

# City of Capitola

## City Council Meeting Agenda

### Thursday, June 26, 2025 – 4:30 PM



City Council Chambers  
420 Capitola Avenue, Capitola, CA 95010

**Mayor:** Joe Clarke

**Vice Mayor:** Margaux Morgan

**Council Members:** Gerry Jensen, Melinda Orbach, Susan Westman

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### Regular Meeting of the Capitola City Council – 4:30 PM

#### 1. Roll Call and Pledge of Allegiance

*Council Members Gerry Jensen, Melinda Orbach, Susan Westman, Vice Mayor Margaux Morgan, and Mayor Joe Clarke*

#### 2. Additions and Deletions to the Agenda

#### 3. Presentations

*Presentations are limited to eight minutes.*

A. Proclamation Honoring the 2025 Torch Run

#### 4. Additional Materials

*Additional information related to an agenda item on this agenda and submitted to the City after distribution of the agenda packet pursuant to Government Code §54957.5. All correspondence 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.*

A. Item 5 - Correspondence Received

B. Item 7A - Staff Memo and Corrected Minutes

C. Item 7B - Correspondence Received

D. Item 8B - Correspondence Received and Staff Memo with Updated Attachment

E. Item 8C - Correspondence Received

F. Item 8F - Correspondence Received

#### 5. Oral Communications by Members of the Public

*Oral Communications allows time for members of the Public to address the City Council on any "Consent Item" on tonight's agenda, or on any topic within the jurisdiction of the City that is not on the "General Government/Public Hearings" section of the Agenda. Members of the public may speak for up to three minutes, unless otherwise specified by the Mayor. Individuals may not speak more than once during Oral Communications. All speakers must address the entire legislative body and will not be permitted to engage in dialogue. **A maximum of 30 minutes** is set aside for Oral Communications.*

## 6. Staff / City Council Comments

*Comments are limited to three minutes.*

## 7. Consent Items

*All items listed as “Consent Items” will be enacted by one motion in the form listed below. There will be no separate discussion on these items prior to the time the Council votes on the action unless members of the 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. City Council Meeting Minutes**

Recommended Action: Approve minutes from the regular meeting on June 12, 2025.

**B. City Check Registers**

Recommended Action: Approve check registers dated May 23, 2025, May 30, 2025, and June 6, 2025.

**C. Surplus Vehicle**

Recommended Action: Adopt a resolution to declare Police Department Vehicle #182 as surplus property and authorize Public Works to dispose of the vehicle through public auction, in accordance with Administrative Policy III-8 – Surplus Property.

**D. Sea-Level Rise Adaptation Planning Grant**

Recommended Action: Authorize staff to submit an application to the Ocean Protection Council's SB 1 Sea-Level Rise Adaptation Planning Grant Program.

## 8. General Government / Public Hearings

*All items listed in “General Government / Public Hearings” 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. Capitola Village and Wharf Business Improvement Area Assessments for FY 2025-26**

Recommended Action: Receive update and continue the noticed public hearing to adopt a resolution levying the Fiscal Year 2025-26 Capitola Village and Wharf Business Improvement Area (CVWBIA) Assessments and accepting the CVWBIA Annual Plan and budget to the July 24, 2025, Council meeting.

**B. Capitola Wharf Master Plan Public Input Summary**

Recommended Action: Direct staff to proceed with the final development of Wharf Master Plan and return to Council in the fall for adoption.

**C. FY 2025 – 2026 Salary Schedule**

Recommended Action: Adopt a resolution approving the Fiscal Year 2025-26 annual salary adjustments, consistent with the following employment agreements: Association of Capitola Employees, Police Officers Association, Confidential Employees, Mid-Management Employees, Police Captains, the Department Head Compensation Plan, and City Manager Employment Agreement.

**D. Compliance with Assembly Bill 2561/Government Code Section 3502.3 regarding Vacancies, Recruitment, and Retention Efforts**

Recommended Action: Conduct the duly noticed public hearing and receive a report on the City of Capitola's recruitment and retention efforts.

**E. City-Owned Property Leasing Policy**

Recommended Action: Establish a standard frequency to put leases of City-owned property out for proposals and adopt an administrative policy outlining the process for the lease of City-owned property.

**F. Fiscal Year 2025-26 Operating Budget and Capital Improvement Program**

Recommended Action: Adopt a resolution adopting the Fiscal Year 2025-26 City of Capitola Budget and Capital Improvement Program.

**G. FY 2025-26 Bail Schedule**

Recommended Action: Conduct the duly noticed public hearing and adopt a resolution repealing Resolution No. 4233.1 and approving the Fiscal Year 2025-26 Bail Schedule.

**H. FY 2025-26 City Fee Schedule**

Recommended Action: Conduct the duly noticed public hearing on the proposed changes to the City's Fee Schedule and adopt a resolution approving the Fiscal Year 2025-26 Fee Schedule.

**I. Treasure Cove Playground, Restroom Renovation, and Community Center Patio Improvements**

Recommended Action: Staff recommends the City Council: 1) Approve the construction plans for the Treasure Cove Playground, public restroom renovation, and Community Center patio improvements; 2) authorize the Public Works Department to advertise the project for competitive construction bids; 3) authorize staff to execute Amendment 2 to the Professional Services Agreement with Boone Low Ratliff Architects for construction support services related to the patio and restroom renovation, in the amount of \$35,000, for a revised total contract amount of \$70,258; 4) authorize staff to execute Amendment No. 2 to the Professional Services Agreement with Verde Design, Inc. for construction-phase services related to the playground, in the amount of \$99,000, for a revised total contract amount of \$293,083; and 5) direct staff to return to Council with construction contract award recommendations and budget amendments once bids are received and funding is secured (anticipated August 2025).

## 9. Adjournment

*The next regularly scheduled City Council meeting is on July 24, 2025, at 6:00 PM.*

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### How to View the Meeting

**Meetings are open to the public for in-person attendance at the Capitola City Council Chambers located at 420 Capitola Avenue, Capitola, California, 95010.**

**Other ways to Watch:**

Spectrum Cable Television channel 8

City of Capitola, California YouTube Channel

**To Join Zoom Application or Call in to Zoom:**

Meeting

link: <https://us02web.zoom.us/j/83328173113?pwd=aVRwcWN3RU03Zzc2dkNpQzRWVXAydz09>

Or dial one of these phone numbers: **1 (669) 900 6833, 1 (408) 638 0968, 1 (346) 248 7799**

Meeting ID: **833 2817 3113**

Meeting Passcode: **678550**

### How to Provide Comments to the City Council

Members of the public may provide public comments to the City Council in-person during the meeting. If you are unable to attend in-person, please email your comments to [citycouncil@ci.capitola.ca.us](mailto:citycouncil@ci.capitola.ca.us) and they will be included as a part of the record for the meeting. Please be aware that the City Council will not accept comments via Zoom.

**Notice regarding City Council:** The City Council meets on the 2nd and 4th Thursday of each month at 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 and at Capitola City Hall prior to the meeting. 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.

Si desea asistir a esta reunión pública y necesita ayuda - como un intérprete de lenguaje de señas americano, español u otro equipo especial - favor de llamar al Departamento de la Secretaría de la Ciudad al 831-475-7300 al menos tres días antes para que podamos coordinar dicha asistencia especial o envíe un correo electrónico a [jgautho@ci.capitola.ca.us](mailto:jgautho@ci.capitola.ca.us).

**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 by clicking on the Home Page link "Meeting Agendas/Videos." Archived meetings can be viewed from the website at any time.