

**CAPITOLA CITY COUNCIL
REGULAR MEETING MINUTES
THURSDAY, DECEMBER 10, 2020 - 6 PM**

REGULAR MEETING OF THE CAPITOLA CITY COUNCIL - 6 PM

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

2. PRESENTATIONS

A. Retirement Proclamation for Senior Mechanic Jim Turcotte

3. ELECTION BUSINESS

A. Recognition of Outgoing Council Member Bottorff

Mayor Petersen thanked Councilmember Bottorff for his work and dedication to the City.

During Public Comment, the Police Officers Association honored Councilmember Bottorff with a plaque and County Supervisor Friend thanked him for his work. TJ Welch also spoke about Bottorff's dedication to the City's employees.

Councilmember Bottorff presented a short speech about his eight years on Council and thanked members of staff, council, and the community.

B. Consider a Resolution Confirming and Approving the Canvass of Returns and Results of the General Municipal Election

RECOMMENDED ACTION: Adopt the proposed resolution confirming election results.

There was no public comment.

MOTION:	ADOPT PROPOSED RESOLUTION & CONFIRM ELECTION RESULTS
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ed Bottorff
SECONDER:	Yvette Brooks
AYES:	Bottorff, Bertrand, Storey, Petersen, Brooks

C. Oath-of-Office Ceremony for Newly Elected (and Re-elected) Council Members

RECOMMENDED ACTION: Administer the oath of office and receive comments from new Council Members.

Clerk Woodmansee administered the Oaths of Office for incumbent member Kristen Petersen and new member Margaux Keiser.

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D. Council Reorganization for 2021

RECOMMENDED ACTION: City Council members nominate and elect a new Mayor and Vice-Mayor.

MOTION:	NOMINATE YVETTE BROOKS AS CITY COUNCIL'S 2021 MAYOR
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sam Storey
SECONDER:	Jacques Bertrand
AYES:	Bottorff, Bertrand, Storey, Petersen, Brooks

MOTION:	NOMINATE SAM STOREY AS CITY COUNCIL'S 2021 VICE-MAYOR
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kristen Petersen
SECONDER:	Jacques Bertrand
AYES:	Bottorff, Bertrand, Storey, Petersen, Brooks

- 4. **ADDITIONAL MATERIALS**
- 5. **ADDITIONS AND DELETIONS TO AGENDA – none**
- 6. **PUBLIC COMMENTS – none**
- 7. **CITY COUNCIL / STAFF COMMENTS**

City Manager Goldstein said that COVID-19 cases have never been more prevalent in our own community than they are now and urged Council and the public to stay vigilant in wearing face coverings, washing hands, and practicing social distancing.

8. **CONSENT CALENDAR**

MOTION:	APPROVE, ADOPT, AND DETERMINE AS RECOMMENDED
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sam Storey
SECONDER:	Jacques Bertrand
AYES:	Bottorff, Bertrand, Storey, Petersen, Brooks

- A. Consider the November 24, 2020, City Council Regular Meeting Minutes
RECOMMENDED ACTION: Approve minutes.
- B. Consider the 2020 Planning Commission and Architectural and Site Committee Schedule
RECOMMENDED ACTION: Approve the schedule.
- C. Update Hourly and Seasonal Salary Schedule
RECOMMENDED ACTION: Adopt the proposed resolution amending the hourly and seasonal Pay Schedule.

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- D. Adopt a Resolution Setting the Interest Rate for Tenants' Security Deposits for 2021 at Zero Percent (0.00%)
RECOMMENDED ACTION: Adopt proposed resolution.
- E. 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.

9. GENERAL GOVERNMENT / PUBLIC HEARINGS

- A. Review Initial Council Appointments
RECOMMENDED ACTION: Appoint representatives to City advisory bodies with early January meetings and review appointments on County/Regional boards, committees, and commissions.

After a brief staff report by Clerk Woodmansee, Council made the following appointments

Planning Commission:

- Councilmember Bertrand appointed Ed Newman
- Councilmember Keiser appointed Susan Westman
- Councilmember Petersen appointed Peter Wilk
- Vice-Mayor Storey appointed Mick Routh
- Mayor Brooks appointed Courtney Christiansen

Area Agency on Aging:

- Jacques Bertrand as representative
- Alternate still needed

AMBAG:

- Kristen Petersen as representative
- Margaux Keiser as alternate

Sanitation District:

- Jacques Bertrand as representative
- Sam Storey as alternate

METRO:

- Kristen Petersen as representative
- Jacques Bertrand as alternate

Central Coast Community Energy:

- Yvette Brooks as representative
- Margaux Keiser as alternate

- B. Fiscal Year 2020-21 Budget Update
RECOMMENDED ACTION: Receive Fiscal Year 2020-21 first quarter budget update and adopt proposed resolution amending the Fiscal Year 2020-21 Budget.

Finance Director Malberg presented the staff report.

Vice-Mayor Storey asked about the Finance Advisory Committee's recommendation to set aside

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money for COVID relieve, and the mechanism used to do so. City Manager Goldstein clarified that the committee had suggested setting aside between \$400,000 to 600,000 to act as a buffer in case of further COVID restrictions and cuts, which could be done in a similar way as how funds are for the employee first time homebuyer program. Vice-Mayor Storey confirmed that the projected administrative costs associated with the SB2 Grant would be chargeable to the grant.

Councilmember Bertrand stated that he was enthusiastic about the parking card idea and said he looks forward to the results from the sales tax consultant. He also asked about the new half-time positions and City Manager Goldstein explained that they had been approved by prior Council action.

MOTION:	RECEIVE BUDGET UPDATE AND ADOPT PROPOSED RESOLUTION AMMENDING FY 2020-21 BUDGET, DIRECT STAFF TO SET ASIDE \$600,000 AS COVID-19 CONTINGENCY FUND AND APPROVE SUSPENDING PARKING FEES IN THE VILLAGE FROM DECEMBER 13 TO DECEMBER 25, 2020.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sam Storey
SECONDER:	Kristen Petersen
AYES:	Bottorff, Bertrand, Storey, Petersen, Brooks

C. Consider Approval of Memoranda of Understandings with Labor Groups and Adopt Salary Schedule for December 27, 2020 - June, 26, 2021

RECOMMENDED ACTION:

1. Authorize the City Manager to execute the side letter agreements to existing Memoranda of Understanding (MOU) with negotiated changes from December 27, 2020, through June 26, 2021 for the following:
 - a. Association of Capitola Employees (ACE)
 - b. Mid-Management Employees Bargaining Unit;
 - c. Confidential Employees Bargaining Unit;
 - d. Police Captains
2. Approve changes to the Management Compensation Plan
3. Approve changes to City Manager Employee Contract
4. Adopt a Resolution approving the new salary schedule

Mayor Brooks read a verbal report. Assistant to the City Manager Laurent presented the staff report.

There was not public comment.

MOTION:	AUTHORIZE CITY MANAGER TO EXECUTE AGREEMENTS WITH INDICATED EMPLOYEE GROUPS; APPROVE CHANGES TO MANAGEMENT COMPENSATION PLAN, CITY MANAGER CONTRACT; ADOPT RESOLUTOIN APPROVING THE SALARY SCHEDULE
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kristen Petersen
SECONDER:	Margaux Keiser
AYES:	Bottorff, Bertrand, Storey, Petersen, Brooks

D. Council Compensation

RECOMMENDED ACTION: Affirm that Council's monthly salary should return to the amount specified in the Municipal Code beginning on December 27, 2020.

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Finance Director Malberg presented the staff report.

There was no public comment.

MOTION:	AFFIRM THAT COUNCIL’S MONTHLY SALARY SHOULD RETURN TO THE AMOUNT SPECIFIED IN CODE, BEGINNING DECEMBER 27, 2020
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jacques Bertrand
SECONDER:	Kristen Petersen
AYES:	Bottorff, Bertrand, Storey, Petersen, Brooks

E. Consider Approval of Contract Change Orders No. 9 and 10 for the Capitola Branch Library Project
RECOMMENDED ACTION: Receive report and approve Contract Change Orders 9 and 10 with Otto Construction for the Capitola Branch Library Project in the total amount of \$89,257.

Public Works Director Jesberg presented the staff report.

Vice-Mayor Storey asked about the project’s completion date; Director Jesberg said that the construction should be complete around mid to late February thought the building would not be ready to open to the public until the end of April due to the need for Library staff to outfit the building.

Councilmember Bertrand asked about taking a tour of the building.

There was no public comment.

MOTION:	APPROVE CONTRACT CHANGE ORDERS 9 & 10
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sam Storey
SECONDER:	Jacques Bertrand
AYES:	Bottorff, Bertrand, Storey, Petersen, Brooks

10. ADJOURNMENT

The meeting was closed at 8:30pm.

DocuSigned by:
Yvette Brooks
D94288B8BCC4481
Yvette Brooks, Mayor

ATTEST:

DocuSigned by:
Chloe Woodmansee
B3B746FAAGD64BA...
Chloé Woodmansee, City Clerk

APPROVED JANUARY 11, 2021