City of Capitola
City Council Meeting Agenda
Thursday, November 12, 2026 – 6:00 PM

City Council Chambers
420 Capitola Avenue, Capitola, CA 95010

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

Closed Session – 5:30 PM

Closed Sessions are not open to the public and held only on specific topics allowed by State Law (noticed below). 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.

i. CONFERENCE WITH LEGAL COUNSEL—LIABILITY CLAIMS (Gov. Code § 54956.95)
Claim Against the City of Capitola
Claimant: Tiffany Hsu

ii. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION significant exposure to litigation pursuant to Gov. Code § 54956.9(d)(2), (e)(1) (2 matters)

Regular Meeting of the Capitola City Council – 6 PM

1. Roll Call and Pledge of Allegiance

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

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.

4. Report on Closed Session

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 October 22, 2026.

B. 2027 Holidays and City Hall Closures
Recommended Action: Adopt a resolution designating the holidays and City Hall closures in calendar year 2027.

C. Donations Report FY 2025-26
Recommended Action: Receive the Annual Donations and Contributions Report.

D. Consider Contract Amendment for Fiscal Transparency & Budget Planning Software
Recommended Action: Authorize the City Manager or designee to execute an amendment to the City's existing agreement with Tyler Technologies, Inc. to add the Open Finance (fiscal transparency) and Pattern Stream (budget planning) software modules and adopt a resolution authorizing an additional appropriation of $8,300 to cover one-time implementation and first-year costs. The combined annual subscription cost for both modules is estimated at $24,000, consisting of approximately $13,200 for Open Finance and $10,800 for Pattern Stream.

E. Personal Service Contract for Affordable Housing Nexus Study and Impact Fee
Recommended Action: Authorize the Interim City Manager to execute a professional services agreement with Willdan Financial Services in an amount not to exceed $35,250, to prepare an Affordable Housing Nexus Study and provide recommendations regarding the City's Affordable Housing Impact Fee and Affordable Housing In-Lieu Fee.

F. Budget Amendment for Police Patrol Vehicle Outfitting
Recommended Action: Adopt a resolution approving an $18,000 budget amendment from the Equipment Replacement Fund balance for Police Department patrol vehicle outfitting.

G. CalOES Designated Agents for Disaster Assistance
Recommended Action: Adopt a resolution certifying the Capitola staff members who are authorized to submit CalOES paperwork.

H. Noble Gulch Culvert Cooperative Agreement Extension
Recommended Action: Authorize the Interim City Manager to execute Amendment No. 1 to the Cooperative Agreement and Reservation of Rights with the County of Santa Cruz and the Santa Cruz County Flood Control and Water Conservation District - Zone 5, in a form acceptable to the City Attorney, extending the term through January 14, 2032.

I. Liability Claim
Recommended Action: Reject liability claim from Tiffany Hsu.

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. Adoption of the 2026 City of Capitola Emergency Operations Plan
Recommended Action: Adopt (1) a resolution approving the 2026 City of Capitola Emergency Operations Plan (EOP), which supersedes the 2017 EOP, and authorizing the City Manager, as Director of Emergency Services, to approve EOP annexes and make administrative updates, with substantive changes returned to the City Council for approval; and (2) a resolution adopting the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and the Incident Command System (ICS) as the City's emergency management standards.

B. Approval of Job Descriptions and Hourly Pay Rates for Building Plan Examiner I and Building Plan Examiner II
Recommended Action: Approve the proposed job descriptions and establish hourly pay rates for the positions of Building Plan Examiner I and Building Plan Examiner II, authorizing the City Manager to utilize these positions on an hourly, as-needed basis to support the City's Building Division.

C. City Manager Recruitment Update
Recommended Action: Review proposals from executive recruiting firms and provide staff with direction.

D. Community Development Block Grant Projects 23A-CDBG-IH-20002-A1 and 24-CDBG-CP-10001-A1 Closeout
Recommended Action: This item has been continued to the December 10, 2026 meeting.

9. Adjournment

The next regularly scheduled City Council meeting is on November 19, 2026, 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

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@cityofcapitola.gov and they will be included as a part of the record for the meeting.

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 envié un correo electrónico a cityclerk@cityofcapitola.gov.

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.