units                                 | ILF - \$6/sq. ft.                                |
| City of Santa Cruz   | 5-9 Units<br>10+ Units                           | 20% Inclusionary<br>20% + ILF if Fractional >0.7 |
| City of Scotts Valley  | None   | None   |
| City of Watsonville  | 7+ Units   | 20% Affordable                                   |
| County of Santa Cruz   | All Market-Rate Rental Units<br>(Excluding ADUs) | ILF - \$2/habitable sq. ft.                      |

For the reasons discussed below, Council may wish to consider exempting most rental housing development from the City's affordable housing requirements. Rental housing is generally one of the more affordable types of housing. According to the Monterey Bay Economic Partnership "What Realistic Policy Changes Could Improve Housing Affordability in the Monterey Bay Region?" paper (Attachment 2), rental housing has the fourth highest positive housing affordability effect per new unit built after subsidized affordable units, rental units with inclusionary housing, and accessory dwelling units. Unfortunately, in our region new rental units are already not being produced fast enough to keep up with regional demand, in part because even market rents often do not produce enough return on investment to make development of new rental units appealing to most developers. Based on these factors, it may make sense to try to encourage more rental housing by reducing fees or affordability requirements on most rental housing projects.

The removal of in-lieu fees for new rental units would not impact the ability of the City to negotiate affordable housing requirements in larger projects that include a development agreement. In general, larger rental housing projects benefit from efficiencies of scale and can better support affordability requirements than smaller developments.

Staff recommends removing the affordable housing in-lieu fees for new rental units from the IHO to reduce rental housing development costs and encourage the construction of new rental units in the City of Capitola.

If the City Council desires to continue requiring affordable housing production or the payment of in-lieu fees in connection with new residential housing development, the IHO would need to be readopted in Municipal Code Title 17 (Zoning) rather than Title 18 (Housing and Development Administration) to comply with AB 1505, the 2017 law that authorizes inclusionary requirements to be imposed on new rental housing development projects. The zoning code update would

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also likely trigger a Local Coastal Plan Amendment before taking effect in the portions of the City within the Coastal Zone.

*Policy Item 3: Requirements for Developments with 1-6 Units and Large Additions to Single-Family Developments*

The City currently requires single-family development with two to six units, new single-family developments of one unit, and additions to existing single-family residences that increase the existing floor area by more than 50 percent to pay affordable housing in-lieu fees.

The application of in-lieu fees to development with 2-6 units is the standard in the County of Santa Cruz, but the application of in-lieu fees for new single-family developments with only one unit or an addition to a single-family home differ by jurisdiction, as shown in the table below.

| In-Lieu Fees (ILF) – One For Sale Unit & Additions |                   |                        |                              |
|--|-------------------|------------------------|------------------------------|
| Jurisdiction                                       | One For Sale Unit | Additions              | Requirement                  |
| City of Capitola                                   | 1 Unit            | Additions > 50%        | In-lieu fee (ILF)            |
| City of Santa Cruz                                 | Exempt            | Exempt                 | -                            |
| City of Scotts Valley                              | Exempt            | Exempt                 | -                            |
| City of Watsonville                                | 1 Unit            | Exempt                 | ILF (flat fee - \$19,008.00) |
| County of Santa Cruz                               | 1 Unit            | Additions >500 sq. ft. | ILF                          |

Staff suggests that the City implement an affordable housing “impact fee” for single family developments with only one unit or an addition to a single-family home; and require developments of 2-6 units to provide one affordable unit or pay an in-lieu fee that varies based on the square footage of the proposed development.

Under the AB1600 “Mitigation Fee Act” of 1987 (Government Code Sections 66000-66025), cities may charge impact fees to new development that offset the impacts new development causes on public services. To comply with the Mitigation Fee Act and the Takings Clause of the U.S. Constitution, there must be an “essential nexus” between the development and the impacts that the fee seeks to mitigate, and a development fee must be “roughly proportional” to the development’s impact.

Before adopting an impact fee on development, the City must complete a nexus study to determine what impact development has on the City’s affordable housing stock. The impact fee is then based on that study. After preparing and adopting the study, and imposing the fee, the City must prepare an annual report providing specific information about those fees; the nexus study must be updated periodically.

In general, a nexus study costs around \$35,000 and takes around two months to complete. The nexus study must be updated periodically. On average, the City currently receives approximately \$50,000 per year in in-lieu affordable housing fees from one-unit single-family projects and additions greater than 50%. That figure varies by year depending on the number of projects the City processes.

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If Council preference is to require a development impact fee for new one-unit single-family developments, staff will return with nexus study proposal, AB1600 requirements, and IHO update requirements at a future meeting.

As indicated above, for all single-unit developments, staff recommends imposing an affordable housing impact fee. Staff recommends requiring developments of more than one unit, including developments of two to six units, to provide affordable units or pay an in-lieu fee. The in-lieu fee would vary based on the unit count or square footage in the development.

*Policy Item 4: Onsite Affordable Housing Requirements vs. Affordable Housing Fees*

Staff is also seeking City Council policy direction on whether the City should encourage developers build onsite affordable housing units or structure the IHO requirements to encourage developers pay in lieu fees. Onsite affordable housing results in a few decentralized affordable housing units developed as new market rate housing is constructed; in-lieu fees can be leveraged with other funding sources to develop larger affordable projects with deeper affordability levels, but the fees can take time to accumulate and pair with a development partner. More specific pros and cons of both approaches are summarized below.

The current IHO requires onsite affordable units for projects with seven or more units. As a result, new privately owned affordable housing units are created with different requirements based on the housing market, affordability requirements, and codes in place at the time they are created. Creating, monitoring, and managing these one-off onsite affordable housing units, which generally occur years apart and scattered throughout the city and are bought, sold and refinanced sporadically over the entire life of the unit, is a complicated and time-consuming task for the City. However, these projects do result in the development of affordable housing, which gets built in concert with the market rate housing.

Smaller developments requiring onsite affordable units can potentially have a positive impact on local affordable housing stock in the short-term, however that impact has been limited in Capitola as the program has only resulted in the creation of four affordable single-family inclusionary units since the IHO was adopted in 2004. One larger development, Capitola Beach Villas, produced eight affordable multi-family inclusionary units. Therefore, requiring more developments to provide onsite affordable units without an alternative allowing them to pay in-lieu fees has the potential to provide more affordable housing units in the short-term but at a higher long-term administrative cost to the city.

Large affordable housing projects such as the 108-unit Bay Avenue Senior Apartments, by contrast, are often created with funding from in-lieu fees paid into the affordable housing fund, which is matched by other state and federal funding sources. The City contributed \$1 million in local funding to the Bay Avenue Senior Project. In addition, these larger projects are generally managed by a non-profit organization, which handles all of the monitoring and reporting related to state affordable housing laws. However, opportunities to participate in this kind of development occur infrequently, so they have a lower impact on affordable housing stock in the short-term but more of an impact in the long-term. Requiring more developments to provide affordable units and allowing them to pay in-lieu fees as an alternative to providing onsite units would build a larger affordable housing fund that could be used for large affordable housing projects.

If the Council prefers to encourage onsite production, the City can increase its in-lieu fees so that providing units onsite is the more economically appealing option to developers; the City could also require City approval of fees, rather than allow the developer to decide (without City

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approval) whether to provide units or pay the in-lieu fee. Conversely, to encourage fee payment, the City can set its in-lieu fees at a level where it is cheaper for a developer to pay fees than to provide the units, and it can allow the developer to choose to pay in-lieu fees instead of providing units by right (without City approval). Staff is requesting direction on the City Council preference between these two approaches to affordable housing requirements and in-lieu fees.

*Policy Item 5: Asset Limit for Affordable Housing Units*

Only households which qualify as very low-, low-, median- or moderate-income households, and who meet the asset limit, are eligible to purchase affordable units. The City adopted asset limitations in the IHO in 2013 to ensure that applicants with high assets (and therefore who do not likely need assistance to purchase housing, even if they do not have high annual incomes) did not absorb the City's limited supply of affordable units. Likewise, in 2014, the City Council adopted Administrative Policy III-16 implementing the asset limitations in the IHO to potential buyers of mobile homes in mobile home parks governed by affordable housing deed restrictions with the City. The asset limit for mobile home parks in the Administrative Policy mirrors the asset limit in the IHO: one and one-half (1.5) times the buyer's income, with the addition of an exception of up to \$500,000 in a qualified retirement account (Attachment 3).

The following table shows the California Department of Housing and Community Development current moderate-income limits and Capitola's current corresponding asset limitation, which is currently one and one-half times the annual moderate income based on the size of the applicant's household.

|                    | <b>Moderate Income</b>            | <b>Asset Limit*</b>         |
|--------------------|-----------------------------------|-----------------------------|
| <b>Family Size</b> | <b>120% of Area Median Income</b> | <b>(1 ½ x Income Limit)</b> |
| 1                  | \$92,400                          | \$138,600                   |
| 2                  | \$105,600                         | \$158,400                   |
| 3                  | \$118,800                         | \$178,200                   |
| 4                  | \$132,000                         | \$198,000                   |
| 5                  | \$142,550                         | \$213,825                   |
| 6                  | \$153,100                         | \$229,650                   |

\*Note that funds used to purchase the affordable housing unit are not counted as assets for purposes of determining eligibility.

Even with the asset limitations in place, the City continues to receive requests for an exception from the asset restrictions from interested buyers with assets beyond the asset limits.

Most requests for an exception to the asset limitations are from senior (55+) buyers who are downsizing as part of their retirement plan. They combine the gains from the sale of their home with their retirement funds. Most prospective buyers have had below \$1,000,000 in assets; the City has granted these requests. Two prospective buyers have had assets well in excess of \$1,000,000; the City has denied both of these requests.

Staff recommends that the IHO be updated to explicitly apply the asset limitations to all affordable housing in the City, regardless of when constructed, and to consolidate all eligibility requirements to be included in the IHO, rather than requiring applicants to consult multiple sources of authority to understand if they are eligible to purchase affordable housing in the City. In addition, Staff recommends that the City include an increase to the existing asset limit for

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affordable housing units that are designated senior housing (55+) from one and a half to three times the annual household income limit, and increase the \$500,000 exception in qualified retirement accounts to \$1,000,000, increased annually according to the Consumer Price Index. These increases would allow more seniors to qualify to purchase affordable senior units. The buyer's income would continue to be limited to the moderate household income identified in the table above.

*Policy Item 6: Alternative Production Requirements and Affordable Housing Incentives*

Many jurisdictions include alternatives to boost affordable housing production in addition to requiring on-site affordable units or in-lieu fees. Land dedication, off-site affordable housing production, and the acquisition and rehabilitation of existing units subject to new affordability covenants are common alternative compliance measures.

Finally, developers who provide onsite affordable housing are entitled to a density bonus under state law, which helps provide a financial incentive to provide the units. The City can also increase flexibility in its development standards (such as height, setback, parking, and open space requirements) beyond what is provided under the density bonus law and the City's Affordable Housing Overlay zone to encourage affordable housing production.

The City Council may discuss these or other options, and if Council desires to explore them further, staff will bring back more information during a future meeting.

ATTACHMENTS:

1. SC County IHO Comparison Chart (PDF)
2. Monterey Bay Region Local Housing Policy White Paper (PDF)
3. III-16 Affordable Housing Assets Policy for MHPs with Income Restrictions (PDF)

Report Prepared By: Katie Herlihy  
Community Development Director

**Reviewed and Forwarded by:**



\_\_\_\_\_  
Jamie Goldstein, City Manager 8/21/2020

| Locality           | IHO/Similar Ordinance?   | IHO Applies to Ownership Units, Rental Units, or Both?   | Percent Affordability Requirement   | Threshold for Application Affordability Requirement   |
|--------------------|--|--|---|---|
| Santa Cruz County  | Yes, <a href="#">County Code 17.10.030</a>                                   | Applies to ownership units. (17.10.030(A).)<br><br>As an alternative to providing affordable units, an applicant may propose to provide 15% of the dwelling units in the residential project as rental units available at affordable rent for low income households for the life of the unit. (17.10.039.)                     | 15% of the total number of new dwelling units reserved for moderate, low, very low, or extremely low income households. (17.10.030(B); (17.10.020.)   | Seven or more new dwelling units. (17.10.010(A).)   |
| Capitola           | Yes, Muni Code <a href="#">Ch. 18.02</a> – Affordable (Inclusionary) Housing | Applies to ownership units only. (18.02.030(A).) Projects creating rental housing units and developments that result in less than 7 for-sale units are required to pay affordable housing in-lieu fees. (18.02.030(B).)  | 15% affordability requirement for moderate, low, or very low income households. (18.02.030(A).)<br><br>BUT Ch. 18.02.070(A) and (B) state that only households who qualify as very low, low, median or moderate income households and who meet the asset limit are eligible to purchase affordable units. The asset limit is 1 ½ times the annual household income limit for that unit.   | Seven or more for-sale housing units, residential parcels, mobile home parcels, or converted condominium units. (18.02.030(A).)   |
| City of Santa Cruz | Yes, Muni Code <a href="#">Ch. 26.16.010 et seq.</a>                         | Applies to both ownership and rental units. ((24.16.020(1)(a).)<br><br>Some exceptions to the requirement: residential developments exempted by Gov. Code §§ 66474.2 or 66498.1; residential developments replacing destroyed dwelling units; ADUs; rental residential developments with 2-4 dwellings. (24.16.020(2)(a)-(f).) | <b>Ownership Residential Developments with 2-4 units:</b> 3 options: (a) one unit available for sale at an affordable ownership cost; (b) one unit available at an affordable rent for low-income households; or (c) pay an in-lieu fee. (24.16.020(3).)<br><br><b>All others: 20%</b><br><u>Ownership residential w/ 5 or more:</u> 20% available to low and moderate income. (24.16.020(4)(a).)<br><u>Rental units w/ 5 or more:</u> 20% available to low income. | At least 2 units, with differing thresholds depending on type of project.<br><b>Ownership Residential:</b> 2-4 units<br><b>All others:</b> 5 or more units<br><u>Ownership residential w/ 5 or more:</u> 20% available to low and moderate income. (24.16.020(4)(a).)<br><u>Rental units w/ 5 or more:</u> 20% available to low income. (24.16.020(5)(a).)<br><u>SRO units w/ 5 or more:</u> 20% available to very low income. (24.16.020(5)(b).) |

Attachment: SC County IHO Comparison Chart (Amendment to Inclusionary (Affordable) Housing

| Locality      | IHO/Similar Ordinance?   | IHO Applies to Ownership Units, Rental Units, or Both?   | Percent Affordability Requirement   | Threshold for Application Affordability Requirement  |
|---------------|--|--|---|--|
|               |  |  | (24.16.020(5)(a).) Continued → SRO units w/ 5 or more: 20% available to <i>very low income</i> . (24.16.020(5)(b).)   |  |
| Scotts Valley | Yes, Muni Code <a href="#">Ch. 14.01</a> – Redevelopment Agency Affordable Housing Production Requirements | Applies to both ownership units and rental units. (14.01.040(A).)<br><br>Some exceptions to requirement: development where an adequate showing of economic hardship upon compliance is demonstrated; addition to a single-family home; construction of non-residential projects; projects where state/federal funds require deed restriction to be affordable; and ADUs. (14.01.040(B).) | 15% affordability requirement for very-low, low, and moderate-income households. (14.01.040(C)(2).)<br><br>If 6 or fewer units (including rentals): City provides calculation for in-lieu fees to be paid to satisfy requirements of IHO. (14.01.040(G).) | All new residential developments with seven or more units. (14.01.040(C)(2).)<br><br>If 6 or fewer units (including rentals): City provides calculation for in-lieu fees to be paid to satisfy requirements of IHO. (14.01.040(G).)  |
| Watsonville   | Yes, Muni Code <a href="#">Ch. 14-46</a> – Affordable Housing Ordinance                                    | Applies to both ownership and rental units. (14-46.040(a).)  | 15% or 20% depending on number of new units and whether it is an ownership or rental project.<br><br>Each percentage is broken down into smaller percentage requirements for each level of income.  | <b>Projects with 7-50 new units or lots:</b><br><u>Ownership Projects:</u> 15% (with 5% for above moderate, 5% for moderate and 5% for median). (14-46.040(a).)<br><u>Rental Projects:</u> 20% (with 5% for median, 5% for low, 5% for very low, and 5% for section 8.) (14-46.040(a).)<br><br><b>Projects with 50 or more new units or lots:</b><br><u>Ownership Projects:</u> 20% (with 10% for above moderate, 5% for moderate, and 5% for median). (14-46.040(a).)<br><u>Rental Projects:</u> 20% (with 5% for median, 5% for low, 5% for very low, and 5% for section 8.) (14-46.040(a).) |

Attachment: SC County IHO Comparison Chart (Amendment to Inclusionary (Affordable) Housing



**Monterey Bay**  
ECONOMIC PARTNERSHIP



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# What Realistic Policy Changes Could Improve Housing Affordability in the Monterey Bay Region?

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January 2018

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## Background

This paper focuses on what local policy changes

- a) have been thoroughly researched, recommended, and/or tested in other locations for their effect on improving housing affordability in a highly constrained housing market;
- b) are far from fully implemented within the Monterey Bay Region;
- c) are likely to have a positive effect on affordability within the housing and policy characteristics of Monterey Bay Region; and
- d) have been judged by the authors to be, broadly speaking, politically realistic in many of the local jurisdictions within the Monterey Bay Region.

This paper does not describe the housing crisis that the region is currently facing and the negative consequences thereof, which is well documented elsewhere. Nor does it examine the detailed differences between jurisdictions within the region, exactly how best to implement these policies within each jurisdiction, nor what some of the trade-offs to these policies would be. We hope, rather, that this paper can be a starting point for jurisdictions to more fully examine and consider policy changes for improving housing affordability. We also hope that more regional conversation, advocacy, and coordination toward improving affordability can take place.

We would like to continue to update this research, and therefore welcome questions, comments, and ideas. Please feel free to contact Sibley Simon at [sibley@envisionhousing.us](mailto:sibley@envisionhousing.us) or Matt Huerta at [mhuerta@mbep.biz](mailto:mhuerta@mbep.biz).

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## Alterable Drivers of Affordability

It is beyond the scope of this report to fully explain the complex nuances of what makes housing expensive to develop and the housing market unaffordable in our communities. Some drivers of cost are nearly unchangeable (e.g. frequently difficult soil conditions), some are beyond the ability of local jurisdictions to change (e.g. certain over-uses of CEQA lawsuits), and some have near-consensus support for leaving in place (e.g. preserving the region's productive farm land). To evaluate and prioritize housing policy change, though, explicit mention of the realistically improvable affordability drivers is critical.

We briefly summarize the most relevant drivers below. The policies advocated in this paper are specifically picked to cause improvements in these drivers.

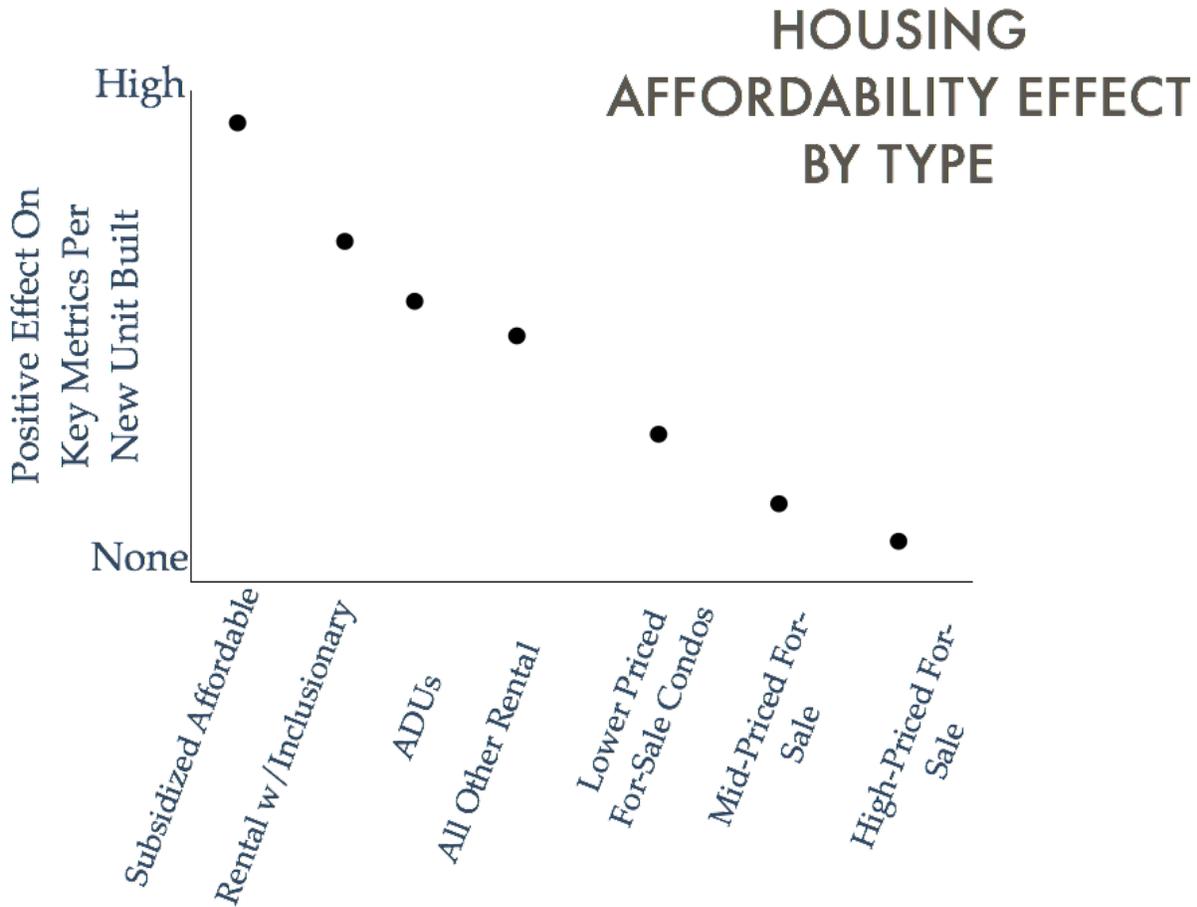
1. **Overall Housing Supply.** It is well understood that the Monterey Bay Region and California as a whole have for decades been producing new housing at a rate far below the gradual increase in demand. The drivers listed below address the fact that there are more and less productive types of housing to create, but we must not lose sight of the fact that we do not even have in existence today enough housing for our region's current residents. There is no question, then, and that addressing affordability as a whole requires, in part, significant increases in our rate of housing production.

2. **Mix of housing types produced.** A less often discussed component of housing affordability within our undersupplied market is that we (both the Monterey Bay Region and California generally) do not produce a mix of housing types that corresponds well to the spectrum of demand. We create a very small amount of publicly subsidized housing for lower income levels and a much larger amount of expensive for-sale housing (but not even enough of the latter to keep up with demand). Critical to addressing affordability is not only increasing production but altering the types of housing produced. This is important and complex enough that we address this point in more detail below.
3. **Affordable Housing Production.** The more affordable housing we can actually create for lower income levels, all else being roughly equal, the more we will improve the region's affordability. Actually evaluating affordable housing policies according to the number and income level of units produced relative to alternative policies has often been neglected, and is therefore an important part of a systematic policy change effort. There seems no realistic path to addressing most of the affordability crisis via publicly subsidized housing, so this category of production must only be one of several major efforts. Nevertheless, local measures that could create more subsidized affordable housing should be pursued.
4. **Cost of Production.** Even within the context of unaffordably high prices and rents, the high cost of production is one of the dominant factors in the overall lack of supply. Further, it is important to note that while reducing the cost of production does increase total production, it also has the arguably even more important second effect of enabling the production of more housing types (e.g. smaller infill multifamily housing) beyond highest-end units. In this way it is critical to altering the mix of units produced.
5. **Risk in Production.** As with cost, the risk involved, primarily through lengthy and uncertain approval processes, is also a significant component of depressed supply.

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## More on Housing Types

Debate about the effect of new supply on overall affordability is often muddled, in part, by failing to distinguish between new housing of different types. In a region that primarily has lower-growth industries and challenging commutes to higher-growth economic areas (primarily Silicon Valley), some types of new housing construction have low induced demand. Meanwhile, other types of housing, such as for-sale housing that is ideal by design and location for high-end vacation homes, have a larger induced demand for non-primary residence uses. Our region's world class hospitality destinations and desirable retirement communities are in part made possible by service workers who increasingly live further away from their employers. We believe it is likely that our region has an even larger spread in affordability impact between different housing types, and in any case the growing research to support these conceptual distinctions clearly applies.



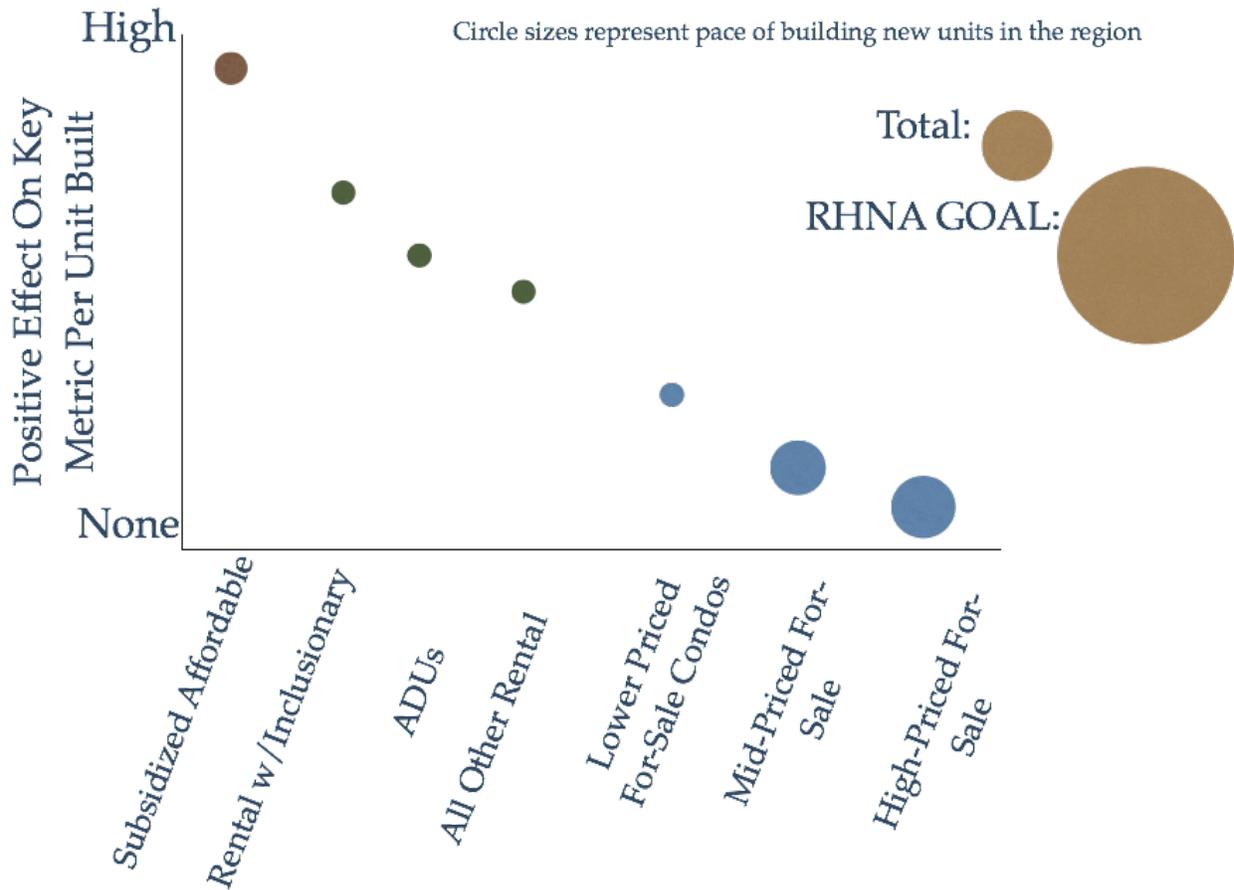
The types of housing shown above are only some of the categories that warrant consideration - distinction could also be made by dense infill vs. single family homes, multi-family building height, and other characteristics.

In other regions, work has been done to quantify these distinctions. It is beyond the scope of this report to fully explain this research, which requires first defining combinations of metrics such as median home prices and rents, percent of extremely rent burdened households, new homelessness, etc. to measure. A study by Karen Chapple and Miriam Zuk at UC Berkeley, for example, found that even in the SF Bay Region, both new market-rate housing and new affordable housing actually reduced displacement of lower-income households, with the affordable housing having roughly 2.5 times the effect per unit. While there is not enough data to predict exact affordability improvements in the Monterey Bay Region due to specific increases in supply in specific housing types, we believe the relative effects are clear.

As a rough approximation, the mix of housing types we have built in recent years (more specifically within the last RHNA cycle) looks more like the following, with the size of each circle indicating the relative volume in number of residential units:

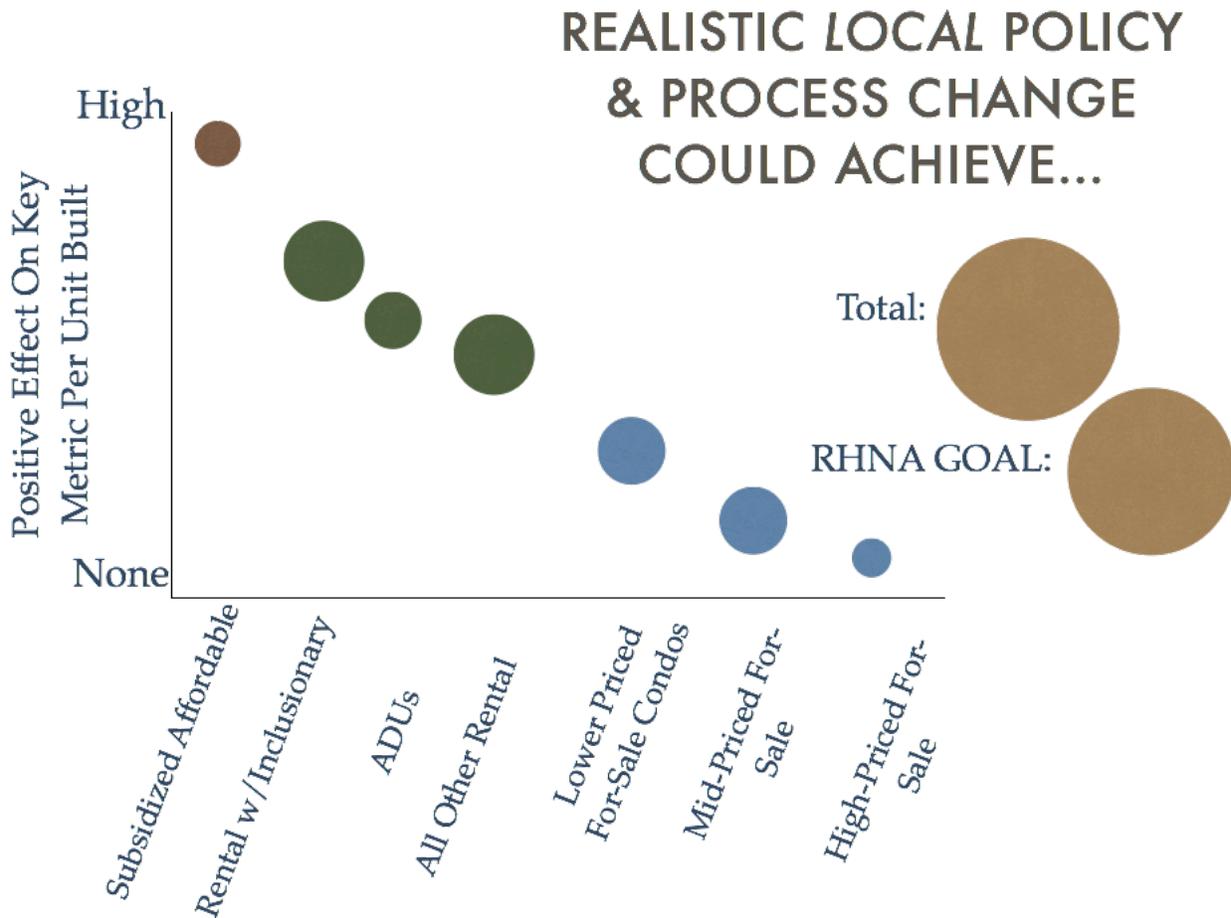
# WHAT WE BUILD TODAY

Circle sizes represent pace of building new units in the region



The RHNA Goal shown here is the “Regional Housing Needs Assessment” created according to state law that is an estimate of the number of housing units (with sub-goals for certain income levels) that is needed just to keep up with the increase in demand. As can be seen, our region not only adds to unaffordability by failing to keep production up with increases in demand, but also adds further to it by predominantly constructing units that have a lesser effect on overall market affordability.

The good news is that it appears from success elsewhere that realistic local policy change can have a major effect in changing this supply problem. While no single, simple policy change provides the answer, we believe that a systematic, sustained set of local changes and evaluation of their effect could bring our region’s housing production close to something like the following, which would begin to reverse unaffordability across income levels:



To accomplish this, jurisdictions in our region would need to systematically and rigorously work on policy changes such as those described in the following section.

### Most Promising Policy Change Recommendations

Reviewing local policy recommendations, analysis, and studies of implemented policies by the California Department of Housing & Community Development, the San Diego Housing Commission, multiple policy groups in the San Francisco Bay area, and a few specific jurisdictions has led us thus far to the following list of most promising policy changes that could be made by some or all of the jurisdictions in the Monterey Bay Region.

- 1. Scale All Fees by Square Foot, Not Per Unit.** Recognizing that truly reducing the overall fee burden on housing production will likely require state-level policy change, local jurisdictions can immediately focus on removing disincentives to the creation of smaller units. All of the jurisdictions we examined in the region have at least some fees that are charged per housing unit created, without regard to whether the unit is a 4,000 square foot single family home or a 400 square foot rental apartment. This provides a financial

*disincentive* to build smaller units that have a much greater affect on improving the market's affordability. We see no downside to eliminating this disincentive, as has specifically been recommended by HCD.

We particularly note that in the jurisdictions within Santa Cruz and San Benito counties, the majority of all jurisdiction fees paid in the production of new smaller units are often the per-unit water & sewer fees. For example, a project with 10 units that are each 3 bedroom, 2 bathroom for-sale townhouses of 2,000 square feet might pay \$200,000 in such fees (more or less depending on the exact districts the project falls within). In the same location, a project of 15 rental units, 10 of which are 1 bedroom, 1 bath, 600 square foot units and 5 of which are 2 bedroom, 1.5 bath, 800 square foot units would pay \$300,000 at the same per-unit fee rate. The second project has much less square footage, fewer bedrooms, fewer bathrooms, likely a similar or lower population and number of vehicles, and yet we are disincentivizing it with higher fees. *Just changing these fees alone to a per square foot basis that still nets the same total impact fee collection by water districts could save over 3% on the cost of production of small units in multi-family infill projects.*

2. **Defer Development Impact Fees Until The Certificate of Occupancy.** Paying fees during the most speculative stages of a project's development and then financing fees throughout multiple years of a projects development and construction adds measurably to the cost. The San Diego Housing Commission seeks to save approximately 1% of the cost of production across *all* housing units simply by collecting all of the same fees as a requirement for CoO issuance rather than at many stages throughout a project's timeline previous to that point. This could certainly be done with impact fees, such as those leveled for water, sewer, traffic/street improvements, daycare, affordable housing impact, groundwater/impervious surfaces, parks, schools, etc. Jurisdictions should also look at the many other fees, such as application fees, general plan fees, etc. to determine which are most feasible to move to the later stage as well.
3. **Enhanced Bonus Density Provision.** While real success improving affordability will take changing multiple policies, we see this as the single most powerful lever that could be deployed. It therefore warrants a more detailed explanation.

*Background:* The State of California has a bonus density law that applies to all jurisdictions. Under this law, if a housing project includes certain percentages of its units as legally restricted affordable housing units for certain low-income levels, i.e. inclusionary housing (the particular percentage required varying according to how low the income restrictions are on the units), then the project can take advantage of certain incentives, including:

- A percent increase in the density of units that can be built in the project over that allowed by the local jurisdictions zoning ordinance (with that bonus percent rising as high as 35% if enough income-restricted affordable units are built);
- A reduction in the minimum parking requirements to a certain level specified by state law, if desired;
- The right to have a limited number of other more minor deviations from local zoning (e.g. setback requirements) under certain circumstances.

This law seeks to provide the incentives to create affordable housing units without government cash subsidy. However, across California it is rarely used outside of 100% affordable projects that are indeed subsidized with public dollars.

San Diego's analysis concluded that the structure of the law is sound, but often the expense of providing the on-site affordable housing units is greater than the benefit of the incentives provided. Their local amendments to this structure have shown one example of how this bonus density structure can be enhanced to the point that it greatly increases the production of affordable housing units. Key points from San Diego's example include:

- Strategically, San Diego did not reduce the affordable housing requirement to achieve bonus density nor alter the state's bonus incentives for the typical inclusionary housing percentages. Rather, they altered their law to provide a larger bonus density reward for inclusionary housing *above and beyond* the highest levels rewarded by the state. So a project that maxes out the state bonus density incentive by providing 20% of its baseline number of units as low-income affordable units can then provide *even more* inclusionary housing, with more bonus per unit up to a 50% density bonus.
- Similarly, projects going beyond the state density bonus requirement earn more of the minor zoning concessions, up to a five concession maximum.
- **This policy has resulted in a 900% increase in the rate of housing projects applying for bonus density and 470% increase in the inclusionary housing units in the production pipeline.** The increase in affordable and bonus market-rate units is shown in the chart below (courtesy Circulate San Diego at: <http://www.circulatesd.org/ahbpreport> )

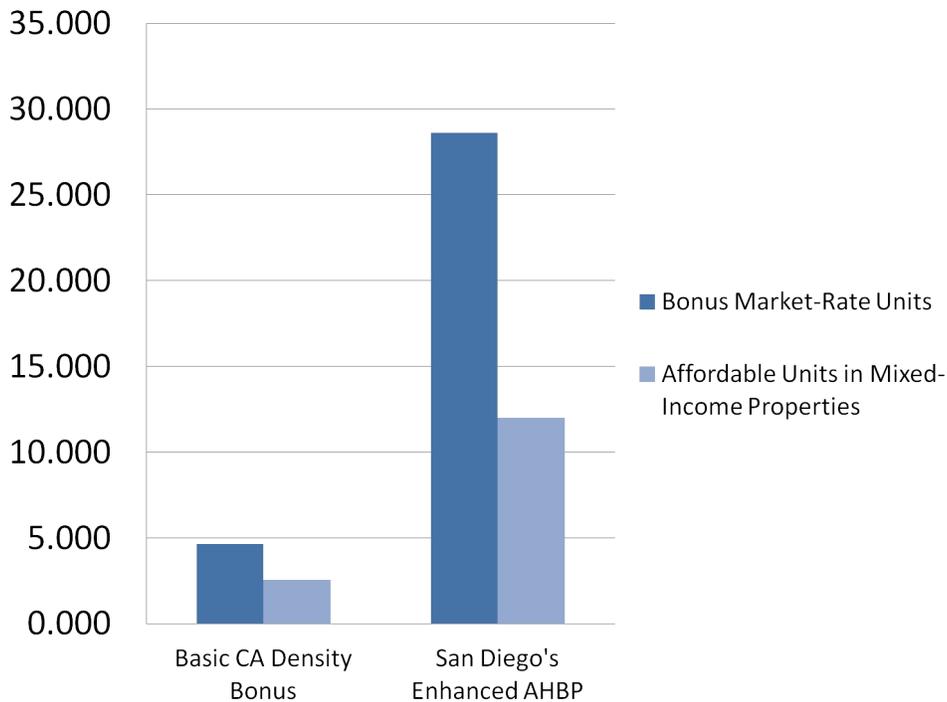
With minor exceptions, all of the jurisdictions in the Monterey Bay Region have bonus density ordinances that effectively copy the requirements of the state law. We see the San Diego framework as a major opportunity for jurisdictions to create affordable housing well beyond what can be funded with public dollars. In addition to the additional bonus structure described above, other potential improvements to the region's current bonus laws for creating affordable housing and other less expensive, denser units include:

- Allow a preference for subsidy vouchers in the inclusionary units, whether to simply lead more such projects to happen or to achieve a deeper level of affordability. (Ordinances in some jurisdictions in the region are unclear as to whether this is allowed.) Arguably the majority of the effectively (and legally) affordable housing in our region comes from the use of subsidy vouchers such as Housing Choice vouchers (aka Section 8), VASH vouchers for veterans, and other programs. However, there is not full utilization of those vouchers we have available in our region because of the difficulty of finding units that will accept them. Within Santa Cruz County, for example, only 50% of those households who get a new voucher (typically after having waited > 8 years on a waiting list), are able to find a unit that accepts the voucher before losing it. This is a major missed opportunity for increasing affordability in our region. As long as this need exists, allowing those vouchers to help pay for the creation of new affordable housing units would be a clear benefit to our region.
- Allow market rate developers the option to pay in-lieu fees and require acceptance of subsidy vouchers. Providing developers alternatives to building inclusionary rental units onsite increases project feasibility, but can be counterproductive in terms of increasing the supply of affordable units. All large-scale rental housing developments (e.g. 10 units or larger) should include some units accessible to lower income households through

subsidy vouchers. The Salinas Inclusionary Housing Ordinance updated in 2017 includes a \$5 per square foot in-lieu fee that was higher than economically feasible for some projects, so a compromise was reached allowing developers to pay \$2 per square foot if the developer voluntarily agrees to allow Housing Choice Voucher holders to access 12% of their rental units (matching the rental option total percentage). This incentive addresses the need for more access to units for existing voucher holders struggling to find apartment owners who accept their vouchers.

- **Rental bonus.** As noted above, we desperately need more rental housing in order to improve the region’s affordability. Santa Cruz has experimented with adding a rental housing density bonus, in which simply by being guaranteed to be rental housing instead of for-sale units, a project can obtain a density bonus. This hasn’t been widely used, however, like other bonus densities. We believe that this is an excellent concept that could be restructured to have a significant effect. Because inclusionary rental units are more difficult financially to incorporate into a rental project, we suggest that jurisdictions structure an additional bonus on top of inclusionary housing bonuses (of, say 10%) for projects that are guaranteed to be rental projects. This would use the San Diego model of still requiring inclusionary units but then increasing the incentive thereafter - in this case for the public benefit of providing rental vs. for-sale housing.

**Bonus & Inclusionary Units Produced Per Month in San Diego Before & After Bonus**



**Density Law Change**

4. **Reducing Parking Requirements.** The single biggest disincentive for building more, smaller units in a project rather than large, expensive units is parking requirements. In a 3 -

4 story infill project with smaller units, for example, ground-level parking can take up 2.5 times the amount of land as the building(s). Projects then sometimes choose between fewer units (and thus have to get more revenue per unit) or adding structured, underground, or lift parking, which typically costs \$20,000/new parking spot or more. The Monterey Bay Region has scores of zoning areas within its 17 jurisdictions with varying parking requirements. But nearly all, for example, require 2 parking spaces plus visitor parking for every modest-sized one-bedroom apartment. The financial feasibility of building many more housing units near jobs in walkable, bike-friendly, and bus-friendly locations would be greatly helped by:

- Greatly reducing - ideally eliminating entirely - parking minimums in core downtown zones, combined with parking districts where needed.
- Reducing parking requirements in other locations served by walkable amenities and public transit.
- Reducing parking requirements as an incentive for lower-parking policies, from additional bike amenities, car sharing amenities, and institution of low-car ownership rental preferences.
- Making a working bonus density ordinance, so that the lower parking requirements required by state bonus density law are available to projects that can work financially.
- Incentivizing commercial property owners to share existing parking with nearby residential projects where appropriate.

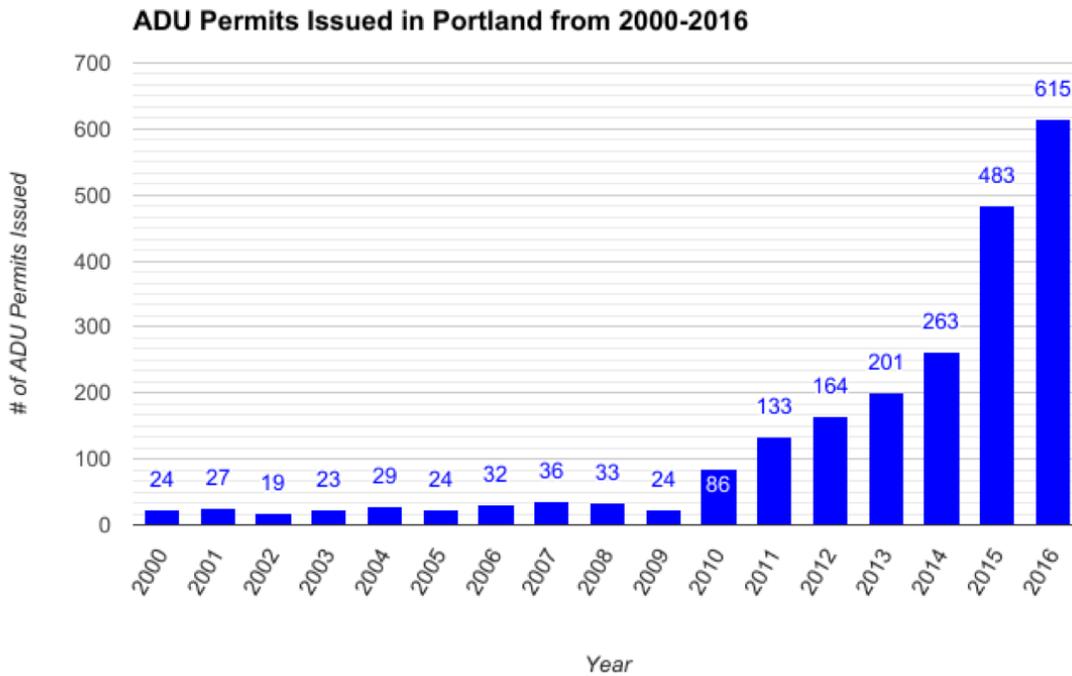
**5. Reducing Commercial Space Requirements.** In mixed-use zones around the region, there are typically requirements for how much construction must be commercial or even retail. This can be all street frontage, the full first-floor, or in the case of unincorporated Santa Cruz County, 50% of the square footage of the entire development. In most locations, there is not strong demand for commercial space. Lenders often therefore do not count projected commercial revenue in their financing calculations. This means that housing can only be built in those locations if it is expensive enough to subsidize the required commercial space - often leading to commercial space that is not well designed for likely eventual uses. This is a particularly significant challenge because these mixed-use zones are typically the exact locations where housing density is least controversial, closest to jobs, and best served by transit and active transportation options. Best practices for improving housing affordability include:

- Allow housing behind and above any first-floor commercial/retail space, requiring at most only a certain depth of commercial space along the primary street frontage.
- Outside of core downtowns, allow street frontage space to be a construction type and design that can allow for conversion between residential use, live-work space, and retail uses, allowing demand to drive use over time.

**6. Local Funding Sources for Affordable Housing.** 2016 was a breakthrough election cycle for voters in local jurisdictions in CA passing taxes and fees that fund affordable housing. Counties and cities in the Monterey Bay Region should look at best opportunities for generating revenue to subsidize more affordable housing production - sources *other than* taxing the other most important types of housing production (such as rental housing). In fact, jurisdictions who do not have local match sources will not be competitive for state and

federal resources that base their awards on leverage (e.g. Low-Income Housing Tax Credits). Exploration of other local sources could include dedicating a portion of Transient Occupancy Taxes, Cannabis Revenues, or establishing a Commercial Linkage Fee as several San Francisco Bay Area cities have done. UC Berkeley’s Urban Displacement Project (<http://www.urbandisplacement.org/policy-tools-2> ) has catalogued affordable housing policies including housing related funding measures across the Bay Area. Los Angeles passed a business sensitive commercial linkage measure in December 2017.

**7. Comprehensive Pro-ADU Production Policies.** The 2016 changes to CA state law remove many of the barriers to ADU production. Nevertheless, longstanding policies in Santa Cruz in particular demonstrate that this is not enough to actually get many ADUs produced. Portland provides the best example of a jurisdiction (roughly the same size as the Monterey Bay Region in total population as well as prevalence of single-family-home lots) that has rapidly increased its ADU production via a systematic policy-change effort. The chart below shows the effect of repeatedly analyzing and acting on policy-change opportunities regarding ADUs in Portland:



Specific policies changed and actions taken beyond those already enacted by California state-wide include:

- Annual production goals, with continued policy change as success relative to the goals is evaluated.
- Significantly lower impact fees for ADUs, including avoiding water and sewer fees due to the property already having such connections.
- Deferral of all impact fees until Certificate of Occupancy.

- No owner occupancy requirements.
- Further lowering parking requirements.
- Easy online tool for assessing a property's eligibility and requirements under zoning rules.
- Sustained public education.
- Actively working with local lenders to encourage the creation of financing products specifically for funding the construction of ADUs.

For more reading on ADUs, see the recently released brief from Berkeley's Turner Center for Housing Innovation:

[http://turnercenter.berkeley.edu/uploads/ADU\\_Update\\_Brief\\_December\\_2017\\_.pdf](http://turnercenter.berkeley.edu/uploads/ADU_Update_Brief_December_2017_.pdf)

- 8. Update Traffic Analysis.** California is moving toward analyzing traffic impacts in the “vehicle miles traveled” framework rather than the “level of service” framework. This recognizes that infill development is better overall for a community's traffic, even if it is near a heavily-used street or intersection, than is building housing far from jobs and services. In November 2017, the Governor's Office of Planning and Research released an update to CEQA that moves this forward. The current estimated timeline by the state is that jurisdictions may not be required to enact this change until some date in the future, potentially as far as the end of 2021. However, the sooner jurisdictions in our region make this switch, the sooner this will positively affect infill housing development. Pasadena, San Francisco, and Oakland have all made this change already and San Jose, Los Angeles, and Sacramento are close to adopting the change. There is every reason for jurisdictions in our region to begin this in 2018.

(The final draft of proposed state changes can be found beginning on page 77 of [http://opr.ca.gov/docs/20171127\\_Comprehensive\\_CEQA\\_Guidelines\\_Package\\_Nov\\_2017.pdf](http://opr.ca.gov/docs/20171127_Comprehensive_CEQA_Guidelines_Package_Nov_2017.pdf) )

- 9. Zoning for Density, Including Optimizing Height Limits & Density Calculations.** It is clear that the needed growth in housing supply now and in the future will come from higher-density, infill development. However, our current zoning needs updating in many locations around the region to allow this to occur. Throughout California, jurisdictions are updating zoning in downtowns and denser corridors to enable projects that create new supply of high quality housing (often mixed-use) to occur. These updates include:
- Setting height limits in downtowns and other denser areas to the financially efficient heights for 3-over-1 (i.e. three residential stories built over one commercial story) and 5-over-2, roughly 50 and 85 feet respectively.
  - Requiring only modest upper-story setbacks, and especially in downtowns, allowing high FAR (floor area ratio) – in these locations a FAR limit is often not needed at all given that total lot coverage after setbacks, articulation requirements, and height limits are observed is often ideal.
  - Removing units-per-acre density limits, instead limiting density by height, FAR, and parking requirements. This enables projects to build more, smaller units in the same building size.

- As stated above, reducing the commercial space requirements is also a core part of optimizing zoning. Outside of core downtown areas, allowing a part of a mixed-use project’s ground floor to be residential.

More examples of the specific limits that are preventing more infill density in the most appropriate areas within the region are listed in the table at the end of this document.

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## Conclusion

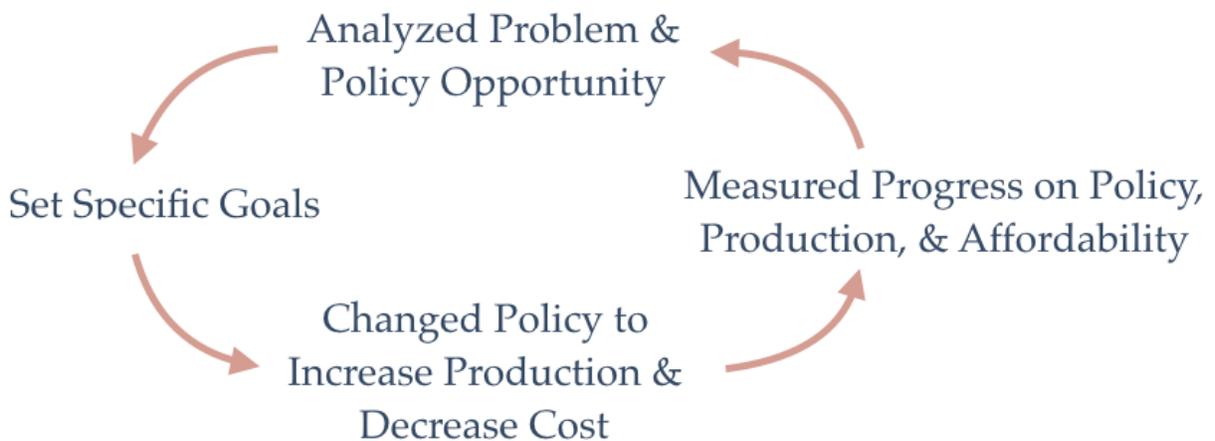
### Systematic Policy Change Effort

Local policy makers have a major role to play in enabling solutions to our housing affordability crisis. Our local zoning rules, fees, and other policies have not or have not fully implemented many of the best practices being used elsewhere in CA.

It is important to note that many of the locations that are having the most success in addressing these same challenges are taking a systematic, ongoing approach to rapid policy change. Because housing policy is complex, and it is often the combination of many policies that leads to significant change, such an approach is likely necessary for successful outcomes. The approach involves

- Setting annual housing production goals, broken down by components such as units affordable to different income levels, rental vs. for-sale units, and geographic areas.
- Measuring success against the goals in public annual reports that allow for and encourage community engagement.
- Taking a data-driven approach to assessing the effect of specific policies in progress toward goals.
- Sustaining the systematic effort across multiple years, adjusting policies to achieve goals and avoiding critical negative consequences.

The San Diego Housing Commission have been particularly successful at applying this sustained methodology within the context of California’s regulatory and funding environment.



A key recommendation, then, is for jurisdictions to engage in a goal-oriented, multi-year process of evaluation and change toward addressing the affordability crisis. This would require a consistent group of appointed commissioners, elected officials, and/or staff to perform clear analysis, incorporating input from residents and the development community before arriving at detailed recommendations. While this takes sustained effort and resources, we are so far behind in having a housing market that supports a healthy, thriving, and diverse community that solutions will require this level of high-priority commitment.

We hope that each jurisdiction will work to carefully adapt and apply these policies, look for more opportunities that have not yet been identified here, and measure the collective progress across:

- Total housing production,
- Production of rental housing,
- Production of affordable housing,
- Displacement and overcrowding, and
- Measures of affordability, including median rent/price, burden relative to income, etc.

### Additional Information

When the cost of building a certain type of housing is reduced, more of it tends to be produced. Reducing the cost of building the kinds of housing most needed by a community has become an important strategy in California jurisdictions seeking to address the need for the right kinds of supply. We performed an initial application of public analysis by Kyser Marston Associates for other jurisdictions and by other parties such as HCD and the Bay Area Council Economic Institute to our region and to the policies listed above. This indicates that enacting these policies could save tens of thousands of dollars per unit. For smaller units, this can be well over 10% of the cost of production.

|  | Applies-To % of Potential Housing | Possible Cost Reduction |
|--|-----------------------------------|-------------------------|
| Fees by Square Foot                            | 75%                               | \$1-10,000              |
| Defer Development Fees                         | 100%                              | \$2-6,000               |
| Effectively Incentivize Bonus Density Projects | 30%                               | \$50-85,000             |
| Reduce Parking Requirements                    | 50%                               | \$5-20,000              |
| Reduce Commercial Space Requirements           | 20%                               | \$10-20,000             |

|  | Applies-To % of Potential Housing | Possible Cost Reduction |
|--|-----------------------------------|-------------------------|
| Local Funding Sources                  |                                   | n/a                     |
| ADU Production Policies                | 10%                               | \$2-10,000              |
| VMT Analysis                           | 20%                               | \$1-5,000               |
| Optimize Height & Density Calculations | 20%                               | \$5-10,000              |
| <b>AVERAGE WEIGHTED TOTAL</b>          |                                   | <b>&gt;\$40,000</b>     |

The following table captures some of the largest barriers in the region to building small units in high infill density co-located with jobs and services. Hardly any areas in the region utilize best practices of using a combination of building size, height, and parking requirements to achieve higher density. Rather, we have a variety of units/acre density limits that generally are only high density if large units are built.

Recognizing that the specific zoning rules in our region are highly varied, fairly complex, and in many cases undergoing change, we welcome corrections or additions to this information sent to [sibley@envisionhousing.us](mailto:sibley@envisionhousing.us).

| Example Zones/Jurisdictions           | Largest Barriers to Allowing Optimized Core Infill Density  |
|---------------------------------------|---|
| Salinas Downtown                      | Units/acre limit in focused growth area of 40 units/acre, other area limits of 24 or fewer  |
| Hollister Downtown                    | Units/acre limits of 35 or fewer  |
| Watsonville Downtown                  | Units/acre limits of under 37   |
| Seaside                               | Units/acre limits of 25, no zone for buildings over 48'   |
| Marina                                | Units/acre limits of 35 or fewer for residential, 25 or fewer for mixed-use; 50% commercial square footage requirement for mixed-use in core area; no zone for buildings over 50' |
| Santa Cruz Downtown                   | 3-story limit for some downtown areas, limited downtown zoning area, low % of projects allowed to reach maximum height.   |
| Santa Cruz County Mixed-Use Corridors | 50% commercial square footage requirement & 3-story height limit  |

| Example Zones/Jurisdictions        | Largest Barriers to Allowing Optimized Core Infill Density |
|------------------------------------|--|
| Capitola Potential Mixed-Use Sites | Unit/acre limit of 20                                      |



## ADMINISTRATIVE POLICY

Number: III-16  
 Issued: 4/24/2014  
 Jurisdiction: City Council

### **AFFORDABLE HOUSING ASSETS POLICY FOR MOBILE HOME PARKS WITH INCOME RESTRICTIONS**

#### I. PURPOSE:

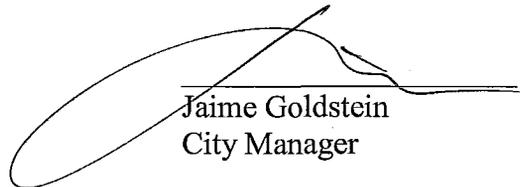
The purpose of this policy is to establish a limit on assets for prospective applicants for income-restricted affordable housing at Capitola mobile home parks.

#### II. POLICY

For purposes of household income certification at mobile home parks, the household net assets shall not exceed 1½ times the household income limit, exempting \$500,000 in qualified retirement funds, as defined by federal guidelines, and the funds to purchase the affordable unit. Alternatively, the State of California asset policy, which adds 10% of assets to the income calculation, may be used for mobile home parks which have negotiated such an agreement with the City.

The City's Affordable Housing Committee will review individual circumstances in the case of an appeal of this policy. The Committee will also review proposals from mobile home parks to meet the intent of this Affordable Housing Assets Policy with alternate but equivalent approaches. Alternative proposals shall require City Council approval.

This policy is approved and authorized by



Jaime Goldstein  
 City Manager



## CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF AUGUST 27, 2020**

FROM: City Manager Department

SUBJECT: Adopt a Resolution Declaring an Emergency Condition Pertaining to the CZU Lightning Complex Fire

**RECOMMENDED ACTION:** Adopt the proposed resolution declaring an emergency condition continues to exist as addressed in the proclamation of existence of a local emergency issued by the Director of Emergency Services on August 20, 2020 pertaining to the CZU Lightning Complex Fire.

**BACKGROUND:** On August 16, 2020, several fires started as a result of lightning strikes and have since burned more than 40,000 acres in both Santa Cruz and San Mateo Counties. These fires are known as the CZU August Lightning Complex Fires. They continue to burn and are moving quickly throughout the County; they remain uncontained.

On August 18, 2020, California Governor Newsom declared a state of emergency in response to multiple fires burning throughout the state, including the CZU August Lightning Complex Fires.

On August 19, 2020, the Director of Emergency Services of the County of Santa Cruz County signed a proclamation of existence of a local emergency due to the fires burning in the County.

**DISCUSSION:** On August 19, 2020, the County of Santa Cruz made an official request of the City of Capitola for mutual aid, as the County works to combat the wildfire's effects upon residents. This includes a request for the City to open Jade Street Community Center as an emergency evacuation site for residents that have now and are likely soon to be evacuated. As of August 20, thousands of residents of Santa Cruz County as well as the cities of Santa Cruz and Scotts Valley have been evacuated or are under evacuation warnings.

On August 20, 2020, City Manager Goldstein, as Director of Emergency Services, signed a proclamation of existence of a local emergency in the City of Capitola due to the CZU August Lightning Complex Fires. The proclamation requires that City Council ratify it within seven days of its issuance, for the local emergency period to extend.

A resolution ratifying the emergency proclamation is included as Attachment 1.

**FISCAL IMPACT:** A proclamation of emergency will allow for the City to be reimbursed for some costs incurred to combat the CZU August Lightning Complex Fire emergency. Costs are unknown at this time.

Emergency Resolution - Fire  
August 27, 2020

Report Prepared By: Chloe Woodmansee  
Interim City Clerk

**Reviewed and Forwarded by:**



\_\_\_\_\_  
Jamie Goldstein, City Manager      8/20/2020

**RESOLUTION NO. ---**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA  
RATIFYING THE PROCLAMATION OF EXISTENCE OF A LOCAL EMERGENCY ISSUED BY  
THE DIRECTOR OF EMERGENCY SERVICES ON AUGUST 20, 2020 AND PROCLAIMING  
THE EXISTENCE OF A LOCAL EMERGENCY PERTAINING TO THE CZU AUGUST  
LIGHTNING COMPLEX**

**WHEREAS**, the California Emergency Services Act (California Government Code sections 8639, 8550, et. seq.) defines a local emergency as the existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a city, caused by conditions such as an epidemic, which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of a city, and require the combined forces of other political subdivisions to combat; and

**WHEREAS**, Chapter 8.08, section 8.08.020 of the City of Capitola (City) Municipal Code (CMC) defines an emergency as the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this city caused by such conditions as air pollution, fire, flood, storm, epidemic, riot or earthquake, or other conditions, including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment and facilities for this city, requiring the combined forces of other political subdivisions to combat; and

**WHEREAS**, CMC Section authorizes the Director of Emergency Services to proclaim a local emergency if conditions warrant it and the Council is not in session. The proclamation must be ratified by the City Council within five days or the proclamation has no further effect; and

**WHEREAS**, on August 16, 2020, several fires started from lightning strikes, The fires have since burned more than 40,000 acres in Santa Cruz and San Mateo Counties. The group of fires is referred to as the "CZU August Lightning Complex". Since the night of August 18, thousands of Santa Cruz County residents have been evacuated; and

**WHEREAS**, if the fires do not reach the City of Capitola, it is likely that the evacuation of neighboring communities will push residents into Capitola, who may require shelter and services; and

**WHEREAS**, on August 20, 2020, the Director of Emergency Services of the City issued a Proclamation of Existence of a Local Emergency, attached as Exhibit A, finding that conditions of extreme peril to the safety of persons and property arose within the City of Capitola as a result of the CZU August Lighting Complex; and

**WHEREAS**, on August 20, 2020, the County of Santa Cruz requested mutual aid from the City of Capitola including, but not limited to, assistance in opening and staffing an evacuation shelter at the Jade Street Community Center; and

**WHEREAS**, the conditions caused by fires, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of the City and require mutual aid; and

Emergency Resolution - Fire  
August 27, 2020

**WHEREAS**, these conditions of extreme peril warranted and necessitated the initial proclamation of the existence of a local emergency on August 20, 2020, and the conditions still exist at this time.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Capitola that the City Council of the City of Capitola determines that:

1. The existence and anticipated spread of the CZU Lightning Complex fires is a Local Emergency, as defined by the California Emergency Services Act (California Government Code sections 8639, 8550, et. seq.); and
2. The City Council's declaration of Local Emergency shall be reviewed at least once every 60 days until its termination is proclaimed by the City Council of the City of Capitola, pursuant to California Government Code section 8630; and
3. The City Manager or his designee is authorized to take whatever other action is authorized under the Capitola Municipal Code and State and federal law, subject to any required authorization from the City Council, consistent with this Resolution and its basic purposes.

**I HEREBY CERTIFY** that the foregoing Resolution was passed and adopted by the City Council of the City of Capitola on the 27<sup>th</sup> day of August, 2020, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**



## CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF AUGUST 27, 2020**

FROM: City Manager Department

SUBJECT: Designation of the Voting Delegate and Alternate for the 2020 League of California Cities Annual Conference

**RECOMMENDED ACTION:** Designate Capitola's voting delegate and alternate(s), if desired.

**BACKGROUND:** The 2020 League of California Cities (League) Annual Conference and Expo is scheduled for October 7 through 9. Due to the COVID-19 pandemic, the Annual Conference will be a completely virtual event. At this meeting, the League holds its annual business meeting to consider and act on resolutions that establish League policy.

**DISCUSSION:** To vote on these items, the City must designate a voting delegate. These representatives must be appointed by City Council action. The League needs to be notified of appointments by September 30, 2020.

Each city should appoint one delegate and up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity. The delegate and alternate(s) must be registered to attend the conference, but they need not register for the entire conference; they may register for Friday only. At least one voting delegate or alternate must be present at the Business Meeting on Friday and in possession of the voting card in order to cast a vote.

Registration for the virtual conference includes all educational sessions and access to session recordings for six months after the conference's conclusion. Registration is required to attend the General Assembly.

**FISCAL IMPACT:** In the past, Council Members have been permitted to use funds budgeted for travel and training expenses to attend the conference. This funding was cut from the FY2020/21 budget.

Report Prepared By: Chloe Woodmansee  
Interim City Clerk

League Voting Delegate  
August 27, 2020

**Reviewed and Forwarded by:**



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Jamie Goldstein, City Manager      8/20/2020