

City of Capitola

City Council Meeting Agenda

Thursday, June 12, 2025 – 6:00 PM



City Council Chambers
420 Capitola Avenue, Capitola, CA 95010

Mayor: Joe Clarke

Vice Mayor: Vacant

Council Members: Gerry Jensen, Margaux Morgan, Melinda Orbach

Regular Meeting of the Capitola City Council – 6 PM

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.

1. Roll Call and Pledge of Allegiance

Council Members Gerry Jensen, Margaux Morgan, Melinda Orbach, and Mayor Joe Clarke

2. Additions and Deletions to the Agenda

3. 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 4A - Correspondence Received & Staff Memorandum with Applicant Withdrawal
- B. Item 8F - Staff Memorandum Correcting Resolution
- C. Item 8J - Correspondence Received
- D. Item 9B - Correspondence Received

4. City Council Vacancy

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

- A. Appointment of Successor to Vacant City Council Seat
Recommended Action: 1) By motion, appoint a successor to fill the Council vacancy; and 2) direct the City Clerk to administer the oath of office to the newly appointed Council Member.
- B. City Council Reorganization
Recommended Action: Nominate and appoint a new Vice-Mayor.

5. Presentations

Presentations are limited to eight minutes.

- A. Presentation from the City of Capitola/Youth Action Network Youth Liaison
- B. Presentation from Capitola Historical Museum Curator, Deborah Osterberg

6. 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.*

7. Staff / City Council Comments

Comments are limited to three minutes.

8. 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 May 22, 2025, and the special meeting on May 29, 2025.
- B. City Check Registers
Recommended Action: Approve check registers dated April 25, 2025, May 2, 2025, May 9, 2025, and May 16, 2025.
- C. Grant Administration Contract
Recommended Action: Adopt a resolution authorizing the City Manager to enter into a five-year professional services agreement with Adams Ashby Group for grant administration services in an amount not to exceed \$250,000.
- D. City Investment Policy Amendment
Recommended Action: Adopt a resolution affirming Administrative Policy Number III-1, Investment Policy, as recommended by the Finance Advisory Committee.
- E. McGregor Asphalt Pump Track Project Completion
Recommended Action: 1) Accept as complete the McGregor Asphalt Pump Track Project constructed by American Ramp Company at a final cost of \$120,122; 2) authorize the City Clerk to file and record a Notice of Completion; and 3) authorize the release of the contract retention of \$6,006.10 as prescribed in the construction agreement.
- F. Adoption of FY 2025–26 Road Project List
Recommended Action: Review and approve the use of Senate Bill 1 (SB 1) and Measure D funds to support the 41st Avenue Multimodal and Pavement Rehabilitation Project (Project); and adopt a resolution adopting the Project for Fiscal Year 2025-26 funded by SB 1: The Road Repair and Accountability Act of 2017.
- G. Interfund Loan from the General Fund to the Library Fund

Recommended Action: Adopt a resolution approving an interfund loan of \$856,000 from the General Fund to the Library Fund at an interest rate of 4.25% for the reimbursement of costs associated with the Library Improvement Project completed in June 2021 using Measure S funds.

H. Business Improvement Assessments for FY 2025-26

Recommended Action: Adopt a resolution providing notice of the City's intent to levy business improvement assessments for Fiscal Year (FY) 2025-26, receiving the annual report and proposed budget of the Capitola Village and Wharf Business Improvement Area (CVWBIA), setting the date for a public hearing to be held on Thursday, June 26, 2025, and outlining noticing requirements.

I. Fiscal Year 2025-26 Appropriation Limit

Recommended Action: Adopt a resolution setting the appropriation limit for Fiscal Year 2025-26.

J. Park Avenue Traffic Calming Improvements

Recommended Action: 1) Approve the traffic calming plans for Park Avenue; and 2) authorize staff to execute Change Order No. 1 to the 2025 Pavement Maintenance Project Contract with Graham Contractors, Inc. to include traffic calming measures and increase the amount of the contract by \$120,000, contingent on approval by the Council of funding for the project in the FY 2025–26 budget.

9. 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. City Council Representation on Regional Boards & City Advisory Bodies

Recommended Action: Review appointments of City Council representatives on regional boards and committees and City advisory bodies.

B. Castle Mobile Home Park Overview

Recommended Action: Receive a report on Castle Mobile Home Estates regarding encroachments into the Regional Transportation Commission corridor right of way.

10. Adjournment - The next regularly scheduled City Council meeting is on June 26, 2025, at 6:00 PM.

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 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.

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.