

City of Capitola

City Council Meeting Agenda

Thursday, December 14, 2023 – 6:00 PM



City Council Chambers
420 Capitola Avenue, Capitola, CA 95010

Mayor: Margaux Keiser
Vice Mayor: Kristen Brown
Council Members: Yvette Brooks, Joe Clarke, Alexander Pedersen

Closed Session – 5 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 LABOR NEGOTIATORS (Gov. Code § 54957.6)

Negotiator: Chloé Woodmansee, Assistant to the City of Manager

Employee Organizations: Association of Capitola Employees, Police Officers Association, Mid-Management Employees, Confidential Employees, Police Captains, and Management

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 Yvette Brooks, Joe Clarke, Alexander Pedersen, Kristen Brown, and Mayor Margaux Keiser.

2. Additions and Deletions to the Agenda

3. Report on Closed Session

4. Additional Materials

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

A. Correspondence Received - Item 8A

B. Correspondence Received - Item 8B

C. Additional Materials - Item 8C - Staff Memorandum on Selection of Consultant for Strategic Planning Agreement

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 November 21, 2023.

B. City Check Registers

Recommended Action: Approve check registers dated November 17, 2023, November 22, 2023, and December 01, 2023.

C. Interest Rate for Tenant’s Security Deposits

Recommended Action: Adopt a resolution setting the interest rate for tenant’s security deposits for 2024 at zero percent (0%).

D. Annual and Five-Year Impact Fee Report

Recommended Action: Adopt a resolution adopting the Fiscal Year 2022-23 AB 1600 report.

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. Bay Avenue and Hill Street Traffic Safety Update

Recommended Action: Receive an update on the Bay Avenue and Hill Street Short-Term Traffic Safety Improvement Project and direct staff to pursue a corridor study.

B. Capitola Wharf Enhancement Project

Recommended Action: Provide direction to staff regarding the redesigned wharf entry gate and additional fixtures, authorize approval of two artist contracts, and consider an allocation of additional funding for the Capitola Wharf Enhancement Project (CWEP).

C. Strategic Planning Contract

Recommended Action: Authorize the City Manager to execute a Professional Services Agreement in an amount not to exceed \$50,000 to develop a five-year City of Capitola Strategic Plan.

D. City Council Reorganization for 2024

Recommended Action: Nominate and elect a new Mayor and Vice-Mayor.

9. Adjournment - Adjourn to the next regularly scheduled City Council meeting on January 11, 2024, 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: 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.

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 at www.cityofcapitola.org by clicking on the Home Page link “**Meeting Agendas/Videos.**” Archived meetings can be viewed from the website at any time.

Comments on Meeting Regarding Bay and Hill Street Intersection

Teresa Green <teresajgreen@me.com>

Sat 12/9/2023 11:33 AM

To: City Council <citycouncil@ci.capitola.ca.us>; Dally, Andrew (adally@ci.capitola.ca.us) <adally@ci.capitola.ca.us>; Kahn, Jessica <jkahn@ci.capitola.ca.us>

City Council and Staff Members,

I attended your meeting on November 30th which explained the recommendations for improvements to the intersection of Hill Street and Bay Avenue. Rather than speak at the meeting, I preferred to collect my thoughts and write them to you instead. I have some observations and concerns about the plan presented as I understand it.

I live on Hill Street so I pass through that intersection multiple times a week. I also walk most mornings and cross there at least 3 times a week. So I am very familiar with that intersection and I fully agree that something needs to be done with it. There is a lot going on with cars and bikes and pedestrians converging in that space. Seems like there is a lot of confusion by drivers at the 4 way stop, with multiple lanes of traffic and left turns to consider, and then whether there are pedestrians trying to cross. It is a lot to consider for a driver. I was very disappointed to hear that you could not install crosswalk lights there.

It was not clear to me where exactly the fatal hit and run accident occurred. I have heard it was on Crossroad Loop, but also heard it was on Bay Avenue near Crossroads Loop. My observation is that the woman was not crossing at a crosswalk, and it was 8:30 at night so it was dark. A tragic, poor choice on the victim's part. That all being said, the presentation did not make it clear what part the Hill/Bay intersection played in the accident and I wonder if you are addressing the correct problem there. Perhaps other approaches might be better and a more thorough analysis of the traffic situation is in order.

As far as the changes being proposed for the intersection, I wonder if the traffic impacts that will result from the change have been detailed out. From what I recall, the plan called for reducing the lanes on Bay Avenue to one lane and a left turn lane (or perhaps just one lane) in each direction. As I come down Hill Street to get on Highway 1, there is often already traffic backed up on Bay to almost Hill Street waiting for the light to change. Same situation with traffic coming off the freeway onto Bay. Making these one lane would increase the likelihood of this situation, especially on busy weekends. My other observation is that traffic already avoids the intersections at Bay and Hill, and Bay and Capitola Ave because of the time involved in waiting at the 4 way stops. This is quite obvious during drop-off and pick-up times at New Brighton Middle School. As a result of this, people often detour around those intersections by driving through residential neighborhoods, turning up Rosedale Ave and then onto Hill Street. (I will remind you that Rosedale and Hill are noted bike roads for kids going to school.) They might even shortcut through Crossroad Loop to avoid the 4-way stop. My concern is that this tendency will only increase with the adoption of the current plan.

While I understand your wish to address this tragic situation quickly, I think a more thoughtful analysis of overall traffic patterns is needed before implementing a solution that may not be beneficial to overall safety.

Thank you for your consideration,

Teresa J. Green
405 Hill. Street
Capitola, CA

Gautho, Julia

From: Diane Castle <dianecastle2@gmail.com>
Sent: Thursday, December 14, 2023 3:25 PM
To: City Council
Subject: Comments for Dec 14th Meeting, Item 8.A.

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Capitola City Council,

(I had planned to attend this meeting but tested positive for Covid this morning.)

A Dec 11th article in the NY Times is very timely given the recent tragedies of one woman's death and another woman's injury from cars driving in Capitola. It addresses the reasons for the uptick in pedestrian deaths by cars after dark, primarily in the U.S. While many factors may come into play, two in particular stand out.

Please see excerpt from the article below (bold type are my highlights):

"...put together, it's clear that there's been a particularly American mix of technological and social changes over the past decade and a half. **And they have all come on top of a road system and an ingrained culture that prioritizes speed over safety.** Whatever has happened over this time has reversed years of progress on daytime pedestrian fatalities, too, leading to a modest increase in deaths. **Nighttime, however, has the potential to amplify so many of these new risks.**

A transportation system that's safer by design — as in many European countries — might better absorb any one of these dangers. Distracted drivers are safer at lower speeds. People out at night are safer with well-lit crosswalks.

Even "monster trucks are safe on safer roads," said Nicholas Ferenchak, a professor at the University of New Mexico and director of the Center for Pedestrian and Bicyclist Safety. Now imagine distracted drivers in monster trucks on high-speed roads in the dark"

With this information in hand, I am optimistic that Capitola can make changes to help reduce pedestrian fatalities and injuries. A few ideas:

- 1) We can reduce speed limits (and enforce them), and especially on Bay Street, reduce the lanes in each direction from two to one
- 2) Be sure pedestrians in crosswalks are more visible at night by adding lighting and other safety features so even distracted drivers cannot miss a pedestrian.
- 3) Have a city-wide Safe Driving campaign to include watching for pedestrians, attention to speed limits, etc. Advertise using the same across-the-road banners used for events (Surfing Santa, Free Parking).

I hope you will consider these comments. Please take the time to read the full article which has been made available to you, link below.

Thank you,

Diane Castle, 750 47th Avenue Spc 29, Capitola

Full NY Times Article: https://www.nytimes.com/interactive/2023/12/11/upshot/nighttime-deaths.html?unlocked_article_code=1.FE0.nbxZ.WN86_NmMA-OQ&smid=url-share

Item 4 A.

Addition to City Council agenda item 8B, December 14, 2023

Gayle Ortiz <gayle@gocapitola.com>

Wed 12/13/2023 11:08 AM

To: City Council <citycouncil@ci.capitola.ca.us>

Cc: Goldstein, Jamie (jgoldstein@ci.capitola.ca.us) <jgoldstein@ci.capitola.ca.us>; Kahn, Jessica <jkahn@ci.capitola.ca.us>

■ 1 attachments (5 MB)

CWEP Response Dec. 14 Council Meeting.docx;

Dear Council,

Please see attached our comments on the staff report for tomorrow night's agenda regarding the wharf. Please add it to the public record for that night's meeting.

We will be at the meeting to answer any questions but, if in the meantime, you feel you need to contact us we are available.

Thank you so much for your continued service,

Gayle Ortiz

Gerry Jensen

To: Capitola City Council
 From: Capitola Wharf Enhancement Project
 Re: December 14, 2023, City Council Meeting—agenda item 8B

We have identified disparities between our activities and experiences and several details presented in the staff report. This memo is for clarification purposes. Staff references are in plain font in the order they appear, followed by our comments in *italics*.

1. Table 1. Capitola Wharf Enhancement Project – Cost Estimate

A. Entry Gate: “...The CWEP group has refined the RRM design and provided the updated rendering shown below. The updated design includes two wing walls with a donor acknowledgment art feature on the western side (listed as items B and F in the above table). The updated design includes illuminated glass tops; however, Capitola’s Municipal Code prohibits lighting on the beach beyond the minimum necessary for public safety.”

First and foremost, we want to say that we have no ownership of the entry design. The city has sole authority over that. The city engaged RRM Design Group for the project, restricting CWEP from engaging with them during the design phase. CWEP did not refine the design. At the City Manager’s request, CWEP sought pro bono services and identified former Mayor and designer, Dennis Norton, who generously volunteered and submitted designs. The staff report identifies design elements for refinement, but prior to last week’s public notice of the December 14, 2023 City Council Agenda, there had been no staff-to-designer communication. Furthermore, CWEP recently discovered the city enlisted the services of another designer, a decision made without the knowledge of CWEP and Dennis Norton Design, despite our ongoing efforts.

It is crucial to acknowledge and appreciate volunteers, especially professionals like Mr. Norton, yet to our knowledge, there has been no such recognition. Regardless of the next steps, we emphasize the community’s strong preference, as demonstrated through extensive outreach, for the wharf to maintain its traditional and Venetian Court-style architecture. We also urge appropriate follow-up with Mr. Norton.

2. B. “Signage Pedestal Art...”

This cost would have covered the installation of mosaic tile work at the base of the viewing stations. However, we have excluded Option B from consideration due to ADA restrictions. This element reduced accessibility for all. Please note: one viewing station will incorporate monochromatic lenses specifically designed to accommodate individuals with visual impairments.

3. D. Historic Sign: “CWEP has secured a private funding source for the Historic Sign. CWEP requests that the design for the sign be integrated into the design work for other signage on the Wharf.”

CWEP requested the Capitola Historical Museum Board to spearhead this initiative. CWEP is currently not equipped to cover the expenses associated with the signage. We believe it is more fitting for the museum to take ownership of this project.

4. E. Lighting Standards: “CWEP would like the City to use Lumca lighting fixtures for the 10 fixtures on the Wharf. These fixtures differ from the existing lighting as they are affixed to the wharf decking instead of the railing, requiring a more robust installation. Although the costs for the purchase of the fixtures exceed the estimate, CWEP has expressed its willingness to raise additional funds to cover the additional costs. Funding for installation, including electrical expenses, has not been identified.”

Some of the 30-year-old lighting likely sustained storm-related damage and may not comply with current codes. Instead of addressing these safety elements individually, we recommend a comprehensive and uniform replacement.

In pursuit of the most sufficient and sustainable option, CWEP collaborated with a community expert in municipal lighting, who secured a commitment for a potential 25% rate reduction. Opting for the wharf contractor to bid on the lights without leveraging these professional efforts and cost savings could lead to a substantial cost increase. Standard practices often involve a 20% change order and list pricing, negating the 25% discount we secured through our initial inquiry. We suggest the city explore self-procurement as a fiscally prudent option.

5. I, J, K. Benches, Tables, and Trash Receptacles: “CWEP has requested the City use the Wharf furniture listed in Figure 5. Purchase costs for these selections closely match the estimates outlined in the resolution. If the City Council approves this purchase, the City would use CWEP funds for the furniture; however, costs for installation have not been identified.”

The same principle applies to this item as it does for the lighting fixtures. CWEP has obtained an estimate from the same community member for these items. Opting for another bid from a different source is likely to result in higher costs. Once again, we recommend considering self-procurement, as noted in comment #4. Images of the features we chose are attached.

6. M. Additional Bike Racks: “CWEP requests the City split the \$10,000 cost of additional bike racks. CWEP has not requested a specific fixture for the Bike Racks.”

While not initially included in the list of funded items, this item was present on the "unfunded" list. Given the community's growing demand, particularly with the upcoming rail/trail development in Capitola, there is a clear need for bike racks. We wish to collaborate with the city to encourage alternative transportation, reduce automobile usage, and further the goals outlined by the California Coastal Commission for increased public access.

7. The RRM rendering depicted enhancements such as signage, decorative columns, and/or a monument sign at the vehicular entrance to the Wharf at Cliff Drive and Wharf

Road to improve visibility and guide people to the location. CWEP requests that the City consider implementing these improvements and covering the associated costs entirely.

We support this concept and hope the city will fund it.

8. “...Based on current fundraising efforts, CWEP has requested the City use \$75,000 of CWEP funds for a lifeguard storage facility that would be located on the wharf. However, due to the lack of comprehensive information on the condition of the existing buildings, and the extensive permits required to establish an additional structure on the Wharf, staff proposes to work on the storage facility following the determination about existing wharf structures. The City Council may consider directing staff to hold these funds to pursue a future project.”

Currently, CWEP's available funds would only permit the funding of a lifeguard storage facility once all other designated items have been financially supported. We believe this is an important element as identified by the community and a member of the City Council, and we are supportive of the inclusion.

9. *It's important to note that the accompanying table, although serving the purpose of Table 3, was not explicitly labeled, and was inadvertently split across two pages. These estimates were prepared by city staff. This is the list of work we want the city to cover.*

Table 3

	Component	Current Estimate
A	Entry Gate	\$ 70,000
H	Scavenger hunt (additional)	\$ 25,000
M	Additional Bike Racks	\$ 5,000
N	Wharf Road Entry Pillar and Paver Improvements	\$ 25,000
---	Installation of C, E, I, J, K, L, H (additional)	\$ 125,000
	Total City Ask	\$ 250,000

10. Fiscal Impact: “CWEP’s requests for funds are based on CWEP's estimates of the cost of each component.”

CWEP would like to clarify that although CWEP shared comprehensive research on pricing for the most cost-effective elements, as approved by city staff, we are NOT involved in determining any finishes, color schedules, or other specifications of any kind. Our role is strictly advisory.

CWEP Summary:

The funds CWEP has raised will complete the vision that has been shared by the community during the past year and will bring renewed economic vitality to the village.

Requested installation of the items being funded by the community would most likely be a cost incurred by the city anyways once a full evaluation of the existing lighting and existing items that are on the Wharf today.

Throughout this process, we have voluntarily and consistently responded to all city requests and acted in good faith, seeking a collaborative partnership with the city to realize the vision shaped by community input over the past year. CWEP remains committed to restoring and enhancing the wharf, building a more vibrant local economy, improving accessibility, providing family-friendly activities with educational components, increasing visitor guidance to the wharf, bolstering alternative transportation through adequate bike storage, and optimizing the safety and longevity of critical infrastructure.

Our community's generosity will significantly reduce both short and long-term repair and maintenance costs for the city. Considering the outcomes achievable through our campaign, our request for \$250,000 in city funds is nominal when contrasted with the financial requirements that would have arisen without our efforts.

We've already raised an impressive \$336,000, and our fundraising efforts are still underway. With a projected goal of \$400,000, we're seeking the council's approval for this modest investment considering the larger \$8+ million construction project. Our community's generous support makes this request entirely reasonable. Join us in partnership, and together, we will bring our community's incredible vision to life!"







PO Box 4999, Walnut Creek, CA 94596
 Phone: 888-460-7275
 Fax: 888-461-7275
 Email: sales@parkpacifc.com
 Web: www.parkpacifc.com

Order Confirmation

Date 12/1/2023
 Quotation # 037174
 PP Customer # 6574
 Customer Ref #
 Contact Name Joe Palandrani
 Contact Phone # 925-872-3008

Bill To Address

Sierra Utility Sales, Inc.
 1054 41st Avenue
 Santa Cruz, CA 95062

Ship To Address

Sierra Utility Sales, Inc.
 Re: Capitola Wharf
 1054 41st Avenue
 Santa Cruz, CA 95062

Project ID #	Project Name	Project Location	Quantity	UoM	Unit Price	Total
21029	Capitola Wharf (Option 2)	Capitola CA				
C-2140-6-P	Columbia Cascade TimberForm® Model #2140-6-P-M, GREENWAY Contour Bench, MODIFIED to have Hot Dipped Galvanized Steel Frame, Kiln-dried Premium Douglas Fir Slats, Pedestal Mount (excludes anchor bolts); Made in USA; Price Per Each		30	Each	\$1,250.00	\$37,500.00
C-2148-DT	Columbia Cascade TimberForm® Model #2148-DT-M, GREENWAY Litter Container with Dome Top, MODIFIED to have Hot Dipped Galvanized Steel Frame; 36-Gallon Plastic Liner, Kiln-dried Douglas Fir Surround, Surface Mount (excludes anchor bolts); Made in USA; Price Per Each NOTE: Will need to verify if Dome Top can be Hot Dipped Galvanized. If not, Flat Top (-FT) should be considered.		10	Each	\$1,990.00	\$19,900.00
C-2165-6	Columbia Cascade TimberForm® Model #2165-6-M, GREENWAY Accessible Picnic Table with Seats; MODIFIED to have Hot Dipped Galvanized Steel Frame; Kiln-dried Premium Douglas Fir Surround, Surface Mount (excludes anchor bolts); Made in USA; Price Per Each		4	Each	\$3,015.00	\$12,060.00
FR020200	Shipping - ESTIMATE ONLY - Actual freight may be recalculated upon receipt of order, approved submittals, and confirmed delivery address and details. * For large deliveries loading dock or fork lift must be present at delivery location. * Surcharges will apply to residential or job site deliveries or lift gate truck. * Truck unloading and installation are not included in this quote.		1	Each	\$3,395.00	\$3,395.00

Payment Terms	50% deposit due at time of order. Balance due upon delivery.
Estimated Lead Time* (See Terms and Conditions Below):	60 Days

Order Total	\$69,460.00
Sales Tax	\$6,251.40
Shipping	\$3,395.00
Total	\$79,106.40

ParkPacifc, Inc. Terms and Conditions

ParkPacifc, Inc. terms and conditions apply, without exception. Quoted prices are net, f.o.b. factory. Written quotations are valid for acceptance within 30 days unless otherwise specifically indicated or extended in writing by ParkPacifc, Inc. State and local taxes at destination, if applicable, are additional and for the Buyer's account. All orders require a deposit upon placement of order with balance due upon delivery. Payment in full is due at time of order for orders less than \$1,000. ParkPacifc, Inc. can provide submittal drawings prior to fabrication for review and written approval by the owner's representative. Upon ParkPacifc, Inc.'s receipt of signed approval, these drawings shall constitute the final specifications and bill of materials for the order. *ESTIMATED LEAD TIME APPLIES FROM DATE OF PARKPACIFC, INC.'S RECEIPT OF SIGNED ORDER CONFIRMATION, APPROVED SUBMITTALS, COMPLETED INFORMATION SHEET (IF REQUIRED), AND REQUIRED PAYMENT. Products are shipped disassembled. Shipping components are usually heavy and awkward and require mechanical handling to accomplish truck unloading (by others) at destination. The cost of unloading (or any other job site work, including installation) is the responsibility of the Buyer. NOTE: FOR RESIDENTIAL DELIVERIES OR LIFT GATE SERVICE, ADDITIONAL CHARGES WILL APPLY. A return of product must receive prior written authorization from ParkPacifc, Inc. Returned products must be sent to and received at manufacture's factory in same condition as originally shipped with transportation charges prepaid. A minimum 50% re-stocking charge applies on all returned and cancelled orders. Manufacturer's warranty applies and ParkPacifc, Inc. makes no warranties with respect to products purchased and disclaims all warranties, express or implied, including the warranties of merchantability and fitness for a particular purpose. Neither party shall be liable to the other for incidental, indirect, or consequential damages or lost profits arising out of or relating to their agreement. Suit for any dispute under this Agreement may be brought only in a court of competent jurisdiction in Contra Costa County, California.

Requirements to Process Order	
- Signed Quote or Order Confirmation	
- Contact Name and Phone #:	Joe Palandrani 925-872-3008
- Approved Submittal Drawing(s)	Required
- Payment of Required Deposit	\$39,553.20

Signature	Date
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Gautho, Julia

From: Vicki Guinn <vickig@davidlyng.com>
Sent: Wednesday, December 13, 2023 4:49 PM
To: City Council; Vicki Guinn
Subject: Public Comment Agenda Item 8B, 12/14 City Council Meeting

Follow Up Flag: Follow up
Flag Status: Flagged

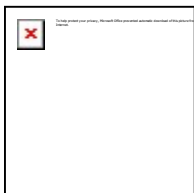
Mayor Margaux Keiser, Vice Mayor Kristen Brown, Council Member Yvette Brooks, Council Member Joe Clarke, Council Member Alexander Pedersen

I wish to express my enthusiastic support for the proposal to allocate additional funding as needed in collaboration with CWEP's community-raised funds for Wharf Enhancements. This proposal aligns with our collective responsibility to enhance public spaces for the benefit of all. Current and future generations. The wharf stands as a vital hub of community interaction, a source of local pride, and a symbol of our heritage. The proposed enhancements promise not only aesthetic improvements but also increased inclusivity benefitting residents and visitors alike. Moreover, such enhancements will attract tourism, boosting our local economy and generating new opportunities for businesses operating in the vicinity.

The collective efforts of our community to raise funds demonstrate the deep commitment and passion we hold for preserving and improving this treasured space. By combining these local resources with city funding, we have a unique opportunity to maximize the impact of these enhancements, ensuring a more vibrant and accessible wharf for all. These enhancements extend beyond beautification. They represent an investment in our community's future, fostering economic growth, tourism, and fostering a stronger sense of community engagement.

I urge the City Council to support this initiative, leveraging the collaborative spirit of our community and allocated city funds in partnership serving as exemplary models of governance and community involvement.

Thank you,



Vicki Guinn, BIA, CWEP
Asst. Transaction Mgr.
Broker Associate/Realtor
DRE 01077494
David Lyng Real Estate

301 Capitola Ave, Capitola CA 95010

831.475.8111



Public Works Department

Memo

To: City Council
From: Jessica Kahn, Public Works Director
Date: December 14, 2023
Re: Item 8B: Capitola Wharf Enhancement Project

This update is intended to provide clarity and address recent developments related to the Capitola Wharf Enhancement Project (CWEP) design, specifically focusing on the entry design and the location of the donor acknowledgment art piece.

Unfortunately, there was miscommunication regarding the entry design for the Wharf Enhancement Project. At this point, the RRM design is the most current graphic representing the proposed look and feel for the entry area. Staff apologizes for any misunderstanding.

The proposed location for the donor acknowledgment art piece has been refined through recent discussions. Staff, in consultation with CWEP, is proposing the donor acknowledgement to be situated just beyond the restroom structure at the base of the wharf.

Considering these updates, staff is seeking feedback from the City Council regarding the proposed design elements at this evening's City Council meeting.

Any feedback received from the City Council during the December 14th meeting will be incorporated into a refined design. This refined design will be presented to the Planning Commission this winter for their consideration and input.

Attachments:

1. RRM Entry Gate Concept Rendering



CAPITOLA WHARF

**City Manager Department**

Memo

To: City Council
From: Chloé Woodmansee, Assistant to the City Manager
Date: December 13, 2023
Re: Item 8.C: Strategic Planning Contract

On December 11 and 12, 2023, staff and Council Members Brooks and Pedersen conducted interviews with the top-three strategic planning consultant RFP teams. The interview panel recommends BerryDunn as the consultant for this project, based on the firm's high level of experience, dedication to community outreach, and overall approach to the project.

Staff expects that work on the strategic plan development project will begin early in 2024 and take at least six months from project launch to final plan adoption. The first step after executing the project contract will be a kick-off meeting between City and BerryDunn staff. Staff will provide a more detailed project timeline, along with the specific expectations of the Council's involvement in the project, in early 2024.

The updated recommended action for Item 8.C is to authorize the City Manager to execute a Professional Services Agreement with BerryDunn in an amount not to exceed \$50,000 to develop a five-year City of Capitola strategic plan.

Attachment:

1. BerryDunn Proposal



PROPOSAL

City of Capitola
Strategic Plan
Development Services

berrydunn.com

BerryDunn

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Seth Hedstrom, Project Principal
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mkenedy@berrydunn.com

Proposal Submitted On:
November 10 before 5 p.m.

Cover Letter

November 10, 2023

City of Capitola
 Attention: Chloé Woodmansee, Assistant to the City Manager
 420 Capitola Ave
 Capitola, CA 95010

Dear Chloé Woodmansee:

On behalf of Berry, Dunn, McNeil & Parker, LLC (BerryDunn), I am pleased to submit this proposal in response to the City of Capitola's (the City's) Request for Proposals (RFP) for Strategic Plan Development services. We have read the City's request and reviewed its terms, conditions, and the contents presented therein. Our proposal is a firm and irrevocable offer valid for 90 calendar days from the proposal deadline of November 10, 2023.

BerryDunn is a nationally recognized independent management and IT consulting firm, headquartered in Portland, Maine, with eight office locations nationally. **Focused on inspiring organizations to transform and innovate**, we are a stable and well-established firm that has preserved our core values and reputation for excellence throughout our 49-year history. Our firm's culture is centered on a deep understanding of our clients' commitment to serving the public. BerryDunn proudly tailors each of its projects to recognize the work our clients do every day.

From extensive project experience for more than **600 state, local, and quasi-governmental agencies**, our team brings valuable perspectives to every engagement. Additionally, our team has prior experience serving state and local government agencies, providing them with an in-depth understanding of government operations, staffing needs, budgetary constraints, and the business processes required to provide necessary services to the internal divisions and the constituents the City serves.

Our firm provides a full range of professional services that support our ability to complete the City's outlined tasks. With organizational development as a core tenant of our work, we are pleased to offer the following services to benefit the City:

- ▶ Strategic planning
- ▶ Community/stakeholder engagement/planning
- ▶ Cost of service and financial analysis
- ▶ Leadership development
- ▶ Executive coaching
- ▶ Organizational change management
- ▶ Organizational assessment
- ▶ Business process improvement
- ▶ Performance measurement
- ▶ Technology planning

We understand that City Council has requested that City staff research and develop a Strategic Plan to guide Council, staff, and budgetary priorities over a dedicated time frame. **We are here to serve you.** We have not just served clients like you nationally; but we have also served local clients such as the cities of Menifee, Redlands, and Santa Monica, and Santa Clara County, for their strategic planning needs.

As a principal in and the leader of BerryDunn's Local Government Practice Group, I can attest to the accuracy of our materials, and I am legally authorized to bind, negotiate, make presentations on behalf of, and commit our firm and our resources. If you have any questions regarding our proposal or updates on the evaluation process, please consider me your primary point of contact and feel free to contact me directly.

Sincerely,



Seth Hedstrom, PMP®, LSSGB, Principal

2211 Congress Street, Portland, ME 04102-1955
 t/f: 207-541-2212 | e: shedstrom@berrydunn.com

Project Understanding

Named one of *Sunset* magazine’s “best beach towns,” the City of Capitola sits on the shores of the Pacific Ocean with a breathtaking view of Monterey Bay and boasts of Mediterranean flavor. California’s oldest seaside resort town is located just 35 miles southwest of San José and less than two hours’ drive from San Francisco. The City began as a popular beachfront tourist destination, a place where everyone could come to enjoy beautiful parks and sand beaches. Today, the City maintains those roots and has added a vibrant commercial district and several distinct residential neighborhoods. Nearly 10,000 people call Capitola home, and countless more visit to experience both its natural beauty and other attractions. Many residents and visitors express that **“this little town is full of adventure and will make you feel at home immediately.”**

The City Council has “requested that staff research and develop a Strategic Plan” and are looking for a consultant to support staff in doing so. The City benefits from proactive, goal-oriented leadership who care about the City’s development, growth, and success. As such, the City seeks a qualified consultant to assist in the creation of a high-quality, efficient, and timely City of Capitola Strategic Plan that furthers its mission. This Strategic Plan will be the City’s first and a unique opportunity for the City to look at who it is and who it wants to be.

How BerryDunn Can Help



Our demonstrated commitment to serving clients in the State. Our proposed project manager and lead facilitator, Michelle Kennedy, is based on the West Coast and has led strategic planning projects for the Cities of Redlands and Menifee. Currently, she is serving as project manager and lead facilitator for the City of Santa Monica’s homelessness strategic plan and Santa Clara County’s Consumer and Environmental Protection Agency (CEPA). We have a strong presence and commitment to working with California local governments, and we will use our expansive knowledge and lessons learned from these projects to deliver exceptional services on this engagement.



Our decades of relevant strategic planning experience. We are dedicated to serving the public sector and providing a wide variety of services, informing and enhancing our ability to support our clients with strategic planning initiatives. Our proposed project manager and lead facilitator, Michelle Kennedy, has nearly three decades of strategic planning experience and has facilitated more than 70 strategic planning processes over the course of her career. Her—and others in our proposed project team—broad exposure to the strategic planning process gives us an in-depth understanding of the importance in establishing trust and credibility with stakeholders and effectively engaging said stakeholders in the planning process to build buy-in for a common vision and commitment to action.



Our approach is consensus-based and produces actionable plans. Our approach is based in the Institute of Cultural Affairs’ (ICA) Technology of Participation® (ToP®) facilitation methodology and designed to meet the needs of stakeholders, including elected and appointed officials, managers, frontline staff, and the public. Throughout the process, we will keep stakeholders informed and involved using a variety of innovative engagement strategies. This will help to ensure the City’s strategic planning effort is inclusive of all perspectives and reflects a shared vision.



Our highly skilled project team and their commitment to local government. All our project team members exclusively serve local government clients and the majority have prior experience working in local government organizations prior to joining BerryDunn. Having served dozens of local governments, of all sizes, across the country, our team has a deep understanding of local government organizations, as well as the opportunities and constraints associated with the region’s public-sector landscape. We have experience meeting clients **where they are**—from cities that are embarking on their first strategic plan to clients who have many years of executing their strategic plans. Collectively, we are well-qualified to support the City as it seeks to improve, transform, and innovate, as well as achieve its desired future state.

Scope of Work

Our project team will engage the City’s elected and appointed officials, staff, residents, community groups, major employees, key partners, and other stakeholders in ways that will maximize creativity and innovation and inspire collaboration and consensus for achieving its vision. We will help the City develop a strategic plan that can reasonably be implemented with support and commitment from its stakeholders.

A strategic plan is a living document that defines the organization’s reason for being. It establishes a clear and compelling vision; sets measurable objectives and lays out the desired impact on and value added to entire communities—including residents, business, employees, and other stakeholders; and helps set a direction and focus and assists in aligning resources to accomplish strategic objectives.

Having a clear, concrete strategic direction will help keep the City on track and focused on what is important when challenges, setbacks, and unanticipated events occur. It also helps ensure decisions, policies, plans, programs, and processes are designed through the lenses of stewardship of resources, equity, and collective impact.

Encouraging Crossing Boundaries and Strengthening Interdependencies

Strategies are themes for action, and successful strategies will often cross organizational and community boundaries and appeal to several environmental factors. We will help stakeholders recognize these interrelationships and critical interdependencies, identifying how they align with overall strategic goals.

Applying Effective Tools

Another key to success is aligning financial resources of the organization with strategic priorities. When groups have difficulty agreeing on priorities or selecting just a few to focus on, we use a cost-benefit scoring sheet that helps the group score the impacts, risks, level of difficulty, and effort for each strategy or objective to determine the ones to prioritize. We can customize this tool for use with the City if the group is having difficulty achieving consensus.

Developing Clear and Compelling Plans That Articulate a Business Case

We will write strategic goals, initiatives, and actions in a common language to evoke a clear picture of success to serve as a useful tool for the City’s decision-making. Our project team has facilitated clear, compelling strategic plans for more than 70 public-sector entities and system-level plans involving multiple levels of government, jurisdictions, and agencies. Our clients use these plans to drive budget decisions, execute strategies, and publish the results to communicate with stakeholders and the public.

Effectively Engaging the Public

We will utilize several strategies to effectively engage and collect data and information from the public, including developing communications, conducting interviews and focus groups, and creating an interactive project landing and engagement website via Social Pinpoint.

Social Pinpoint is a customizable community engagement platform that is used to inform stakeholders of project goals, objectives, and progress, and provide opportunities to interact and gather information. This tool has several features that we use frequently and as needed throughout strategic planning projects, such as forums, mapping, an ideas wall, and surveys. It is also important to note that Social Pinpoint is mobile-friendly and has a Google Translate interface.

With this tool, we will easily be able to set up a landing page and sub-pages for the City to capture the culture of the stakeholders it serves—providing opportunities for participants to contribute to the City’s mission, values, vision, and strategic priorities. We will also be able to track analytics and progress in real-time, promote participation, and set up email notifications to help ensure that, even in a remote environment, effective strategic planning and community engagement activities can take place.

We recently developed fully customized Social Pinpoint sites to support the following clients, as well as others:

- ▶ City of Menifee, California
- ▶ City of Redlands, California

Work Plan

Below and on the following pages, we provide details of our work plan to conduct the City's project effectively and efficiently. We include timeline details in the work plan narrative for further consideration. To be responsive to the City's page limits, we were high-level with these details. We are happy to discuss our timeline further with the City upon request or during project initiation activities.

Phase 1: Project Planning (*four weeks*) and Management (*ongoing*)

1.1 Prepare for and Conduct an Initial Virtual Project Planning Meeting. Upon conducting background research to gain more familiarity with the City, we will conduct initial project planning with the City's project team to identify project milestones and expectations for stakeholder engagement in the strategic planning process. We will introduce key team members, clarify project goals and objectives, identify known project constraints, and refine dates and/or tasks, as appropriate. We will discuss our approach for managing communications between BerryDunn and the City, as well as our approach to scope, risk, and resource management. We will also review possible formats for the Final City of Capitola Strategic Plan. These discussions will help us to refine our currently proposed Project Work Plan and Schedule.

1.2 Request and Compile Documents and Data. We will request and compile documentation and data to help us better understand the current environment and inform engagement activities.

Examples include:

- ▶ Key performance metric data
- ▶ Program descriptions and data
- ▶ Past internal and external assessments
- ▶ Other existing planning and policy documents, organizational charts, staffing, and budgeting details
- ▶ Data from any previous community and stakeholder engagement efforts that are relevant to development of the Strategic Plan
- ▶ Previous surveys of the City's stakeholders and staff
- ▶ Demographic, economic, and community data and forecasted trends from the U.S. Census Bureau, the U.S. Bureau of Labor Statistics, American Community Survey, U.S. Department of Education, Centers for Disease Control and Prevention, the Opportunity Index, and other state and local data sources

Once provided, we will review the documentation and data to help us produce an Environmental Scan and Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis that will inform engagement activities.

1.3 Develop a Project Work Plan and Schedule. Based on the information gathered from our initial project planning meeting and document and data review activities, as well as from those details enclosed in this proposal, we will develop the Project Work Plan and Schedule, which will outline the tasks and timelines for the strategic planning process. The Project Work Plan and Schedule will also include agreed-upon procedures between BerryDunn and the City related to project control, including quality management and deliverable submission/acceptance management. After providing draft versions of these materials in advance, we will facilitate a videoconference with the City's project team to review the drafts and solicit feedback. This videoconference will introduce the City's project team to our document review process and provide an opportunity for the City to share input on a critical step in the process. We will incorporate the City's feedback and finalize the documentation before distributing it in final form.

Deliverable 1 — Project Work Plan and Schedule

Phase 1: Project Planning (four weeks) and Management (ongoing)

1.4 Identify Strategic Planning Partners and Participants and Develop a Communications Strategy. We will assist the City in developing a stakeholder engagement list. This will include developing communications and messaging to build awareness for the process, its intended outcomes, and opportunities for stakeholders to get involved, as well as to keep City Council, City staff, and community stakeholders informed about the strategic planning process. It will also include any kickoff presentations for orientation of the City Council and City leadership. We will review messaging and communications with the City's project team before finalizing and working with the City's project team to distribute them.

1.5 Develop Questions and Protocols to Guide Stakeholder Interviews. To understand how the City Council, leadership, staff, and other key participants view the current environment and issues of strategic importance—and to gather information for the Environmental Scan—our project team will develop questions to guide individual interviews, surveys, and the strategic planning sessions we facilitate. We will review the questions and protocols with City's executive team to build consensus and solicit feedback before updating them to final.

Some of the topics we will address are:

- ▶ What current and/or emerging trends have the biggest influence on where efforts and resources should be focused?
- ▶ What are the potential scenarios that the City should be prepared for in the coming 2, 5, and 10 years?
- ▶ What is the most pressing problem or concern facing the City?
- ▶ What is the City's long-term vision for itself as an organization and the residents and visitors it serves?
- ▶ What opportunities could more effectively leverage City's efforts, resources, and capacity to achieve better outcomes?
- ▶ What does the City desire to address or accomplish on behalf of its employees, members and, more broadly, the people of Capitola?
- ▶ What obstacles or challenges could get in the way of the City successfully pursuing its strategic direction and implementing its plan?

In addition to developing questions and protocols, we will also work with the City's executive team to schedule and communicate opportunities to involve appropriate groups.

1.6 Conduct Biweekly Project Status Meetings. Our project manager and lead facilitator, Michelle, will conduct Biweekly Project Status Meetings with the City's project manager on an ongoing basis throughout the strategic planning process. We will use these meetings to describe the activities and accomplishments for the reporting period; plans for the upcoming month; risks or issues encountered during the reporting period; and anticipated problems that might impact project deliverables. We will also use these meetings to highlight any work products and approaches that will contribute to deliverable development.

Deliverable 2 — Biweekly Status Meetings

Phase 2: Develop the Environmental Scan (12 weeks)

2.1 Conduct Interviews with City Stakeholders. We will conduct individual and group interviews and focus groups with City Council, senior leadership, key staff, and community stakeholders, as appropriate, to thoroughly review and assess services and the needs of the community. These interviews will be guided by previously developed questions and protocols. Working with these diverse stakeholder groups, we will help ensure alignment and cohesion for the City's strategic direction, as well as generate excitement, promote consensus and buy-in, and encourage participation and involvement in the process.

2.2 Develop and Administer the City's Social Pinpoint Site. We will utilize tools and technology that will help to encourage collaboration with the City and its stakeholders. One of these tools, a virtual engagement

platform called **Social Pinpoint**, will be customized to encourage community engagement in the strategic planning process and to gain broad stakeholder input that will be used to inform development of the Final City of Capitola Strategic Plan. We will work in collaboration with the City to help ensure its landing page is built thoughtfully and speaks to its culture. Additionally, within this landing page, City stakeholders will have access to an external survey (can also be used to survey City employees), idea wall, and other engagement tools that will help gather information related to the City's current environment and the community's desired vision for the City's future.

2.3 Review and Analyze City-Provided Documents and Data. We will review and analyze the documents and data requested in Task 1.5. This will be used to help us produce an Initial Environmental Scan and SWOT Analysis that will inform engagement activities.

2.4 Synthesize Information Gathered and Develop an Initial Environmental Scan and SWOT Analysis. We will synthesize information gathered through quantitative and qualitative research, document and data review, Social Pinpoint, employee survey, Budget Book, Comprehensive Plan, department-level plans, Committee and Boards Annual Reports, leadership and stakeholder interviews, and any available performance data to develop an Initial Environmental Scan and SWOT Analysis. The format will be a highly visual and compelling slide deck and will be used to inform the upcoming community forums and strategic planning sessions. The presentation will provide an overview of the City's current environment; a detailed SWOT Analysis; and discovery outcomes to the City's project team to solicit input and gain consensus.

2.5 Update the Initial Environmental Scan and SWOT Analysis to Final. We will incorporate community forum outcomes in our Initial Environmental Scan and SWOT Analysis and review it with the City's project team and City Manager to solicit feedback before updating it to final. The Final Environmental Scan and SWOT Analysis will guide and inform strategic planning sessions, as well as generate excitement for the process among stakeholders, encourage new ideas, and foster a sense of cohesion and optimism for the future. The Final Environmental Scan and SWOT Analysis will also include a strengths, weaknesses, opportunities, and challenges analysis that will assist in the development of the Final City of Capitola Strategic Plan.

Deliverable 3 — Initial and Final Environmental Scan and SWOT Analysis

Phase 3: Develop the Strategic Plan (*eight weeks*)

3.1 Develop the Meeting Design and Agendas for Strategic Planning Sessions 1 and 2. We will design and develop agendas for Strategic Planning Sessions 1 and 2. Each session's design and agenda will guide strategic planning progress and will include a presentation of the Final Environmental Scan and SWOT Analysis to provide participants with a shared understanding of the current environment, the trends that are affecting it, opportunities for the future, and key takeaways from engagement activities. Each in-person session will focus on building consensus and refining the strategic priorities identified, as well as the City's vision and key results. We will review the meeting designs and agendas for each session with the City's project team before updating them to final.

Deliverable 4 — Plan Development Agendas

3.2 Facilitate Strategic Planning Workshops (On-Site Trip #1). Strategic Planning Session 1 will focus on developing the City's vision, mission, values, strategic priorities, and goals with the City Council. This session will be guided by the previously developed meeting design and agenda, as well as the Final Environmental Scan and SWOT Analysis. We will use the ICA ToP® facilitation methodology, designed to produce group consensus, to address and resolve any conflicting values or visions. We will document the outcomes of this session to review with the City's project team and plan for next steps. Strategic Planning Session 2 will be with City leadership and selected key staff, refining City Council's work, establishing strategic objectives, and performance measures. The Environmental Scan and SWOT Analysis will be presented to provide context, foundation, and shared understanding of the current environment in support of the Strategic Plan.

Phase 3: Develop the Strategic Plan *(eight weeks)*

3.3 Develop and Present the Initial City of Capitola Strategic Plan Draft. We will develop the Initial City of Capitola Strategic Plan Draft in an agreed-upon format for the final document. This plan document will include an executive summary, as well as a detailed plan that identifies the City's shared vision, mission, guiding principles, strategic priorities, goals, objectives, and performance measures.

Deliverable 5 — Initial City of Capitola Strategic Plan Draft

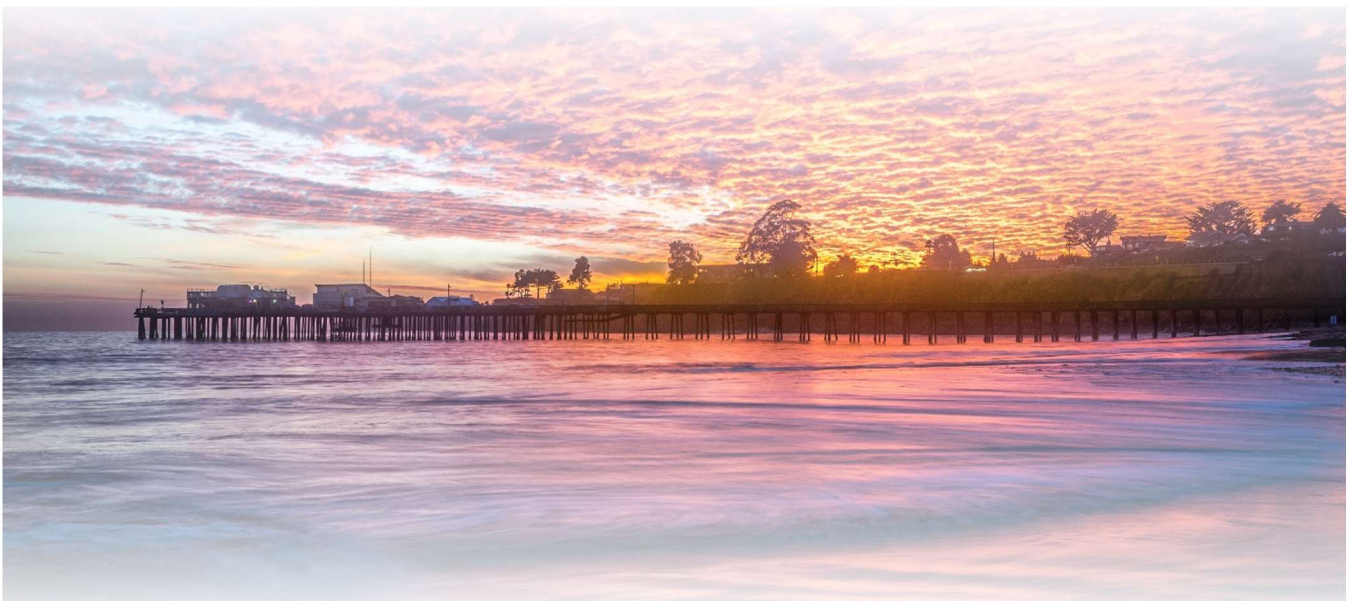
3.4 Facilitate Work Session to Review Draft City of Capitola Strategic Plan. We will review and edit this draft with the City Manager, the City's project team, key staff and prepare a presentation to present the Initial City of Capitola Strategic Plan Draft to the City Council in a work session. This will serve as an opportunity for the City Council to provide feedback and make any final changes.

3.5 Develop the Final City of Capitola Strategic Plan (On-Site Trip #2). After reviewing the Initial City of Capitola Strategic Plan Draft with the City Council, we will incorporate and Council requested edits and develop a graphically designed, Final City of Capitola Strategic Plan for final approval and adoption. In addition to the content described in Task 3.4, the final document will include a description of the Strategic Plan development process, the plan for progress monitoring and reporting, as well as the development of a one-page "Plan at a Glance" document that can serve as a standalone high-level summary of the Strategic Plan. The "Plan at a Glance" will follow the design and branding of the full Strategic Plan and include mission and vision statements, guiding principles/values, strategic priorities, strategic goals, and a link to the website where the full plan can be reviewed or downloaded.

(Optional Service) 3.6 Create a Graphically Designed Version of the Strategic Plan. Should the City request, we will develop a graphically designed version of the Final Strategic Plan. This document will reflect the organization's branding and serve as a public-facing tool.

3.7 Conduct Project Closeout Activities. Once the strategic planning effort is complete, we will perform closeout activities, including providing the City with documentation developed and collected during the process, and conducting lessons learned and knowledge-sharing activities. Conducting this task will equip the City with the tools needed to continue to progress toward its vision and to successfully implement its plan, even after the project is complete.

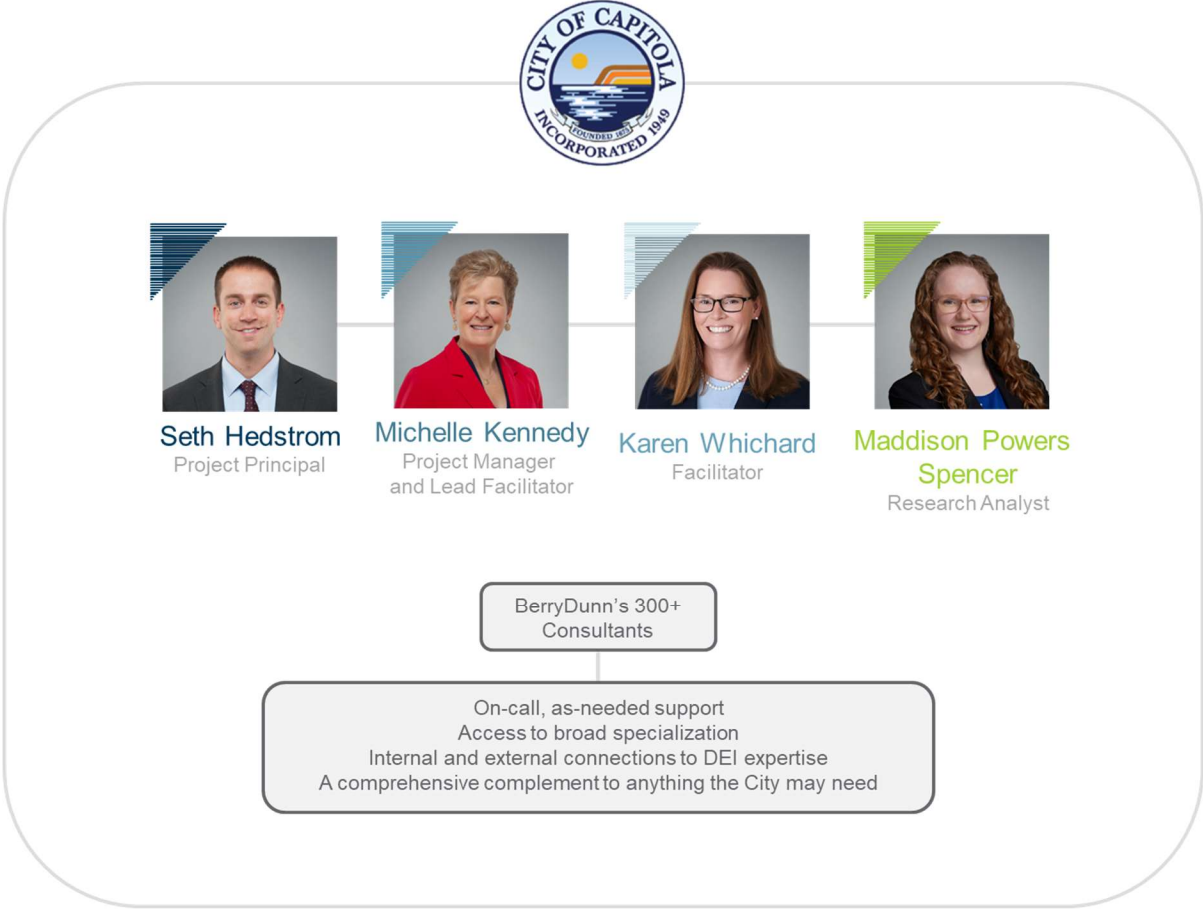
Deliverable 6 — Final City of Capitola Strategic Plan Draft



Personnel

Figure 1 describes the organizational structure of our project team, followed by a listing of project staff.

Figure 1: Project Team Organizational Structure



At BerryDunn, we believe in the synergy that accompanies a team approach. That said, we have carefully assembled a project team with unique and specialized qualifications that coincide with the needs and desired outcomes of the City. **These project team members will remain committed, available, and assigned to perform the City's requested work effort.** It should be noted we do not intend to subcontract any portion of the City's desired scope of work.



Project Team Resumes

Below and on the following pages, we list our project team members' experience, qualifications, and expertise as it relates to projects of this nature and work with comparable public-sector clients.



Seth Hedstrom, PMP®, LSSGB

Project Principal | Principal

EDUCATION AND CERTIFICATIONS

BS, Business Management,
Babson College

Project Management
Professional® (PMP®), Project
Management Institute®

Lean Six Sigma Green Belt
Certified

Diversity and Inclusion
Certificate, Cornell University

MEMBERSHIPS

Associate Member, Government
Finance Officers Association

Seth is a principal and leads BerryDunn's Local Government Practice Group. He has more than 14 years of experience assisting public-sector clients. His experience includes technology planning, organizational needs assessments, system planning and procurement, and the implementation of enterprise-wide information systems. Seth often serves in a leadership role on strategic planning projects and manages and oversees project progress and issue escalation and resolution with executive project sponsors.

RELEVANT EXPERIENCE

Strategic Planning: Seth has served as a project principal on dozens of BerryDunn's strategic planning projects across the country. He has overseen the project management, community engagement, strategic planning, and implementation phases of the strategic planning life cycle for a variety of organizations of different sizes, scopes, and complexities.

Project Management: Seth has served in leadership on most of BerryDunn's local government strategic planning project. He also has managed system selection and IT strategic planning projects for some of BerryDunn's largest local government clients. He helps ensure projects are conducted in a high-quality manner, as well as stay on time and on budget.

Operational and Organizational Assessments: Seth has been involved in numerous operational and organizational assessment projects, which involve current environment analysis, future state planning, and the development of an implementation plan for incremental improvements over a multiyear planning horizon to align with client resources.

REPRESENTATIVE CLIENTS

- ▶ City of Cooper City, FL
- ▶ City of Edgewater, CO
- ▶ City of Ennis, TX
- ▶ City of Foley, AL
- ▶ City of Groveland, FL
- ▶ City of Lauderhill, FL
- ▶ City of Menifee, CA
- ▶ City of Milton, GA
- ▶ City of New Braunfels, TX
- ▶ City of Redlands, CA
- ▶ City of Springfield, MO
- ▶ City of St. Charles, IL
- ▶ City of Washougal, WA
- ▶ City of Waukesha, WI
- ▶ City of Wausau, WI
- ▶ City of Westminster, CO
- ▶ DuPage County, IL
- ▶ Jefferson County, WA
- ▶ Lake County, IL
- ▶ Lancaster County, NE
- ▶ Lane County, OR
- ▶ Marquette County, MI
- ▶ Newton County, GA
- ▶ Orange County, NC
- ▶ Weld County, CO



Michelle Kennedy, Prosci® CCP, ODCC

*Project Manager and Lead
Facilitator | Manager*

EDUCATION AND CERTIFICATIONS

BA, Journalism/Mass
Communication, Iowa State
University

Certified: Hogan Leadership
Assessment System®, Myers
Briggs Type Indicator®, ICA ToP
Facilitation Methodology
Prosci® Certified Change
Practitioner

Organization Development
Certified Consultant (ODCC)

PUBLICATIONS AND PRESENTATIONS

Presentation at the Oregon
Recreation and Parks
Association (ORPA) Annual
Conference, 2019: *Rivers of
Change Oceans of Opportunity:
Planning Your Strategy During
Turbulent Times*

Presentation at “Results
Washington” Lean
Transformation Conference,
2018: *Transforming the
Municipal Development Review
Process Using Lean Practices*

Michelle is a manager in our Local Government Practice Group. She brings three decades of consulting experience in organizational assessment, stakeholder engagement, strategic and business planning, leadership development and executive coaching, OCM, program evaluation, business process improvement, and performance measurement. Prior to consulting, Michelle served for 13 years as a senior-level executive in government and higher education.

RELEVANT EXPERIENCE

Strategic Planning: Michelle has developed strategic plans for more than 70 public sector organizations. She actively involves and engages the community, as well as the organization, to gain views for the vision, mission, and goals and helps to prioritize initiatives to yield achievable and measurable outcomes. Most of Michelle’s strategic planning clients have retained her to provide updates.

Organizational Assessments: Michelle is an expert in conducting assessments related to organizational structure and culture, the methods and tools related to the delivery of organizational programs and services, and the culture of the organization. Her reviews also include assessing leadership structures, roles, and styles; methods of knowledge and skill preservation; and succession strategies and plans.

Change Management: Michelle recognizes the importance of change management in all the projects she is involved in. She is well-versed in conducting change readiness assessments, involving key stakeholders in the decision-making process to promote buy-in and build consensus, and actively monitoring project progress to help ensure that resistance is addressed early-on.

REPRESENTATIVE CLIENTS

- ▶ City of Beaverton, OR
- ▶ City of Cooper City, FL
- ▶ City of Creswell, OR
- ▶ City of Edgewater, CO
- ▶ City of Ennis, TX
- ▶ City of Gresham, OR
- ▶ City of Groveland, FL
- ▶ City of Menifee, CA
- ▶ City of Milton, GA
- ▶ City of Lauderdale, FL
- ▶ City of New Braunfels, TX
- ▶ City of Redlands, CA
- ▶ City of San José, CA
- ▶ City of Santa Monica, CA
- ▶ City of Springfield, OR
- ▶ City of Washougal, WA
- ▶ City of Wausau, WI
- ▶ City of Westminster, CO
- ▶ DuPage County, IL
- ▶ Jefferson County, WA
- ▶ Lancaster County, NE
- ▶ Lane County, OR
- ▶ Lake County, IL
- ▶ Marion County, OR
- ▶ Marquette County, MI
- ▶ McHenry County, IL
- ▶ Metro Parks Tacoma, WA
- ▶ San Mateo County, CA
- ▶ Tompkins County, NY
- ▶ Vancouver Housing Authority, WA
- ▶ Washington County, MN
- ▶ Weld County, CO



Karen Whichard, MPA, Prosci® CCP

Facilitator | Consultant

EDUCATION AND CERTIFICATIONS

MPA, University of North
Carolina Charlotte

BA, Journalism and Mass
Communication, University of
North Carolina at Chapel Hill

Prosci® Certified Change
Practitioner

Karen is a senior consultant in BerryDunn's Local Government Practice Group. She is a seasoned public sector leader with 19 years of experience in both small and large local governments. Her time with local government organizations ranges from working with a town of 15,000 residents to playing a key role for the City of Charlotte, North Carolina, which is home to nearly 900,000 residents. She boasts a significant track record of successfully building consensus, solving complex problems, and navigating diverse political environments to implement the policy vision of elected bodies.

RELEVANT EXPERIENCE

Strategic Planning: During Karen's time with the Town of Davidson, North Carolina, she directed the creation and adoption of the 2020-2021 two-year strategic plan including managing the biennial town board retreat. While working for the City of Charlottesville, Karen served as the lead budget analyst for the Strategy and Budget Department. In this role, she contributed to the City's Environmental Focus Area Plan and the Strategic Energy Action Plan.

Organizational Development: As assistant county manager for Gaston County, North Carolina, Karen was a member of the executive leadership team. In this role, she helped rebuild the relationship with a key community non-profit active in child welfare and foster care after years of challenges. She also implemented a change management program to improve workplace culture in the Division of Social Services – Child Welfare Division. Karen reformed the Health & Human Services Division to increase collaboration, promote efficiency, and improve client outcomes.

Financial Management: As a member of the City of Charlotte Strategy and Budget Department, Karen provided operating and capital budget oversight of operating and capital budgets for functions including housing and neighborhoods, code enforcement, solid waste collections and the City's water/sewer utility. This work included analyzing budgets and personnel requests for appropriate staffing levels, evaluating capital needs, benchmarking city services, and ensuring rates and fees were set to meet cost recovery targets. As assistant town manager for the Town of Davidson, she managed the Town's \$14 million public facilities project as well as \$17 million in general obligation bond projects for parks, greenways and transportation. Part of this work led to the Town of Davidson's first AAA bond rating.

REPRESENTATIVE CLIENTS

- ▶ City of Foley, AL
- ▶ City of New Braunfels, TX
- ▶ DuPage County, IL
- ▶ Lake County, IL
- ▶ Orange County, NC
- ▶ Tompkins County, NY



Maddison Powers Spencer, MPA, CAPM®

*Research Analyst |
Consultant*

EDUCATION AND CERTIFICATIONS

MPA, Local Government,
University of North Carolina at
Chapel Hill, School of
Government

BS, Political Science, Northern
Arizona University

Maddison is a consultant in our Local Government Practice Group. She has firsthand experience serving in the public sector and is familiar with the unique aspects of government operations. Notably, she has been involved in various governmental initiatives, including those related to diversity, equity, and inclusion (DEI); sustainability; and process and project analysis and management. Maddison focuses on assisting public-sector clients with strategic planning by supporting research, current environment assessments, data collection, and facilitating community engagement and outreach. She has served as research analysis and facilitator on many local government strategic planning projects, including for the City of St. Charles, Illinois and City of Menifee, California.

RELEVANT EXPERIENCE

Local Government: Maddison served as a senior fellow within the International City/County Management Association (ICMA) where she managed recruitment, hiring, and the interview process for two assistant city managers. She also led a leadership development initiative to develop more women leaders in the organization, and she managed an annexation study where she interacted with various stakeholder groups to better understand the implications of service delivery.

Research and Analysis: Maddison is well versed in conducting research and analysis. Notably, she has leveraged survey tools, conducted data analysis, facilitated focus groups, and researched issues of importance to develop recommendations and share findings with organization leadership. As such, her approach is centered on using sound evidence and data to drive decision-making and organizational and operational improvement.

Project Management and Support: Maddison is well-organized and detail-oriented, supporting her in her ability to effectively manage projects and provide support to her colleagues and the clients she serves. She is well versed in documenting outcomes, researching and analyzing documents and data, and managing various priorities to promote success and productivity. In addition, she has experience with scheduling, reporting, and seeking opportunities for business process improvement.

REPRESENTATIVE CLIENTS

- ▶ Boulder County, CO
- ▶ City of Ennis, TX
- ▶ City of Frisco, TX
- ▶ City of Menifee, CA
- ▶ City of New Braunfels, TX
- ▶ City of Peoria, IL
- ▶ City of Springfield, MO
- ▶ City of St. Charles, IL
- ▶ City of Washougal, WA
- ▶ City of Waukesha, WI
- ▶ City of Wausau, WI
- ▶ DuPage County, IL
- ▶ Jefferson County, WA
- ▶ Lake County, IL
- ▶ Lancaster County, NE
- ▶ Marquette County, MI
- ▶ Newton County, GA
- ▶ Tompkins County, NY
- ▶ Washington County, MN
- ▶ Weld County, CO

Relevant Experience

Strategic Planning

Below, we provide a list of clients, but not limited to, for whom our project team members have performed similar services within the last six years. In addition to these projects, we are happy to provide additional information and contact information for any of the projects listed below.

- ▶ City of Beaverton, OR
- ▶ City of Cooper City, FL
- ▶ City of Creswell, OR
- ▶ City of Edgewater, CO
- ▶ City of Ennis, TX
- ▶ City of Gresham, OR
- ▶ City of Groveland, FL
- ▶ City of Lauderhill, FL
- ▶ City of Menifee, CA
- ▶ City of Milton, GA
- ▶ City of New Braunfels, TX
- ▶ City of Pensacola, FL
- ▶ City of Peoria, IL
- ▶ City of Redlands, CA
- ▶ City of Santa Monica, CA
- ▶ City of Springfield, MO
- ▶ City of Springfield, OR
- ▶ City of St. Charles, IL
- ▶ City of Tacoma, WA
- ▶ City of Washougal, WA
- ▶ City of Waukesha, WI
- ▶ City of Wausau, WI
- ▶ City of Westminster, CO
- ▶ DuPage County, IL
- ▶ Jefferson County, WA
- ▶ Lake County, IL
- ▶ Lancaster County, NE
- ▶ Lane County, OR
- ▶ Marquette County, MI
- ▶ Metro Parks Tacoma, WA
- ▶ Orange County, NC
- ▶ Oregon Department of Human Services
- ▶ Oregon Harbor of Hope
- ▶ San Mateo County, CA
- ▶ Santa Clara County, CA
- ▶ St. John's County, FL
- ▶ Summit County, CO
- ▶ Tompkins County, NY
- ▶ Town of Holliston, MA
- ▶ Tualatin Hills Parks and Recreation District, OR
- ▶ Washington County, MN
- ▶ Weld County, CO

References

Below and on the following page, we provide reference information for several clients who can speak to the quality and satisfaction we deliver on comparable engagements. In addition to these projects, we are happy to provide additional information and contact information for any of the projects listed above.

City of Washougal, Washington

Dave Scott, City Manager
360-835-8501, ext. 102 | david.scott@cityofwashougal.us



BerryDunn was selected by the City of Washougal in April of 2022 to conduct an updated Strategic Plan for the City. As the sun was setting on the City's last Strategic Plan (2013 – 2023), the City was seeking a new, five-year Strategic Plan that was both strategic and operational and included all parts of the organization. As a result, BerryDunn set out to assist the City in the development of the following: objectives and goals to support the vision, mission, and core values of the City; strategies and initiatives to achieve those goals; performance metrics and indicators to support and reinforce progress; a process for continual City Council feedback and involvement; a process that keeps staff involved and engaged; policies to support the implementation of the Strategic Plan; and a project management plan inclusive of deliverables, a schedule, and a budget.

City of Redlands, California

Charles Duggan, City Manager
909-798-7510 | cduggan@cityofredlands.org



Located an hour away from four major cities, the City of Redlands is a big city with a small-town feel. In 2021, the City contracted BerryDunn to engage its City Council and Senior Management Team in developing a Six-Year Comprehensive Strategic Plan. While the City had identified 10 core values, but lacked an existing

strategic plan, which allowed our team to work with the City Council and Senior Management Team to define who the City is and who it wants to be.

City of Gresham, Oregon

Ashley Graff, Assistant to the City Manager
 503-618-2297 | ashley.graff@greshamoregon.gov



The City of Gresham contracted with BerryDunn to support the City’s shift from an annual Council Work Plan to a long-term, thorough strategic plan that sets a course for the future and lays the groundwork for successful implementation. The City envisioned a strategic planning process that would empower its community to articulate its vision for the future, while enabling the Mayor and Council to set strategic priorities and goals. We worked with a subcontracted DEI expert on this initiative to effectively engage the City’s diverse community.

City of Menifee, California

Rebekah Kramer, Assistant to the City Manager
 951-723-3765 | rkramer@cityofmenifee.us



BerryDunn is currently assisting the City of Menifee in developing a long-term strategic visioning effort that will establish a set of priorities and objectives for its next five years, inform the development of departmental work plans, and provide implementation guidance. Our approach focuses on engaging and analyzing the City’s internal organization and larger, external community through interviews, research, and community forums. Through these efforts and in partnership with key stakeholders, we will develop a strategic plan and performance monitoring guidance.

Fee Schedule

Our proposed fixed-fee cost to complete the City’s desired project is broken down by phase in Table 1. Our costs are based on our experience conducting projects of similar size and scope, and the assumption that satisfying a deliverable is based on the City’s signed acceptance. That said, the City will not incur any additional costs associated with the process of reaching deliverable acceptance.

We will utilize our hybrid methodologies through collaborative planning with the City to limit travel expense to the City as appropriate.

Table 1: Cost by Project Phase

Phase	Fixed-Fee Cost
Phase 1: Project Planning and Management	\$8,800
Phase 2: Develop the Environmental Scan	\$13,600
Phase 3: Develop the Strategic Plan	\$17,300
Total Fixed-Fee Services Cost	\$39,700
<i>Optional Service: Graphically Designed Version of the Strategic Plan</i>	\$4,000
<i>Travel expense estimated allocation*</i>	\$4,800

**This travel expense allocation represents our best estimate to provide a hybrid approach to service delivery. We would be happy to further discuss and refine this estimate with the City. While our services are proposed as a fixed fee, we propose to only invoice the City for actual travel expenses incurred.*

Capitola City Council Agenda Report

Meeting: December 14, 2023
From: City Manager Department
Subject: City Council Meeting Minutes



Recommended Action: Approve minutes from the regular meeting on November 21, 2023.

Background: Attached for Council review and approval are the draft minutes from the regular City Council meeting on November 21, 2023.

Attachments:

1. 11/21/2023 Minutes

Report Prepared By: Julia Gautho, City Clerk

Approved By: Jamie Goldstein, City Manager

City of Capitola

City Council Meeting Minutes

Tuesday, November 21, 2023 – 6:00 PM



City Council Chambers
420 Capitola Avenue, Capitola, CA 95010

Mayor: Margaux Keiser
Vice Mayor: Kristen Brown
Council Members: Yvette Brooks, Joe Clarke, Alexander Pedersen

Closed Session – 5:45 PM

- i. CONFERENCE WITH LEGAL COUNSEL - LIABILITY CLAIMS (Gov. Code § 54956.95)
Christine Lobel, Claim against the City of Capitola

Regular Meeting of the Capitola City Council – 6 PM

1. **Roll Call and Pledge of Allegiance** – *The meeting was called to order at 6:00 PM in honor of Debra Towne. In attendance: Council Members Brooks, Clarke, Pedersen, Brown, and Mayor Keiser.*
2. **Additions and Deletions to the Agenda** – *Staff proposed removing Item 8D from the Consent Calendar.*
3. **Presentations**
 - A. *Police Chief Dally provided a presentation on Community Emergency Notifications.*
4. **Report on Closed Session** – *The City Council met and discussed one item on the Closed Session agenda. No reportable action was taken.*
5. **Additional Materials**
 - A. *Staff provided an updated attachment to Item 8D.*
 - B. *On email was received related to Item 8F.*
6. **Oral Communications by Members of the Public**
 - *Charlotte Linck, resident, voiced concerns about enforcement of the mobile home rent control ordinance.*
 - *Miriam, Vice-President of the Cabrillo Mobile Home Estates Park HOA, voiced concerns about enforcement of the mobile home rent control ordinance.*
 - *Anne Lam, resident, voiced concerns about enforcement of the mobile home rent control ordinance.*
 - *Megan Carol, Volunteer Coordinator from the Santa Cruz County Animal Shelter, shared issues faced by the Animal Shelter.*
 - *Sally, Director of the Cabrillo College Stroke & Disability Learning Center, thanked the City for their support to the Center's programming.*
7. **Staff / City Council Comments**

- *Vice Mayor Brown requested that Chief Dally provide a presentation to the City Council at a subsequent meeting on the Animal Shelter JPA and recommended that mobile home residents contact the Community Development Director.*
- *Council Member Clarke requested that staff put an update on the Hill Street/Bay Avenue intersection on the next City Council meeting. Council Member Pedersen requested that a Bay Avenue Corridor meeting be held as a special meeting. Council Member Brooks agreed with Council Member Clarke to place the Bay Avenue Corridor Traffic Update on the December 14th meeting. Council Member Pedersen requested that public input be accepted and requested that a community workshop be held. City Manager Goldstein suggested opening the ad-hoc committee meeting to the public to allow an opportunity for public participation. The City Council agreed.*
- *Council Member Brooks reminded the public to apply to participate in Resilient Capitola.*
- *Mayor Keiser reminded the public of the Surfing Santa Event and the Capitola Village Cookie Walk. She also thanked the Police Department for including her in a ride-along.*

8. Consent Items

- A. City Council Meeting Minutes
Recommended Action: Approved minutes from the regular meeting on November 9, 2023.
- B. City Check Registers
Recommended Action: Approved check registers dated October 27 and November 9, 2023.
- C. Amendments to Title 2: Administration and Personnel
Recommended Action: Adopted Ordinance No. 1064 of the City of Capitola amending Chapters 2.04 and 2.08 of the Capitola Municipal Code.
- D. 2024 Holidays and City Hall Closures
Recommended Action: Adopted Resolution No. 4347 designating the holidays and City Hall closures in calendar year 2024.

Item was pulled from the Consent Calendar by the City Manager and City Council. City Clerk Gautho presented the staff report.

***Motion to approve Item 8D with the July 5th City Hall Closure: Council Member Pedersen
Seconded: Council Member Clarke
Voting Yea: Council Members Brooks, Clarke, Pedersen, Vice Mayor Brown, Mayor Keiser***

- E. Temporary/Hourly Employee Pay Schedule
Recommended Action: Adopted Resolution No. 4348 amending the temporary/hourly employee pay schedule.
- F. Repair of Stockton Avenue Bridge
Recommended Action: Approved the plans, specifications, and construction estimate for the Stockton Avenue Bridge Storm Repair Project; authorized Public Works staff to advertise for construction bids; and authorized Amendment 1 to the Professional Services Agreement with Moffatt & Nichol in the amount of \$18,500 to complete the necessary approvals for construction for the project.
- G. Public Works Equipment Budget Amendment
Recommended Action: Adopted Resolution No. 4349 to amend the FY 2023-24 budget to allow for the purchase of \$35,000 of essential lawn mowing equipment from the Equipment Internal Service Fund.
- H. Monterey Avenue Park PG&E Easement

Recommended Action: Authorized the City Manager to execute an Easement Deed granting Pacific Gas and Electric Company a non-exclusive utility easement for the installation of a gas distribution regulator station on City-owned property located adjacent to Monterey Avenue Park.

I. REAP 2.0 Grant

Recommended Action: 1) Adopted Resolution No. 4350 accepting a funding allocation not to exceed \$128,750 in Regional Early Action Planning 2.0 funds from the Association of Monterey Bay Area Governments to implement land use strategies within the commercial and mixed-use zoning districts and authorizing the City Manager to enter into agreements and take further actions as may be necessary; and 2) adopted Resolution No. 4351 amending the Fiscal Year 2023-24 adopted budget to appropriate the awarded funds.

Motion to approve Consent Calendar Items 8A-C, 8E-I: Vice Mayor Brown

Seconded: Council Member Clarke

Voting Yea: Council Members Brooks, Clarke, Pedersen, Vice Mayor Brown, Mayor Keiser

9. General Government / Public Hearings

A. Voter Polling Contract

Recommended Action: Authorized the City Manager to execute a Professional Services Agreement with EMC Research in an amount not to exceed \$25,000 to conduct Capitola polling on potential revenue measures to be placed on the 2024 General Election ballot.

Chloe Woodmansee, Assistant to the City Manager, presented the staff report.

Motion to authorize the City Manager to execute the Professional Services Agreement with the addition of a Spanish polling service: Council Member Brooks

Seconded: Council Member Pedersen

Voting Yea: Council Members Brooks, Clarke, Pedersen, Vice Mayor Brown, Mayor Keiser

B. 2024 City Council Meeting Schedule

Recommended Action: Adopted Resolution No. 4352 establishing the regular meeting schedule for 2024.

City Clerk Gautho presented the staff report.

Motion to adopt the resolution with Option B: Vice Mayor Brown

Seconded: Council Member Brooks

Voting Yea: Council Members Brooks, Clarke, Pedersen, Vice Mayor Brown, Mayor Keiser

10. Adjournment – Adjourned at 7:05 PM to the next regularly scheduled City Council meeting on December 14, 2023, at 6:00 PM.

ATTEST:

Margaux Keiser, Mayor

Julia Gautho, City Clerk

Capitola City Council

Agenda Report

Meeting: December 14, 2023

From: Finance Department

Subject: City Check Registers



Recommended Action: Approve check registers dated November 17, 2023, November 22, 2023, and December 01, 2023.

Account: City Main				
Date	Starting Check #	Ending Check #	Payment Count	Amount
11/17/2023	104730	104788	59	\$ 192,220.34
11/22/2023	104789	104857	74	\$ 285,900.43
12/01/2023	104858	104910	55	\$ 276,800.10

The main account check register dated November 09, 2023, ended with check #104729.

Account: Payroll				
Date	Starting Check/EFT #	Ending Check/EFT #	Payment Count	Amount
11/17/2023	23665	23769	105	\$ 199,989.21
11/22/2023	-	-	-	-
12/01/2023	23770	23867	98	\$ 198,393.88

The payroll account check register dated November 09, 2023, ended with EFT #23664.

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

Check/EFT	Issued to	Dept	Description	Amount
104739	Boone Low Ratliff Architects	PW	October Community Center Design Services	\$ 49,383.89
104744	Creative Pultrusions, Inc.	PW	Wharf SuperPile	\$ 23,367.07
104746	Dell Marketing LP	CM	Office 365 Year Subscription	\$ 22,002.80
104767	Pacific Gas & Electric	PW	November Monthly Utilities	\$ 14,228.04
104771	Regional Government Services Auth	CM	2023 Compensation Study Services through 10/31	\$ 18,377.50
104797	Burke Williams and Sorensen LLP	CM	October Legal Services	\$ 35,370.99
104825	Soquel Creek Water District	PW	November Water & Irrigation Services	\$ 17,653.28
104834	Wells Fargo Bank	Fin	October Credit Card Charges	\$ 32,493.14
104836	Whitlow Concrete Inc	PW	Install Concrete Stage & Patio	\$ 20,650.00

1627	CalPERS Member Services Division	CM	PERS Contributions PPE 11/11/23	\$ 64,601.90
1628	Employment Development Department	CM	State Taxes PPE 11/11/23	\$ 11,334.21
1629	Internal Revenue Service	CM	Federal Taxes & Medicare PPE 11/11/23	\$ 37,338.79
104892	RRM Design Group	CDD	October Capitola Housing Element Update	\$ 22,058.75
104894	Santa Cruz County Anti-Crime Team	PD	FY23/24 Operational Expense Contribution	\$ 17,993.00
104906	Visit Santa Cruz County	Fin	July – September TMD	\$ 80,003.91
1632	CalPERS Health Insurance	CM	December Health Insurance	\$ 70,064.31

Attachments:

1. 11-17-23 Check Register
2. 11-22-23 Check Register
3. 12-01-23 Check Register

Report Prepared By: Luis Ruiz, Accountant I

Reviewed By: Julia Gautho, City Clerk and Jim Malberg, Finance Director

Approved By: Jamie Goldstein, City Manager


City main account checks dated November 17, 2023, numbered 104730 to 104788 totaling \$192,220.34, and 105 payroll EFTs totaling \$199,989.21, for a grand total of \$392,209.55, have been reviewed and authorized for distribution by the City Manager.

As of November 17, 2023, the unaudited cash balance is \$8,053,101.70.

CASH POSITION - CITY OF CAPITOLA
November 17, 2023

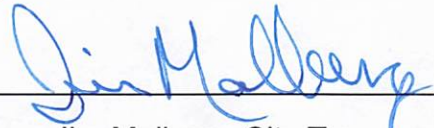
	<u>11/17/2023</u>
General Fund ⁽¹⁾	\$ (1,105,605.48)
Payroll Payables	\$ 205,129.55
Contingency Reserve Fund	\$ 2,192,345.66
PERS Contingency Fund	\$ 1,154,274.68
Emergency Reserve Fund	\$ 1,461,505.54
Facilities Reserve Fund	\$ 432,714.09
Capital Improvement Fund	\$ 2,360,693.45
Stores Fund	\$ 59,972.95
Information Technology Fund	\$ 200,995.21
Equipment Replacement	\$ 634,608.37
Self-Insurance Liability Fund	\$ (3,645.42)
Workers' Comp. Ins. Fund	\$ 129,227.04
Compensated Absences Fund	\$ 330,886.06
TOTAL AVAILABLE GENERAL FUNDS	<u><u>\$ 8,053,101.70</u></u>

(1) Nov. 17th balance includes \$4.69 million non-current investments



Jamie Goldstein, City Manager

11/21/23
Date



Jim Malberg, City Treasurer

11/20/23
Date

City Checks Issued November 17, 2023

Item 7 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
104730	11/13/2023			PAULA BLISS	\$936.00
	Invoice	Date	Description	Amount	
	PB102223	10/22/2023	Instructor payment	\$936.00	
104731	11/17/2023			AJ'S FUEL MARKET OF CAPITOLA INC	\$144.00
	Invoice	Date	Description	Amount	
	AJ103123	10/31/2023	Carwash Closing Date 10/31/2023	\$144.00	
104732	11/17/2023			ALLSAFE LOCK COMPANY	\$32.13
	Invoice	Date	Description	Amount	
	077409	10/24/2023	Keys	\$32.13	
104733	11/17/2023			AMAZON CAPITAL SERVICES	\$1,296.66
	Invoice	Date	Description	Amount	
	1CCL-GFCT-77PJ	11/10/2023	Wireless mouse	\$56.36	
	1VXC-CGFP-1PCP	11/09/2023	Gear Wrench	\$36.60	
	1X3T-MW49-1XXY	11/08/2023	iPhone Case	\$22.11	
	1RJP-LPT3-31DL	11/14/2023	Poster frames (4)	\$92.68	
	17RW-7L66-YTFR	11/13/2023	Drone	\$1,088.91	
			1000 - General Fund	\$129.28	
			1300 - SLESF - Supl Law Enfc	\$1,088.91	
			2211 - ISF - Information Technology	\$78.47	
104734	11/17/2023			AT&T	\$8.69
	Invoice	Date	Description	Amount	
	ATT110123	11/01/2023	November long distance charges	\$8.69	
			1000 - General Fund	\$4.28	
			2211 - ISF - Information Technology	\$4.41	
104735	11/17/2023			AT&T/CALNET 3	\$283.74
	Invoice	Date	Description	Amount	
	000020824363	11/13/2023	November telephone service	\$283.74	
			1000 - General Fund	\$217.16	
			2211 - ISF - Information Technology	\$66.58	
104736	11/17/2023			AT&T/CALNET 3	\$1,619.78
	Invoice	Date	Description	Amount	
	000020825031	11/13/2023	November T-1 access	\$1,619.78	
104737	11/17/2023			BENCHMARK ENVIRONMENTAL ENGINEERING, A CAI	\$3,680.00
	Invoice	Date	Description	Amount	
	E23-2460	11/14/2023	Inspection of Capitola Wharf	\$3,680.00	
			1200 - Capital Improvement Fund		

City Checks Issued November 17, 2023

Item 7 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
104738	11/17/2023			BIG CREEK LUMBER	\$1,004.85
	Invoice	Date	Description		Amount
	2048014	11/08/2023	Lumber, head screws, wood glue, adhesive		\$1,004.85
104739	11/17/2023			BOONE LOW RATLIFF ARCHITECTS INC	\$49,383.89
	Invoice	Date	Description		Amount
	3916	11/02/2023	October Community Center Design Services Phase		\$24,536.65
	3917	11/02/2023	October Community Center Design Services Phase		\$24,847.24
			1200 - Capital Improvement Fund		
104740	11/17/2023			CAPITOLA BEACH FESTIVAL ASSOCIATION	\$5,000.00
	Invoice	Date	Description		Amount
	CBF111423	11/14/2023	Capitola Beach Festival Grant		\$5,000.00
104741	11/17/2023			CINTAS CORPORATION	\$939.80
	Invoice	Date	Description		Amount
	5184162301	11/14/2023	Corp yard first aid supplies		\$469.90
	5184162397	11/14/2023	Community Center first aid supplies		\$469.90
104742	11/17/2023			COMMUNITY PRINTERS	\$237.15
	Invoice	Date	Description		Amount
	35672011	11/08/2023	Request for Dismissal Forms		\$237.15
			1300 - SLESF - Supl Law Enfc		
104743	11/17/2023			CORODATA RECORDS MANAGEMENT, INC.	\$21.47
	Invoice	Date	Description		Amount
	RS3551400	10/31/2023	October records management		\$21.47
104744	11/17/2023			CREATIVE PULTRUSIONS, INC.	\$23,367.07
	Invoice	Date	Description		Amount
	SLS99079987	11/10/2023	Wharf SuperPile		\$23,367.07
			1200 - Capital Improvement Fund		
104745	11/17/2023			DANIEL DEFENSE LLC	\$2,433.12
	Invoice	Date	Description		Amount
	DD420324	08/28/2023	Range Equipment		\$2,433.12
			1300 - SLESF - Supl Law Enfc		
104746	11/17/2023			DELL MARKETING LP	\$22,002.80
	Invoice	Date	Description		Amount
	10708641660	11/02/2023	Office 365 Year 1 Subscription		\$22,002.80
			2211 - ISF - Information Technology		

City Checks Issued November 17, 2023

Item 7 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
104747	11/17/2023			ENVIRONMENTAL INNOVATIONS INC.	\$1,595.00
	Invoice	Date	Description		Amount
	2298	11/09/2023	CalRecycle October outreach		\$1,595.00
104748	11/17/2023			EWING IRRIGATION	\$742.07
	Invoice	Date	Description		Amount
	20910201	10/25/2023	PVC pipes, union, couplings, pvc cement, topper		\$422.21
	20949857	10/31/2023	Burlap fabric rows netting, valves		\$319.86
104749	11/17/2023			GEORGE McMENAMIN	\$122.00
	Invoice	Date	Description		Amount
	GM111223	11/12/2023	Planting of Trees		\$122.00
104750	11/17/2023			GLASS TECH	\$1,967.95
	Invoice	Date	Description		Amount
	0145669-IN	11/01/2023	Stemless wine glasses		\$1,967.95
			1321 - BIA - Capitola Village-Wharf BIA		
104751	11/17/2023			GRAINGER	\$58.74
	Invoice	Date	Description		Amount
	9883416670	10/25/2023	Trap inserts		\$53.84
	9884520678	10/26/2023	Trap insert		\$4.90
104752	11/17/2023			HOME DEPOT CREDIT SERVICES	\$940.17
	Invoice	Date	Description		Amount
	2620252	11/06/2023	Valve, adapter, pipes		\$46.95
	5524674	11/03/2023	Rubber flooring, adhesive, coupling		\$33.87
	6510003	11/02/2023	LED lights, tape measure, grease, epoxy putty		\$185.66
	6610463	11/02/2023	Woven roller, roller tray, tray liner, connectors, plug		\$127.31
	7610213	11/01/2023	PVC plug, couplings, saw blade		\$105.57
	7634302	11/01/2023	PVC couplings, pipes, foam core		\$92.17
	9031215	11/09/2023	Blue chalk, drywall, tape, paddle, screws		\$103.17
	9035719	10/30/2023	Play sand, gloves		\$58.63
	9422416	10/20/2023	Folding engine crane		\$134.64
	9520766	11/09/2023	Scrub brush, spray bottle, drywall		\$52.20
104753	11/17/2023			ILLINGWORTH & RODKIN INC	\$4,185.00
	Invoice	Date	Description		Amount
	21-109-2	11/15/2023	Hydroacoustic monitoring		\$4,185.00
			1200 - Capital Improvement Fund		
104754	11/17/2023			INTERSTATE BATTERY SYSTEM OF SAN JOSE INC	\$322.17
	Invoice	Date	Description		Amount
	31027860	11/07/2023	Batteries		\$322.17

City Checks Issued November 17, 2023

Item 7 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
104755	11/17/2023			KING'S PAINT AND PAPER INC.	\$533.72
	Invoice	Date	Description		Amount
	CWRLH	11/09/2023	Paint		\$125.66
	AK62W-1026CJ-S	10/26/2023	Primer, frame, extension pole, roller cover		\$100.19
	S3CUE-1031CK-S	10/31/2023	Arborcoat exterior solid stain base		\$307.87
104756	11/17/2023			LINDE GAS & EQUIPMENT INC.	\$513.33
	Invoice	Date	Description		Amount
	39335294	11/08/2023	Acetylene rental		\$513.33
104757	11/17/2023			LLOYD'S TIRE AND AUTO	\$313.11
	Invoice	Date	Description		Amount
	217349	11/07/2023	Tires, tire services		\$313.11
104758	11/17/2023			LP POLICE	\$500.00
	Invoice	Date	Description		Amount
	1023LP31150	10/31/2023	LP Police Plan Fee for October 2023		\$500.00
104759	11/17/2023			MASTER CLEANERS	\$1,179.32
	Invoice	Date	Description		Amount
	MC111223	11/12/2023	October 2023 Uniform Cleaning		\$1,179.32
104760	11/17/2023			MICHELLE DAVEY-OUSE	\$136.50
	Invoice	Date	Description		Amount
	MDO111123	11/11/2023	Instructor payment		\$136.50
104761	11/17/2023			MID COUNTY AUTO SUPPLY	\$23.88
	Invoice	Date	Description		Amount
	M-2362871	11/07/2023	Tire wet spray, tubes		\$23.88
104762	11/17/2023			MISSION LINEN SUPPLY	\$148.28
	Invoice	Date	Description		Amount
	520420180	11/08/2023	Corp. Yard linen service		\$113.78
	520420179	11/08/2023	Fleet towels, uniform cleaning		\$34.50
104763	11/17/2023			NATALIE WILSON	\$468.00
	Invoice	Date	Description		Amount
	NW111123	11/11/2023	Instructor payment		\$468.00
104764	11/17/2023			NICHOLE BRYANT LEBLOND	\$248.30
	Invoice	Date	Description		Amount
	NB110523	11/05/2023	USLA Conference Reimbursement		\$248.30

City Checks Issued November 17, 2023

Item 7 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
104765	11/17/2023			OUTDOOR SUPPLY HARDWARE	\$865.25
	Invoice	Date	Description		Amount
	I42438	11/07/2023	Gloves nitrile coated		\$13.06
	I42128	11/06/2023	Concrete mix		\$13.06
	I42090	11/06/2023	Saw blades		\$35.96
	I42888	11/08/2023	Paint, cutting wheel		\$25.44
	621401256	10/25/2023	Finance Charge		\$10.00
	I24614	10/02/2023	Heavy duty caulk gun, liquid nails		\$29.39
	I26375	10/06/2023	Spray paint		\$17.42
	I26498	10/06/2023	Charger, spool with line, saw blade		\$84.98
	I32467	10/18/2023	File, scooper		\$42.16
	I35447	10/24/2023	J-Hook tie down end fitting		\$43.59
	I35942	10/25/2023	Hammer, nut driver, step drill		\$95.89
	I40386	11/03/2023	Rust spray		\$17.42
	I40431	11/03/2023	Sanding discs, paint, wood protector		\$201.92
	I42506	11/07/2023	Tarp		\$50.13
	I42848	11/08/2023	Tape		\$18.51
	I20840	09/25/2023	Pliers, leaf rake, spray paint		\$83.55
	I40396	11/03/2023	Spray paint, paint roller, tape, hammer		\$82.77
104766	11/17/2023			PACIFIC CREST ENGINEERING INC.	\$9,487.80
	Invoice	Date	Description		Amount
	13032	10/31/2023	Noble Gulch Geotechnical Investigation Services th 1200 - Capital Improvement Fund		\$9,487.80
104767	11/17/2023			PACIFIC GAS & ELECTRIC	\$14,228.04
	Invoice	Date	Description		Amount
	PGE111223-acct5	11/12/2023	November Pacific Cove parking lot utilities		\$1,368.72
	PGE111223-acct9	11/12/2023	November Monthly utilities		\$12,859.32
			1000 - General Fund	\$6,453.84	
			1300 - SLESF - Supl Law Enfc	\$133.49	
			1310 - Gas Tax	\$7,304.39	
			1311 - Wharf	\$336.32	
104768	11/17/2023			PAVEMENT ENGINEERING INC.	\$8,218.75
	Invoice	Date	Description		Amount
	2310-046	11/08/2023	FY22/23 Capitola Rd improvement project services		\$1,093.75
	2310-047	11/08/2023	2024 Pavement Management services through 10/31/23		\$7,125.00
			1200 - Capital Improvement Fund	\$7,125.00	
			1309 - RTC Streets	\$1,093.75	
104769	11/17/2023			PK SAFETY SUPPLY	\$173.96
	Invoice	Date	Description		Amount
	479725	11/09/2023	Safety glasses		\$173.96

City Checks Issued November 17, 2023

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
104770	11/17/2023			POLICE STRATEGIES LLC	\$1,000.00
	Invoice	Date	Description		Amount
	2023-16	11/09/2023	Annual Update of Police Force Analysis System		\$1,000.00
104771	11/17/2023			REGIONAL GOVERNMENT SERVICES AUTH	\$18,377.50
	Invoice	Date	Description		Amount
	15816	10/31/2023	2023 Compensation Study Services through 10/31/		\$18,377.50
104772	11/17/2023			SAN LORENZO LUMBER	\$178.92
	Invoice	Date	Description		Amount
	55-0846230	11/06/2023	Sander, sanding discs, insert bits		\$178.92
104773	11/17/2023			SANTA CRUZ MUNICIPAL UTILITIES	\$298.09
	Invoice	Date	Description		Amount
	SCMU110623	11/06/2023	October water service for medians		\$298.09
104774	11/17/2023			SARAH RYAN	\$181.16
	Invoice	Date	Description		Amount
	SR110823	11/08/2023	Breakfast for Training Reimbursement		\$181.16
104775	11/17/2023			SOUTH BAY REGIONAL TRAINING	\$417.00
	Invoice	Date	Description		Amount
	224233	11/08/2023	528 First Aid/CPR/AED Instructor Course		\$417.00
104776	11/17/2023			STAPLES ADVANTAGE	\$143.94
	Invoice	Date	Description		Amount
	3551686244	11/01/2023	Copier paper		\$81.94
	3552232736	11/09/2023	Printing Paper and Pens		\$62.00
			1000 - General Fund		\$62.00
			2210 - ISF - Stores Fund		\$81.94
104777	11/17/2023			THE HOME DEPOT PRO	\$1,740.77
	Invoice	Date	Description		Amount
	773735436	11/03/2023	Cleaning supplies		\$1,381.73
	774225122	11/07/2023	Paper towel dispensers		\$359.04
104778	11/17/2023			THE PIN CENTER	\$447.50
	Invoice	Date	Description		Amount
	1123043	11/07/2023	Lifeguard & Recreation Pins		\$447.50
104779	11/17/2023			TOWBOATU.S. SANTA CRUZ	\$3,190.00
	Invoice	Date	Description		Amount
	2023-189	11/07/2023	Wharf Project Boat Assistance		\$3,190.00
			1200 - Capital Improvement Fund		

City Checks Issued November 17, 2023

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Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
104780	11/17/2023			TRANSPARENTSEA MEDIA CO.	\$2,668.00
	Invoice	Date	Description		Amount
	00036	11/01/2023	November BIA marketing, website management, m 1321 - BIA - Capitola Village-Wharf BIA		\$2,668.00
104781	11/17/2023			TYLER BUSINESS FORMS	\$98.45
	Invoice	Date	Description		Amount
	88035	11/13/2023	1095B & 1095C Forms		\$98.45
104782	11/17/2023			US BANK EQUIPMENT FINANCE	\$410.54
	Invoice	Date	Description		Amount
	514831593	11/04/2023	Recreation copier lease		\$205.61
	514831916	11/05/2023	PD copier lease		\$204.93
104783	11/17/2023			VERIZON WIRELESS	\$2,963.53
	Invoice	Date	Description		Amount
	9948967591	11/10/2023	November telephone charges		\$2,963.53
104784	11/17/2023			VICTORIA M JOHNSON	\$156.00
	Invoice	Date	Description		Amount
	VMJ111123	11/11/2023	Instructor payment		\$156.00
104785	11/17/2023			WITMER TYSON IMPORTS INC.	\$240.00
	Invoice	Date	Description		Amount
	T15138	10/31/2023	484 and 564 Helper Seminar		\$240.00
104786	11/17/2023			JANE WALKER	\$207.87
	Invoice	Date	Description		Amount
	JW111423	11/14/2023	Refund Camp Capitola		\$207.87
104787	11/17/2023			MICHELLE TELL	\$69.29
	Invoice	Date	Description		Amount
	MT111423	11/14/2023	Refund Camp Capitola		\$69.29
104788	11/17/2023			NAOMI EPPS	\$69.29
	Invoice	Date	Description		Amount
	NE111423	11/14/2023	Refund Camp Capitola		\$69.29
Type Check Totals:					\$192,220.34

City Checks Issued November 17, 2023

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Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
Main City Totals				Count	Total
Checks				59	\$192,220.34
EFTs				0	\$0.00
All				59	\$192,220.34
Payroll Totals					
Checks				0	\$0.00
EFTs				105	\$199,989.21
All				105	\$199,989.21
Grand Totals:					
Checks				59	\$192,220.34
EFTs				105	\$199,989.21
All				164	\$392,209.55

City main account checks dated November 22, 2023, numbered 104789 to 104857 totaling \$163,674.71, and 5 EFTs totaling \$122,225.72, for a grand total of \$285,900.43, have been reviewed and authorized for distribution by the City Manager.

As of November 22, 2023, the unaudited cash balance is \$7,799,955.35.

**CASH POSITION - CITY OF CAPITOLA
November 22, 2023**

	<u>11/22/2023</u>
General Fund ⁽¹⁾	\$ (1,201,764.11)
Payroll Payables	\$ 70,913.22
Contingency Reserve Fund	\$ 2,192,345.66
PERS Contingency Fund	\$ 1,154,274.68
Emergency Reserve Fund	\$ 1,461,505.54
Facilities Reserve Fund	\$ 432,714.09
Capital Improvement Fund	\$ 2,339,028.45
Stores Fund	\$ 59,972.95
Information Technology Fund	\$ 199,888.82
Equipment Replacement	\$ 634,608.37
Self-Insurance Liability Fund	\$ (3,645.42)
Workers' Comp. Ins. Fund	\$ 129,227.04
Compensated Absences Fund	\$ 330,886.06
TOTAL AVAILABLE GENERAL FUNDS	<u>\$ 7,799,955.35</u>

(1) Nov. 22nd balance includes \$4.69 million non-current investments

11/27/23

Jamie Goldstein, City Manager Date

11/22/23

Jim Malberg, City Treasurer Date

City Checks Issued November 22, 2023

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Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
104789	11/22/2023			AMAZON CAPITAL SERVICES	\$377.64
	Invoice	Date	Description		Amount
	1CL1-DGDN-3N6K	11/16/2023	Toyota Camry Headlight assembly pair driver		\$308.74
	17TH-P1XC-DXHY	11/17/2023	Crayola colored pencils, ice packs, pencil sharpeners		\$68.90
104790	11/22/2023			ANDREW DALLY	\$975.39
	Invoice	Date	Description		Amount
	AD111023	11/10/2023	Executive Development Course (POST Plan IV)		\$975.39
104791	11/22/2023			AVENU MUNISERVICES	\$1,300.00
	Invoice	Date	Description		Amount
	INV06-017518	11/03/2023	ACFR principal employers & direct and overlapping debt repo		\$1,300.00
104792	11/22/2023			BEAR ELECTRICAL SOLUTIONS INC.	\$1,730.40
	Invoice	Date	Description		Amount
	20726	10/28/2023	October traffic signal maintenance services - response		\$1,083.60
	20727	10/28/2023	October traffic signal maintenance services - routine		\$646.80
			1310 - Gas Tax		
104793	11/22/2023			BECKY ADAMS	\$104.00
	Invoice	Date	Description		Amount
	BA111923	11/19/2023	Instructor payment		\$104.00
104794	11/22/2023			BENEFIT COORDINATORS CORP.	\$5,794.10
	Invoice	Date	Description		Amount
	BOBFSH	11/17/2023	November dental & vision insurance		\$5,794.10
			1001 - Payroll Payables		
104795	11/22/2023			BRANTLY SANDRETTI	\$909.09
	Invoice	Date	Description		Amount
	BS111523	11/15/2023	Wellness Funded Expense - Elliptical		\$909.09
104796	11/22/2023			BRINKS AWARDS & SIGNS	\$131.10
	Invoice	Date	Description		Amount
	88332	09/28/2023	Replace scratched/misspelled plaques		\$131.10

City Checks Issued November 22, 2023

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
104797	11/22/2023			BURKE WILLIAMS AND SORENSEN LLP	\$35,370.99
	Invoice	Date	Description		Amount
	311406	11/17/2023	October Public Records Act Requests Legal Services		\$1,485.00
	311405	11/17/2023	October Fee issues		\$1,005.00
	311404	11/17/2023	October 4401 Capitola Road legal services		\$839.50
	311403	11/17/2023	October Labor Negotiations Legal Services		\$180.00
	311402	11/17/2023	October Public Works Legal Services		\$1,100.00
	311401	11/17/2023	October Police Legal Services		\$550.00
	311400	11/17/2023	October Parks and Recreation Legal Services		\$275.00
	311399	11/17/2023	October Planning Legal Services		\$11,247.50
	311398	11/17/2023	October Litigation Legal Services		\$1,292.50
	311396	11/17/2023	October Labor and Employment Legal Services		\$210.00
	311397	11/17/2023	October City Attorney Services		\$17,186.49
104798	11/22/2023			CA DEPT OF TAX AND FEE ADMINISTRATION	\$418.25
	Invoice	Date	Description		Amount
	L0023488425	11/15/2023	FY23-24 Annual water rights fee		\$418.25
104799	11/22/2023			CAPITOLA ARCADE LLC	\$1,000.00
	Invoice	Date	Description		Amount
	108	11/13/2023	Cards with \$10 pre-loaded for City of Capitola Camps		\$1,000.00
104800	11/22/2023			CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,104.50
	Invoice	Date	Description		Amount
	POA111723	11/17/2023	POA & gym dues PPE 11/11/23		\$1,104.50
			1001 - Payroll Payables		
104801	11/22/2023			CYNTHIA KASKEY	\$715.00
	Invoice	Date	Description		Amount
	CK111923	11/19/2023	Instructor payment		\$715.00
104802	11/22/2023			EQUITABLE	\$3,480.78
	Invoice	Date	Description		Amount
	1480468	11/17/2023	Nov LTD, STD, Life, AD&D insurance		\$3,480.78
			1001 - Payroll Payables		
104803	11/22/2023			FIRST ALARM	\$241.05
	Invoice	Date	Description		Amount
	785095	11/15/2023	Community Center quarterly intrusion system monitoring		\$241.05

City Checks Issued November 22, 2023

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Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
104804	11/22/2023			FLYERS ENERGY LLC	\$4,107.76
	Invoice	Date	Description		Amount
	23-967744	11/16/2023	550 gallons gasoline		\$2,899.29
	23-967745	11/16/2023	216 gallons diesel		\$1,208.47
104805	11/22/2023			HOME DEPOT CREDIT SERVICES	\$119.93
	Invoice	Date	Description		Amount
	2622236	11/16/2023	Foam insulator, screwdrivers, sockets		\$119.93
104806	11/22/2023			IAN BLACKHALL SCOTT	\$1,022.00
	Invoice	Date	Description		Amount
	IS111723	11/17/2023	Plein Air Artist Sales		\$1,022.00
104807	11/22/2023			JANET RUSSELL	\$260.00
	Invoice	Date	Description		Amount
	JRK111923	11/19/2023	Instructor payment		\$260.00
104808	11/22/2023			JOHN CRAWFORD	\$1,120.00
	Invoice	Date	Description		Amount
	JC111723	11/17/2023	Plein Air Artist Sales		\$1,120.00
104809	11/22/2023			KRISTIAN MATTHEWS	\$2,525.00
	Invoice	Date	Description		Amount
	KM111723	11/17/2023	Plein Air Artist Sales		\$525.00
	KM111723#2	11/17/2023	Plein Air Exhibition Award		\$2,000.00
104810	11/22/2023			LOUISA LORENZ	\$1,000.00
	Invoice	Date	Description		Amount
	LL111723	11/17/2023	Plein Air Exhibition Award		\$1,000.00
104811	11/22/2023			MARTHA J WALKER	\$805.00
	Invoice	Date	Description		Amount
	MW111723	11/17/2023	Plein Air Artist Sales		\$805.00
104812	11/22/2023			MEISHA KRISTINE GRICHUHIN	\$962.50
	Invoice	Date	Description		Amount
	MG111723	11/17/2023	Plein Air Artist Sales		\$962.50
104813	11/22/2023			MID COUNTY AUTO SUPPLY	\$28.87
	Invoice	Date	Description		Amount
	M-2354776	10/31/2023	Starter		(\$68.67)
	M-2372401	11/15/2023	Truck pre-pack		\$97.54

City Checks Issued November 22, 2023

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
104814	11/22/2023			MINIUM, KELLY	\$909.09
	Invoice	Date	Description		Amount
	KM111523	11/15/2023	Wellness Funded Expense - Exercise Bicycle		\$909.09
104815	11/22/2023			MISSION LINEN SUPPLY	\$115.62
	Invoice	Date	Description		Amount
	520438547	11/15/2023	Fleet towels, uniform cleaning		\$34.50
	520424682	11/13/2023	Community Center mop and mat service		\$81.12
104816	11/22/2023			NAJEEB ABDULRAHIMAN	\$1,981.00
	Invoice	Date	Description		Amount
	NA111723	11/17/2023	Plein Air Artist Sales		\$1,631.00
	NA111723#2	11/17/2023	Plein Air Quick Paint Awards + Exhibition Award		\$350.00
104817	11/22/2023			NOAH SHERIN	\$909.09
	Invoice	Date	Description		Amount
	NS111523	11/15/2023	Wellness Funded Expense - E-Bike		\$909.09
104818	11/22/2023			NUTAN FINE ARTS LLC	\$768.60
	Invoice	Date	Description		Amount
	NS111723	11/17/2023	Plein Air Artist Sales		\$768.60
104819	11/22/2023			O'REILLY AUTO PARTS	\$203.35
	Invoice	Date	Description		Amount
	2763-396957	11/16/2023	Brake rotor, disc pad set		\$141.69
	2763-395422	11/09/2023	Wheel bearing, micro belt		\$61.66
104820	11/22/2023			OUTDOOR SUPPLY HARDWARE	\$80.08
	Invoice	Date	Description		Amount
	I45768	11/13/2023	Bulk Fasteners, storage bags, epoxy		\$80.08
104821	11/22/2023			Paula Yoshiko Suzuki	\$546.00
	Invoice	Date	Description		Amount
	PS111923	11/19/2023	Instructor payment		\$546.00
104822	11/22/2023			SAN JOSE BMW MOTORCYCLES	\$457.70
	Invoice	Date	Description		Amount
	275004	11/16/2023	Pre-scan diagnostic, damage estimate		\$457.70
104823	11/22/2023			SANTA CRUZ TOYOTA	\$120.46
	Invoice	Date	Description		Amount
	445345	11/14/2023	Visor Assembly		\$120.46

City Checks Issued November 22, 2023

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Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
104824	11/22/2023			SCC ENVIRONMENTAL HEALTH SVC	\$393.75
	Invoice	Date	Description		Amount
	IN0116133	11/14/2023	Environmental cleanup oversight - McGregor Park		\$393.75
104825	11/22/2023			SOQUEL CREEK WATER DISTRICT	\$17,653.28
	Invoice	Date	Description		Amount
	08-15299-0111323	11/13/2023	08-15299-00 Monterey Ave. water		\$212.92
	08-15562-0111323	11/13/2023	08-15562-00 Cliff and Fairview water service		\$52.34
	09-15964-0111323	11/13/2023	09-15964-00 Monterey Ave. Esplanade water		\$1,583.57
	06-14476-0110623	11/06/2023	06-14476-00 430 Kennedy Drive water service		\$163.97
	42-14952-0110623	11/06/2023	42-14952 Cortez Park irrigation		\$742.76
	42-15297-0110623	11/06/2023	42-15297-00 426 Capitola Ave irrigation		\$172.71
	42-15969-0110623	11/06/2023	42-15969-00 Lawn Way irrigation		\$401.82
	42-16122-0110623	11/06/2023	42-16122-00 Esplanade fountain irrigation		\$82.79
	42-10504-0110623	11/06/2023	42-10504-00 Cliff Drive irrigation		\$80.20
	42-11090-0110623	11/06/2023	42-11090-01 Capitola Road irrigation		\$172.71
	42-11467-0110623	11/06/2023	42-11467-00 Jade Street park irrigation		\$8,026.93
	42-11517-0110623	11/06/2023	42-11517-00 41st Avenue irrigation		\$172.71
	42-14404-0110623	11/06/2023	42-14404-00 Monterey Ave. Nobel Gulch Park irrigation		\$497.75
	42-16130-0110623	11/06/2023	42-16130-00 Wharf Road irrigation		\$127.48
	42-16136-0110623	11/06/2023	42-16136-00 1400 Wharf Road irrigation		\$80.35
	42-16407-0110623	11/06/2023	42-16407-00 Bay Ave. irrigation		\$80.20
	42-14431-0110623	11/06/2023	42-14431-00 Monterey Ave irrigation		\$4,841.67
	42-17688-0110623	11/06/2023	42-17688-00 Lawn Way irrigation 2		\$80.20
	42-18238-0110623	11/06/2023	42-18238-00 Capitola Road irrigation		\$80.20
			1000 - General Fund		\$17,572.93
			1311 - Wharf		\$80.35
104826	11/22/2023			STEVEN MCDONALD	\$857.50
	Invoice	Date	Description		Amount
	SM111723	11/17/2023	Plein Air Artist Sales		\$857.50
104827	11/22/2023			TANVI BUCH	\$962.50
	Invoice	Date	Description		Amount
	TB111723	11/17/2023	Plein Air Artist Sales		\$962.50
104828	11/22/2023			THE HOME DEPOT PRO	\$877.54
	Invoice	Date	Description		Amount
	774911242	11/09/2023	Tissue paper		\$438.77
	775189616	11/13/2023	Tissue paper		\$438.77
104829	11/22/2023			TOWBOATU.S. SANTA CRUZ	\$1,015.00
	Invoice	Date	Description		Amount
	2023-169	09/27/2023	Vessel day time operation		\$1,015.00
			1200 - Capital Improvement Fund		

City Checks Issued November 22, 2023

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
104830	11/22/2023			TRANSPORTATION ALLIANCE BANK INC.	\$2,836.97
	Invoice	Date	Description		Amount
	680656	11/15/2023	Air cleaner, oil filter, fuel filter, strainer		\$2,723.73
	680685	11/16/2023	Filter		\$113.24
			1310 - Gas Tax		
104831	11/22/2023			UNITED WAY OF SANTA CRUZ COUNTY	\$20.00
	Invoice	Date	Description		Amount
	UW113023	11/17/2023	November United Way contributions		\$20.00
			1001 - Payroll Payables		
104832	11/22/2023			UPEC LIUNA LOCAL 792	\$1,089.00
	Invoice	Date	Description		Amount
	UPEC113023	11/17/2023	November UPEC dues		\$1,089.00
			1001 - Payroll Payables		
104833	11/22/2023			US BANK PARS Acct 6746022400	\$502.58
	Invoice	Date	Description		Amount
	PARS111723	11/17/2023	PARS contributions PPE 11/17/23		\$502.58
			1001 - Payroll Payables		
104834	11/22/2023			WELLS FARGO BANK	\$32,493.14
	Invoice	Date	Description		Amount
	WF110323	11/03/2023	October credit card charges		\$32,493.14
			1000 - General Fund		\$29,787.20
			1305 - Restricted TOT		\$1,599.55
			2211 - ISF - Information Technology		\$1,106.39
104835	11/22/2023			WENDY BRAYTON GOLDSTEIN	\$710.00
	Invoice	Date	Description		Amount
	WBG111723	11/17/2023	Plein Air Artist Sales		\$560.00
	WBG111723#2	11/17/2023	Plein Air Quick Paint Awards		\$150.00
104836	11/22/2023			WHITLOW CONCRETE INC.	\$20,650.00
	Invoice	Date	Description		Amount
	B2557	10/02/2023	Install concrete stage & concrete patio		\$20,650.00
			1200 - Capital Improvement Fund		
104837	11/22/2023			WILLDAN FINANCIAL SERVICES	\$7,260.00
	Invoice	Date	Description		Amount
	010-56708	11/17/2023	Comprehensive User Fee Study and Overhead Cost Allocatio		\$7,260.00

City Checks Issued November 22, 2023

Item 7 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
104838	11/22/2023			ANNETTE KAMOSS	\$69.29
	Invoice	Date	Description		Amount
	AK111523	11/15/2023	Refund Camp Capitola		\$69.29
104839	11/22/2023			ANNIE HAINES	\$280.00
	Invoice	Date	Description		Amount
	AH111723	11/17/2023	Plein Air Artist Sales		\$280.00
104840	11/22/2023			BILL KENNANN	\$595.00
	Invoice	Date	Description		Amount
	BK111723	11/17/2023	Plein Air Artist Sales		\$595.00
104841	11/22/2023			DEVON LINCOLN	\$73.00
	Invoice	Date	Description		Amount
	DL111623	11/16/2023	Refund Camp Capitola		\$73.00
104842	11/22/2023			JANE SALTMAN	\$490.00
	Invoice	Date	Description		Amount
	JS111723	11/17/2023	Plein Air Artist Sales		\$490.00
104843	11/22/2023			JOAN HELLENTHAL	\$50.00
	Invoice	Date	Description		Amount
	JH111723	11/17/2023	Plein Air Quick Paint Awards		\$50.00
104844	11/22/2023			JOE ORTIZ	\$105.00
	Invoice	Date	Description		Amount
	JO111723	11/17/2023	Plein Air Artist Sales		\$105.00
104845	11/22/2023			KERI HYATT	\$207.87
	Invoice	Date	Description		Amount
	KH111523	11/15/2023	Refund Camp Capitola		\$207.87
104846	11/22/2023			KERRIE BRANDAU	\$245.00
	Invoice	Date	Description		Amount
	KB111723	11/17/2023	Plein Air Artist Sales		\$245.00
104847	11/22/2023			LARISA ANAYA	\$350.00
	Invoice	Date	Description		Amount
	LA111723	11/17/2023	Plein Air Artist Sales		\$350.00
104848	11/22/2023			LUCINDA EUBANKS	\$206.50
	Invoice	Date	Description		Amount
	LE111723	11/17/2023	Plein Air Artist Sales		\$206.50

City Checks Issued November 22, 2023

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
104849	11/22/2023			LUPE SANTOS	\$287.00
	Invoice	Date	Description		Amount
	LS111723	11/17/2023	Plein Air Artist Sales		\$287.00
104850	11/22/2023			MARIKA RIGGS	\$69.29
	Invoice	Date	Description		Amount
	MR111523	11/15/2023	Refund Camp Capitola		\$69.29
104851	11/22/2023			NAOMI BLANCO	\$142.29
	Invoice	Date	Description		Amount
	NB111523	11/15/2023	Refund Camp Capitola		\$142.29
104852	11/22/2023			NATALIA AANDEWIEL	\$420.00
	Invoice	Date	Description		Amount
	NAA111723	11/17/2023	Plein Air Artist Sales		\$420.00
104853	11/22/2023			PAUL RICKARD	\$175.00
	Invoice	Date	Description		Amount
	PR111723	11/17/2023	Plein Air Artist Sales		\$175.00
104854	11/22/2023			STACEY ARISTA	\$69.29
	Invoice	Date	Description		Amount
	SA111523	11/15/2023	Refund Camp Capitola		\$69.29
104855	11/22/2023			SUSAN BUTLER-GRAHAM	\$280.00
	Invoice	Date	Description		Amount
	SBG111723	11/17/2023	Plein Air Artist Sales		\$280.00
104856	11/22/2023			TIINA SEPPALAINEN	\$406.00
	Invoice	Date	Description		Amount
	TS111723	11/17/2023	Plein Air Artist Sales		\$406.00
104857	11/22/2023			VILIIJA JOYCE	\$138.58
	Invoice	Date	Description		Amount
	VJ111523	11/15/2023	Refund Camp Capitola		\$138.58
Type Check Totals:					\$163,674.71
<u>EFT</u>					
1627	11/20/2023			CalPERS Member Services Division	\$64,601.90
	Invoice	Date	Description		Amount
	1002497854-7	11/17/2023	PERS contributions PPE 11/11/23		\$64,601.90
			1000 - General Fund		\$0.35
			1001 - Payroll Payables		\$64,601.55

City Checks Issued November 22, 2023

Item 7 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
1628	11/20/2023			EMPLOYMENT DEVELOPMENT DEPARTMENT	\$11,334.21
	Invoice	Date	Description		Amount
	2-118-360-080	11/17/2023	State taxes PPE 11/11/23		\$11,334.21
			1001 - Payroll Payables		
1629	11/20/2023			INTERNAL REVENUE SERVICE	\$37,338.79
	Invoice	Date	Description		Amount
	84292309	11/17/2023	Federal taxes & Medicare PPE 11/11/23		\$37,338.79
			1001 - Payroll Payables		
1630	11/20/2023			STATE DISBURSEMENT UNIT	\$1,662.91
	Invoice	Date	Description		Amount
	46219979	11/17/2023	Employee garnishments PPE 11/11/23		\$1,662.91
			1001 - Payroll Payables		
1631	11/20/2023			VOYA FINANCIAL	\$7,287.91
	Invoice	Date	Description		Amount
	VOYA111723	11/17/2023	Employee 457 contributions PPE 11/11/23		\$7,287.91
			1001 - Payroll Payables		

Type EFT Totals: \$122,225.72

Main City Totals	Count	Total
Checks	69	\$163,674.71
EFTs	5	\$122,225.72
All	74	\$285,900.43

Payroll Totals	Count	Total
Checks	0	\$0.00
EFTs	0	\$0.00
All	0	\$0.00

Grand Totals:	Count	Total
Checks	69	\$163,674.71
EFTs	5	\$122,225.72
All	74	\$285,900.43

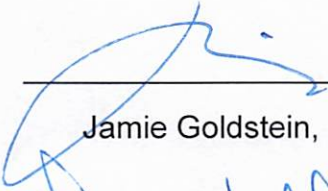
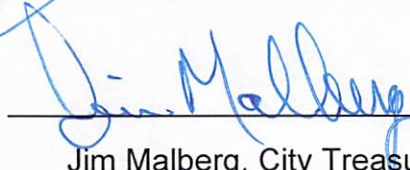
City main account checks dated December 1, 2023, numbered 104858 to 104910 totaling \$206,600.79, 2 EFTs totaling \$70,199.31, and 98 payroll EFTs totaling \$198,393.88 for a grand total of \$475,193.98, have been reviewed and authorized for distribution by the City Manager.

As of December 1, 2023, the unaudited cash balance is \$8,422,787.15.

**CASH POSITION - CITY OF CAPITOLA
December 1, 2023**

	12/1/2023
General Fund ⁽¹⁾	\$ (663,768.81)
Payroll Payables	\$ 173,344.16
Contingency Reserve Fund	\$ 2,192,345.66
PERS Contingency Fund	\$ 1,154,274.68
Emergency Reserve Fund	\$ 1,461,505.54
Facilities Reserve Fund	\$ 432,714.09
Capital Improvement Fund	\$ 2,333,390.70
Stores Fund	\$ 57,942.95
Information Technology Fund	\$ 189,962.13
Equipment Replacement	\$ 634,608.37
Self-Insurance Liability Fund	\$ (3,645.42)
Workers' Comp. Ins. Fund	\$ 129,227.04
Compensated Absences Fund	\$ 330,886.06
TOTAL AVAILABLE GENERAL FUNDS	\$ 8,422,787.15

(1) Dec. 1st balance includes \$4.69 million non-current investments

 Jamie Goldstein, City Manager	12/1/23 Date
 Jim Malberg, City Treasurer	12/1/23 Date

City Checks Issued December 1, 2023

Item 7 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
104858	12/01/2023			A TOOL SHED	\$466.00
	Invoice	Date	Description		Amount
	1660223-5	10/04/2023	Excavator rental		\$466.00
104859	12/01/2023			ADAMS ASHBY GROUP INC.	\$5,468.75
	Invoice	Date	Description		Amount
	5195	11/08/2023	20-CDBG-NH-20008 Grey Bears GA		\$3,718.75
	5196	11/08/2023	20-CDBG-NH-20009 Community Bridges		\$1,750.00
			1350 - CDBG Grants		
104860	12/01/2023			AFLAC	\$1,646.36
	Invoice	Date	Description		Amount
	014461	11/25/2023	November supplemental insurance		\$1,646.36
			1001 - Payroll Payables		
104861	12/01/2023			ALLSAFE LOCK COMPANY	\$35.66
	Invoice	Date	Description		Amount
	047145	11/28/2023	Keys		\$35.66
104862	12/01/2023			AMAZON CAPITAL SERVICES	\$412.16
	Invoice	Date	Description		Amount
	1LJQ-Q4GP-7JCM	11/16/2023	Range Equipment		\$181.81
	1MFY-KW7T-67WL	11/17/2023	Batteries		\$74.18
	17VY-RLFX-69NR	11/20/2023	Air Fresheners		\$34.60
	1HGM-H66G-6CWG	11/24/2023	Big bow		\$53.36
	199D-N6LD-HHY3	11/21/2023	Bulletin board		\$26.15
	1KJM-FPXG-9TTM	11/21/2023	Sharpies, USB cable, air duster		\$42.06
104863	12/01/2023			ATE3ONE	\$833.85
	Invoice	Date	Description		Amount
	A3O110523	11/05/2023	Plein Air Food Truck		\$833.85
104864	12/01/2023			BECKY ADAMS	\$312.00
	Invoice	Date	Description		Amount
	BA112623	11/26/2023	Instructor payment		\$312.00
104865	12/01/2023			CA DEPARTMENT OF JUSTICE	\$49.00
	Invoice	Date	Description		Amount
	693726	11/03/2023	October fingerprinting		\$49.00

City Checks Issued December 1, 2023

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
104866	12/01/2023			CA DEPARTMENT OF TRANSPORTATION	\$5,038.26
	Invoice	Date	Description		Amount
	SL240163	11/16/2023	July - September signals and lighting 1310 - Gas Tax		\$5,038.26
104867	12/01/2023			CENTRAL HOME SUPPLY	\$184.38
	Invoice	Date	Description		Amount
	68524	11/14/2023	Bio-wattle		\$184.38
104868	12/01/2023			CINTAS CORPORATION	\$230.40
	Invoice	Date	Description		Amount
	5185897571	11/28/2023	Corp. Yard First Aid Supplies		\$164.52
	5185897533	11/28/2023	Community Center first aid supplies		\$65.88
104869	12/01/2023			DUDEK	\$5,352.41
	Invoice	Date	Description		Amount
	202308679	10/23/2023	#23-0254 723 El Salto Drive Professional Services		\$5,352.41
104870	12/01/2023			EWING IRRIGATION	\$309.41
	Invoice	Date	Description		Amount
	20997002	11/06/2023	PVC couplings, bushings, wrench, scoop handle		\$72.32
	20981158	11/03/2023	Pipewrap, gloves, cleaner, staples, spears		\$206.64
	20960540	11/01/2023	Valve, PVC union		\$30.45
104871	12/01/2023			EXCEEDIO	\$9,079.11
	Invoice	Date	Description		Amount
	14732	12/01/2023	December IT services 2211 - ISF - Information Technology		\$9,079.11
104872	12/01/2023			FLYERS ENERGY LLC	\$4,601.92
	Invoice	Date	Description		Amount
	23-974191	11/22/2023	875 gallons gasoline		\$4,601.92
104873	12/01/2023			GALLS LLC	\$566.77
	Invoice	Date	Description		Amount
	026225083	11/10/2023	Duty Boots, Jacket and Pants		\$566.77
104874	12/01/2023			GINA ENRIQUEZ	\$6,630.40
	Invoice	Date	Description		Amount
	GE112623	11/26/2023	Instructor payment		\$6,630.40

City Checks Issued December 1, 2023

Item 7 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
104875	12/01/2023			HOME DEPOT CREDIT SERVICES	\$1,330.60
	Invoice	Date	Description		Amount
	3520035	11/15/2023	Marble white single sink		\$212.92
	3220357	11/15/2023	Marble white single sink return		(\$212.92)
	1512639	11/17/2023	Polished edge bath mirror, roller mop, tape		\$118.67
	1613310	11/17/2023	Roller, roller tray, high density fabric cage frame		\$36.11
	2204245	11/16/2023	LED lights, bath faucet return credit		(\$265.93)
	2204248	11/16/2023	Everdean pearl gray vanity combo return credit		(\$434.91)
	2522038	11/16/2023	Everdean pearl gray vanity combo		\$434.91
	2522050	11/16/2023	Bag, bath faucet, pro gaps & cracks filler		\$183.07
	3204189	11/15/2023	Everdean white vanity combo return credit		(\$380.41)
	3512297	11/15/2023	Bath faucet, brass push button, cable, cutter set, shim		\$755.24
	3622014	11/15/2023	Lumber, everdean pearl gray vanity combo		\$441.88
	4621855	11/14/2023	LED lights, swivel mount photo		\$104.59
	4621904	11/14/2023	24 inch round steel stake		\$44.34
	5521490	11/13/2023	LED lights, covers		\$91.49
	8513179	11/20/2023	Screws		\$12.50
	8522848	11/20/2023	Inspection camera		\$129.71
	8522940	11/20/2023	Toiler auger, screws		\$59.34
104876	12/01/2023			HOUSING AUTHORITY OF SANTA CRUZ COUNTY	\$3,395.00
	Invoice	Date	Description		Amount
	24-04 CSD	11/15/2023	Progress Report for Security Deposit Program		\$3,395.00
			5552 - Cap Hsg Succ- Program Income		
104877	12/01/2023			HUMBOLDT PETROLEUM LLC	\$42.50
	Invoice	Date	Description		Amount
	INV-101792	11/15/2023	Carwash Closing Date 11/15/2023		\$42.50
104878	12/01/2023			JACKIE YEUNG	\$909.09
	Invoice	Date	Description		Amount
	JY112823	11/28/2023	Wellness Funded Expense - Power rack, barbell, bumper pl		\$909.09
104879	12/01/2023			KBA Document Solutions LLC	\$847.58
	Invoice	Date	Description		Amount
	55Y1415817	11/21/2023	Monthly copier usage charges		\$847.58
			2211 - ISF - Information Technology		
104880	12/01/2023			KOSMONT COMPANIES	\$3,458.00
	Invoice	Date	Description		Amount
	2309.5-002	10/31/2023	Consulting services		\$3,458.00

City Checks Issued December 1, 2023

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
104881	12/01/2023			LINDE GAS & EQUIPMENT INC.	\$236.84
	Invoice	Date	Description	Amount	
	39571795	11/22/2023	Acetylene rental	\$236.84	
104882	12/01/2023			LIUNA PENSION FUND	\$1,164.80
	Invoice	Date	Description	Amount	
	FQ3213	11/17/2023	November LIUNA pension dues	\$1,164.80	
			1001 - Payroll Payables		
104883	12/01/2023			MICHAEL ARNONE	\$1,275.00
	Invoice	Date	Description	Amount	
	201503-11	09/28/2023	Rispin park landscape architect services	\$1,275.00	
			1200 - Capital Improvement Fund		
104884	12/01/2023			MICHELLE DAVEY-OUSE	\$117.00
	Invoice	Date	Description	Amount	
	MDO112623	11/26/2023	Instructor payment	\$117.00	
104885	12/01/2023			MISSION LINEN SUPPLY	\$289.06
	Invoice	Date	Description	Amount	
	520438548	11/15/2023	Corp. Yard linen service	\$140.78	
	520494740	11/22/2023	Corp. Yard linen service	\$113.78	
	520494739	11/22/2023	Fleet towels, uniform cleaning	\$34.50	
104886	12/01/2023			MISSION PRINTERS	\$66.63
	Invoice	Date	Description	Amount	
	64740	11/22/2023	Business Cards	\$66.63	
104887	12/01/2023			MOFFATT AND NICHOL	\$4,362.75
	Invoice	Date	Description	Amount	
	784006	11/22/2023	Stockton Ave Bridge Repairs through 10/28/2023	\$4,362.75	
			1200 - Capital Improvement Fund		
104888	12/01/2023			NORTH BAY FORD	\$864.76
	Invoice	Date	Description	Amount	
	373380	10/26/2023	Parking sensor	\$864.76	
104889	12/01/2023			OUTDOOR SUPPLY HARDWARE	\$277.41
	Invoice	Date	Description	Amount	
	I49773	11/21/2023	Cable ties, tope, screws, paint, bulk fastener	\$159.37	
	I46195	11/14/2023	Medium duty tarp	\$28.33	
	I47572	11/17/2023	Pilot point set drills	\$28.33	
	624774906	11/25/2023	Finance Charge	\$10.00	
	I46039	11/14/2023	Spray paint, paint	\$33.96	
	I47327	11/16/2023	Spray paint	\$17.42	

City Checks Issued December 1, 2023

Item 7 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
104890	12/01/2023			PALACE BUSINESS SOLUTIONS	\$131.71
	Invoice	Date	Description		Amount
	700374-0	11/17/2023	Paper, pencils		\$90.02
	700489-0	11/20/2023	Frame, pens		\$41.69
104891	12/01/2023			PITNEY BOWES	\$2,030.00
	Invoice	Date	Description		Amount
	PB111923	11/19/2023	City Hall postage machine refill		\$2,030.00
			2210 - ISF - Stores Fund		
104892	12/01/2023			RRM DESIGN GROUP	\$22,058.75
	Invoice	Date	Description		Amount
	2757-01-1023	11/16/2023	October Capitola Housing Element Update		\$21,443.75
	1783-06-0823	09/18/2023	#23-0152 Remodel Design Review		\$615.00
			1000 - General Fund		\$615.00
			1313 - General Plan Update and Maint		\$21,443.75
104893	12/01/2023			SANTA CRUZ AUTO PARTS INC.	\$188.14
	Invoice	Date	Description		Amount
	14508-483961	11/20/2023	Primer filler, activator, accuspray		\$188.14
104894	12/01/2023			SANTA CRUZ COUNTY ANTI CRIME TEAM	\$17,993.00
	Invoice	Date	Description		Amount
	2023-24CPD	11/09/2023	FY23/24 Operational Expense Contribution		\$17,993.00
104895	12/01/2023			SANTA CRUZ COUNTY AUDITOR-CONTROLLER	\$9,453.00
	Invoice	Date	Description		Amount
	SCCO103123	10/31/2023	October citation processing		\$9,453.00
104896	12/01/2023			SANTA CRUZ COUNTY DEPT OF PUBLIC WORKS	\$1,726.56
	Invoice	Date	Description		Amount
	ZONEV-20220507	11/27/2023	Zone V pass through payment		\$1,726.56
104897	12/01/2023			SAVE OUR SHORES	\$1,400.00
	Invoice	Date	Description		Amount
	2023-054	11/20/2023	Bleach Cleanup, flyers and advertising		\$1,400.00
104898	12/01/2023			SECURITY CONTRACTOR SERVICES, INC	\$75.00
	Invoice	Date	Description		Amount
	0316719-IN	11/17/2023	Fence rental Capitola Ave & San Jose Ave		\$75.00
104899	12/01/2023			SOQUEL CREEK ANIMAL HOSPITAL	\$169.00
	Invoice	Date	Description		Amount
	75669	11/16/2023	K-9 Exam and Lab Services		\$169.00

City Checks Issued December 1, 2023

Item 7 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
104900	12/01/2023			SOQUEL CREEK WATER DISTRICT	\$452.36
	Invoice	Date	Description		Amount
	10-16317-0112023	11/20/2023	10-16317-00 420 Capitola Ave. water		\$275.57
	10-16315-0112023	11/20/2023	10-16315-00 504 Beulah Dr. water		\$58.75
	10-16316-0112023	11/20/2023	10-16316-00 426 Capitola Ave. water		\$118.04
104901	12/01/2023			STATE WATER RESOURCES CONTROL BOARD	\$7,067.00
	Invoice	Date	Description		Amount
	SW-0269117	11/09/2023	Annual permit fee FY23/24		\$7,067.00
104902	12/01/2023			SUMMIT UNIFORMS	\$35.00
	Invoice	Date	Description		Amount
	5414	11/17/2023	563 Embroidery Charges		\$35.00
104903	12/01/2023			T MOBILE	\$345.98
	Invoice	Date	Description		Amount
	207333640	11/23/2023	November cell phone usage - acct #989440968		\$302.40
	TM112123	11/21/2023	November cell phone usage - acct # 947590665		\$43.58
104904	12/01/2023			THE HOME DEPOT PRO	\$1,850.19
	Invoice	Date	Description		Amount
	775904147	11/16/2023	Cleaning supplies		\$1,836.79
	776075400	11/16/2023	Permanent markers		\$13.40
104905	12/01/2023			UNISAFE INC	\$522.72
	Invoice	Date	Description		Amount
	719727	11/13/2023	Evidence Supplies - TopGrip Exam Gloves		\$522.72
104906	12/01/2023			VISIT SANTA CRUZ COUNTY	\$80,003.91
	Invoice	Date	Description		Amount
	VSCC093023	11/28/2023	July - September TMD		\$80,003.91
104907	12/01/2023			WEBER HAYES & ASSOCIATES INC.	\$487.50
	Invoice	Date	Description		Amount
	15888	11/22/2023	Wrap up revisions and final agency details for County		\$487.50
104908	12/01/2023			WESTERN EXTERMINATOR COMPANY	\$175.20
	Invoice	Date	Description		Amount
	53506218	11/06/2023	November City Hall rodent control		\$87.60
	53506219	11/09/2023	November Turnouts rodent control		\$87.60
104909	12/01/2023			WESTLEY MARTIN	\$543.91
	Invoice	Date	Description		Amount
	WM112123	11/21/2023	Wellness Funded Expense - Surfboard		\$543.91

City Checks Issued December 1, 2023

Item 7 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
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104910	12/01/2023			Cakisic, Selvedin	\$38.00
	Invoice	Date	Description		Amount
	SC111723	11/17/2023	Citation # 900127851		\$38.00

Type Check Totals: \$206,600.79

EFT

1632	12/01/2023			CalPERS Health Insurance	\$70,064.31
	Invoice	Date	Description		Amount
	1002505396	11/14/2023	December health insurance		\$70,064.31
			1000 - General Fund		\$4,199.43
			1001 - Payroll Payables		\$65,864.88

1633	11/24/2023			WEX HEALTH INC.	\$135.00
	Invoice	Date	Description		Amount
	0001832577-IN	10/31/2023	October COBRA and FSA admin.		\$135.00

Type EFT Totals: \$70,199.31

Main City Totals	Count	Total
Checks	53	\$206,600.79
EFTs	2	\$70,199.31
All	55	\$276,800.10

Payroll Totals	Count	Total
Checks	0	\$0.00
EFTs	98	\$198,393.88
All	98	\$198,393.88

Grand Totals:	Count	Total
Checks	53	\$206,600.79
EFTs	100	\$268,593.19
All	153	\$475,193.98

Capitola City Council

Agenda Report



Meeting: December 14, 2023
From: City Manager's Department
Subject: Interest Rate for Tenant's Security Deposits

Recommended Action: Adopt a resolution setting the interest rate for tenant's security deposits for 2024 at zero percent (0%).

Background: The City Council adopted Ordinance No. 804 on February 12, 1998, adding Chapter 5.48 to the Municipal Code requiring interest on security deposits for residential rental properties. Resolution No. 2948 set the interest rate for 1998 at 2%, which became effective March 14, 1998.

It was the City Council's practice to set its interest rate for tenant security deposits consistent with the amount set by the Board of Supervisors of Santa Cruz County. However, starting in 2011 after the County set the rate at an extremely low level, the City Council determined the administrative burden of computing interest rates of around 0.01% were not worth the minor benefit to renters. For example, 0.01% interest on a \$3,000 security deposit would total 30 cents a year. Therefore, the City's interest rate has been set at 0% since January 2011. A history of interest rates since the adoption of the implementing Ordinance is included with this report as Attachment 1.

Discussion: Pursuant to Municipal Code Section 5.48.025, "On or before December 31 of each year, the City Council shall set the minimum interest rate (for tenant security deposits) for the next calendar year," the City Council reviews the interest rate and adopts a Resolution setting the rate for the next year.

The County's Investment Officer has completed a survey of annual simple interest on passbook savings and on December 5, 2023 will be recommending the County Board of Supervisors set the County's 2024 interest rate for tenants' security deposits at 0.03%. Staff recommends adopting an interest rate of 0% for the City of Capitola.

Upon adoption of the proposed resolution, staff will publish the attached notice in the Santa Cruz Sentinel and share information regarding the interest rate on our City website and social media pages.

Fiscal Impact: There is no fiscal impact to the City related to this item.

Attachments:

1. Historical Interest Rates
2. Proposed Resolution
3. Notice

Report Prepared By: Julia Gautho, City Clerk

Reviewed By: Jim Malberg, Finance Director

Approved By: Jamie Goldstein, City Manager



420 Capitola Avenue
 Capitola, California 95010
 Telephone: (831) 475-7300
 FAX: (831) 479-8879
 Website: www.ci.capitola.ca.us

HISTORY OF TENANT’S INTEREST ON SECURITY DEPOSITS FOR RESIDENTIAL RENTAL PROPERTIES

ORDINANCES ADOPTED

Ordinance No. 804 was adopted on February 12, 1998, and added Chapter 5.48 to the Municipal Code, requiring interest on security deposits for residential rental properties effective March 14, 1998. Ordinance No. 813 was adopted on December 19, 1999, amending Section 5.48.040 of the Municipal Code regarding Payment of Tenant’s Interest effective January 18, 2000.

RESOLUTION NO.	PERCENT	EFFECTIVE DATE
Resolution No. 2948	2%	March 14, 1998
Resolution No. 3007	2%	January 1, 1999
Resolution No. 3067	2%	January 1, 2000
Resolution No. 3107	2%	January 1, 2001
Resolution No. 3180	1%	January 1, 2002
Resolution No. 3258	0.58%	January 1, 2003
Resolution No. 3322	0.32%	January 1, 2004
Resolution No. 3416	0.32%	January 1, 2005
Resolution No. 3510	0.43%	January 1, 2006
Resolution No. 3594	0.34%	January 1, 2007
Resolution No. 3671	0.31%	January 1, 2008
Resolution No. 3731	0.23%	January 1, 2009
Resolution No. 3791	0.10%	January 1, 2010
Resolution No. 3849	0%	January 1, 2011
Resolution No. 3898	0%	January 1, 2012
Resolution No. 3945	0%	January 1, 2013
Resolution No. 3973	0%	January 1, 2014
Resolution No. 4009	0%	January 1, 2015
Resolution No. 4040	0%	January 1, 2016
Resolution No. 4070	0%	January 1, 2017
Resolution No. 4094	0%	January 1, 2018
Resolution No. 4133	0%	January 1, 2019
Resolution No. 4165	0%	January 1, 2020
Resolution No. 4206	0%	January 1, 2021
Resolution No. 4241	0%	January 1, 2022
Resolution No. 4298	0%	January 1, 2023
Proposed Resolution	0%	January 1, 2024

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
SETTING INTEREST RATE FOR TENANT SECURITY DEPOSITS FOR 2024 AT
ZERO PERCENT (0%) IN THE CITY OF CAPITOLA**

WHEREAS, Municipal Code Section 5.48.025 directs the City Council to set the minimum annual interest rate for tenant security deposits; and

WHEREAS, the current rate of interest for residential rental security deposits is zero percent (0.00%); and

WHEREAS, the County of Santa Cruz Board of Supervisors, at its meeting held **December 6, 2022**, voted to set the rate at one-hundredth percent (0.01%) as recommended by the Santa Cruz County Investment Officer. The City expects the County Board of Supervisors will vote to set the 2024 interest rate at .03% on December 5.; and

WHEREAS, it has been the practice of the Capitola City Council to set its interest rate for tenant security deposits consistent with other jurisdictions within the County of Santa Cruz; and

NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND by the City Council of the City of Capitola, State of California, that the rate of simple interest payable annually on residential rental security deposits by landlords shall be Zero percent (0%) effective January 1, 2024.

I HEREBY CERTIFY that the above and foregoing Resolution was passed and adopted by the City Council of the City of Capitola, California, at its regular meeting held on the 14th day of December, 2023, by the following vote:

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

Mayor

ATTEST:

Julia Gautho, City Clerk



CITY OF CAPITOLA
420 Capitola Avenue
Capitola, CA 95010
(831) 475-7300
FAX (831) 464-8659

**NOTICE OF CAPITOLA CITY COUNCIL
RESOLUTION SETTING INTEREST RATE FOR TENANT SECURITY
DEPOSITS IN 2024**

NOTICE IS HEREBY GIVEN that on December 14, 2023, the Capitola City Council adopted a resolution setting a 0% interest rate for tenant security deposits in 2024. A copy of the agenda report and resolution can be found on the City's website: <https://www.cityofcapitola.org/>

The Santa Cruz County Board of Supervisors, at its meeting held on December 6, 2022, voted whether to set the rate at 0.01% as recommended by the County's Investment Officer. In concurrence with the Capitola Municipal Code and past practice, the City Council adopted an interest rate of 0% for 2024.

Should you have any questions regarding this information, please contact staff at 831-475-7300, extension 228, or via email at jgautho@ci.capitola.ca.us.

Dated: December 15, 2023

Julia Gautho, City Clerk

Capitola City Council

Agenda Report

Meeting: December 14, 2023
From: Community Development
Subject: Annual and Five-Year Impact Fee Report



Recommended Action: Adopt a resolution adopting the Fiscal Year 2022-23 AB 1600 report.

Background: In California, State legislation sets certain legal and procedural parameters for the charging of development impact fees. This legislation was passed as Assembly Bill (AB) 1600 by the California Legislature and is now codified as California Government Code Sections 66000 through 66023 (Mitigation Fee Act). The Mitigation Fee Act requires any local agency that imposes development impact fees to prepare an Annual and Five-Year Impact Fee Report that provides specific information about those fees. The AB 1600 Report serves as both the annual and five-year report.

The City of Capitola collects affordable housing impact fees, affordable housing in-lieu fees, and tree replacement in-lieu fees which are subject to the AB 1600 reporting requirements.

On November 29, 2023, staff published the City of Capitola's Annual and Five-Year Assembly Bill 1600 Report for FY 2022-2023 in accordance with the provisions of the California Government Code Section 66006 (b) and 66001 (d).

Discussion: When new development is constructed, or an existing use is changed to a use that has additional impacts on public facilities, the City experiences increased demand for the services and facilities it provides. Impact fees are one-time contributions made by project applicants to offset the impacts that result from their project. Impact fees cannot exceed the reasonable costs to address the proportionate impacts of new development. This means applicants only pay their fair share of necessary upgrades to meet the increased demand that results from their project, and their impact fees cannot be used to address deficiencies that existed before their project. The Mitigation Fee Act regulates impact fees and requires the City to demonstrate the required nexus between the impact of the project on public facilities and the fees charged to the project applicant.

The Mitigation Fee Act imposes certain accounting and reporting requirements with respect to the fees collected. The Mitigation Fee Act also requires any local agency that imposes development impact fees to prepare an annual report and a five-year report that provide specific information about those fees which summarize the fee revenue collected, expenditures made with this fee revenue, fund balances, and plans for future expenditures based upon additional fee collection. In-lieu fees are also included in the AB 1600 report. The attached AB 1600 Report serves both the annual and five-year requirements. Upon adoption, the AB 1600 Report will remain publicly available on the City's website. Staff will submit the AB 1600 Report to the City Council for adoption on an annual basis.

The City currently has an unexpended balance from housing impact fees, housing in-lieu fees, and tree replacement fees.

Housing Impact Fee: The year-end balance of Housing Impact Fees for FY 2022-23 was \$41,240.

Housing In-Lieu Fee: The year-end balance of Housing In-Lieu Fees for FY 2022-23 was \$342,666. During the FY 2023-24 budget cycle, \$201,000 of housing in-lieu funds were allocated toward the Pacific Cove Residential Relocation Program loan payoff. There is a remaining unexpended balance of \$141,666.

Housing impact fees and housing in-lieu fees are deposited into the Housing Trust Fund. This special revenue fund can be utilized for the following activities:

1. Creation of new affordable units.
2. Preservation of existing affordable housing (rehabilitation).
3. Assistance with multi-family rehabilitation programs and projects.
4. Conversion of market-rate units to affordable housing units.
5. Construction of affordable accessory dwelling units.
6. Acquisition and rehabilitation of potential limited equity housing cooperatives.
7. First-time homebuyer loans.
8. Predevelopment loans/grants to assist non-profit and for-profit developers with project feasibility studies, site acquisition and preliminary design studies for potential affordable housing projects.

Within the recently adopted Housing Element Update, Capitola has committed to the rehabilitation of 12 low-income units, the rehabilitation of 25 multifamily low-income housing units, and the issuance of five first-time home buyer loans during the next eight years. Within the AB 1600 report, \$100,000 is identified for the rehabilitation of low-income units and \$100,000 for first-time home buyer loans. Staff will seek grant funds from the state for the rehabilitation of 25 multifamily low-income units.

Tree Replacement In-Lieu Fee: The year-end balance of tree replacement in-lieu fees for FY 2022-23 was \$38,442. The funds can be utilized toward the planting and maintenance of trees.

Fiscal Impact: The acceptance of this report has no fiscal impact.

Attachments:

1. Resolution
2. AB 1600 report

Report Prepared By: Katie Herlihy, Community Development Director

Reviewed By: Julia Gautho, City Clerk; Sam Zutler, City Attorney

Approved By: Jamie Goldstein, City Manager

RESOLUTION NO. _____
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
ACCEPTING AND ADOPTING THE DEVELOPMENT FEE IMPACT REPORT PURSUANT
TO GOVERNMENT CODE SECTIONS 66001, 66006, AND 66013

WHEREAS, the City of Capitola imposes development fees that are subject to the Mitigation Fee Act (Gov. Code §§ 66000 *et seq.*): the Housing Impact Fee, the Housing In-Lieu Fee, and the Tree Replanting In-Lieu Fee (collectively Impact Fees); and

WHEREAS, pursuant to Government Code Sections 66006 and 66013, the City is required to prepare an annual report regarding the collection and use of the Impact Fees within 180 days after the close of each fiscal year; and

WHEREAS, pursuant to Government Code Section 66001, the City is required to make findings with respect to any unexpended Impact Fee funds every fifth fiscal year following the first deposit into the Impact Fee accounts; and

WHEREAS, Staff has prepared the *City of Capitola Annual and Five-Year Impact Fee Report* also known as the Assembly Bill (AB) 1600 Report (Exhibit A), and incorporated by reference; and

WHEREAS, the AB 1600 Report satisfies the reporting requirements stated in Government Code sections 66001, 66006, and 66013; and

WHEREAS, notice was provided to the extent required by Government Code section 66006; and

WHEREAS, pursuant to Government Code section 66006(b)(2), the AB 1600 Report has been made available to the public not less than fifteen (15) days from the date of the next regularly scheduled public meeting. The report has been available for public review at the Clerk's office and on the City's website since November 29, 2023; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Capitola that the forgoing recitals are true and correct.

BE IT FURTHER RESOLVED that the City Council does hereby find and adopt as follows:

1. In accordance with Government Code Section 66000 *et seq.*, the City has conducted an annual and five-year review of its Impact Fees and capital infrastructure programs and the Council has reviewed the AB 1600 Report for the Fiscal Year 2022-23 attached hereto as Exhibit A, which is hereby accepted and adopted as the report required pursuant to Government Code sections 66001, 66006, and 66013.
2. The funds have been and shall be used for the purposes stated in said report and are necessary to mitigate impacts resulting from development in the City and there is

a reasonable relationship between the use of the fees and the type of development project upon which the fee is imposed.

Item 7 D.

Section 1. Effective Date. This resolution shall take effect immediately upon its adoption.

Section 2. The City Clerk shall certify the adoption of this Resolution and shall cause a certified Resolution to be filed in the Office of the City Clerk.

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 14th day of December, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Margaux Keiser, Mayor

ATTEST: _____

Julia Gautho, City Clerk



City of Capitola

AB 1600 Report

INTRODUCTION AND BACKGROUND

In California, State legislation sets certain legal and procedural parameters for the charging of development impact fees. This legislation was passed as AB1600 by the California Legislature and is now codified as California Government Code Sections 66000 through 66008 (“Mitigation Fee Act”). This State law went into effect on January 1, 1989.

Requirements for Development Impact Fee Reporting

The Mitigation Fee Act imposes certain accounting and reporting requirements with respect to the fees collected. The fees must be deposited in a special account to avoid comingling the fees with the City’s other revenues or funds. Interest on each development fee fund or account must be credited to that fund or account and used only for those purposes for which the fees were collected.

The Mitigation Fee Act also requires any local agency that imposes development impact fees to prepare an annual report and a five-year report that provide specific information about those fees. This report serves both of those functions and has been prepared for the City of Capitola for the fiscal year (FY) ended June 30, 2023 in accordance with the provisions of the California Government Code Section 66006 (b) and 66001 (d).

Annual Report

California Government Code Section 66006 (b) requires each local agency that imposes Development Impact Fees under the Mitigation Fee Act to prepare an annual report providing specific information about those fees for the previous fiscal year. Specifically, Section 66006 (b) requires that for each separate fund, the local agency shall make available to the public the information shown below for the most recent fiscal year.

- 66006 (b) (1) (A): A brief description of the type of fee in the account or fund.
- 66006 (b) (1) (B): The amount of the fees.
- 66006 (b) (1) (C): The beginning (July 1) and ending (June 30) balance of a particular impact fee fund.
- 66006 (b) (1) (D): The amount of the fees collected and interest earned by fund.
- 66006 (b) (1) (E): An identification of each public improvement upon which fees were expended and the amount of expenditures on each improvement including the total percentage of the cost of the public improvement that was funded with fees.
- 66006 (b) (1) (F): An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement.
- 66006 (b) (1) (G): A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended; and, in the case of an interfund loan, the terms of the loan, including the repayment schedule for the loan, and the rate of interest that the account or fund will receive on the loan.
- 66006 (b) (1) (H): A summary of any refunds made, and their respective amount, due to sufficient funds being collected to complete financing of scheduled public improvements and the amount of reallocation of funds made due to administrative costs of refunding unexpended revenues exceeding the amount to be refunded.

State law requires the City to prepare and make available to the public the above information within 180 days after the last day of each fiscal year. The City Council must review the annual report at a regularly scheduled public meeting not less than fifteen days after the information is made available to the public. This report was filed with the City Clerk’s office and available for public review on November 29, 2023.

Five-Year Report

California Government Code Section 66001 (d) (1) requires the local agency make all of the following findings every fifth year with respect to that portion of the account remaining unexpended, whether encumbered to a specific project or remaining unencumbered in an impact fee fund.

- 66001 (d) (1) (A): Identify the purpose to which the fee is to be put.
- 66001 (d) (1) (B): Demonstrate a reasonable relationship between the fee and purpose for which it is charged.
- 66001 (d) (1) (C): Identify all sources and amounts of funding anticipated to complete financing in incomplete improvements.
- 66001 (d) (1) (D): Designate the approximate dates on which the funding is expected to be deposited into the appropriate account or fund.

ANNUAL REPORT

Description of Impact Fee Programs

66006(b)(1)(A) and 66013(d)(1)

The City has 2 development impact fee programs.

- 1. Affordable Housing Impact Fee (CMC 18.05).** Housing development projects creating less than seven for-sale housing units pay an affordable housing impact fee that is used to provide assistance for production of affordable housing units, acquisition of at-risk units, or rehabilitation of affordable housing units for very low, low, and moderate income households.
- 2. Affordable Housing In-Lieu Fee (CMC 18.02).** Residential development projects that are subject to the City's affordable housing inclusionary requirements may elect to pay affordable housing in-lieu fees, rather than produce the required inclusionary units on site in accordance with the City's requirements. Affordable housing in-lieu fees are used to assist in the construction of new or the rehabilitation of existing affordable housing units.
- 3. Tree In-Lieu Fee (CMC 12.12.190).** The Tree In-Lieu fee is a fee that the City imposes on residential and non-residential development in-lieu of planting required trees. The purpose of this fee is to fund the community tree and forest management account, measured by the number of trees required to be planted, to maintain and plant trees for the need created when trees are removed.

Current Impact Fee Schedules

66006(b)(1)(B)

Affordable Housing Impact Fee

The Affordable Housing Impact Fee in effect during the fiscal year ending June 30, 2023, are presented below in **Table 1**.

Table 1 Affordable Housing Impact Fee

For sale housing development of six or less units	\$25 per square foot
Rental multi-family	\$6 per square foot
Addition to housing units of 50% or more	\$2.50 per square foot

Affordable Housing In-Lieu Fee

The Affordable Housing in-Lieu Fee in effect during the fiscal year ending June 30, 2023, are presented below in **Table 2**.

Table 2 Affordable Housing In-Lieu Fee

Tree In-Lieu Fee

For sale housing developments of two to six units		\$25 per square foot
For sale housing development of seven or more units		Total Units
# Units	# Units Built	
7	1	\$0
8-13	1	Total # units minus 7 @ \$25 Square foot
14	2	\$0
15-20	2	Total # units minus 14 @ \$25 Square foot
21	3	\$0
22-27	3	Total # units minus 21 @ \$25 Square foot
28	4	\$0
Rental Multi-Family		\$6 per square foot

Tree In-Lieu Fee

The Tree In-Lieu Fee in effect during the fiscal year ending June 30, 2023, are presented below in **Table 3**.

Table 3 Tree In-Lieu Fee

Tree replacement in-lieu fee	\$600 per tree
------------------------------	----------------

Annual Financial Summary

**Table 4. Annual Financial Summary
 Statement of Affordable Housing Fee Program
 Revenues, Expenditures, and Changes in Fund Balance
 For the Fiscal Year Ending June 30, 2023**

Description	FY 2022/23
REVENUES	
Fees	\$ 41,240
Interest	0
Total Revenues	\$ 41,240
Interfund Transfers	\$0
Interfund Loans Interest rate of loan: 0%	\$0
Refunds	\$0
EXPENDITURES -- Capital Improvements	
None	\$0 0%
Total Expenditures	\$0
REVENUES OVER (UNDER) EXPENDITURES	
Fund Balance, Beginning of the Year	\$0
Fund Balance, End of Year	\$41,240

Annual Financial Summary

**Table 5. Annual Financial Summary
 Statement of Affordable Housing In-Lieu Program
 Revenues, Expenditures, and Changes in Fund Balance
 For the Fiscal Year Ending June 30, 2023**

<u>Description</u>	<u>FY 2022/23</u>	
REVENUES		
Fees		\$ 0
Interest		\$11,718
Total Revenues		<u><u>\$11,718</u></u>
Interfund Transfers		\$25,000
Interfund Loans Interest rate of loan: 0%		\$0
Refunds		\$0
EXPENDITURES -- Capital Improvements	Amount	Percent
Pacific Cove Resident Relocation Program	\$25,000	16%
Total Expenditures		<u><u>\$25,000</u></u>
REVENUES OVER (UNDER)		
EXPENDITURES		\$11,718
Fund Balance, Beginning of the Year		<u>\$354,378</u>
Fund Balance, End of Year		<u><u>\$342,660</u></u>

**Table 6. Annual Financial Summary
 Statement of Tree In-Lieu Fee Program
 Revenues, Expenditures, and Changes in Fund Balance
 For the Fiscal Year Ending June 30, 2023**

<u>Description</u>	<u>FY 2022/23</u>	
REVENUES		
Fees		\$5,086
Interest		\$0
Total Revenues		<u>\$5,086</u>
Interfund Transfers		\$0
Interfund Loans Interest rate of loan: 0%		\$0
Refunds		\$0
EXPENDITURES -- Capital Improvements	Amount	Percent
None	\$0	0%
Total Expenditures		<u>\$0</u>
REVENUES OVER (UNDER)		
EXPENDITURES		\$5,086
Fund Balance, Beginning of the Year		<u>\$33,356</u>
Fund Balance, End of Year		<u>\$38,442</u>

FIVE-YEAR REPORT AND FINDINGS

California Government Code Section 66001(d)(1) requires the City to make findings every fifth year with respect to that portion of each impact fee account that remains unexpended, whether encumbered to a specific project or remaining unencumbered in an impact fee fund. As of June 30, 2023, 3 funds have unexpended balances totaling \$420,778. Therefore, the City is reporting the following findings relating to each of the fee programs.

- 66001(d)(1)(A): Identify the purpose to which the fee is to be put.
- 66001(d)(1)(B): Demonstrate a reasonable relationship between the fee and purpose for which it is charged.
- 66001(d)(1)(C): Identify all sources and amounts of funding anticipated to complete financing in incomplete improvements.
- 66001(d)(1)(D): Designate the approximate dates on which the funding is expected to be deposited into the appropriate account or fund.

Affordable Housing Impact Fee

- The purpose of the Affordable Housing Impact Fee is to mitigate the impact of new development on the need for affordable housing infrastructure and facilities and to provide affordable housing to serve new growth as the City’s population increases.
- There is a reasonable relationship between the fee and the purpose for which it is charged because the fee does not exceed the reasonable costs of meeting the demand for affordable housing generated by new housing development projects.
- There is an unexpended balance in the Affordable Housing Impact Fee fund, which is expected to be used to fund improvements to housing stock, which will provide affordable housing for Capitola residents.
- The estimated timing and cost of the project are shown below. This project is expected to begin in FY 2024/25. The balance of the project costs is expected to be funded with grants and other revenue.

Table 7: Affordable Housing Impact Fee Project Identification

Project Name	Estimated Start Year	Total Project Cost	% Funded with Impact Fee Revenue	Amount funded with Impact Fee Revenue
Rehabilitation of Existing Units occupied by low income households	2024/2025	\$50,000	33%	\$50,000

Affordable Housing In-Lieu Fee

- The purpose of the Affordable Housing In-Lieu Fee is to mitigate the impact of new development on the need for affordable housing infrastructure and facilities and to maintain existing and provide new affordable housing to serve new growth as the City’s population increases.
- There is a reasonable relationship between the fee and the purpose for which it is charged because the fee does not exceed the reasonable costs of meeting the demand for affordable housing generated by new housing development projects.
- There is an unexpended balance in the Affordable Housing In-Lieu Fee fund, which is expected to be used to fund improvements to housing stock, which will provide affordable housing for Capitola residents.
- The estimated timing and cost of the project are shown below. This project is expected to begin in FY 2024/25. The balance of the project costs is expected to be funded with grants and other revenue.

Table 7: Affordable Housing Impact Fee Project Identification

Project Name	Estimated Start Year	Total Project Cost	% Funded with Impact Fee Revenue	Amount funded with Impact Fee Revenue
Rehabilitation of Existing Units occupied by low income households	2024/2025	\$100,000	66%	\$100,000
First time homebuyer assistance for Capitola’s Inclusionary Units	2024/2025	\$50,000	100%	\$50,000
Pacific Cove Resident Relocation Program	2023/2024	\$201,000	30%	\$201,000

Tree In-Lieu Fee

- The purpose of the Tree In-Lieu Fee is to mitigate the impact of tree removals to accommodate development in the City.
- There is a reasonable relationship between the fee and the purpose for which it is charged because the fee does not exceed the reasonable costs of meeting the demand for replacing trees removed by new development projects.
- There is an unexpended balance in the Tree In-Lieu Fee fund, which is expected to be used to fund the planting and maintenance of trees.
- The estimated timing and cost of the project are shown below. This project is expected to begin in FY 2023/2024. The balance of the project costs is expected to be funded with grants and other revenue.

Table 8: Tree In-Lieu Fee Project Identification

Project Name	Estimated Start Year	Total Project Cost	% Funded with Impact Fee Revenue	Amount funded with Impact Fee Revenue
Tree planting and maintenance on City property	2023/2024	\$36,500	100%	\$36,500
Tree Supply Program	2024/2025	\$2,500	100%	\$2,500

Capitola City Council

Agenda Report

Meeting: December 14, 2023

From: Public Works Department

Subject: Bay Avenue and Hill Street Traffic Safety Update



Recommended Action: Receive an update on the Bay Avenue and Hill Street Short-Term Traffic Safety Improvement Project and direct staff to pursue a corridor study.

Background: The Bay Avenue and Hill Street (Bay/Hill) intersection is an all-way stop-controlled intersection that provides connectivity to Highway 1 and the Capitola Village. The section of Bay Avenue at this location is a four-lane wide roadway with a center left turn lane. The City has received community feedback regarding concerns about pedestrian safety at the crosswalks. During peak hours, the intersection experiences congestion from heavy vehicle and pedestrian cross traffic due to access to the Nob Hill Plaza, the Rispin Bridge crossing, and the surrounding residential and commercial land uses. The adopted FY 2023-24 budget allocated \$50,000 to make improvements to this intersection.

On September 28, 2023, staff presented various options for the Hill/Bay intersection for City Council consideration. In response, the City Council formed an ad-hoc subcommittee, comprised of Council Members Clarke and Pedersen, to collaborate with staff, gather input from adjacent businesses, and solicit public feedback. The subcommittee's primary goal is to explore short-term solutions and present a comprehensive report to the City Council.

In November, the City amended its contract with Kimley Horn to develop options for a short-term (quick-build) project, incorporating the outcomes of the ad-hoc subcommittee. The contract also includes an updated traffic analysis for long-term design improvements at the Bay/Hill and Bay Avenue/Capitola Avenue intersections. The subcommittee held a community meeting on November 29 and received public commentary expressing concerns not only about the Bay/Hill intersection, but also about safety and maneuverability along the entire Bay Avenue corridor from the Highway 1 off-ramp to the Capitola Avenue intersection.

Discussion: The proposed timeline outlines key milestones for the project, including community engagement, design refinement, construction, and the potential initiation of the long-term study.

Late December/Early January: Conduct meetings with adjacent businesses and partners, including Bay Avenue Senior Housing, to gather feedback regarding the quick build project.

Mid-January: Refine the design of the quick-build project based on input received during community meetings, addressing concerns and incorporating specific suggestions to enhance effectiveness.

January 25 or February 8: Present the refined design to the City Council for approval before moving forward with the implementation phase.

Spring 2024: Commence construction of the quick-build project.

Winter/Spring 2024: If directed, initiate the evaluation of long-term options for Bay Avenue. This comprehensive study will consider various solutions for the entire corridor, aiming to identify sustainable, long-term improvements.

Summer 2024: Present the findings of the long-term study to the City Council, including evaluation results, potential solutions, and recommendations for the long-term enhancement of Bay Avenue.

Fiscal Impact: The current \$50,000 allocation for the short-term quick build project is sufficient for construction and subsequent evaluation of its effectiveness. Additionally, there is sufficient funding in the existing Roundabout Design Project for the expansion of the traffic analysis to include Bay Avenue to the Highway 1 off-ramp and consider active transportation safety improvements on the corridor. Future


funding needs for construction on Bay Avenue will be determined based on the outcomes of the quick build project and the identification of the specific long-term project.

Environmental Determination: The requested action, providing direction to staff to proceed with developing a quick-build project, is not a project that is subject to environmental review because simply developing a project cannot possibly impact the environment (California Environmental Quality Act Guidelines section 15061). Moreover, staff will return to the City Council with the final design of the quick build project once it is developed. Therefore, no further environmental review is required.

Report Prepared By: Jessica Kahn, Public Works Director

Reviewed By: Julia Gautho, City Clerk; Jim Malberg, Finance Director; Samantha Zutler, City Attorney

Approved By: Jamie Goldstein, City Manager



Bay Avenue and Hill Street Traffic Safety Update

City Council

December 14, 2023

Bay Avenue and Hill Street Traffic Safety Background

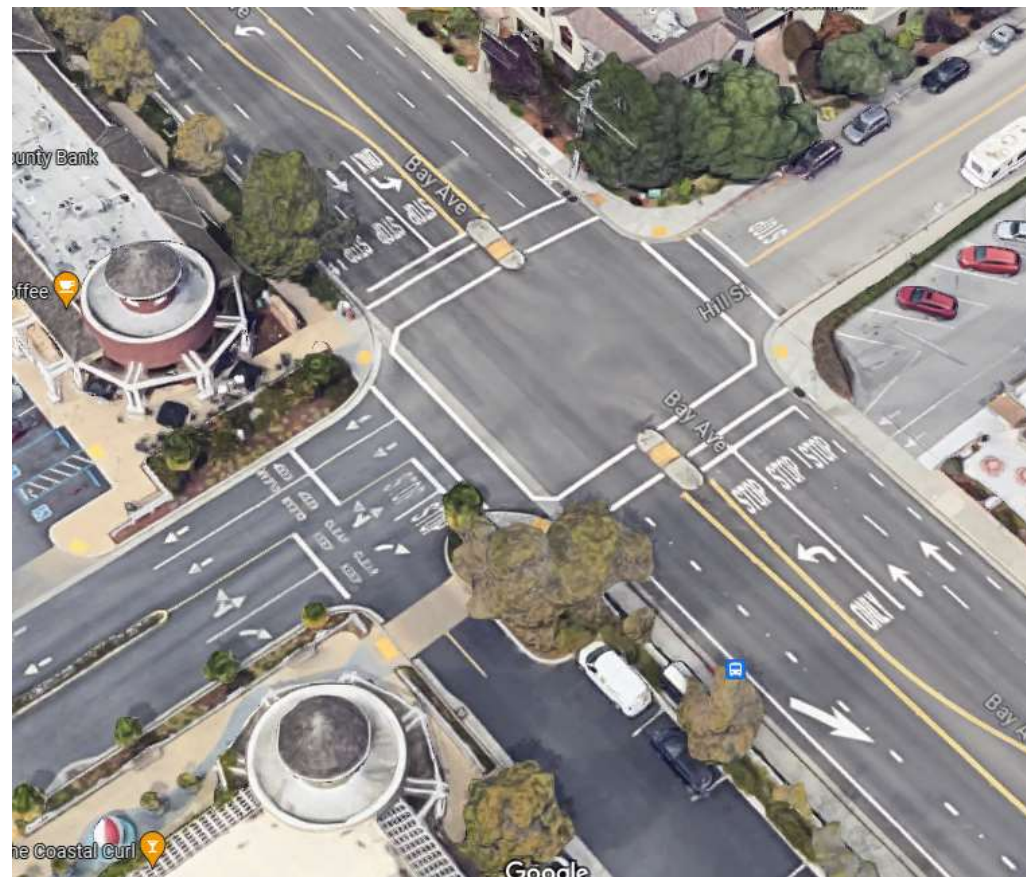


Arterial Roadway

Issues with pedestrian safety

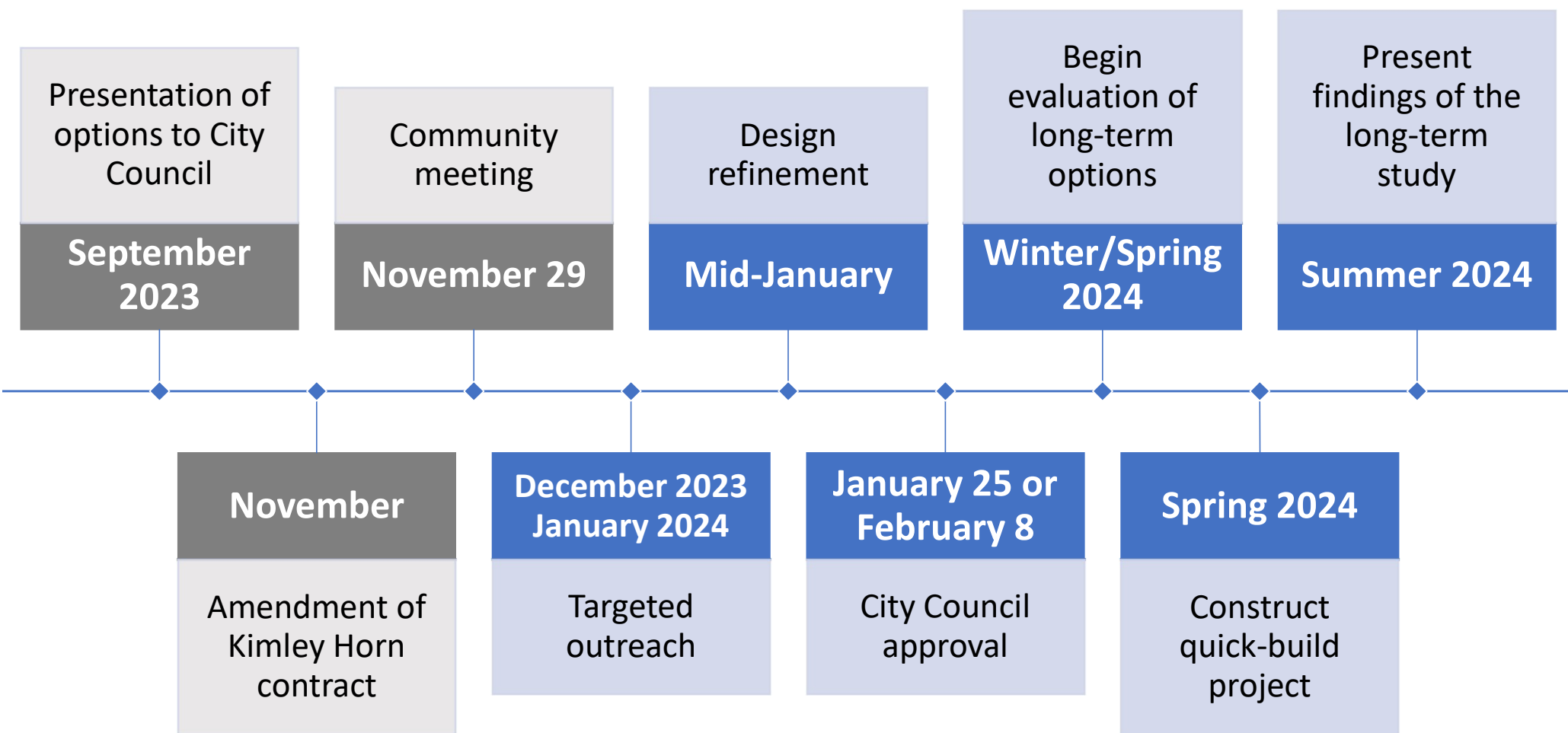
Congestion during peak hours

\$50,000 in the FY 2023-24
budget

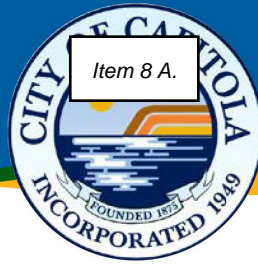


Bay Avenue and Hill Street Traffic Safety

Project Timeline



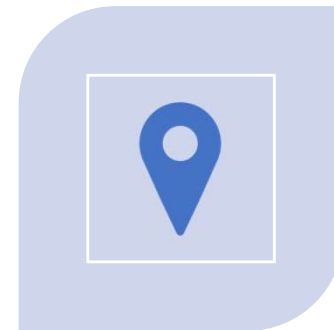
Bay Avenue and Hill Street Traffic Safety Community Engagement



AD-HOC SUBCOMMITTEE



COMMUNITY MEETING ON
NOVEMBER 29



INPUT FROM ADJACENT
BUSINESSES, INCLUDING BAY
AVENUE SENIOR HOUSING

Bay Avenue and Hill Street Traffic Safety Quick Build Project

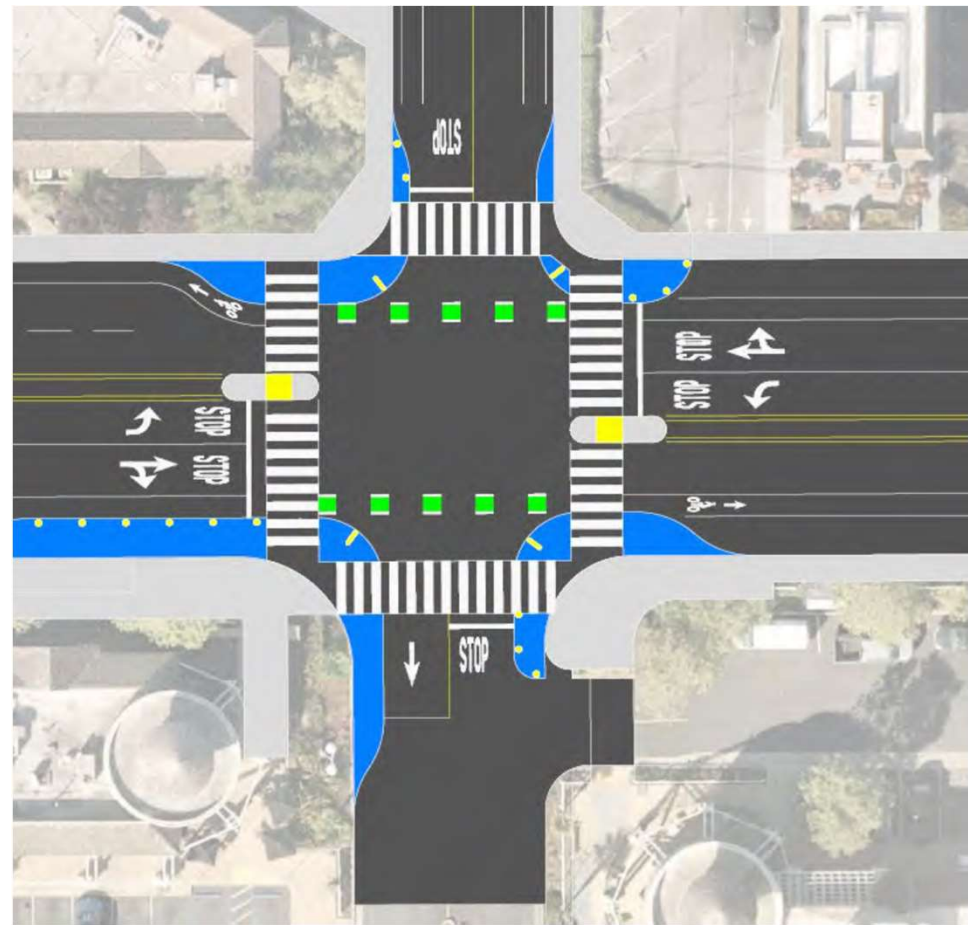


Refining design based on
community input

City Council consideration
early 2024

Construction in Spring 2024

\$50,000 budget allocation for
construction and evaluation



Bay Avenue and Hill Street Traffic Safety Long-Term Corridor Study

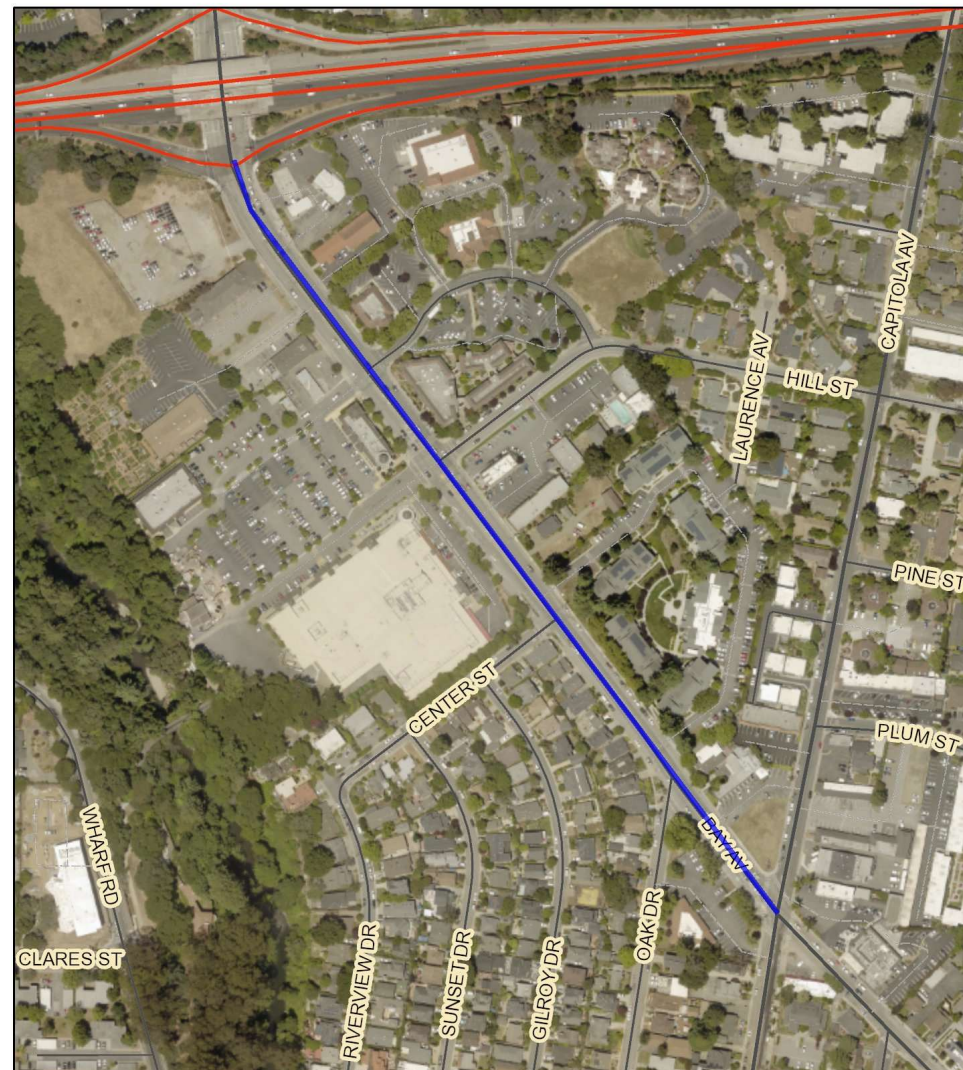


Winter/Spring 2024 if
directed

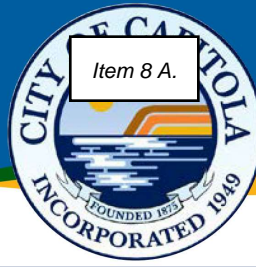
Bay Avenue – Highway 1 off
ramp to Capitola Avenue
intersection

Sustainable, long-term
improvements

Active transportation safety
improvements



Bay Avenue and Hill Street Traffic Safety Funding for Corridor Study



Estimated cost: \$50,000

Funding from the existing Roundabout Design Project

Future funding for construction to be determined based on project outcomes

Bay Avenue and Hill Street Traffic Safety Recommendation



Quick Build Timeline

- December/January outreach
- Early 2024 design approval
- Spring 2024 construction

Long-term Corridor Study

- Winter/Spring 2024
- Present findings: Summer 2024

Capitola City Council

Agenda Report

Meeting: December 14, 2023

From: Public Works Department

Subject: Capitola Wharf Enhancement Project



Recommended Action: Provide direction to staff regarding the redesigned wharf entry gate and additional fixtures, authorize approval of two artist contracts, and consider an allocation of additional funding for the Capitola Wharf Enhancement Project (CWEP).

Background: In conjunction with the Wharf Resiliency and Public Access Improvement Project, a group of dedicated community volunteers has mobilized to raise private donations for the Capitola Wharf Enhancement Project (CWEP), a project that includes aesthetic and materials upgrades.

In May 2023, the City entered into a contract with RRM Design Group to assess and formulate the scope of the CWEP project based on feedback from the community and City Council. A CWEP community meeting took place on June 7 to identify project components. On June 8, the City Council approved an agreement with the Wharf-to-Wharf Race non-profit organization to administer donations for the CWEP fundraising campaign. The agreement stated, in part, that Wharf to Wharf would disburse funds it had raised to the City upon the City's authorization of a contract or purchase order to complete any or all of the Wharf improvements that were listed in the agreement. On July 27, the City Council directed staff to prepare a final conceptual plan for the project, and on August 24, 2023, adopted Resolution No. 4335 outlining expectations, cost estimates, and the project's scope in collaboration with the CWEP fundraising group.

In July 2023, the City contracted with Cushman Contracting to complete the Wharf Resiliency Project.

Discussion: The CWEP fundraising group has been diligently working to identify the specific elements outlined in Resolution 4335. That list is as follows:

Table 1. Capitola Wharf Enhancement Project – Cost Estimate

	Component	Funding CWEP agreed to in Resolution	Previously allocated City Funding	Current Estimate
A	Entry Gate	\$ 8,000	\$ 17,000	\$ 70,000
B	Signage Pedestal Art	\$ 30,000		\$ 19,000
C	Viewing Stations	\$ 20,000		\$ 28,000
D	Historic Sign	\$ 6,000		Privately funded
E	Lighting Standards	\$ 25,500	\$ 16,000	\$ 80,500
F	Donor Feature	\$ 25,000		\$ 22,000
G	Fish Station	\$ 7,000		\$ 10,000
H	Scavenger hunt	\$ 6,000		\$ 28,000
I	Benches*	\$ 46,500	\$ 21,000	\$ 79,000
J	Tables with Shade Structures*	\$ 30,000		
K	Trash Receptacles*	\$ 22,500		
L	Water filling station with foot wash*	\$ 7,000		Not identified
	Total CWEP Fundraising Components	\$ 233,500	\$ 54,000	\$ 336,500

*these values are not inclusive of installation of individual features

A. Entry Gate:

In the original Wharf Resiliency Project, the existing wharf entry gate was relocated approximately 15' inland, but not otherwise modified. The RRM design, included in Attachment 1, would have required the entry gate to be refabricated. The CWEP group has refined the RRM design and provided the updated rendering shown below. The updated design includes two wing walls with a donor acknowledgment art feature on the western side (listed as items B and F in the above table). The updated design includes illuminated glass tops; however, Capitola's Municipal Code prohibits lighting on the beach beyond the minimum necessary for public safety.



Figure 1. CWEP Entry Gate and Donor Wall Rendering

The Planning Commission's conditions of approval for the Resiliency Project specify that the entrance gate should be compatible with the historic resource in terms of design, scale, and materials. On December 7, the City received an updated design for the Wharf entry. That same night, staff shared the updated design at the Planning Commission meeting. The Commission viewed these alterations; however, as the item was not included on the agenda, there was no formal review.

The estimated cost for rebuilding the gate (excluding artist components) is \$70,000. If the City Council approves CWEP's requested alterations, the City will use CWEP contributions for the artist-related expenses. Additional funding for the reconstruction of the entry gate, including columns and a security gate, has not been identified.

C. Viewing Stations:

While CWEP is raising funds for the viewing stations, they have proposed that the City install them. The proposed viewing stations include two viewing heads from a single post — one at standard height and another at wheelchair (ADA compliant) height — on the Wharf. The estimated cost to purchase the proposed viewing stations is very close to the estimates outlined above, however, funding for installation has not been identified.



Figure 2. CWEP-Selected Viewing Stations

D. Historic Sign:

CWEP has secured a private funding source for the Historic Sign. CWEP requests that the design for the sign be integrated into the design work for other signage on the Wharf.

E. Lighting Standards:

CWEP would like the City to use Lumca lighting fixtures for the 10 fixtures on the Wharf. These fixtures differ from the existing lighting as they are affixed to the wharf decking instead of the railing, requiring a more robust installation. Although the costs for the purchase of the fixtures exceed the estimate, CWEP has expressed its willingness to raise additional funds to cover the additional costs. Funding for installation, including electrical expenses, has not been identified.

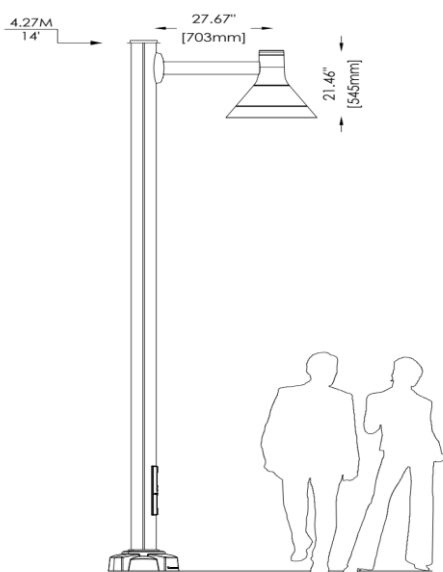


Figure 3. Rendering of CWEP-Selected Lighting Fixtures

G. Fish Station:

CWEP is proposing to construct the Fish Station through volunteer efforts. As of now, no plans have been submitted to the City for review. CWEP estimates the costs at \$10,000 for this initiative. No additional funding for this item has been requested.

H. Scavenger Hunt:

A creative scavenger hunt featuring bronze sealife recessed into the Wharf decking is envisioned to engage and educate youth. CWEP would like the City to retain Sean Monaghan of the Bronze Works Fine Arts Foundry as the artist for this work. The estimated costs for the elements on the Wharf decking align closely with the resolution. If the City Council agrees to this revision, the City will use CWEP contributions to pay the artist. CWEP proposes that the City cover the fabrication and installation expenses for additional bronze pieces from Stockton Bridge to the Wharf.

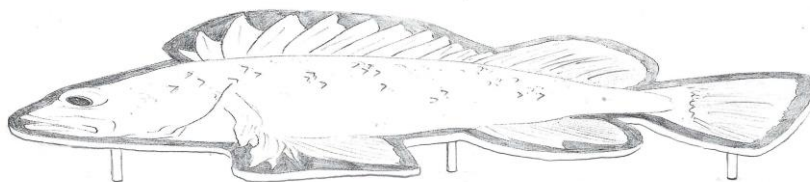


Figure 4. Tilted view of bronze bas-relief Rockfish and installation method

I, J, K. Benches, Tables, and Trash Receptacles:

CWEP has requested the City use the Wharf furniture listed in Figure 5. Purchase costs for these selections closely match the estimates outlined in the resolution. If the City Council approves this purchase, the City would use CWEP funds for the furniture; however, costs for installation have not been identified.



Figure 5. CWEP Selected Furnishings

L. Water Filling and Foot Wash:

At this time there are no specific proposals or funding identified for additional water filling or foot wash stations.

In addition to the refabrication of the entry gate, additional bronze features, and installation costs mentioned above, CWEP requests that the City fund the following additional improvements, which were listed as "unfunded" in the resolution.

	Component	Estimated Cost
M	Additional Bike Racks	\$ 10,000
N	Cliff Drive/Wharf Road Entry Pillar and Paver Improvements	\$ 25,000
Total Unfunded (proposed by CWEP for funding)		\$ 35,000

M. Additional Bike Racks:

CWEP requests the City split the \$10,000 cost of additional bike racks. CWEP has not requested a specific fixture for the Bike Racks.

N. Wharf Road Entry Pillar and Paver Improvements:

The RRM rendering depicted enhancements such as signage, decorative columns, and/or a monument sign at the vehicular entrance to the Wharf at Cliff Drive and Wharf Road to improve visibility and guide people to the location. CWEP requests that the City consider implementing these improvements and covering the associated costs entirely.

Based on current fundraising efforts, CWEP has requested the City use \$75,000 of CWEP funds for a lifeguard storage facility that would be located on the wharf. However, due to the lack of comprehensive information on the condition of the existing buildings, and the extensive permits required to establish an additional structure on the Wharf, staff proposes to work on the storage facility following the determination about existing wharf structures. The City Council may consider directing staff to hold these funds to pursue a future project.

In summary, the CWEP group is currently requesting the following items be funded by the City:

	Component	Current Estimate
A	Entry Gate	\$ 70,000
H	Scavenger hunt (additional)	\$ 25,000

M	Additional Bike Racks	\$	5,000
N	Wharf Road Entry Pillar and Paver Improvements	\$	25,000
---	Installation of C, E, I, J, K, L, H (additional)	\$	125,000
Total City Ask		\$	250,000

The installation costs are based on preliminary estimates.

Fiscal Impact: The CWEP fundraising group had an initial fundraising target of \$250,000 designated specifically for improvements identified in Resolution 4335. CWEP is reporting that they have successfully raised \$336,000 in funding to date, with additional pledges pending.

CWEP's requests for funds are based on CWEP's estimates of the cost of each component. The agreement between the City and Wharf to Wharf and public contracting law requires the City to make the purchases and manage the construction for the project so, ultimately, the City will determine the final costs for the components of the CWEP improvements. All purchases must also comply with the City's public purchasing ordinance. Funding for items financed by other entities, such as educational interpretive panels, is still pending. At this point, as outlined in the recommendation, staff is requesting the City Council provide feedback on the requests from CWEP. If the City Council would like to move forward with any or all of the requests, staff will use funds from CWEP for those requests, as described above.

The Wharf Resiliency Phase 2 Project is budgeted at \$8.9M. Staff was notified that the California Office of Emergency Services (CalOES) has allocated an additional \$500,000 to this project in their FY 2023-24 Budget, for a total available budget of \$9.4M.

The project initially bid at \$7.7M. Since beginning construction, staff has executed three change orders to the original agreement with Cushman Contracting, and staff anticipates there will be further change orders. The three executed change orders raised the contract price by approximately 6%, bringing total projected expenditures to \$8.2M.

This leaves an unprogrammed project balance of \$1.2M, comprised of \$750,000 in General Fund and \$450,000 in Measure F funds. The rehabilitation of the broken span of the Wharf has not commenced, and there is no estimate for the building rehabilitation expenses or the City's anticipated share of the costs.

Per City Council Resolution 4335, the projected cost for the artistic components requested by CWEP is \$70,000. The two artist contract requests fall within the budgetary limits established for this purpose.

Recommendation: In light of the ongoing CWEP project and its integration with the Wharf Resiliency and Public Access Improvement Project, staff is presenting the following recommendations:

1. Redesigned Gate and CWEP Fixtures:

Evaluate the redesigned entry gate proposal and CWEP fixtures for aesthetic and functional alignment with the overall project goals.

2. CWEP Requests for Artistic Components:

The artist components involved in this project require a substantial lead time, estimated to be approximately six months or more after the execution of contracts. To ensure the timely fabrication and installation, aligning with the opening of the Wharf Resiliency and Public Access Improvement Project, staff recommends that the City Council authorize the City Manager to execute contracts with the artists referenced below, in these amounts:

Kathleen Crocetti \$41,000

Sean Monaghan \$28,000

3. Allocation of Funds for Additional Items:

Consider allocating funds for extra components, as identified in Table 3, to enhance the overall impact and completeness of the Capitola Wharf Enhancement Project. When the City receives the CWEP funds, the City will use those funds, along with any additionally authorized funds from the City Council, as outlined above.

4. Amendment to Cushman Contract:

If funding additional items, authorize the City Manager to execute an amendment to the Public Works Agreement with Cushman to include provisions and details necessary for the successful purchase and installation of CWEP components, as outlined above.

5. Lifeguard Facility as a Trailing Project:

Consider directing staff to hold \$75,000 in CWEP funding to pursue the lifeguard facility as a trailing project after the completion of the Wharf Resiliency Project.

Attachments:

1. Entry Gate Concept Renderings
2. Artist Proposals

Report Prepared By: Jessica Kahn, Public Works Director

Reviewed By: Julia Gautho, City Clerk; Samantha Zutler, City Attorney

Approved By: Jamie Goldstein, City Manager

Entry Gate Concept Renderings

Wharf Resiliency and Public Access Project – Spring 2023



RRM – Summer 2023



CWEP – Fall 2023



BRONZE ARTISTIC FEATURES

Bronze Works
Sean M. Monaghan

24

Brief Artist Statement:

My work engages the challenging processes and durable materials that reflect my interest in discovery, exploration and education. I have lived along the shore of Monterey Bay for over 40 years and I have had the pleasure of sharing my devotion to these methods and forms by teaching advanced sculpture courses at UCSC & Cabrillo College for over 25 years. I have been inspired to sculpt marine life and nautical hardware in bronze, often in tandem with glass, in what I refer to as a 'Romantic Industrial' style, combining representational renderings that honor the local fauna with the formal geometric elements of shape that give them structure.

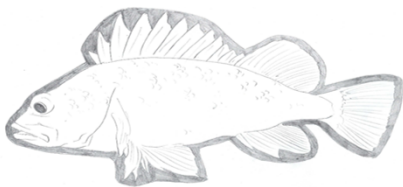
25

SAMPLES OF BRONZE SEA LIFE

Rockfish example (life-size is 10"-20" long):



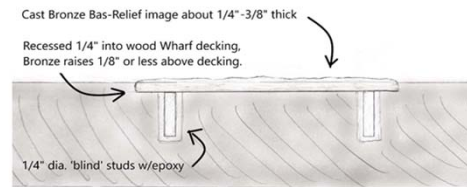
Top View of bronze bas-relief Rockfish (with added border to facilitate installation):



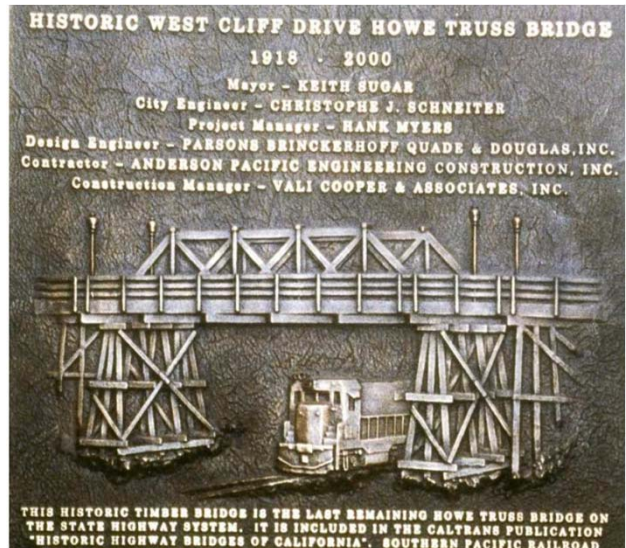
Tilted view of bronze bas-relief Rockfish, with mounting studs visible underneath:



Side view of bronze bas-relief Rockfish, showing installation method and depth:



26



27

BRONZE WORKS, INC.

Sean M. Monaghan, MFA
 200A Coral St., Santa Cruz, CA, 95060
 tel: (831) 331-3536; bronze_works@hotmail.com

To: Laurie Hill: 831-535-3326; capitolaseahorse@gmail.com 10/2/23
 Gayle Ortiz: gayle@gocapitola.com
 Gerry Jensen: mrgerryjensen@gmail.com

Re: Capitola Wharf Enhancement Project: Bronze Fish Estimates

6 @ Consult, Design and Sculpt patterns for Local Sea Creatures (*\$1,000 ea. avg. *):	\$6,000.00
<i>*(Note: depends on size and complexity)*</i>	
Local examples: Rockfish, Crabs, Starfish, Salmon, Octopus, Jellyfish, etc.	
6 @ Rubber Molds for Local Sea Creature designs (*\$300 ea. avg. *):	\$1,800.00**
Cast 40 Local Sea Creatures in bronze (*\$300 ea. avg. *):	\$12,000.00**
Install 40 bronze local Sea Creatures into Capitola Wharf (*\$150 ea. avg. *):	\$6,000.00
**CA Sales tax: (applies to Molds and Bronzes, not to Design or Installation):	\$1,221.00
TOTAL:	\$27,076.50

Prices above are estimates only and are subject to change, depending on size, complexity, etc., of final designs. Firm prices given upon agreement of specific details.

Projected Timeline and payment schedule:

Deposit #1: (Due 12/15/23)	Consultation and design work begins.	\$5,000.00
Deposit #2 (Due 1/30/24):	Sculpture patterns completed.	\$5,000.00
Deposit #3 (Due 2/15/24):	Molds completed, bronze casting begins.	\$5,000.00
Deposit #4 (Due 4/15/24):	Bronze castings completed.	\$6,000.00
Balance Due: (Due 6/15/24):	Installation completed.	\$6,076.50

Thank you very much,



Sean M. Monaghan
 CEO, Bronze Works, Inc.

Community Arts & Empowerment

Mosaics by Katheen Crocetti,
and some in collaboration with others

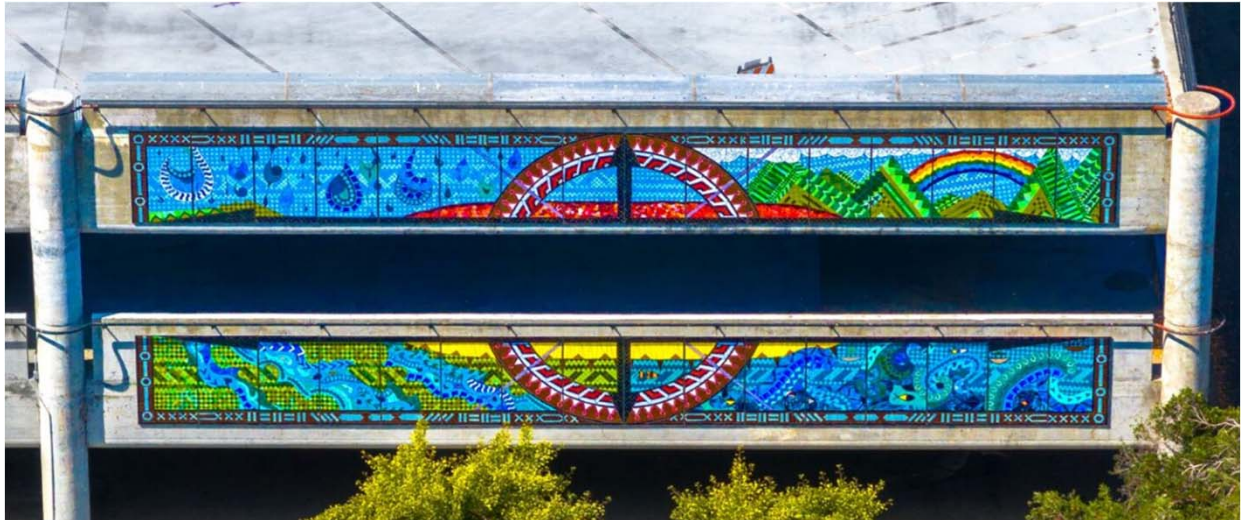
10

Wetlands Watch



11

Dancing Waters



12

Covid-19 memorial



13

Twin Lakes Whale



14

Chinese dragon



15

Birds at San Lorenzo Park



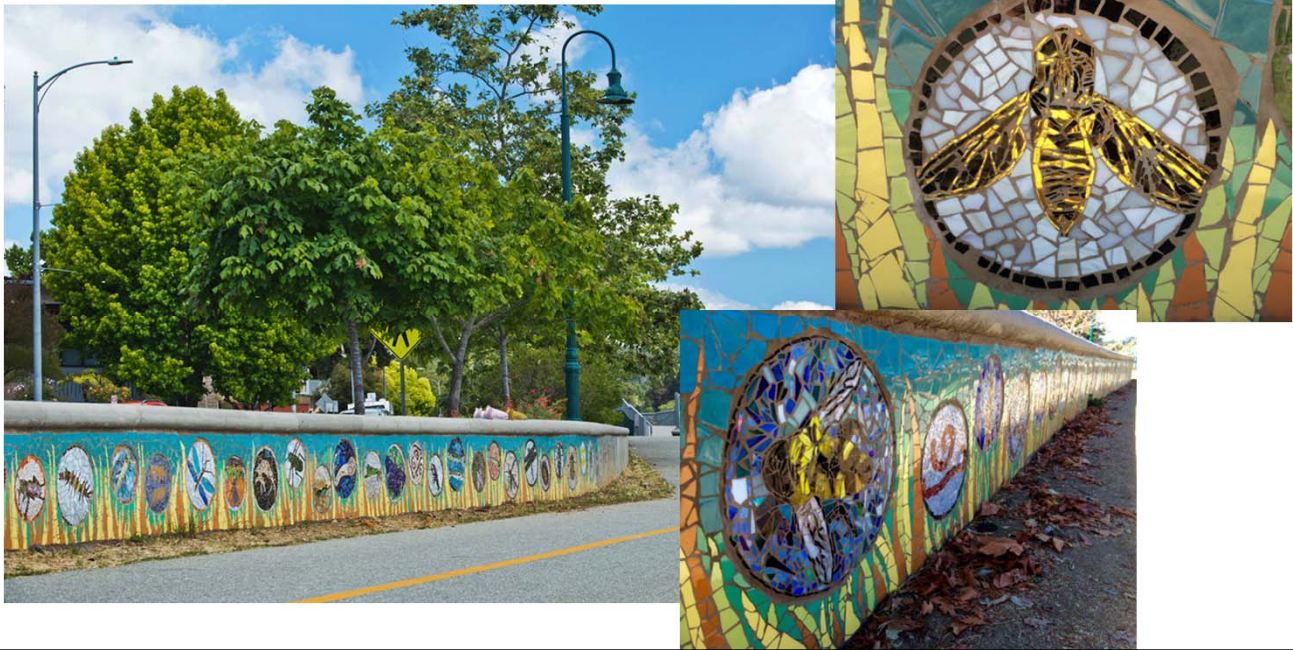
16

Medallions celebrating the dignity of labor

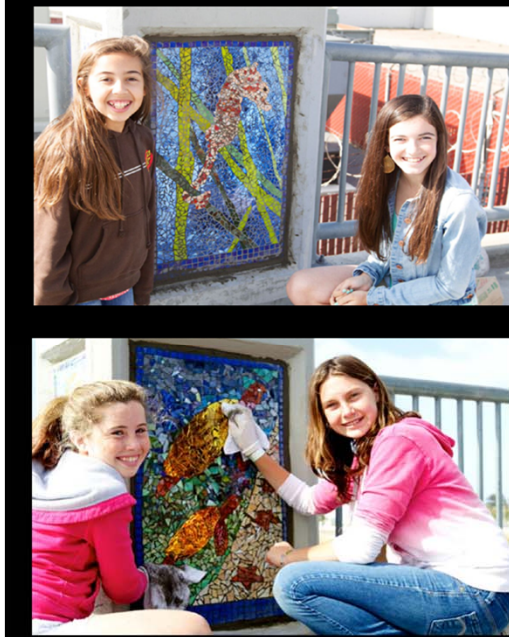


17

San Lorenzo River Walk



18



Laurel Street Bridge Mosaics 2013

20

Ebb & Flow Festival at Tannery Arts Center



21

San Lorenzo River



<https://patch.com/california/santacruz/mission-middle-school-students-mosaics-line-the-soque482c4d546d>

22

Entry Columns: 6 panels @ 15 square ft. each, a total of 72 square ft.	
Design for 6 panels	1800.00
Mosaic Fabrication supplies, Fabrication Labor, Installation Materials, and Installation Laobr \$200 per Sq. ft.	14,400.00
Donor Wall: 90 square ft.	
Design of donor panel in coordination with fish designer	600.00
Mosaic Fabrication supplies, Fabrication Labor, Installation Materials, and Installation Labbr \$200 per Sq. ft.	18,000.00
Community Studio:	
Move in, set up, and move out of the community mosaic-making space, 20 hours @ \$50 an hour	1,000.00
Sub Total:	35,800.00
Overhead:	
Administration 7% of the budget (insurance, payroll, taxes, etc.)	2,506.00
Contingency Fee 7%	2506.00
Total:	40,812.00

Capitola Wharf Enhancement Project

City Council
December 14, 2023

Capitola Wharf Enhancement Project

Tonight's Goals



Feedback on design and furnishings

Approve artist contracts

Consider authorizing City funding for design enhancements

Capitola Wharf Enhancement Project

Capitola Wharf Improvements



Wharf Resiliency and Public Access Project

- Expansion and Resiliency
- Maintenance
- Storm Damage Repair
- Public Access Improvements

Capitola Wharf Enhancement Project

- Independent Project
- Funded by private donations
- New and upgraded amenities

Capitola Wharf Enhancement Project Background



Concept Development – Spring 2023

- Contract with RRM Design Group
- June 7 Community Meeting
- W2W agreement to administer CWEP fundraising

Concept Approval – Summer 2023

- Resolution No. 4335
- Final Scope and Cost Estimates
- Projected fundraising - \$250,000

Capitola Wharf Enhancement Project

Capitola Wharf Improvements



CAPITOLA WHARF

Enhancement Project

SHARE THE VISION

FISH CLEANING STATION

SHADE CANOPY

BENCHES

TRASH RECEPTACLE

BINOCULARS

LEGEND

1 Enhanced Entry Monument	6 Public Art	11 Consolidated Signage Wall
2 Restrooms	7 Donor Opportunity	12 Fish Scavenger Hunt
3 Benches	8 Binoculars	13 Educational Signage
4 Retaining Seat Wall	9 Shade Canopy	14 Shower and Surfboard Rack
5 Pavers	10 Kayak Launch	15 Bike Rack
		16 Accessible Ramp
		17 Fish Cleaning Station

ENHANCED ENTRY MONUMENT

SHOWER TOWER

PUBLIC ART OPPORTUNITY

FISH SCAVENGER HUNT

DONOR ART

EDUCATIONAL SIGNAGE

LIGHTING

PAVERS

WHALE HOUSE

CAPITOLA BOAT AND BAIT

JULY 2023

Capitola Wharf Enhancement Project

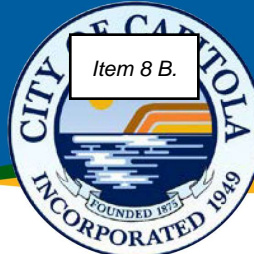
Current Cost Estimates



	Component	Funding CWEP agreed to in Resolution	Previously allocated City Funding	Current Estimate
A	Entry Gate	\$ 8,000	\$ 17,000	\$ 70,000
B	Signage Pedestal Art	\$ 30,000		\$ 19,000
C	Viewing Stations	\$ 20,000		\$ 28,000
D	Historic Sign	\$ 6,000		Unfunded
E	Lighting Standards	\$ 25,500	\$ 16,000	\$ 80,500
F	Donor Feature	\$ 25,000		\$ 22,000
G	Fish Station	\$ 7,000		\$ 10,000
H	Scavenger hunt	\$ 6,000		\$ 28,000
I	Benches*	\$ 46,500	\$ 21,000	\$ 79,000
J	Tables with Shade Structures*	\$ 30,000		
K	Trash Receptacles*	\$ 22,500		
L	Water filling station with foot wash*	\$ 7,000		Not identified
	Total CWEP Fundraising Components	\$ 233,500	\$ 54,000	\$ 336,500

Capitola Wharf Enhancement Project

Entry Gate



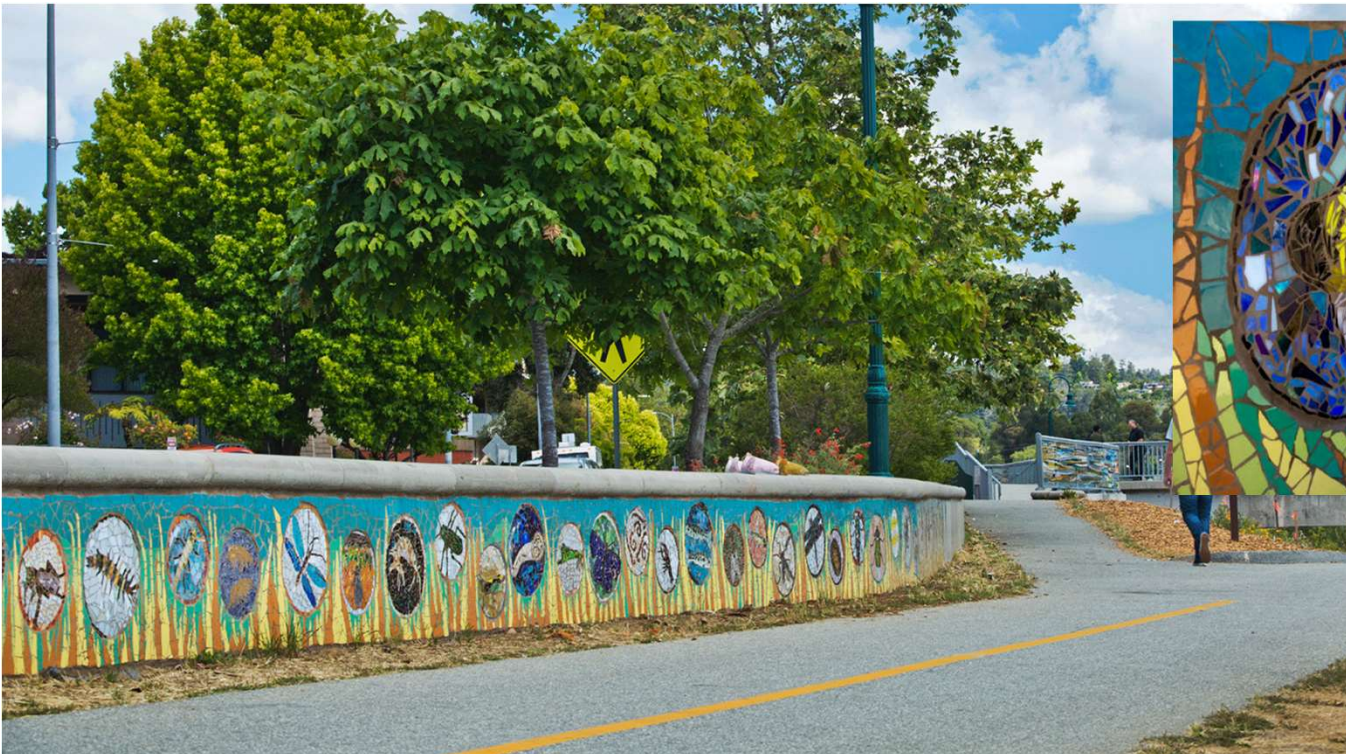
Capitola Wharf Enhancement Project

Artistic Components



Mosaic Art by Katheleen Crocetti

- Entry Gate and Donor Wall
- \$41,000



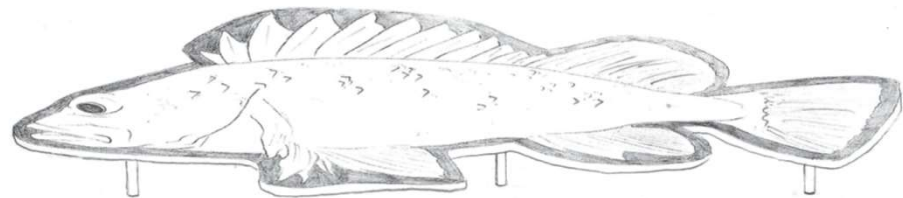
Capitola Wharf Enhancement Project

Artistic Components



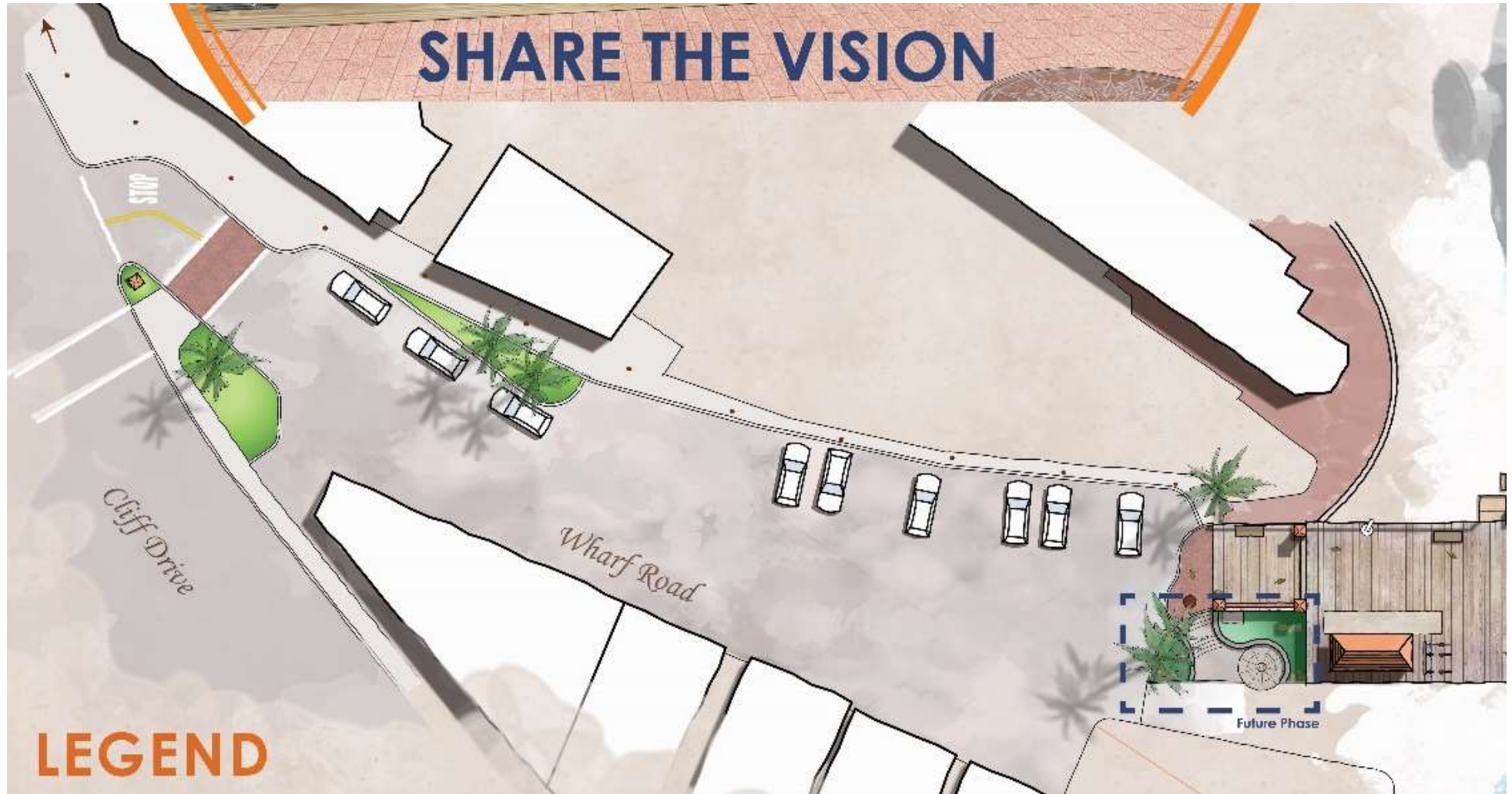
Bronze Features by Sean Monaghan

- Scavenger Hunt
- \$27,000



Capitola Wharf Enhancement Project

Artistic Components - Expanded Scope Request



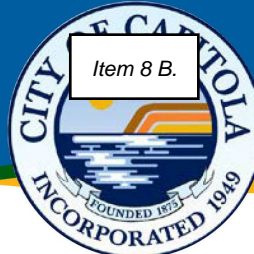
Capitola Wharf Enhancement Project

Lighting and Viewing Stations



Capitola Wharf Enhancement Project

Fixtures



Capitola Wharf Enhancement Project Components



Fish Station

- \$10k estimate
- Desire to construct with volunteer efforts

Historical Signage

- Potential for outside funding

Capitola Wharf Enhancement Project

Lifeguard Storage Facility



CWEP can
allocate \$75,000

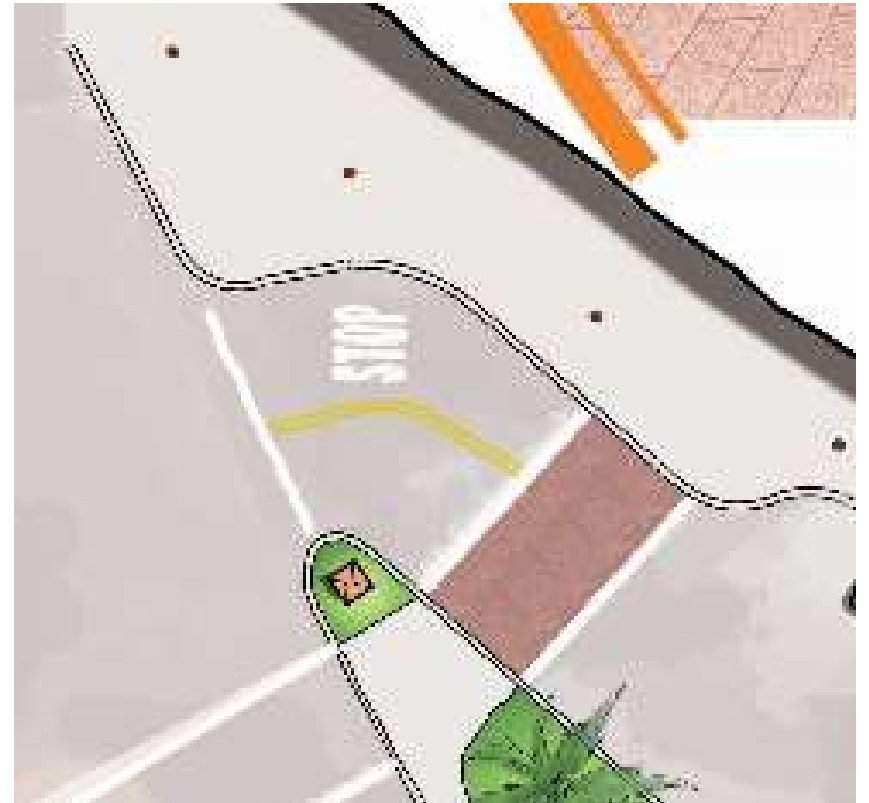
Recommend
delaying project

- Unknown existing building conditions
- Permits required for a new structure



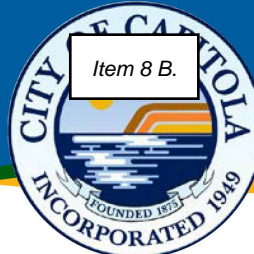
Capitola Wharf Enhancement Project

Additional Funding Requests



Capitola Wharf Enhancement Project

City Funding Request



	Component	Current Estimate
A	Entry Gate	\$ 70,000
H	Scavenger hunt (additional)	\$ 25,000
M	Additional Bike Racks	\$ 5,000
N	Wharf Road Entry Pillar and Paver Improvements	\$ 25,000
---	Installation of CWEP Components	\$ 125,000
	Total City Ask	\$ 250,000

Capitola Wharf Enhancement Project

Fiscal Impact



CWEP Fundraising and Costs

- Initial target: \$250,000; raised \$336,000
- City manages construction and determines final costs
- Pending funding for non-CWEP items

Wharf Resiliency Phase 2 Project

- Budget: \$8.9M; additional \$500,000 allocated
- Initial bid: \$7.7M; currently estimated at \$8.2M
- Repair of broken span has not started
- No estimate for building rehabilitation expenses

Current Unprogrammed funds

- \$750,000 General Fund
- \$450,000 Measure F

Capitola Wharf Enhancement Project Recommendations



Feedback on entry gate and selected furnishings

Authorize contracts with artists Kathleen Crocetti and Sean Monaghan

Consider allocating funds for extra components

Authorize an amendment to the Cushman Contract

Consider directing staff to hold \$75,000 for the lifeguard facility

Extra Slides







Capitola City Council

Agenda Report

Meeting: December 14, 2023
From: City Manager Department
Subject: Strategic Planning Contract



Recommended Action: Authorize the City Manager to execute a Professional Services Agreement in an amount not to exceed \$50,000 to develop a five-year City of Capitola Strategic Plan.

Background: During the 2023-24 goal-setting session, the City Council directed staff to develop five, ten, and 15-year strategic goals for the City of Capitola; at that time, staff recommended using a professional consultant to complete this project. The City Council adopted the Fiscal Year 2023-24 Budget on June 22, 2023, which included an allocation of \$50,000 for developing long-term strategic goals.

On September 14, 2023, the City Council provided feedback on strategic planning and emphasized that the desired outcome of this project is a living document that allows for flexibility and amendments to reflect future Council Members' unique perspectives and goals.

Discussion: On October 20, 2023, staff published a Request for Proposals for developing a strategic plan for the City of Capitola. Seven proposals were received by the November 10, 2023, deadline. After an initial review based on the understanding of project scope, staff experience, and proposed cost, staff selected the top three proposals for interviews.

Staff invited Council Members to participate on the interview panels, due to the level of City Council involvement expected during the strategic planning process. City Council Members Brooks and Pedersen independently volunteered to participate in the interviews. Interviews will be held on December 11 and 12, 2023. Staff will distribute additional material to this agenda with the recommended consultant prior to the December 14 meeting.

Fiscal Impact: The FY 2023-24 Budget allocated \$50,000 toward developing long-term strategic goals. There is sufficient funding for the contract. If future work items are identified throughout the development of the strategic plan, they will need to be budgeted separately.

Report Prepared By: Chloé Woodmansee, Assistant to the City Manager

Reviewed By: Julia Gautho, City Clerk

Approved By: Jamie Goldstein, City Manager

Strategic Planning Contract

December 14, 2023



Background

Council:

- Identified strategy planning as a budget goal/priority
- Allocated \$50,000 to project in FY 2023-24 Budget
- Reaffirmed staff's approach to project in September

Staff:

- Published Request for Proposals
- Rated and interviewed potential consultants

Process

Seven proposals, rated on:

- Understanding of project scope
- Experience
- Cost

Selected top-three for interviews with staff and Council Members Brooks and Pedersen

Recommend BerryDunn based on experience, dedication to community outreach / collaboration, overall approach

Project Scope

Phase 1: Project Planning

- Compile/review information from currently available
- Develop work plan & schedule, etc.

Phase 2: Environmental Scan

- Internal research: interviews with staff, SWOT analysis, half-day visioning workshop with Council
- External research: interviews with community stakeholders, online survey, Social Pinpoint site, other outreach

Phase 3: Develop Strategic Plan

- Strategic Planning sessions: 1) mission, vision, priorities, goals & 2) strategic objectives, performance measures
- Final presentation & adoption

Recommendation

Authorize the City Manager to execute a Professional Services Agreement with BerryDunn in an amount not to exceed \$50,000 to develop a five-year strategic plan.

Capitola City Council

Agenda Report

Meeting: December 14, 2023
From: City Manager's Department
Subject: City Council Reorganization for 2024



Recommended Action: Nominate and elect a new Mayor and Vice-Mayor.

Background: Capitola Municipal Code Section 2.04.150 states that each year, the City Council shall select a mayor and vice mayor. During years without a general election, such selection shall be made approximately one year after the prior selection. The last City Council reorganization occurred on December 8, 2022.

California Government Code Section 36802 defines the roles of the Mayor and Vice Mayor (Mayor Pro Tempore): "The mayor shall preside at the meetings of the council. If he or she is absent or unable to act, the mayor pro tempore shall serve until the mayor returns or is able to act. The mayor pro tempore has all of the powers and duties of the mayor."

The City Council should select a new mayor and vice-mayor by motion. The newly selected mayor will preside over the next scheduled City Council meeting.

Fiscal Impact: None.

Report Prepared By: Julia Gautho, City Clerk

Approved By: Jamie Goldstein, City Manager