

# City of Capitola

## City Council Meeting Agenda

### Thursday, July 28, 2022 – 7:00 PM



City Council Chambers  
420 Capitola Avenue, Capitola, CA 95010

**Mayor:** Sam Storey

**Vice Mayor:** Margaux Keiser

**Council Members:** Jacques Bertrand, Yvette Brooks, Kristen Brown

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### Closed Session – 6 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.*

#### 1. Conference with Legal Counsel - Existing Litigation

Gov't Code § 54956.9 (d)(1)

City of Capitola v. Anthony Oster – Case No. 20C-00584

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### Regular Meeting of the Capitola City Council – 7 PM

*All correspondences 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 Jacques Bertrand, Yvette Brooks, Kristen Brown, Margaux Keiser, and Mayor Sam Storey.

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

#### 3. Presentations

*Presentations are limited to eight minutes.*

- A. Commend Dane Morin for Rescuing a Plane-Crash Victim at the Junior Guard Regional Competition in Huntington Beach

#### 4. Report on Closed Session

#### 5. Additional Materials

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

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

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

## 7. Staff / City Council Comments

*Comments are limited to three minutes.*

## 8. Consent Items

*All items listed as “Consent Items” will be enacted by one motion in the form listed below. There will be no separate discussion on these items prior to the time the Council votes on the action unless members of the City Council request specific items to be discussed for separate review. Items pulled for separate discussion will be considered following General Government. Note that all Ordinances which appear on the public agenda shall be determined to have been read by title and further reading waived.*

- A.** Consider the minutes from the May 19, 2022, special meeting and the June 23, 2022, regular City Council meeting  
Recommended Action: Approve minutes.
- B.** Approval of City Check Registers Dated May 27, June 3, June 10, June 17, June 24, July 1, and July 8  
Recommended Action: Approve check registers.
- C.** Consider a Five Year Measure D Master Funding Agreement with the Santa Cruz County Regional Transportation Commission  
Recommended Action: Approve a new Measure D Master Funding Agreement with the Santa Cruz County Regional Transportation Commission (RTC), extending the term of the agreement through 2047 (the life of Measure D).
- D.** Art and Cultural Commission Annual Report  
Recommended Action: Receive Report
- E.** Consider an Update to the 2022-2023 City Salary Schedule  
Recommended Action: 1) Approve changing the Receptionist job title to Customer Service – Office Coordinator and updated job description; 2) Approve changes to the job description for the Recreation Coordinator and Public Works Director; and 3) Adopt the proposed resolution updating the 2022-2023 salary scheduled with the classification and title changes.
- F.** Consider a Computer Data Backup and Disaster Recovery Agreement  
Recommended Action: Authorize the City Manager to enter a managed services agreement with Exceedio to implement and manage a data backup, business continuity, and disaster recovery system for the City of Capitola.
- G.** Consider a Police Vehicle as Surplus Property  
Recommended Action: Declare one Police Department vehicle as surplus property and authorize its sale.
- H.** Affordable Housing Contract Services  
Recommended Action: Adopt the proposed resolution approving a sole source contract with Carolyn Flynn for professional services related to affordable housing programs in an amount not to exceed \$20,000 and amending the Fiscal Year 2022-23 Budget.

- I.** Update on the Wharf Resiliency and Public Access Improvement Project  
Recommended Action: Delay bidding the Wharf Resiliency and Public Access Improvement Project to allow compliance with the National Environmental Protection Act in anticipation of receiving Federal project funding.
- J.** Receive Update on Pandemic Response and Consider Adopting Proposed Resolution Allowing for the Continuation of Teleconferencing  
Recommended Action: 1) Make the determination that all hazards related to the worldwide spread of the coronavirus (COVID-19) as detailed in Resolution No. 4168 adopted by the City Council on March 12, 2020, still exist and there is a need to continue action; and 2) Adopt the proposed resolution authorizing the City Council (along with the Planning Commission and all advisory bodies) to continue to conduct teleconferencing meetings.

## 9. General Government / Public Hearings

*All items listed in “General Government / Public Hearings” are intended to provide an opportunity for public discussion of each item listed. The following procedure pertains to each General Government item: 1) Staff explanation; 2) Council questions; 3) Public comment; 4) Council deliberation; 5) Decision.*

- A.** Review the Rispin Mansion Park Project and Consider Authorizing Advertising for Bids  
Recommended Action: 1) Approve plans, specifications, and budget for construction of the Rispin Mansion Park; 2) Authorize advertising the project to receive bids setting the opening date for September 7, 2022; and 3) Approve the proposed resolution amending the budget by transferring \$30,000 from the General Fund to the Rispin Mansion Park Project.
- B.** Discuss Potential Content for a Hybrid Meeting Administrative Policy  
Recommended Action: Provide direction to staff to assist in drafting a Hybrid Meeting policy for Council adoption at the August 25 meeting OR determine no policy is needed.
- C.** Amend the FY 2022-23 City Fee Schedule  
Recommended Action: Adopt the proposed resolution amending the fee schedule for Fiscal Year (FY) 2022-23.

## 10. Adjournment

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### Notice of Remote Access

In accordance California Senate Bill 361, the City Council meeting is not physically open to the public and in person attendance cannot be accommodated.

#### To watch:

Online at:

Spectrum Cable Television channel 8

City of Capitola, California YouTube Channel

#### To Join Zoom by Computer or Phone:

Meeting ID: **814 9248 3812**

Meeting Passcode: 426714

Meeting link: <https://us02web.zoom.us/j/81492483812?pwd=bnJlN25aYkRhRHlUajAzM3o1cnpDQT09>

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

#### To make public comment:

When submitting public comment, one comment (via phone or email, not both), per person, per item is allowed. If you send more than one email about the same item, the last received will be read. You will have three minutes to speak, and emails will be read aloud for no longer than three minutes. The Mayor will announce the public comment period for each agenda item.

**If you have joined the Zoom Meeting:** Use participant option to “raise hand”. The moderator will unmute you

**If called in over the phone:** Dial \*9 on your phone to “raise your hand”. The moderator will unmute you

**If you want to send an email:** During the meeting, email written public comment to [publiccomment@ci.capitola.ca.us](mailto:publiccomment@ci.capitola.ca.us)

Emailed comments on items will be accepted after the start of the meeting until the Mayor announces that public comment for that item is closed

Emailed comments should be a maximum of 450 words, which corresponds to approximately 3 minutes of speaking time

Emails received by [publiccomment@ci.capitola.ca.us](mailto:publiccomment@ci.capitola.ca.us) outside of the comment period outlined above will not be included in the record

**Note:** Any person seeking to challenge a City Council decision made as a result of a proceeding in which, by law, a hearing is required to be given, evidence is required to be taken, and the discretion in the determination of facts is vested in the City Council, shall be required to commence that court action within ninety (90) days following the date on which the decision becomes final as provided in Code of Civil Procedure §1094.6. Please refer to code of Civil Procedure §1094.6 to determine how to calculate when a decision becomes “final.” Please be advised that in most instances the decision become “final” upon the City Council’s announcement of its decision at the completion of the public hearing. Failure to comply with this 90-day rule will preclude any person from challenging the City Council decision in court.

**Notice regarding City Council:** The City Council meets on the 2nd and 4th Thursday of each month at 7:00 p.m. (or in no event earlier than 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](http://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.

**Televised Meetings:** City Council meetings are cablecast “Live” on Charter Communications Cable TV Channel 8 and are recorded to be rebroadcast 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](http://www.cityofcapitola.org) by clicking on the Home Page link “**Meeting Agendas/Videos.**” Archived meetings can be viewed from the website at any time.

# Capitola City Council

## Agenda Report

**Meeting:** July 28, 2022

**From:** City Manager Department

**Subject:** Consider the minutes from the May 19, 2022, special meeting and the June 23, 2022, regular City Council meeting



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Recommended Action: Approve minutes.

Discussion: Attached for Council review and approval are the draft minutes from the special City Council meeting on May 19 and the regular City Council meeting held on June 23, 2022.

Attachments:

1. May 19 draft
2. June 23 draft

Report Prepared By: Chloé Woodmansee, City Clerk

Reviewed/Approved By: Jamie Goldstein, City Manager

# City of Capitola

## Special City Council Meeting Minutes

### Thursday, May 19, 2022 – 6:00 PM



City Council Chambers

420 Capitola Avenue, Capitola, CA 95010

**Mayor:** Sam Storey

**Vice Mayor:** Margaux Keiser

**Council Members:** Jacques Bertrand, Yvette Brooks, Kristen Brown

### Special Meeting of the Capitola City Council – 6 PM

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

Council Members Jacques Bertrand, Yvette Brooks, Kristen Brown, Margaux Keiser, and Mayor Sam Storey.

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

#### 3. Additional Materials

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

#### 5. Staff / City Council Comments

Council Member Bertrand discussed that the Agency Area on Aging, which offers mid-county senior services, food delivery, etc., is at risk of losing its facility.

Mayor Storey praised the Capitola Police Department and Chief Dally regarding the excellent Skate-tola event.

#### 6. Consent Items

- A. Consider the minutes from the May 4, 2022, special City Council meeting

Recommended Action: Approve minutes.

**Motion:** Approve minutes

**Result:** Passed, 5:0 (Unanimous)

**Mover:** Vice Mayor Keiser

**Second:** Council Member Brooks

**Yea:** Mayor Storey, Vice Mayor Keiser, Council Member Bertrand, Council Member Brooks, Council Member Brown

#### 7. General Government / Public Hearings

- A. Presentation of the Proposed Fiscal Year 2022-23 Budget for the City of Capitola and the Capitola Successor Agency

Recommended Action: Acting as the City Council and Successor Agency, receive the proposed budget, provide staff direction, and either: 1) Continue budget deliberations to the next scheduled joint budget hearing on June 1, 2022, or 2) Direct staff to prepare the documents for final budget adoption at a regular meeting in June and cancel future planned budget hearings.

City Manager Goldstein introduced the presentation and outlined the topics to be covered.

Director Malberg presented an overview of Council decision making points.

Finance Director Malberg presented updates to the proposed full year 2022-23 budget.

Council Member Brooks recommended that Recreation scholarships be made available for applicants of all income levels.

Council Member Brown asked how money will be allocated within the proposed City Hall maintenance; Public Work Director Jesberg said the money would primarily be used towards repairing the roof and remodeling the public restrooms in the Chambers lobby.

Council Member Brooks asked that funding towards a universal design project be increased to \$300,000. She emphasized the need for installing a rubberized play surface as a starting point, with the project growing as fundraising does.

Mayor Storey asked about the library reserve fund; Finance Director Malberg confirmed that the remaining money will be returned to the general fund as the library project is now complete.

There was no public comment.

**Motion: 1) Approve all recommendations as presented by staff and 2) Allocate \$125,000 from the \$1.3 million general fund balance towards the inclusive park/universal design project at Jade Street for a rubberized play surface**

**Result: Failed, no second**

**Mover:** Council Member Brooks

**Motion: Approve all recommendations as presented by staff**

**Result: Passed 5-0 (Unanimous)**

**Mover:** Council Member Brooks

**Second:** Council Member Brown

**Yea:** Mayor Storey, Vice Mayor Keiser, Council Member Bertrand, Council Member Brooks, Council Member Brown

**Motion: Allocate \$125,000 from the \$1.3 million general fund balance for a rubberized play surface as part of the inclusive park/universal design project at Jade Street Park**

**Result: Passed, 4-1**

**Mover:** Council Member Brooks

**Second:** Vice Mayor Keiser

**Yea:** Mayor Storey, Vice Mayor Keiser, Council Member Bertrand, Council Member Brooks

**Nay:** Council Member Brown

**Motion: Cancel remaining special budget hearings and direct staff to prepare for budget adoption at the June 23 meeting**

**Result: Passed, 5-0 (Unanimous)**

**Mover:** Council Member Keiser

**Second:** Council Member Brown

**Yea:** Mayor Storey, Vice Mayor Keiser, Council Member Bertrand, Council Member Brooks, Council Member Brown

## 8. Adjournment

The meeting was adjourned at 7:54PM.

**ATTEST:**

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Sam Storey, Mayor

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Chloé Woodmansee, City Clerk

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# City of Capitola

## City Council Meeting Minutes

### Thursday, June 23, 2022 – 6:00 PM



City Council Chambers

420 Capitola Avenue, Capitola, CA 95010

**Mayor:** Sam Storey

**Vice Mayor:** Margaux Keiser

**Council Members:** Jacques Bertrand, Yvette Brooks, Kristen Brown

### Regular Meeting of the Capitola City Council – 6 PM

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

Council Members Jacques Bertrand, Yvette Brooks, Kristen Brown, Margaux Keiser, and Mayor Sam Storey.

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

#### 3. Presentations

A. Proclaim July 2022 Parks and Recreation Month

Mayor Storey proclaimed July 2022 Parks and Recreation Make Life Better Month.

#### 4. Additional Materials

yes - 1 additional material regarding Item 8.C

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

Phil Stotts spoke about a negative parking situation occurring on Diamond Street.

Rory Walsh said they miss the decorations along the City median.

#### 6. Staff / City Council Comments

Mayor Storey announced that the first twilight concert on June 15 was well attended and asked about options for additional bike parking in the Village to accommodate event attendees.

#### 7. Consent Items

**Motion: Approve, Adopt, Confirm, and Determine as recommended**

**Result: Passed, 5:0 (Unanimous)**

**Mover:** Council Member Brown

**Second:** Council Member Bertrand

**Yea:** Mayor Storey, Vice Mayor Keiser, Council Member Bertrand, Council Member Brooks, Council Member Brown, Mayor Storey

A. Consider the minutes from the June 9, 2022, regular City Council meeting

Recommended Action: Approve minutes.

B. Capitola Historical Museum Annual Report

Recommended Action: Receive report.

- C. Resolution Approving the 2022-23 Road Maintenance and Rehabilitation Account Expenditures  
Recommended Action: Approve a resolution adopting a list of road maintenance and rehabilitation projects for fiscal year 2022/23 funded by Senate Bill 1: the Road Repair and Accountability Act of 2017.
- D. Consider a Resolution Calling the Election for November 8, 2022  
Recommended Action: Adopt a resolution ordering an election, requesting Santa Cruz County Elections to conduct the election, and requesting consolidation of the statewide general election in the City of Capitola on Tuesday, November 8, 2022.
- E. Receive Update on Pandemic Response and Consider Adopting Proposed Resolution Allowing for the Continuation of Teleconferencing  
Recommended Action: 1) Make the determination that all hazards related to the worldwide spread of the coronavirus (COVID-19) as detailed in Resolution No. 4168 adopted by the City Council on March 12, 2020, still exist and there is a need to continue action; and 2) Adopt the proposed resolution authorizing the City Council (along with the Planning Commission and all advisory bodies) to continue to conduct teleconferencing meetings.

## 8. General Government / Public Hearings

**Motion:** Defer hearing Item 8.A until later this evening when a BIA representative is present

**Result:** Passed, 5:0 (Unanimous)

**Mover:** Council Member Petersen

**Second:** Council Member Bertrand

**Yea:** Mayor Storey, Vice Mayor Keiser, Council Member Bertrand, Council Member Brooks, Council Member Brown

- A. Consider a resolution for the Levy of Capitola Village and Wharf Business Improvement Area Assessments for Fiscal Year 2022-23  
Recommended Action: Conduct the noticed public hearing and adopt the proposed resolution levying the Fiscal Year 2022-23 Capitola Village and Wharf Business Improvement Area (CVWBIA) Assessments and accepting the CVWBIA Annual Plan and budget.

Mayor Storey recused himself.

Council Member Bertrand thanked the BIA and the City Public Works Department for their collaboration. Devon, BIA Treasurer, commented that additional sidewalk cleaning would be beneficial.

Council Member Brooks encouraged the BIA to continue working with the Youth Action Network.

**Motion:** Adopt the resolution

**Result:** Passed, 5:0 (Unanimous)

**Mover:** Council Member Brooks

**Second:** Council Member Bertrand

**Yea:** Vice Mayor Keiser, Council Member Bertrand, Council Member Brooks, Council Member Brown

**Recused:** Mayor Storey

- B. Coastal Commission Recommended Modifications to Capitola's Outdoor Dining Ordinance  
Recommended Action: Adopt a resolution accepting the California Coastal Commission modifications to repeal and replace Capitola Municipal code section 17.96.170 Outdoor Dining in Public Right of Way and amend Municipal Code Sections 17.44.150(B)(3) and 17.120.030.

Vice Mayor Keiser recused herself due to a conflict.

Director Herlihy presented a staff report.

Council Member Brown asked about furniture requirements and other prototype designs. Director Herlihy explained that the prototype design will be reviewed by Planning Commission in July.

Council Member Bertrand confirmed that restaurants would be able to use already purchased furniture.

Mayor Storey asked about bicycle parking. Director Herlihy said staff is working to mitigate the impact of removing public parking from the streets; she also reminded Council that changing the ordinance would not be feasible however changing the administrative policy is.

There was no public comment.

**Motion: Adopt the resolution**

**Result: Passed, 5:0 (Unanimous)**

**Mover:** Council Member Brown

**Second:** Council Member Bertrand

**Yea:** Mayor Storey, Council Member Bertrand, Council Member Brooks, Council Member Brown

**Recused:** Vice Mayor Keiser

C. Potential Second Home Tax Follow Up

Recommended Action: Provide direction to staff to either 1) Continue preparing the materials necessary to place a second home tax on the November 2022 ballot; OR 2) Do not proceed with placing a second home tax on the November 2022 ballot.

City Manager Goldstein presented a staff report.

Council Member Bertrand encouraged more community outreach and the importance of determining of use of such a tax.

In public comment, Jondi Gumz, said she had spoken to a resident who had not heard about the potential tax.

Vice Mayor Keiser said that more time was needed for public outreach and education; she argued that staff and council should consider a goal of including such a tax on the November 2024 election ballot.

Council Member Brown agreed.

**Motion: Do not do further work to place a second-home tax on the November 2022 ballot**

**Result: Passed, 5:0 (Unanimous)**

**Mover:** Council Member Brown

**Second:** Council Member Bertrand

**Yea:** Mayor Storey, Vice Mayor Keiser Council Member Bertrand, Council Member Brooks, Council Member Brown

D. Consider the Fiscal Year 2022-2023 Budget and Capital Improvement Program for the City of Capitola

Recommended Action: Approve the proposed resolution adopting the Fiscal Year 2022-23 City Budget and Capital Improvement Program.

Director Malberg presented a staff report and highlighted updates to the proposed budget since the last special budget meeting.

There was no public comment.

**Motion: Adopt the resolution**

**Result: Passed, 5:0 (Unanimous)**

**Mover:** Council Member Brown

**Second:** Vice Mayor Keiser

**Yea:** Mayor Storey, Vice Mayor Keiser, Council Member Bertrand, Council Member Brooks, Council Member Brown

E. FY 22-23 Fee Schedule

Recommended Action: Conduct the noticed public hearing on the proposed City Fee Schedule for Fiscal Year 2022/2023 and adopt the proposed resolution amending the current fee schedule.

Director Malberg presented the staff report. Council Member Brooks asked for clarification on the fee increase. There was no public comment.

**Motion: Adopt the resolution**

**Result: Passed, 5:0 (Unanimous)**

**Mover:** Council Member Brooks

**Second:** Vice Mayor Keiser

**Yea:** Mayor Storey, Vice Mayor Keiser, Council Member Bertrand, Council Member Brooks, Council Member Brown

F. Consider the 2022 – 2023 Salary Schedule

Recommended Action: Approve the proposed resolution authorizing the Fiscal Year 2022- 2023 annual salary adjustment, consistent with existing employee labor agreements.

Assistant to the City Manager Laurent presented a staff report. The Mayor read a statement regarding the salary schedule. There was no public comment.

**Motion: Adopt the resolution**

**Result: Passed, 5:0 (Unanimous)**

**Mover:** Vice Mayor Keiser

**Second:** Council Member Brown

**Yea:** Mayor Storey, Vice Mayor Keiser, Council Member Bertrand, Council Member Brooks, Council Member Brown

## 9. Adjournment

The meeting adjourned at 7:42PM until the next regular city council meeting on July 28, 2022.

**ATTEST:**

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Sam Storey, Mayor

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Chloé Woodmansee, City Clerk

# Capitola City Council

## Agenda Report

**Meeting:** July 28, 2022

**From:** Finance Department

**Subject:** Approval of City Check Registers Dated May 27, June 3, June 10, June 17, June 24, July 1, and July 8



Recommended Action: Approve check registers.

<b>Account: City Main</b>				
<b>Date</b>	<b>Starting Check #</b>	<b>Ending Check #</b>	<b>Payment Count</b>	<b>Amount</b>
5/27/2022	100642	100698	65	\$ 239,606.80
6/3/2022	100699	100738	41	\$ 113,639.89
6/10/2022	100739	100816	83	\$ 176,603.28
6/17/2022	100817	100896	81	\$ 220,139.34
6/24/2022	100897	100970	79	\$ 224,117.94
7/1/2022	100971	101030	60	\$ 242,836.94
7/8/2022	101031	101081	57	\$ 386,555.01

The main account check register dated May 20, 2022, ended with check #100641.

<b>Account: Library</b>				
<b>Date</b>	<b>Starting Check #</b>	<b>Ending Check #</b>	<b>Payment Count</b>	<b>Amount</b>

The library account check register dated March 4, 2022, ended with check #301.

The library account was closed in June and remaining funds were transferred to the General Fund.

<b>Account: Payroll</b>				
<b>Date</b>	<b>Starting Check/EFT #</b>	<b>Ending Check/EFT #</b>	<b>Payment Count</b>	<b>Amount</b>
5/27/2022	5758	5758	1	\$ 636.75
6/3/2022	19529	19642	114	\$ 177,640.16
6/17/2022	19643	19779	138	\$ 216,075.90
7/1/2022	19780	19909	133	\$ 246,132.31
7/8/2022	5763	5763	1	\$ 2,072.20

The payroll account check register dated May 20, 2022, ended with EFT #19528.

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

<b>Check/EFT</b>	<b>Issued to</b>	<b>Dept</b>	<b>Description</b>	<b>Amount</b>
100651	Pacific Gas & Electric	PW	May gas & electricity	\$ 14,397.32
1325	CalPERS Member Services Division	CM	PERS contributions PPE 5/14/22	\$ 56,702.43

1326	Employment Development Department	CM	State taxes PPE 5/14/22	\$ 15,380.15
1327	IRS	CM	Federal taxes & Medicare PPE 5/14/22	\$ 49,278.73
1329	VOYA Financial	CM	Employee 457 contributions PPE 5/14/22	\$ 31,367.81
1333	CalPERS Health Insurance	CM	June health insurance	\$63,136.22
1334	CalPERS Member Services Division	CM	PERS contributions PPE 5/28/22	\$56,995.10
1336	IRS	FN	Federal taxes & Medicare PPE 5/28/22	\$30,487.46
100776	Santa Cruz County Auditor-Controller	PD	May citation processing	\$16,936.00
100824	Ben Noble Urban and Regional Planning	CD	Objective standards for multifamily mixed-use development & SB9 ordinance	\$21,811.00
100826	Burke Williams and Sorensen LLP	CM	April labor & employment legal services	\$15,978.28
100831	Central Fire Protection District	REC	Lifeguard training services	\$17,000.00
100862	Moffatt and Nichol	PW	Wharf design, bid & construction support	\$33,978.00
100868	Pacific Gas & Electric	PW	May/June gas & electricity	\$15,124.44
100882	Tyler Technologies	FN	Annual ERP application services	\$30,858.80
1340	CalPERS Member Services Division	CM	PERS contributions PPE 6/11/22	\$57,333.45
1341	Employment Development Department	CM	State taxes PPE 6/11/22	\$10,559.98
1342	IRS	FN	Federal taxes & Medicare PPE 6/11/22	\$37,270.63
100915	Cresco Equipment Rentals	PW	Beach/lagoon equipment rental for grading	\$10,855.25
100944	Phoenix Group Information Systems	PD	April/May citation processing	\$12,714.83
5760	Cliff Sloma	PD	Final pay 6/29/22	\$22,391.19
100977	Bear Electrical Solutions Inc.	PW	Install adaptive traffic signal system, hardware, PVC conduit	\$42,871.31
100982	CalPERS Fiscal Services Division	FN	FY21/22 OPEB trust contribution	\$60,250.00
100990	Donald W Alley	PW	Permit review, sandbar construction, relocated fish	\$13,149.76
101019	Second Harvest Food Bank	CD	CDBG CV1 grant October – December	\$18,104.26
101022	VMI Inc.	CM	Replace broadcast equipment in council chambers	\$24,757.93
1346	CalPERS Health Insurance	CM	July health insurance	\$67,240.95
1347	CalPERS Member	CM	PERS contributions PPE	\$57,848.74

	Services Division		6/25/22	
1348	Employment Development Department	CM	State taxes PPE 6/25/22	\$13,286.93
1349	IRS	FN	Federal taxes & Medicare PPE 6/25/22	\$48,355.41
101036	Burke Williams and Sorensen LLP	CM	May legal services	\$21,646.50
101068	Santa Cruz County Auditor-Controller	PD	June citation processing	\$20,135.50
101076	US Bank	FN	Pac Cove facility lease #CIEDB-BC15-103 A/C#207877000	\$78,623.79

Attachments:

1. 5-27-22 Check Register
2. 6-3-22 Check Register
3. 6-10-22 Check Register
4. 6-17-22 Check Register
5. 6-24-22 Check Register
6. 7-1-22 Check Register
7. 7-8-22 Check Register

Report Prepared By: Leda Laidlaw-Hunter, Account Clerk

Reviewed By: Chloé Woodmansee, City Clerk and Jim Malberg, Finance Director

Approved By: Jamie Goldstein, City Manager

City main account checks dated May 27, 2022, numbered 100642 to 100698, totaling \$85,122.17, eight EFTs totaling \$154,484.63 and one payroll check totaling \$636.75, for a grand total of \$240,243.55, have been reviewed and authorized for distribution by the City Manager.

As of May 27, 2022, the unaudited cash balance is \$7,381,531.95.


**CASH POSITION - CITY OF CAPITOLA**  
**May 27, 2022**

	<u>5/27/2022</u>
General Fund	\$ 613,384.96
Payroll Payables	\$ 90,362.87
Contingency Reserve Fund	\$ 2,061,345.66
Facilities Reserve Fund	\$ 477,714.09
Capital Improvement Fund	\$ 2,702,551.01
Stores Fund	\$ 64,191.25
Information Technology Fund	\$ 321,478.64
Equipment Replacement	\$ 760,629.60
Self-Insurance Liability Fund	\$ (129,354.52)
Workers' Comp. Ins. Fund	\$ 260,158.79
Compensated Absences Fund	\$ 159,069.60
<b>TOTAL UNASSIGNED GENERAL FUNDS</b>	<u><u>\$ 7,381,531.95</u></u>

The Emergency Reserve Fund balance is \$1,314,205.54 (not included above).

The PERS Contingency Fund balance is \$974,096.85 (not included above).

The Library Fund balance is \$748,154.76 (not included above).

  
\_\_\_\_\_  
Jamie Goldstein, City Manager

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Jim Malberg, City Treasurer

  
\_\_\_\_\_  
Date

# City Checks Issued May 27, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100642	05/23/2022			AFLAC	\$1,403.12
	Invoice	Date	Description		Amount
	713737	03/29/2022	March supplemental insurance (check re-issued)		\$1,403.12
			1001 - Payroll		
100643	05/23/2022			AMAZON CAPITAL SERVICES	\$219.64
	Invoice	Date	Description		Amount
	1NMR-DFCT-QR3X	05/15/2022	Ice packs		\$219.64
100644	05/23/2022			BROPRINTS INC.	\$83.00
	Invoice	Date	Description		Amount
	51022	05/06/2022	Softball hats deposit		\$83.00
100645	05/23/2022			CA DEPARTMENT OF JUSTICE	\$735.00
	Invoice	Date	Description		Amount
	578835	05/04/2022	April employee fingerprinting		\$735.00
100646	05/23/2022			FRED C. BEYERS	\$405.00
	Invoice	Date	Description		Amount
	FB051022	05/10/2022	Softball official services		\$405.00
100647	05/23/2022			KUSTOM CULTURE DESIGN	\$3,142.47
	Invoice	Date	Description		Amount
	5138	05/03/2022	Camp t-shirts, hoodies, sweatshirts		\$1,782.15
	5139	05/03/2022	Recreation staff shirts		\$1,360.32
100648	05/23/2022			LAURA ALIOTO	\$1,080.00
	Invoice	Date	Description		Amount
	LA043022	04/30/2022	Instructor payment		\$1,080.00
100649	05/23/2022			MISSION LINEN SUPPLY	\$150.00
	Invoice	Date	Description		Amount
	516594223	03/07/2022	Recreation towels, mops, mats		\$75.00
	516766633	04/04/2022	Recreation towels, mats, mops		\$75.00
100650	05/23/2022			ORIGINAL WATERMEN	\$2,236.58
	Invoice	Date	Description		Amount
	S76002	04/26/2022	Lifeguard supplies		\$2,236.58

## City Checks Issued May 27, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100651	05/23/2022			PACIFIC GAS & ELECTRIC	\$14,397.32
	Invoice	Date	Description		Amount
	PGE051322-acct9	05/13/2022	May gas & electricity		\$14,397.32
			1000 - General Fund	\$4,914.38	
			1300 - SLESF	\$112.79	
			1310 - Gas Tax	\$6,807.35	
			1311 - Wharf	\$2,562.80	
100652	05/23/2022			SPORT ABOUT GRAPHICS	\$1,000.00
	Invoice	Date	Description		Amount
	SA042822	04/28/2022	Junior guard staff clothing deposit		\$1,000.00
100653	05/23/2022			WELLS FARGO BANK	\$5,928.10
	Invoice	Date	Description		Amount
	WF050322	05/03/2022	April credit card charges		\$5,928.10
			1000 - General Fund	\$3,447.51	
			2210 - Stores Fund	\$55.39	
			2211 - IT Fund	\$2,425.20	
			Purchases over \$500:		
			PDNC Inc.	\$925.36	Computer support
			Sonic Wall	\$1,199.84	Gateway anti-malware
100654	05/23/2022			WEST MARINE PRODUCTS INC	\$1,281.75
	Invoice	Date	Description		Amount
	9021200	04/18/2022	Swim buoy chain anchors		\$1,020.24
	9019734	04/18/2022	Buoy anchors		\$261.51
100655	05/25/2022			STELLA EVENTS CORP	\$9.60
	Licensee Type		Licensee Number		Transaction Type
	Professional		3892		Billing Adjustment
100656	05/27/2022			AA AUTO COLLISION CENTER	\$3,530.40
	Invoice	Date	Description		Amount
	9314	05/13/2022	1979 Monte Carlo repairs		\$3,530.40
			2213 - Self Insurance		
100657	05/27/2022			AFLAC	\$1,403.12
	Invoice	Date	Description		Amount
	472339	05/25/2022	May supplemental insurance		\$1,403.12
			1001 - Payroll		

# City Checks Issued May 27, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100658	05/27/2022			AT&T/CALNET 3	\$203.97
	Invoice	Date	Description		Amount
	000018202246	05/13/2022	May telephone service		\$203.97
			1000 - General Fund	\$154.75	
			2211 - IT Fund	\$49.22	
100659	05/27/2022			AT&T/CALNET 3	\$1,202.76
	Invoice	Date	Description		Amount
	000018202914	05/13/2022	May T-1 access		\$1,202.76
100660	05/27/2022			AUTOMATION TEST ASSOCIATES	\$40.00
	Invoice	Date	Description		Amount
	21793	05/22/2022	May wharf meter reading		\$40.00
			1311 - Wharf		
100661	05/27/2022			BECKY ADAMS	\$351.00
	Invoice	Date	Description		Amount
	BA051622	05/16/2022	Instructor payment		\$351.00
100662	05/27/2022			BENEFIT COORDINATORS CORP.	\$5,506.40
	Invoice	Date	Description		Amount
	B05GWN	05/01/2022	May dental and vision insurance		\$5,506.40
			1000 - General Fund	\$13.80	
			1001 - Payroll	\$5,492.60	
100663	05/27/2022			BROPRINTS INC.	\$1,718.29
	Invoice	Date	Description		Amount
	18908	05/02/2022	Patches		\$326.66
	18941	05/12/2022	Jr. guard patches		\$1,114.35
	18971	05/18/2022	Hats		\$277.28
100664	05/27/2022			CA DEPARTMENT OF JUSTICE	\$98.00
	Invoice	Date	Description		Amount
	566799	03/02/2022	Recreation employee fingerprinting		\$98.00
100665	05/27/2022			CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,600.50
	Invoice	Date	Description		Amount
	POA052022	05/20/2022	POA & gym dues PPE 5/14/22		\$1,600.50
			1001 - Payroll		
100666	05/27/2022			CATHERINE THRASHER	\$214.00
	Invoice	Date	Description		Amount
	CT012822	01/28/2022	Education reimbursement		\$214.00

# City Checks Issued May 27, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100667	05/27/2022			EQUITABLE	\$2,745.75
	Invoice	Date	Description		Amount
	1301206	04/23/2022	May LTD, STD, AD&D, life insurance		\$2,745.75
			1000 - General Fund	\$26.50	
			1001 - Payroll	\$2,719.25	
100668	05/27/2022			FLYERS ENERGY LLC	\$3,884.12
	Invoice	Date	Description		Amount
	22-533642	05/20/2022	426 gallons gasoline		\$2,403.89
	22-533643	05/20/2022	236 gallons diesel		\$1,480.23
100669	05/27/2022			FRED C. BEYERS	\$270.00
	Invoice	Date	Description		Amount
	FB052422	05/24/2022	Softball official services 5/9 - 5/19		\$270.00
100670	05/27/2022			GLASS TECH	\$2,183.20
	Invoice	Date	Description		Amount
	0137664-IN	04/18/2022	Stemless wine glasses		\$2,183.20
			1321 - BIA		
100671	05/27/2022			HINDERLITER DELLAMAS AND ASSOCIATES	\$2,320.86
	Invoice	Date	Description		Amount
	SIN017500	05/20/2022	Sales tax audit services		\$2,320.86
100672	05/27/2022			HOME DEPOT CREDIT SERVICES	\$2,948.58
	Invoice	Date	Description		Amount
	7014906	05/10/2022	Blow gun, sand, spray gun kit		\$159.12
	4010142	05/13/2022	Foam, cutting discs, sand		\$91.43
	1034119	04/26/2022	Tape measure, chalk, sakrete - bollard project		\$88.99
	1291152	04/26/2022	Surveyor vests		\$175.47
	1634568	04/26/2022	Rakes, air spray, earphones		\$90.81
	6285205	04/21/2022	Spreader, weedylayer, scraper, hoe		\$114.35
	6522649	04/21/2022	Floating docks hardware		\$63.24
	1034112	04/26/2022	Level, hinge, pea pebbles, plywood, earphones - bollard		\$112.88
	34318	04/27/2022	Floating docks hex nuts, bolts, rope		\$278.40
	510012	04/27/2022	Hooks, clean erasers		\$35.75
	625657	04/27/2022	Rust stopper, spray grip, brush set		\$34.29
	5510741	05/02/2022	Rust stopper		\$17.92
	5614323	05/02/2022	Garden stake, twine		\$9.77
	8523951	04/29/2022	Small tools		\$21.77
	9034448	04/28/2022	Floating docks hardware		\$134.62
	2014267	05/05/2022	Bollard project supplies		\$455.43

## City Checks Issued May 27, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
	10632	05/17/2022	Banner spring links		\$43.51
	5621758	05/12/2022	Esplanade bathroom cleaning supplies		\$23.91
	5640622	05/12/2022	Plywood, socket adapters, primer		\$97.95
	8640442	05/09/2022	Pro organizers		\$65.32
	641095	05/17/2022	Lifeguard tower supplies		\$164.30
	9037163	05/18/2022	PVC bushings, couplings, large gloves, ear protection		\$84.30
	8521653	05/19/2022	Lifeguard tower supplies		\$144.29
	7221408	05/20/2022	PD fire extinguisher brackets (5)		\$144.65
	7521825	05/20/2022	Scissors, rust stopper, paint		\$38.05
	8622820	05/19/2022	Clear poly sheeting		\$152.60
	7631743	05/20/2022	Sockets, adhesive, tray liner, woven rollers, brush set		\$105.46
			1000 - General Fund	\$2,438.03	
			1311 - Wharf Fund	\$510.55	
100673	05/27/2022			INTERSTATE BATTERY SYSTEM OF SAN JOSE	\$265.49
	Invoice	Date	Description		Amount
	120121381	05/12/2022	Batteries		\$265.49
100674	05/27/2022			KUSTOM CULTURE DESIGN	\$6,076.75
	Invoice	Date	Description		Amount
	5149	05/12/2022	T-shirts - Captain Corp.		\$626.75
	5150	05/12/2022	T-shirts Jr. guards		\$3,801.92
	5152	05/16/2022	T-shirts - camp		\$1,648.08
100675	05/27/2022			LABORMAX STAFFING	\$2,240.77
	Invoice	Date	Description		Amount
	26-211259	05/20/2022	Seasonal labor 5/16 - 5/20		\$2,240.77
100676	05/27/2022			LINDE GAS & EQUIPMENT INC.	\$214.06
	Invoice	Date	Description		Amount
	10520544	05/23/2022	Acetylene rental		\$214.06
100677	05/27/2022			MARY MCGLINN CAHALEN	\$1,000.00
	Invoice	Date	Description		Amount
	MB05/23/22BIA	05/23/2022	Sip and Stroll event		\$1,000.00
			1321 - BIA		
100678	05/27/2022			MISSION LINEN SUPPLY	\$68.06
	Invoice	Date	Description		Amount
	516997417	05/11/2022	Fleet uniform cleaning, towels		\$34.03
	517039298	05/18/2022	Fleet uniform cleaning, towels		\$34.03

# City Checks Issued May 27, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100679	05/27/2022			NORTH BAY FORD	\$302.61
	Invoice	Date	Description		Amount
	285232	05/10/2022	Rotor assembly, brake pads		\$302.61
100680	05/27/2022			O'REILLY AUTO PARTS	\$268.95
	Invoice	Date	Description		Amount
	2763-282104	05/19/2022	Radiator, gasket		\$218.83
	2763-280861	05/13/2022	Motor oil		\$50.12
100681	05/27/2022			OUTDOOR SUPPLY HARDWARE	\$1,020.94
	Invoice	Date	Description		Amount
	F42168	05/19/2022	Scotch brite pads, paint strainers, fasteners, paint container		\$107.17
	F29006	04/28/2022	Fasteners		\$30.05
	F34152	05/06/2022	Shovel, garden tool set, rodent killer, drill bit set, tie downs		\$101.74
	F36019	05/09/2022	Paint, mini roller, paint tray		\$39.92
	F36061	05/09/2022	Staples, staple gun		\$32.68
	F37201	05/11/2022	Spray paint		\$21.22
	F38293	05/13/2022	Cable ties, outdoor shade, draw shave		\$239.72
	F38347	05/13/2022	Charging cables, rust stopper		\$51.72
	F40870	05/17/2022	Super glue		\$2.17
	F40876	05/17/2022	Machete, cable ties, garden hoe, outdoor shade		\$165.63
	F41010	05/17/2022	Window cleaner, pitch fork		\$78.46
	F41145	05/17/2022	Machete, paint supplies		\$61.75
	F41475	05/18/2022	Rust stopper, enamel		\$14.15
	F41665	05/18/2022	Shovels		\$52.30
	F42619	05/20/2022	Fasteners		\$6.83
	F45058	05/23/2022	Key ring, swivel eye bolt snap		\$15.43
100682	05/27/2022			PALACE BUSINESS SOLUTIONS	\$2,490.31
	Invoice	Date	Description		Amount
	34262-0	05/19/2022	Chairs (3)		\$1,918.40
	34263-0	05/19/2022	Chair		\$521.57
	646175-0	05/24/2022	Bank deposit bags, legal pads		\$50.34
			1000 - General Fund	\$2,439.97	
			2210 - Stores Fund	\$50.34	
100683	05/27/2022			SANTA CRUZ AUTO PARTS INC.	\$80.75
	Invoice	Date	Description		Amount
	14508-441308	05/12/2022	Mixing cup, paint, gloves, gravity gun holder		\$80.75
100684	05/27/2022			SHANTA SHENOY	\$364.00
	Invoice	Date	Description		Amount
	SS051622	05/16/2022	Instructor payment		\$364.00

## City Checks Issued May 27, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100685	05/27/2022			T MOBILE	\$193.70
	Invoice	Date	Description		Amount
	TM052122	05/21/2022	May cell phone usage		\$193.70
100686	05/27/2022			THE HOME DEPOT PRO	\$403.82
	Invoice	Date	Description		Amount
	684841091	05/11/2022	Restroom supplies		\$45.65
	686570979	05/19/2022	Nitrile gloves		\$358.17
100687	05/27/2022			TPX COMMUNICATIONS	\$1,621.02
	Invoice	Date	Description		Amount
	157116135-0	05/23/2022	May phone service		\$1,621.02
			1000 - General Fund	\$891.85	
			2211 - IT Fund	\$729.17	
100688	05/27/2022			UNITED WAY OF SANTA CRUZ COUNTY	\$20.00
	Invoice	Date	Description		Amount
	UW053122	05/20/2022	May employee United Way contributions		\$20.00
			1001 - Payroll		
100689	05/27/2022			UPEC LIUNA LOCAL 792	\$767.50
	Invoice	Date	Description		Amount
	UPEC053122	05/20/2022	May UPEC dues		\$767.50
			1001 - Payroll		
100690	05/27/2022			US BANK PARS Acct 6746022400	\$1,160.28
	Invoice	Date	Description		Amount
	PARS052022	05/20/2022	PARS contributions PPE 5/14/22		\$1,160.28
			1001 - Payroll		
100691	05/27/2022			VERIZON WIRELESS	\$3,045.33
	Invoice	Date	Description		Amount
	9906190667	05/10/2022	May telephone charges		\$3,045.33
100692	05/27/2022			VICTORIA M JOHNSON	\$79.30
	Invoice	Date	Description		Amount
	VJ051622	05/16/2022	Instructor payment		\$79.30
100693	05/27/2022			WILDMIND SCIENCE LEARNING	\$450.00
	Invoice	Date	Description		Amount
	27803	06/28/2022	Camp Capitola educational program		\$450.00

# City Checks Issued May 27, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100694	05/27/2022			Audre Nelson	\$156.00
	Invoice	Date	Description		Amount
	38587086	05/13/2022	Camp session 2 refund - Savannah		\$156.00
100695	05/27/2022			Audre Nelson	\$156.00
	Invoice	Date	Description		Amount
	38587115	05/13/2022	Camp session 2 refund - Olivia		\$156.00
100696	05/27/2022			Audre Nelson	\$126.00
	Invoice	Date	Description		Amount
	38595149	05/13/2022	Camp cancellation		\$126.00
100697	05/27/2022			Audre Nelson	\$156.00
	Invoice	Date	Description		Amount
	38587027	05/13/2022	Camp session 1 refund - Olivia		\$156.00
100698	05/27/2022			Rebecca Haifley	\$102.00
	Invoice	Date	Description		Amount
	1038218.002	01/11/2022	Facility rental deposit refund		\$102.00

Check Totals:

\$85,122.17

## EFT

1325	05/23/2022			CalPERS Member Services Division	\$56,702.43
	Invoice	Date	Description		Amount
	1002113010-3	05/20/2022	PERS contributions PPE 5/14/22 1001 - Payroll		\$56,702.43
1326	05/23/2022			EMPLOYMENT DEVELOPMENT DEPARTMENT	\$15,380.15
	Invoice	Date	Description		Amount
	2-077-927-776	05/20/2022	State taxes PPE 5/14/22 1001 - Payroll		\$15,380.15
1327	05/23/2022			INTERNAL REVENUE SERVICE	\$49,278.73
	Invoice	Date	Description		Amount
	85463231	05/20/2022	Federal taxes & Medicare PPE 5/14/22 1001 - Payroll		\$49,278.73
1328	05/23/2022			STATE DISBURSEMENT UNIT	\$1,575.68
	Invoice	Date	Description		Amount
	39844136	05/20/2022	Employee garnishments PPE 5/14/22 1001 - Payroll		\$1,575.68

# City Checks Issued May 27, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
1329	05/23/2022			VOYA FINANCIAL	\$31,367.81
	Invoice	Date	Description		Amount
	VOYA052022	05/20/2022	Employee 457 contributions PPE 5/14/22 1001 - Payroll		\$31,367.81
1330	05/27/2022			EMPLOYMENT DEVELOPMENT DEPARTMENT	\$6.76
	Invoice	Date	Description		Amount
	0-382-626-144	05/27/2022	State tax employee final paycheck 1001 - Payroll		\$6.76
1331	05/27/2022			INTERNAL REVENUE SERVICE	\$38.07
	Invoice	Date	Description		Amount
	81470237	05/27/2022	Federal tax & Medicare employee final paycheck 1001 - Payroll		\$38.07
1332	05/25/2022			WEX HEALTH INC.	\$135.00
	Invoice	Date	Description		Amount
	0001518273-IN	04/30/2022	April COBRA and FSA admin.		\$135.00

EFT Totals: \$154,484.63

Main City Totals	Count	Total
Checks	57	\$85,122.17
EFTs	8	\$154,484.63
All	65	\$239,606.80

Payroll Totals		
Checks	1	\$636.75
EFTs	0	\$0.00
All	1	\$636.75

Grand Totals:		
Checks	58	\$85,758.92
EFTs	8	\$154,484.63
All	66	\$240,243.55

City main account checks dated June 3, 2022, numbered 100699 to 100738, totaling \$50,553.67, one EFT totaling \$63,136.22 and 114 payroll EFTs totaling \$177,640.16, for a grand total of \$291,330.05, have been reviewed and authorized for distribution by the City Manager.

As of June 3, 2022, the unaudited cash balance is \$6,908,151.56.

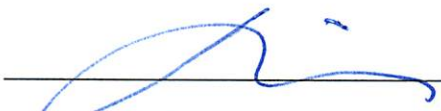
**CASH POSITION - CITY OF CAPITOLA**  
**June 3, 2022**

	6/3/2022
General Fund	\$ 59,445.63
Payroll Payables	\$ 173,260.84
Contingency Reserve Fund	\$ 2,061,345.66
Facilities Reserve Fund	\$ 477,714.09
Capital Improvement Fund	\$ 2,701,076.89
Stores Fund	\$ 64,016.85
Information Technology Fund	\$ 320,788.13
Equipment Replacement	\$ 760,629.60
Self-Insurance Liability Fund	\$ (129,354.52)
Workers' Comp. Ins. Fund	\$ 260,158.79
Compensated Absences Fund	\$ 159,069.60
<b>TOTAL UNASSIGNED GENERAL FUNDS</b>	<b>\$ 6,908,151.56</b>


The Emergency Reserve Fund balance is \$1,314,205.54 (not included above).

The PERS Contingency Fund balance is \$974,096.85 (not included above).

The Library Fund balance is \$748,154.76 (not included above).

  
\_\_\_\_\_  
Jamie Goldstein, City Manager

6/6/22  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Jim Malberg, City Treasurer

6/6/22  
\_\_\_\_\_  
Date

# City Checks Issued June 3, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100699	06/03/2022			ALLIED UNIVERSAL	\$812.81
	Invoice	Date	Description		Amount
	12743222	06/02/2022	June McGregor skate park foot patrol		\$392.06
	12743223	06/02/2022	June Esplanade park foot patrol		\$420.75
100700	06/03/2022			ALLSAFE LOCK COMPANY	\$86.85
	Invoice	Date	Description		Amount
	53777	05/23/2022	Keys		\$86.85
100701	06/03/2022			ALVAREZ TECHNOLOGY GROUP INC	\$227.50
	Invoice	Date	Description		Amount
	2022-00001181	05/23/2022	June antivirus		\$227.50
			2211 - IT Fund		
100702	06/03/2022			AMAZON CAPITAL SERVICES	\$464.00
	Invoice	Date	Description		Amount
	1CXH-4DVL-4DTP	05/24/2022	Returned replacement power supply		(\$121.19)
	1CTF-4DDR-CPKT	06/01/2022	Canopy tents		\$459.95
	1RCK-36HM-MTFY	05/31/2022	Ethernet patch cable		\$108.90
	1Y69-FQQG-FPJ6	06/01/2022	iPhone case		\$16.34
			1000 - General Fund	\$459.95	
			2211 - IT Fund	\$4.05	
100703	06/03/2022			B & B SMALL ENGINE REPAIR	\$1,105.18
	Invoice	Date	Description		Amount
	496324	05/04/2022	Service kit, weeder, cinch trap		\$699.43
	497320	05/13/2022	Supplies		\$27.00
	497516	05/18/2022	Multi charger		\$326.99
	497519	05/18/2022	Blower repairs		\$51.76
100704	06/03/2022			BIG CREEK LUMBER	\$373.73
	Invoice	Date	Description		Amount
	1725655	05/24/2022	Esplanade lumber		\$198.25
	1717377	05/09/2022	Marine plywood for floating docks		\$175.48
			1000 - General Fund	\$198.25	
			1311 - Wharf Fund	\$175.48	
100705	06/03/2022			CALIFORNIA GREY BEARS INC.	\$5,400.00
	Invoice	Date	Description		Amount
	GB060122	06/01/2022	E-waste/styrofoam recycling services		\$5,400.00
100706	06/03/2022			COMMUNITY TELEVISION OF SANTA CRUZ COUNTY	\$1,612.00
	Invoice	Date	Description		Amount
	3106	05/26/2022	April televised meetings		\$1,612.00

# City Checks Issued June 3, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100707	06/03/2022			CRAIG FEENEY	\$2,570.00
	Invoice	Date	Description		Amount
	141	04/28/2022	Wharf restaurant thermostat and kitchen air unit repairs 1311 - Wharf Fund		\$2,570.00
100708	06/03/2022			D & G SANITATION	\$859.83
	Invoice	Date	Description		Amount
	287417	01/31/2022	January Skate park hand wash station, portable toilets		\$621.13
	287418	01/31/2022	January Jade St. park hand wash station rental		\$119.35
	287419	01/31/2022	January Cortez park hand wash station		\$119.35
100709	06/03/2022			FIRST ALARM	\$225.69
	Invoice	Date	Description		Amount
	681074	05/15/2022	Community Center quarterly intrusion system monitoring		\$225.69
100710	06/03/2022			FLYERS ENERGY LLC	\$5,582.90
	Invoice	Date	Description		Amount
	22-540078	05/27/2022	600 gallons gasoline		\$3,513.71
	22-540079	05/27/2022	343 gallons diesel		\$2,069.19
100711	06/03/2022			GARDEN HAVEN NURSERY	\$256.95
	Invoice	Date	Description		Amount
	00000368	05/18/2022	Village plants		\$256.95
100712	06/03/2022			GENE BREGMAN & ASSOCIATES	\$8,500.00
	Invoice	Date	Description		Amount
	GBA052722	05/27/2022	Community survey		\$8,500.00
100713	06/03/2022			GRAINGER	\$2,247.44
	Invoice	Date	Description		Amount
	9321643612	05/23/2022	Abrasive blast cabinet		\$2,247.44
100714	06/03/2022			GRANITE ROCK COMPANY	\$1,032.54
	Invoice	Date	Description		Amount
	1372471	05/21/2022	Granitepatch		\$1,032.54
100715	06/03/2022			HINDERLITER DELLAMAS AND ASSOCIATES	\$1,250.00
	Invoice	Date	Description		Amount
	SIN017562	04/30/2022	April TOT and STR admin. fees		\$1,250.00

# City Checks Issued June 3, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100716	06/03/2022			HOME DEPOT CREDIT SERVICES	\$459.40
	Invoice	Date	Description		Amount
	3623435	05/24/2022	Fleet supplies		\$283.73
	4522277	05/23/2022	Lifeguard tower paint		\$33.11
	3522456	05/24/2022	Esplanade bathroom supplies		\$41.32
	5031289	06/01/2022	Diesel exhaust fluid		\$101.24
100717	06/03/2022			INTERNATIONAL BRONZE PLAQUE COMPANY	\$159.00
	Invoice	Date	Description		Amount
	22-62384	05/27/2022	Memorial bench plaque		\$159.00
100718	06/03/2022			iWorQ Systems Inc.	\$4,375.00
	Invoice	Date	Description		Amount
	197672	06/01/2022	FY22-23 iWorQ software		\$4,375.00
			1317 - Technology Fee Fund		
100719	06/03/2022			KBA Document Solutions LLC	\$49.59
	Invoice	Date	Description		Amount
	55Y1279539	06/01/2022	Monthly copier usage charges		\$49.59
			1000 - General Fund	\$42.00	
			2211 - IT Fund	\$7.59	
100720	06/03/2022			KIMLEY HORN AND ASSOCIATES INC	\$1,474.12
	Invoice	Date	Description		Amount
	097763118-0422	04/30/2022	April traffic signal adaptive control systems		\$1,474.12
			1200 - CIP		
100721	06/03/2022			KING'S PAINT AND PAPER INC.	\$87.61
	Invoice	Date	Description		Amount
	A0323246	05/31/2022	Curb paint		\$87.61
100722	06/03/2022			LABORMAX STAFFING	\$2,638.46
	Invoice	Date	Description		Amount
	26-213284	05/27/2022	Seasonal labor 5/21 - 5/27		\$2,638.46
100723	06/03/2022			LIUNA PENSION FUND	\$1,118.60
	Invoice	Date	Description		Amount
	FG7725	05/26/2022	May LIUNA pension dues		\$1,118.60
			1001 - Payroll		
100724	06/03/2022			LLOYDS TIRE SERVICE	\$857.12
	Invoice	Date	Description		Amount
	210678	05/25/2022	2016 PD SUV tires and TPMS sensors		\$857.12

# City Checks Issued June 3, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100725	06/03/2022			MID COUNTY AUTO SUPPLY	\$28.95
	Invoice	Date	Description		Amount
	M-1744155	05/26/2022	Fuel filter		\$28.95
100726	06/03/2022			MISSION LINEN SUPPLY	\$284.49
	Invoice	Date	Description		Amount
	517086955	05/25/2022	Fleet uniform cleaning		\$34.03
	517039299	05/18/2022	Corp. yard uniform cleaning, mats, towels		\$119.36
	517086956	05/25/2022	Corp. yard uniform cleaning		\$97.07
	517129398	06/01/2022	Fleet uniform cleaning, towels		\$34.03
100727	06/03/2022			MOTOROLA SOLUTIONS INC.	\$451.37
	Invoice	Date	Description		Amount
	1411000304	05/20/2022	Quarterly cloud storage 2211 - IT Fund		\$451.37
100728	06/03/2022			NORTH BAY FORD	\$28.82
	Invoice	Date	Description		Amount
	285400	05/24/2022	Lamp assembly		\$28.82
100729	06/03/2022			OFFICE OF STATE CONTROLLER BETTY T. YEE	\$273.07
	Invoice	Date	Description		Amount
	1297271	05/26/2022	Escheated checks to State Controller's Office		\$273.07
100730	06/03/2022			ORIGINAL WATERMEN	\$576.10
	Invoice	Date	Description		Amount
	S76825	05/24/2022	Swimming fins		\$576.10
100731	06/03/2022			SAN LORENZO LUMBER	\$138.75
	Invoice	Date	Description		Amount
	55-0729386	05/23/2022	Lumber		\$138.75
100732	06/03/2022			SANTA CRUZ AUTO PARTS INC.	\$40.13
	Invoice	Date	Description		Amount
	14508-442395	05/25/2022	Oil filters, fuel filter		\$21.84
	14508-442396	05/25/2022	Oil filter		\$18.29
100733	06/03/2022			SANTA CRUZ LIVE SCAN INC.	\$510.00
	Invoice	Date	Description		Amount
	2067	06/01/2022	New hire live scans		\$510.00
100734	06/03/2022			SANTA CRUZ SENTINEL	\$478.66
	Invoice	Date	Description		Amount
	SCS052322	05/23/2022	Annual newspaper subscription		\$478.66

# City Checks Issued June 3, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100735	06/03/2022			SOQUEL CREEK WATER DISTRICT	\$453.32
	Invoice	Date	Description		Amount
	10-16317-0051622	05/16/2022	420 Capitola Ave. water		\$293.10
	10-16315-0051622	05/16/2022	504 Beulah Dr. water		\$51.93
	10-16316-0051622	05/16/2022	426 Capitola Ave. water		\$108.29
100736	06/03/2022			THE HOME DEPOT PRO	\$3,189.29
	Invoice	Date	Description		Amount
	686649427	05/20/2022	Janitorial supplies		\$3,106.01
	687059485	05/23/2022	Janitorial supplies		\$83.28
100737	06/03/2022			US BANK EQUIPMENT FINANCE	\$174.40
	Invoice	Date	Description		Amount
	473222883	05/24/2022	City Hall copier lease		\$174.40
			2210 - Stores Fund		
100738	06/03/2022			Lupe Santos	\$100.00
	Invoice	Date	Description		Amount
	LS051022	05/10/2022	Postcard announcement artwork		\$100.00

Check Totals: \$50,553.67

## EFT

1333	06/03/2022			CalPERS Health Insurance	\$63,136.22
	Invoice	Date	Description		Amount
	1002121575	06/01/2022	June health insurance		\$63,136.22
			1000 - General Fund	\$3,467.47	
			1001 - Payroll	\$59,668.75	

EFT Totals: \$63,136.22

Main City Totals	Count	Total
Checks	40	\$50,553.67
EFTs	1	\$63,136.22
All	41	\$113,689.89

## Payroll Totals

Checks	0	\$0.00
EFTs	114	\$177,640.16
All	114	\$177,640.16

## Grand Totals:

Checks	40	\$50,553.67
EFTs	115	\$240,776.38
All	155	\$291,330.05

City main account checks dated June 10, 2022, numbered 100739 to 100816, totaling \$71,512.71 and five EFTs totaling \$105,090.57, for a grand total of \$176,603.28, have been reviewed and authorized for distribution by the City Manager.

As of June 10, 2022, the unaudited cash balance is \$6,901,301.88.

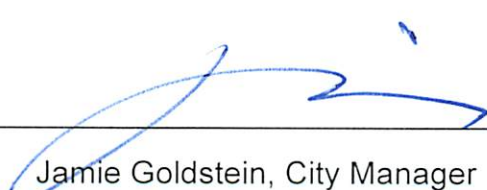
**CASH POSITION - CITY OF CAPITOLA**  
**June 10, 2022**

	6/10/2022
General Fund	\$ 160,057.08
Payroll Payables	\$ 65,975.19
Contingency Reserve Fund	\$ 2,061,345.66
Facilities Reserve Fund	\$ 477,714.09
Capital Improvement Fund	\$ 2,701,076.89
Stores Fund	\$ 63,502.37
Information Technology Fund	\$ 321,127.13
Equipment Replacement	\$ 760,629.60
Self-Insurance Liability Fund	\$ (129,354.52)
Workers' Comp. Ins. Fund	\$ 260,158.79
Compensated Absences Fund	\$ 159,069.60
<b>TOTAL UNASSIGNED GENERAL FUNDS</b>	<b>\$ 6,901,301.88</b>

The Emergency Reserve Fund balance is \$1,314,205.54 (not included above).

The PERS Contingency Fund balance is \$974,096.85 (not included above).

The Library Fund balance is \$748,154.76 (not included above).

  
\_\_\_\_\_  
Jamie Goldstein, City Manager

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Jim Malberg, City Treasurer

  
\_\_\_\_\_  
Date

City of Capitola

# City Checks Issued June 10, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100739	06/06/2022			NAPA AUTO PARTS	\$31.32
	Invoice	Date	Description		Amount
	073776	01/14/2022	JL blade		\$25.66
	073784	01/14/2022	Squeegee		\$10.37
	074132	01/18/2022	Returned squeegee and JL blade		(\$36.03)
	074189	01/19/2022	Returned lug nut		(\$14.19)
	6841-077440	02/28/2022	Boxed miniatures		\$9.46
	6841-081229	04/21/2022	Screw kit, nuts, funnel, parts		\$36.05
100740	06/10/2022			ADRIENNE HARRELL	\$598.65
	Invoice	Date	Description		Amount
	AH060722	06/07/2022	Instructor payment		\$598.65
100741	06/10/2022			ADT SECURITY SERVICES INC.	\$225.21
	Invoice	Date	Description		Amount
	ADT052922	05/29/2022	Corp. yard & museum ADT monitoring		\$225.21
100742	06/10/2022			AMAZON CAPITAL SERVICES	\$2,267.48
	Invoice	Date	Description		Amount
	1H76-DMQT-34TX	06/02/2022	Disposable face masks		\$7.62
	1GXD-W7CV-9NJ9	06/05/2022	Bulletin board adhesive, mounting squares		\$27.46
	1Q9K-R7KX-9DCK	06/05/2022	Canopy tents, tie-dye kits, sports whistles		\$441.34
	16K7-MFLR-3LGW	06/05/2022	Bracelet string cord, parking cones, spikeball, tiles, balloons		\$497.89
	1M39-PLQ6-C1GG	06/07/2022	Modeling clay, toys, dodgeballs, paint		\$525.60
	11TV-MNLL-1XVH	06/07/2022	iPhone cases, work gloves, carabiners		\$329.54
	1YXK-4YC1-7KVK	06/07/2022	Toys and supplies		\$438.03
100743	06/10/2022			BIOBAG AMERICAS INC.	\$2,740.00
	Invoice	Date	Description		Amount
	INV490341	06/03/2022	Dog waste bags		\$2,740.00
100744	06/10/2022			BROPRINTS INC.	\$83.06
	Invoice	Date	Description		Amount
	18983	05/23/2022	Hats		\$83.06
100745	06/10/2022			CAPITOLA ARCADE LLC	\$2,600.00
	Invoice	Date	Description		Amount
	104	05/17/2022	Camp Capitola pre-loaded cards		\$1,300.00
	103	05/17/2022	Camp Capitola pre-loaded cards		\$1,300.00
100746	06/10/2022			CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,600.50
	Invoice	Date	Description		Amount
	POA060322	06/03/2022	POA & gym dues PPE 5/28/22		\$1,600.50
			1001 - Paryoll		

City of Capitola  
**City Checks Issued June 10, 2022**

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100747	06/10/2022			CIRCLE UP EDUCATION	\$9,390.00
	Invoice	Date	Description		Amount
	3079	06/06/2022	Diversity training		\$9,390.00
100748	06/10/2022			CLASSIFIED SOUND	\$825.00
	Invoice	Date	Description		Amount
	220615A	06/05/2022	Twilight concert sound engineer 6/15		\$825.00
100749	06/10/2022			COMMUNITY PRINTERS	\$2,381.92
	Invoice	Date	Description		Amount
	31743011	06/02/2022	Twilight concert mailer and poster		\$2,381.92
100750	06/10/2022			CRYSTAL SPRINGS WATER CO.	\$408.00
	Invoice	Date	Description		Amount
	CSW053122	05/31/2022	May drinking water		\$408.00
100751	06/10/2022			DAVID SCOTT COBABE	\$1,244.10
	Invoice	Date	Description		Amount
	DSC060722	06/07/2022	Instructor payment		\$1,244.10
100752	06/10/2022			FRED C. BEYERS	\$315.00
	Invoice	Date	Description		Amount
	FB060722	06/07/2022	Softball official services 5/23 - 6/2		\$315.00
100753	06/10/2022			GEORGE McMENAMIN	\$881.25
	Invoice	Date	Description		Amount
	GM060522	06/05/2022	Bay St. & Peery Park maintenance, site checks		\$881.25
100754	06/10/2022			GINA ENRIQUEZ	\$3,905.20
	Invoice	Date	Description		Amount
	GE060722	06/07/2022	Instructor payment		\$3,905.20
100755	06/10/2022			HINDERLITER DELLAMAS AND ASSOCIATES	\$1,200.00
	Invoice	Date	Description		Amount
	SIN018152	06/07/2022	Quarterly district sales tax auditing service		\$600.00
	SIN018151	06/07/2022	Quarterly district sales tax auditing service		\$600.00
100756	06/10/2022			HO KUK MU SUL CORPORATION	\$189.15
	Invoice	Date	Description		Amount
	HKMSC060722	06/07/2022	Instructor payment		\$189.15
100757	06/10/2022			HYDROSCIENCE ENGINEERS INC.	\$1,260.00
	Invoice	Date	Description		Amount
	331019001	06/01/2022	4401 Capitola Rd. apartments storm water review		\$1,260.00

City of Capitola

# City Checks Issued June 10, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100758	06/10/2022			KATHLEEN BROWN	\$65.00
	Invoice	Date	Description		Amount
	KB060722	06/07/2022	Instructor payment		\$65.00
100759	06/10/2022			KURT FOUTS	\$800.00
	Invoice	Date	Description		Amount
	749	05/31/2022	Arborist report for two pine trees Cliff Dr. & Wharf Rd.		\$800.00
100760	06/10/2022			KUSTOM CULTURE DESIGN	\$218.00
	Invoice	Date	Description		Amount
	5172	05/31/2022	Lifeguard staff t-shirts, sweat pants		\$218.00
100761	06/10/2022			LABORMAX STAFFING	\$2,454.90
	Invoice	Date	Description		Amount
	26-215275	06/03/2022	Seasonal labor 5/28 - 6/3		\$2,454.90
100762	06/10/2022			LAURA ALIOTO	\$1,871.94
	Invoice	Date	Description		Amount
	LA060722	06/07/2022	Instructor payment		\$1,871.94
100763	06/10/2022			LINDE GAS & EQUIPMENT INC.	\$284.35
	Invoice	Date	Description		Amount
	10809185	06/02/2022	Welding supplies		\$284.35
100764	06/10/2022			MATT KOTILA	\$92.77
	Invoice	Date	Description		Amount
	MK060722	06/07/2022	Gravel, sakrete, duct tape, markers - bollard project		\$92.77
100765	06/10/2022			METROPOLITAN TRANSPORTATION COMMISSION	\$2,000.00
	Invoice	Date	Description		Amount
	4926-AR12547	05/23/2022	FY22/23 StreetSaver annual subscription 1310 - Gas Tax		\$2,000.00
100766	06/10/2022			MICHAEL G LEW	\$257.40
	Invoice	Date	Description		Amount
	ML060722	06/07/2022	Instructor payment		\$257.40
100767	06/10/2022			MID COUNTY AUTO SUPPLY	\$221.13
	Invoice	Date	Description		Amount
	M-1754456	06/06/2022	Crimp tools, plugs, float bowl, fuel pressure gauge, degreaser		\$221.13
100768	06/10/2022			MISSION LINEN SUPPLY	\$75.00
	Invoice	Date	Description		Amount
	517114426	05/30/2022	Recreation mats, mops, towels		\$75.00

City of Capitola

# City Checks Issued June 10, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100769	06/10/2022			NATIONAL ACADEMY OF ATHLETICS	\$866.25
	Invoice	Date	Description		Amount
	NAA060722	06/07/2022	Instructor payment		\$866.25
100770	06/10/2022			NICHOLE BRYANT LEBLOND	\$490.63
	Invoice	Date	Description		Amount
	NB060322	06/03/2022	Youth program supplies 1305 - Restricted TOT		\$490.63
100771	06/10/2022			O'REILLY AUTO PARTS	\$231.72
	Invoice	Date	Description		Amount
	2763-281400	05/16/2022	Radiator, gasket, freight		\$231.72
100772	06/10/2022			OUTDOOR SUPPLY HARDWARE	\$501.14
	Invoice	Date	Description		Amount
	F46596	05/26/2022	Screws, insert bit		\$48.16
	F45444	05/24/2022	Primer, paint thinner, masking tape, paint tray, roller		\$52.47
	F45913	05/25/2022	Spray paint, roller cover, paint		\$50.07
	F46151	05/25/2022	Broom, hose clamps		\$39.86
	F47071	05/27/2022	Bucket, adhesive, tape measure, fasteners, gloves, drill bit		\$142.87
	F49968	05/31/2022	Paint brushes		\$11.29
	F50485	06/01/2022	Stencil kit, spray paint, rust stopper		\$38.11
	F51085	06/02/2022	PVC parts		\$18.70
	F51192	06/02/2022	Rake, chip brushes, duct tape		\$59.00
	F51609	06/03/2022	Lid pail, container, neem oil, machete		\$40.61
100773	06/10/2022			PALACE BUSINESS SOLUTIONS	\$199.47
	Invoice	Date	Description		Amount
	646832-0	06/02/2022	Pens, batteries, glue, paper 2210 - Stores Fund		\$199.47
100774	06/10/2022			ROYAL WHOLESALE ELECTRIC	\$787.12
	Invoice	Date	Description		Amount
	7719-1018031	06/03/2022	Jade St. lights, supplies		\$787.12
100775	06/10/2022			SAN LORENZO LUMBER	\$312.15
	Invoice	Date	Description		Amount
	55-0730414	05/26/2022	Plywood		\$50.03
	55-0730350	05/26/2022	Lumber		\$154.51
	55-0730057	05/25/2022	Bolts, washers, sun glasses, plastic container		\$140.95
	55-0723729	05/03/2022	Returned sun glasses		(\$33.34)
100776	06/10/2022			SANTA CRUZ COUNTY AUDITOR-CONTROLLER	\$16,936.00
	Invoice	Date	Description		Amount
	SCC053122	05/31/2022	May citation processing		\$16,936.00

City of Capitola

# City Checks Issued June 10, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100777	06/10/2022			SANTA CRUZ SENTINEL	\$829.45
	Invoice	Date	Description		Amount
	0001337789	05/31/2022	May legal notices		\$829.45
100778	06/10/2022			SASHA'S MONEY	\$1,250.00
	Invoice	Date	Description		Amount
	SM061522	06/07/2022	Concert performance 6/15		\$1,250.00
100779	06/10/2022			SECURITY SHORING AND STEEL PLATES INC	\$680.00
	Invoice	Date	Description		Amount
	158885	05/20/2022	Steel plates		\$680.00
100780	06/10/2022			THE CLEANING MACHINE INC.	\$2,760.00
	Invoice	Date	Description		Amount
	6551	05/25/2022	Village sidewalk pressure washing		\$2,760.00
100781	06/10/2022			US BANK EQUIPMENT FINANCE	\$315.01
	Invoice	Date	Description		Amount
	473514461	05/27/2022	City Hall copier leases 2210 - Stores Fund		\$315.01
100782	06/10/2022			US BANK PARS Acct 6746022400	\$594.46
	Invoice	Date	Description		Amount
	PARS060322	06/03/2022	PARS contributions PPE 5/28/22 1001 - Payroll		\$594.46
100783	06/10/2022			VITAL RECORDS HOLDING LLC	\$308.74
	Invoice	Date	Description		Amount
	2679124	05/31/2022	May record storage, deliveries, fuel fee		\$308.74
100784	06/10/2022			37th Parallel	\$150.00
	Invoice	Date	Description		Amount
	37P052422	06/08/2022	Sip and Stroll participation fee 1321 - BIA		\$150.00
100785	06/10/2022			Aki Goonetilleke	\$31.39
	Invoice	Date	Description		Amount
	AG060822	06/08/2022	Jr. guards uniform reimbursement		\$31.39
100786	06/10/2022			Alfaro Family Vineyards	\$150.00
	Invoice	Date	Description		Amount
	AFV052422	05/24/2022	Sip and Stroll participation fee 1321 - BIA		\$150.00

City of Capitola

# City Checks Issued June 10, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100787	06/10/2022			Ava Burke	\$65.86
	Invoice	Date	Description		Amount
	AB060822	06/08/2022	Jr. guards uniform reimbursement		\$65.86
100788	06/10/2022			Bargetto Winery	\$150.00
	Invoice	Date	Description		Amount
	BW052422	06/08/2022	Sip and Stroll participation fee 1321 - BIA		\$150.00
100789	06/10/2022			Big Basin Estate Winery	\$150.00
	Invoice	Date	Description		Amount
	BBEW052422	06/08/2022	Sip and Stroll participation fee 1321 - BIA		\$150.00
100790	06/10/2022			Bottle Jack Winery	\$150.00
	Invoice	Date	Description		Amount
	BJW052422	06/08/2022	Sip and Stroll participation fee 1321 - BIA		\$150.00
100791	06/10/2022			Clos La Chance	\$150.00
	Invoice	Date	Description		Amount
	CLC052422	06/08/2022	Sip and Stroll participation fee 1321 - BIA		\$150.00
100792	06/10/2022			Dagny Wallace	\$70.00
	Invoice	Date	Description		Amount
	DW060822	06/08/2022	Jr. guards uniform reimbursement		\$70.00
100793	06/10/2022			Ella Moker	\$65.86
	Invoice	Date	Description		Amount
	EM060822	06/08/2022	Jr. guards uniform reimbursement		\$65.86
100794	06/10/2022			Evan Reade	\$42.00
	Invoice	Date	Description		Amount
	ER060822	06/08/2022	Jr. guards uniform reimbursement		\$42.00
100795	06/10/2022			Gabriella Fischer	\$70.00
	Invoice	Date	Description		Amount
	GF060822	06/08/2022	Jr. guards uniform reimbursement		\$70.00
100796	06/10/2022			Hallcrest Vineyards	\$300.00
	Invoice	Date	Description		Amount
	HV052422	06/08/2022	Sip and Stroll participation fee 1321 - BIA		\$300.00

City of Capitola  
**City Checks Issued June 10, 2022**

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100797	06/10/2022			Holly McGilvray	\$70.00
	Invoice	Date	Description		Amount
	HM060822	06/08/2022	Jr. guards uniform reimbursement		\$70.00
100798	06/10/2022			Jakob Jacquard	\$41.42
	Invoice	Date	Description		Amount
	JJ060822	06/08/2022	Jr. guards uniform reimbursement		\$41.42
100799	06/10/2022			Left Bend Winery	\$150.00
	Invoice	Date	Description		Amount
	LBW052422	06/08/2022	Sip and Stroll participation fee 1321 - BIA		\$150.00
100800	06/10/2022			Linnea Brooks	\$70.00
	Invoice	Date	Description		Amount
	LB060822	06/08/2022	Jr. guards uniform reimbursement		\$70.00
100801	06/10/2022			Nathan Hanson	\$52.32
	Invoice	Date	Description		Amount
	NH060822	06/08/2022	Jr. guards uniform reimbursement		\$52.32
100802	06/10/2022			Naumann Vineyards	\$200.00
	Invoice	Date	Description		Amount
	NV052422	06/08/2022	Sip and Stroll participation fee 1321 - BIA		\$200.00
100803	06/10/2022			Nick Graessle	\$70.00
	Invoice	Date	Description		Amount
	NG060822	06/08/2022	Jr. guards uniform reimbursement		\$70.00
100804	06/10/2022			Pelican Ranch Winery	\$150.00
	Invoice	Date	Description		Amount
	PRW052422	06/08/2022	Sip and Stroll participation fee 1321 - BIA		\$150.00
100805	06/10/2022			Phoenix Swanson-Dexel	\$63.83
	Invoice	Date	Description		Amount
	PSD060822	06/08/2022	Jr. guards uniform reimbursement		\$63.83
100806	06/10/2022			Roudon Smith Winery	\$150.00
	Invoice	Date	Description		Amount
	RSW052422	06/08/2022	Sip and Stroll participation fee 1321 - BIA		\$150.00

City of Capitola

# City Checks Issued June 10, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100807	06/10/2022			Sequoia Gambero	\$67.00
	Invoice	Date	Description		Amount
	SG060822	06/08/2022	Jr. guards uniform reimbursement		\$67.00
100808	06/10/2022			Ser Winery	\$150.00
	Invoice	Date	Description		Amount
	SW052422	06/08/2022	Sip and Stroll participation fee 1321 - BIA		\$150.00
100809	06/10/2022			Silver Mountain Vineyards	\$150.00
	Invoice	Date	Description		Amount
	SMV052422	06/08/2022	Sip and Stroll participation fee 1321 - BIA		\$150.00
100810	06/10/2022			Solis Winery	\$150.00
	Invoice	Date	Description		Amount
	SW052422	06/08/2022	Sip and Stroll participation fee 1321 - BIA		\$150.00
100811	06/10/2022			Sone's Cellars	\$150.00
	Invoice	Date	Description		Amount
	SC052422	06/08/2022	Sip and Stroll participation fee 1321 - BIA		\$150.00
100812	06/10/2022			Tyler Holden	\$39.56
	Invoice	Date	Description		Amount
	TH060822	06/08/2022	Jr. guards uniform reimbursement		\$39.56
100813	06/10/2022			Valley Vista Vineyards	\$150.00
	Invoice	Date	Description		Amount
	VVV052422	06/08/2022	Sip and Stroll participation fee		\$150.00
100814	06/10/2022			Vanessa Wennstrom	\$245.00
	Invoice	Date	Description		Amount
	39447324	06/01/2022	Junior guards cancellation		\$245.00
100815	06/10/2022			Wargin Wines	\$150.00
	Invoice	Date	Description		Amount
	WW052422	06/08/2022	Sip and Stroll participation fee 1321 - BIA		\$150.00
100816	06/10/2022			Wright Station Vineyard & Winery	\$150.00
	Invoice	Date	Description		Amount
	WSVW052422	06/08/2022	Sip and Stroll participation fee 1321 - BIA		\$150.00

Check Totals:

\$71,512.71

City of Capitola

# City Checks Issued June 10, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
EFT					
1334	06/06/2022			CalPERS Member Services Division	\$56,995.10
	Invoice	Date	Description		Amount
	1002122420-3	06/03/2022	PERS contributions PPE 5/28/22		\$56,995.10
			1001 - Payroll		
1335	06/06/2022			EMPLOYMENT DEVELOPMENT DEPARTMENT	\$8,693.09
	Invoice	Date	Description		Amount
	1-716-181-344	06/03/2022	State taxes PPE 5/28/22		\$8,693.09
			1001 - Payroll		
1336	06/06/2022			INTERNAL REVENUE SERVICE	\$30,487.46
	Invoice	Date	Description		Amount
	21449850	06/03/2022	Federal taxes & Medicare PPE 5/28/22		\$30,487.46
			1001 - Payroll		
1337	06/06/2022			STATE DISBURSEMENT UNIT	\$1,575.68
	Invoice	Date	Description		Amount
	40008073	06/03/2022	Employee garnishments PPE 5/28/22		\$1,575.68
			1001 - Payroll		
1338	06/06/2022			VOYA FINANCIAL	\$7,339.24
	Invoice	Date	Description		Amount
	VOYA06322	06/03/2022	Employee 457 contributions PPE 5/28/22		\$7,339.24
			1001 - Payroll		
EFT Totals:					<u>\$105,090.57</u>
Main City Totals				Count	Total
Checks				78	\$71,512.71
EFTs				5	\$105,090.57
All				83	\$176,603.28

City main account checks dated June 17, 2022, numbered 100817 to 100896, totaling \$219,188.38, one EFT totaling \$950.96 and one payroll check and 137 EFTs totaling \$216,075.90, for a grand total of \$436,215.24, have been reviewed and authorized for distribution by the City Manager.

As of June 17, 2022, the unaudited cash balance is \$6,571,003.78.

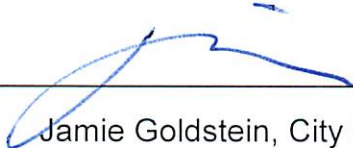
**CASH POSITION - CITY OF CAPITOLA**  
**June 17, 2022**

	6/17/2022
General Fund	\$ (227,973.67)
Payroll Payables	\$ 198,312.66
Contingency Reserve Fund	\$ 2,061,345.66
Facilities Reserve Fund	\$ 477,714.09
Capital Improvement Fund	\$ 2,667,098.89
Stores Fund	\$ 63,472.97
Information Technology Fund	\$ 282,204.95
Equipment Replacement	\$ 760,629.60
Self-Insurance Liability Fund	\$ (131,029.76)
Workers' Comp. Ins. Fund	\$ 260,158.79
Compensated Absences Fund	\$ 159,069.60
<b>TOTAL UNASSIGNED GENERAL FUNDS</b>	<b>\$ 6,571,003.78</b>

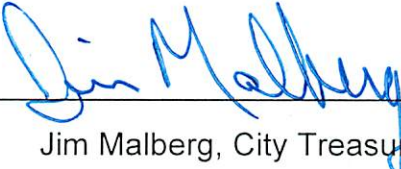
The Emergency Reserve Fund balance is \$1,314,205.54 (not included above).

The PERS Contingency Fund balance is \$928,889.78 (not included above).

The Library Fund balance is \$748,154.76 (not included above).

  
\_\_\_\_\_  
Jamie Goldstein, City Manager

6/17/22  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Jim Malberg, City Treasurer

6/17/22  
\_\_\_\_\_  
Date

# City Checks Issued June 17, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100817	06/17/2022			A TOOL SHED	\$114.00
	Invoice	Date	Description		Amount
	1574678-5	06/09/2022	Gas generator rental		\$114.00
100818	06/17/2022			ADAMS ASHBY GROUP INC.	\$800.00
	Invoice	Date	Description		Amount
	4297	06/09/2022	May CDBG CV1 admin. 1350 - CDBG		\$800.00
100819	06/17/2022			ALLIANT INSURANCE SERVICES INC. NPB MAIN	\$257.00
	Invoice	Date	Description		Amount
	1942491	04/24/2022	Equipment floater 2213 - Insurance		\$257.00
100820	06/17/2022			AMAZON CAPITAL SERVICES	\$3,642.21
	Invoice	Date	Description		Amount
	1CXH-4DVL-9M1R	05/24/2022	Desk organizer		\$41.40
	1M3H-CNYY-KR9P	06/09/2022	Tie dye powder		\$74.08
	1M3H-CNYY-PV1P	06/09/2022	Condiment cups, souffle cups		\$40.19
	1YKD-K66G-1TNV	06/09/2022	Toys and supplies		\$1,755.31
	1LHW-FYGV-4M4N	06/09/2022	Carabiners - bollard project		\$87.15
	11M7-7YLX-CVRH	06/12/2022	Storage units, storage bins, exercise mats		\$1,614.68
	1WH3-NGJN-6FN7	06/14/2022	Monitor cable, telephone cord		\$29.40
			1000 - General Fund	\$3,612.81	
			2210 - Stores Fund	\$29.40	
100821	06/17/2022			APTOS LANDSCAPE SUPPLY INC.	\$47.08
	Invoice	Date	Description		Amount
	580671	06/07/2022	Pathway bark		\$47.08
100822	06/17/2022			ARMAG CORPORATION	\$3,977.00
	Invoice	Date	Description		Amount
	12462	05/26/2022	K-9 supplies container		\$3,977.00
100823	06/17/2022			AT&T	\$9.38
	Invoice	Date	Description		Amount
	ATT060122	06/01/2022	June long distance charges		\$9.38
			1000 - General Fund	\$4.62	
			2211 - IT Fund	\$4.76	

# City Checks Issued June 17, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100824	06/17/2022			BEN NOBLE URBAN AND REGIONAL PLANNING	\$21,811.00
	Invoice	Date	Description		Amount
	1404	05/20/2022	SB9 ordinance preparation, models, meeting attendance		\$11,488.00
	1403	05/20/2022	Objective standards meeting attendance, Bottomley design		\$7,321.00
	1408	06/14/2022	May objective standards for multifamily mixed-used development		\$3,002.00
			1000 - General Fund	\$10,323.00	
			1313 - General Plan	\$11,488.00	
100825	06/17/2022			BIG CREEK LUMBER	\$141.91
	Invoice	Date	Description		Amount
	1729871	06/02/2022	Esplanade park lumber, wood screws		\$141.91
100826	06/17/2022			BURKE WILLIAMS AND SORENSEN LLP	\$15,978.28
	Invoice	Date	Description		Amount
	285521	05/31/2022	April labor and employment legal services		\$609.50
	285522	05/31/2022	April legal services		\$9,348.78
	285523	05/31/2022	April legal services code enforcement		\$1,462.00
	285524	05/31/2022	April planning legal services		\$954.00
	285525	05/31/2022	April police legal services		\$609.50
	285526	05/31/2022	April legal services SB9		\$2,994.50
100827	06/17/2022			CALE AMERICA INC.	\$1,829.00
	Invoice	Date	Description		Amount
	168885	04/22/2022	April CALE meters		\$1,829.00
100828	06/17/2022			CAPITOLA BEACH FESTIVAL ASSOCIATION	\$5,000.00
	Invoice	Date	Description		Amount
	CBF061422	06/14/2022	BIA beach festival contribution		\$5,000.00
			1321 - BIA		
100829	06/17/2022			CAROLYN FLYNN	\$2,755.00
	Invoice	Date	Description		Amount
	CBF-05-2022	05/31/2022	May affordable housing staff training		\$2,755.00
			5552 - Housing Successor		
100830	06/17/2022			CATTO'S GRAPHICS INC.	\$385.11
	Invoice	Date	Description		Amount
	101332	06/09/2022	Twilight concert banner and design		\$385.11
100831	06/17/2022			CENTRAL FIRE PROTECTION DISTRICT	\$17,000.00
	Invoice	Date	Description		Amount
	8532	06/13/2022	Lifeguard training services		\$17,000.00

## City Checks Issued June 17, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100832	06/17/2022			CLASSIFIED SOUND	\$825.00
	Invoice	Date	Description		Amount
	220622A	06/05/2022	Twilight concert sound engineer 6/22		\$825.00
100833	06/17/2022			CLIFF SLOMA	\$1,213.11
	Invoice	Date	Description		Amount
	CS052622	05/26/2022	FBINAA development conference		\$1,213.11
100834	06/17/2022			COMMUNITY ACTION BOARD	\$242.74
	Invoice	Date	Description		Amount
	CAB051922	05/23/2022	April emergency mortgage assistance program		\$136.00
	CAB051922-2	05/19/2022	April emergency housing assistance		\$106.74
			5552 - Housing Successor		
100835	06/17/2022			COOPER JAMES WIENS	\$500.00
	Invoice	Date	Description		Amount
	CJW061722	06/17/2022	Food truck Friday musical performance		\$500.00
100836	06/17/2022			D & G SANITATION	\$2,344.65
	Invoice	Date	Description		Amount
	290264	05/31/2022	Skate park hand wash station, portable toilets		\$623.25
	290265	05/31/2022	Jade st. park hand wash station rental		\$119.90
	290266	05/31/2022	Cortez park hand wash station		\$119.90
	290268	05/31/2022	Wharf portable toilets		\$881.33
	290267	05/31/2022	Lower parking lot portable toilet rental		\$600.27
			1000 - General Fund	\$1,463.32	
			1311 - Wharf Fund	\$881.33	
100837	06/17/2022			DELL MARKETING LP	\$467.70
	Invoice	Date	Description		Amount
	10591620880	06/15/2022	Office 365 licenses		\$467.70
			2211 - IT Fund		
100838	06/17/2022			DOCTORS ON DUTY	\$350.00
	Invoice	Date	Description		Amount
	DOD060422	06/10/2022	New employee medical exams		\$350.00

# City Checks Issued June 17, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100839	06/17/2022			EWING IRRIGATION	\$756.03
	Invoice	Date	Description		Amount
	12145507	04/16/2020	Credit for double paid invoice		(\$99.66)
	11288087	04/02/2020	Credit for double paid invoices		(\$532.83)
	16809198	05/18/2022	Wharf PVC supplies, shovel, taples		\$55.16
	16828679	05/19/2022	Marking paint, trash gator		\$171.25
	16967796	06/06/2022	Jade St. PVC parts, tools, sprinkler head, purple primer		\$1,162.11
			1000 - General Fund	\$700.87	
			1311 - Wharf Fund	\$55.16	
100840	06/17/2022			EXCEEDIO	\$3,590.92
	Invoice	Date	Description		Amount
	12564	06/01/2022	June IT services		\$3,590.92
			2211 - IT Fund		
100841	06/17/2022			EXTRA LARGE	\$1,250.00
	Invoice	Date	Description		Amount
	EL062222	06/17/2022	Twilight concert performance 6/22		\$1,250.00
100842	06/17/2022			FLYERS ENERGY LLC	\$4,930.19
	Invoice	Date	Description		Amount
	22-553370	06/13/2022	524 gallons gasoline		\$3,445.61
	22-553372	06/13/2022	222 gallons diesel		\$1,484.58
100843	06/17/2022			GARDAWORLD	\$379.63
	Invoice	Date	Description		Amount
	10695360	06/01/2022	June armored car service		\$379.63
100844	06/17/2022			GUARDIAN PSBI INC.	\$1,630.00
	Invoice	Date	Description		Amount
	22-072	03/20/2022	Public safety background investigation		\$1,630.00
100845	06/17/2022			HH ASSOCIATES US INC.	\$1,324.30
	Invoice	Date	Description		Amount
	5415019-1	05/01/2022	Notice to Appear forms (3,000)		\$1,324.30
100846	06/17/2022			HO KUK MU SUL CORPORATION	\$189.15
	Invoice	Date	Description		Amount
	HKMSC061422	06/14/2022	Instructor payment		\$189.15

# City Checks Issued June 17, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100847	06/17/2022			HOME DEPOT CREDIT SERVICES	\$689.40
	Invoice	Date	Description		Amount
	9515579	06/07/2022	Wharf PVC parts, bucket		\$27.40
	1515304	06/05/2022	Jade St. park multi-tool, pet tray liner, brush, poly roller		\$69.65
	7611639	06/09/2022	Epoxy, batteries, hardware, spray paint		\$83.10
	2612561	06/14/2022	Jr. guard supplies		\$411.17
	3061801	06/13/2022	Jr. guard supplies		\$98.08
			1000 - General Fund	\$662.00	
			1311 - Wharf Fund	\$27.40	
100848	06/17/2022			HUB INTERNATIONAL	\$653.20
	Invoice	Date	Description		Amount
	HUB042622	04/26/2022	Skatetola event insurance		\$653.20
100849	06/17/2022			HUMBOLDT PETROLEUM LLC	\$37.50
	Invoice	Date	Description		Amount
	INV-040705	04/30/2022	April car washes (5)		\$37.50
100850	06/17/2022			INTERNATIONAL BRONZE PLAQUE COMPANY	\$636.00
	Invoice	Date	Description		Amount
	22-62572	06/10/2022	Memorial bench plaques (3)		\$477.00
	22-62622	06/14/2022	Memorial bench plaque		\$159.00
100851	06/17/2022			JACKIE YEUNG	\$194.64
	Invoice	Date	Description		Amount
	JY042722	04/27/2022	Meals/parking reimbursement for out of county training		\$99.12
	JY051322	05/13/2022	Meals reimbursement for out of county training		\$95.52
100852	06/17/2022			KAYAK CONNECTION	\$2,250.00
	Invoice	Date	Description		Amount
	1352	06/08/2022	Santa Cruz and Elkhorn slough wildlife tours		\$2,250.00
100853	06/17/2022			LABORMAX STAFFING	\$2,523.74
	Invoice	Date	Description		Amount
	26-217123	06/10/2022	Seasonal labor 6/4 - 6/10		\$2,523.74
100854	06/17/2022			LANGUAGE LINE SERVICES INC	\$16.92
	Invoice	Date	Description		Amount
	10510193	05/01/2022	Language translation line		\$16.92
100855	06/17/2022			LAW ENFORCEMENT PSYCHOLOGICAL SERVICES	\$400.00
	Invoice	Date	Description		Amount
	2052	05/31/2022	Psychological assessment		\$400.00

# City Checks Issued June 17, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100856	06/17/2022			LLOYDS TIRE SERVICE	\$1,161.60
	Invoice	Date	Description		Amount
	210829	06/08/2022	2020 Chevy Tahoe tires		\$1,161.60
100857	06/17/2022			LP POLICE	\$505.00
	Invoice	Date	Description		Amount
	422LP31150	04/30/2022	6 month plan fee		\$505.00
100858	06/17/2022			LUXLAUNDER	\$1,254.01
	Invoice	Date	Description		Amount
	Apr	04/30/2022	April uniform cleaning		\$958.33
	LL043022-2	04/30/2022	Mats for PD (3 months)		\$295.68
100859	06/17/2022			MASTER CLEANERS	\$133.89
	Invoice	Date	Description		Amount
	2022	04/30/2022	April uniform cleaning		\$133.89
100860	06/17/2022			MICHELLE DAVEY-OUSE	\$292.50
	Invoice	Date	Description		Amount
	MDO060722	06/07/2022	Instructor payment		\$292.50
100861	06/17/2022			MISSION LINEN SUPPLY	\$325.46
	Invoice	Date	Description		Amount
	517129399	06/01/2022	Corp. yard uniform cleaning, mats, towels		\$119.36
	517178704	06/08/2022	Corp. yard uniform cleaning		\$97.07
	517178703	06/08/2022	Fleet uniform cleaning, towels		\$34.03
	517194510	06/13/2022	Recreation mats, mops, towels		\$75.00
100862	06/17/2022			MOFFATT AND NICHOL	\$33,978.00
	Invoice	Date	Description		Amount
	769392	05/20/2022	Wharf final design, bid & construction support		\$22,056.50
	769844	06/07/2022	Wharf design, bid and construction support		\$11,921.50
			1200 - CIP		
100863	06/17/2022			NETFILE INC	\$4,000.00
	Invoice	Date	Description		Amount
	7987	06/13/2022	Annual subscription for agency services		\$4,000.00
			2211 - IT Fund		
100864	06/17/2022			NIGEL BELTON	\$437.50
	Invoice	Date	Description		Amount
	2612	06/05/2022	935 Balboa #22-0092 consulting arborist		\$437.50

## City Checks Issued June 17, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100865	06/17/2022			O'REILLY AUTO PARTS	\$91.13
	Invoice	Date	Description		Amount
	2763-286401	06/08/2022	Oil filter, alternator, motor oil		\$195.64
	2763-286542	06/09/2022	Returned alternator		(\$167.35)
	2763-286002	06/06/2022	Air filter, oil, oil filter		\$62.84
100866	06/17/2022			ORIGINAL WATERMEN	\$393.20
	Invoice	Date	Description		Amount
	S77307	06/08/2022	Women's shorts		\$393.20
100867	06/17/2022			OUTDOOR SUPPLY HARDWARE	\$226.66
	Invoice	Date	Description		Amount
	F54039	06/07/2022	Graffiti paint coverup		\$21.76
	F54731	06/08/2022	Cutoff wheel, circular saw		\$204.90
100868	06/17/2022			PACIFIC GAS & ELECTRIC	\$15,124.44
	Invoice	Date	Description		Amount
	PGE041422-acct5	04/14/2022	Pacific Cove parking lot utilities (climate credit)		(\$1,136.40)
	PGE051322-acct5	05/13/2022	May Pacific Cove parking lot utilities		\$1,122.38
	PGE061222-acct5	06/12/2022	Pacific Cove parking lot utilities		\$1,117.06
	PGE061222-acct9	06/12/2022	June gas and electricity		\$14,021.40
			1000 - General Fund	\$5,419.34	
			1300 - SLESF	\$116.03	
			1310 - Gas Tax	\$6,753.24	
			1311 - Wharf Fund	\$2,835.83	
100869	06/17/2022			PALACE BUSINESS SOLUTIONS	\$3,205.17
	Invoice	Date	Description		Amount
	644612-0	05/06/2022	Tape, markers, pens, paper		\$165.70
	34298-0	06/09/2022	Council chamber chairs (5)		\$3,039.47
100870	06/17/2022			PAST CONSULTANTS LLC	\$1,000.00
	Invoice	Date	Description		Amount
	PAST032822	03/28/2022	#21-0561 1555 Lincoln Ave. standards compliance review		\$1,000.00
100871	06/17/2022			PROMOS IN MOTION	\$69.00
	Invoice	Date	Description		Amount
	620	06/06/2022	Museum signs		\$69.00
100872	06/17/2022			ROYAL WHOLESALE ELECTRIC	\$42.37
	Invoice	Date	Description		Amount
	7719-1018149	06/08/2022	Gloves, wrap tape		\$42.37

## City Checks Issued June 17, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100873	06/17/2022			RRM DESIGN GROUP	\$170.00
	Invoice	Date	Description		Amount
	1783-02-0422	05/23/2022	#21-0122 720 Hill St. hotel design peer review services		\$170.00
100874	06/17/2022			SANTA CRUZ AUTO PARTS INC.	\$305.73
	Invoice	Date	Description		Amount
	14508-443478	06/07/2022	Gloves, solvent, urethane		\$305.73
100875	06/17/2022			SANTA CRUZ MUNICIPAL UTILITIES	\$235.80
	Invoice	Date	Description		Amount
	SCMU053122	05/31/2022	May water service for medians		\$235.80
100876	06/17/2022			SCRATCHSPACE INC.	\$4,450.00
	Invoice	Date	Description		Amount
	12749	05/05/2022	BIA website update		\$4,450.00
			1321 - BIA		
100877	06/17/2022			SOQUEL CREEK WATER DISTRICT	\$7,641.61
	Invoice	Date	Description		Amount
	42-14952-0052822	05/28/2022	Cortez Park irrigation		\$451.03
	42-15297-0052822	05/28/2022	426 Capitola Ave irrigation		\$149.27
	42-15969-0052822	05/28/2022	Lawn Way irrigation		\$264.88
	42-16122-0005282	05/28/2022	Esplanade fountain irrigation		\$79.09
	42-10504-0052822	05/28/2022	Cliff Drive irrigation		\$64.40
	42-11090-0152822	05/28/2022	Capitola Road irrigation		\$149.27
	42-11467-0052822	05/28/2022	Jade Street park irrigation		\$4,108.60
	42-11517-0052822	05/28/2022	41st Avenue irrigation		\$149.27
	42-14404-0052822	05/28/2022	Monterey Ave. Nobel Gulch Park irrigation		\$440.17
	42-16130-0052822	05/28/2022	Wharf Road irrigation		\$64.40
	42-16136-0052822	05/28/2022	1400 Wharf Road irrigation		\$701.36
	42-16407-0052822	05/28/2022	Bay Ave. irrigation		\$64.40
	13-10919-0052422	05/24/2022	2000 Wharf Road water service		\$48.01
	34-18508-0052622	05/26/2022	1510 McGregor Drive water service		\$41.20
	42-14431-0052822	05/28/2022	Monterey Ave irrigation		\$737.46
	42-17688-0052822	05/28/2022	Lawn Way irrigation		\$64.40
	42-18238-0052822	05/28/2022	Capitola Road irrigation		\$64.40
			1000 - General Fund	\$6,940.25	
			1311 - Wharf Fund	\$701.36	
100878	06/17/2022			SOUTH BAY REGIONAL TRAINING	\$470.00
	Invoice	Date	Description		Amount
	144886	05/09/2022	CSO basic traffic collision class fees		\$235.00
	144887	05/09/2022	CSO basic traffic collision class fees		\$235.00

# City Checks Issued June 17, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100879	06/17/2022			STAPLES ADVANTAGE	\$149.00
	Invoice	Date	Description		Amount
	8066001908	04/23/2022	Cups, paper towels, spoons, plates		\$149.00
100880	06/17/2022			THE HOME DEPOT PRO	\$2,423.34
	Invoice	Date	Description		Amount
	688554054	06/01/2022	Toilet seat covers		\$249.37
	688826635	06/02/2022	Restroom supplies		\$166.55
	682729132	04/29/2022	Janitorial supplies		\$1,713.34
	690141197	06/09/2022	Nitrile gloves		\$294.08
100881	06/17/2022			TODD HANSON	\$2,754.94
	Invoice	Date	Description		Amount
	00021	06/01/2022	June BIA marketing, website management, media boost 1321 - BIA		\$2,754.94
100882	06/17/2022			TYLER TECHNOLOGIES	\$30,858.80
	Invoice	Date	Description		Amount
	045-382531	07/01/2022	Annual ERP application services 2211 - IT Fund		\$30,858.80
100883	06/17/2022			UNISAFE INC	\$1,323.27
	Invoice	Date	Description		Amount
	714689	05/27/2022	Evidence supplies - nitrile exam gloves		\$1,323.27
100884	06/17/2022			UPS	\$13.16
	Invoice	Date	Description		Amount
	0000954791242	06/11/2022	PD shipping		\$13.16
100885	06/17/2022			US BANK EQUIPMENT FINANCE	\$26.06
	Invoice	Date	Description		Amount
	474017290	06/03/2022	Recreation copier lease		\$26.06
100886	06/17/2022			US BANK EQUIPMENT FINANCE	\$103.57
	Invoice	Date	Description		Amount
	474017159	06/03/2022	Recreation copier lease		\$103.57
100887	06/17/2022			US BANK EQUIPMENT FINANCE	\$288.83
	Invoice	Date	Description		Amount
	474017423	06/03/2022	PD copier lease		\$288.83

# City Checks Issued June 17, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100888	06/17/2022			WESTERN EXTERMINATOR COMPANY	\$139.60
	Invoice	Date	Description		Amount
	23273548	05/02/2022	City Hall rodent control		\$69.80
	23273549	05/02/2022	Turnouts rodent control		\$69.80
100889	06/17/2022			WITMER TYSON IMPORTS INC.	\$650.00
	Invoice	Date	Description		Amount
	T14454	04/30/2022	April K-9 training		\$650.00
100890	06/17/2022			ZUMAR INDUSTRIES INC.	\$1,588.55
	Invoice	Date	Description		Amount
	96764	05/20/2022	"Don't Trash the Bay" signs		\$1,588.55
100891	06/17/2022			American Family Connect Insurance Company	\$1,418.24
	Invoice	Date	Description		Amount
	01-004-474767	06/10/2022	Claim payment		\$1,418.24
			2213 - Insurance		
100892	06/17/2022			Anna Ferrandino	\$96.00
	Invoice	Date	Description		Amount
	700123820	05/16/2022	Citation refund		\$96.00
100893	06/17/2022			Colleen Gilmartin	\$500.00
	Invoice	Date	Description		Amount
	21-0374	05/23/2022	Tree deposit refund		\$500.00
100894	06/17/2022			James Fletcher	\$96.00
	Invoice	Date	Description		Amount
	400125366	05/12/2022	Citation refund		\$96.00
100895	06/17/2022			Lily Fetterer	\$36.00
	Invoice	Date	Description		Amount
	500126274	05/16/2022	Citation refund		\$36.00
100896	06/17/2022			Solis Winery	\$68.16
	Invoice	Date	Description		Amount
	SW061422	06/14/2022	BIA Sip and Stroll event		\$68.16
			1321 - BIA		
Check Totals:					\$219,188.38

# City Checks Issued June 17, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
EFT					
1339	06/13/2022			WELLS FARGO BANK	\$950.96
	Invoice	Date	Description		Amount
	WF061322	06/13/2022	Monthly client analysis charges		\$950.96

EFT Totals:					<u>\$950.96</u>
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Main City Totals	Count	Total
Checks	80	\$219,188.38
EFTs	1	\$950.96
All	81	\$220,139.34

Payroll Totals		
Checks	1	\$106.06
EFTs	137	\$215,969.84
All	138	\$216,075.90

Grand Totals:		
Checks	81	\$219,294.44
EFTs	138	\$216,920.80
All	219	\$436,215.24

City main account checks dated June 24, 2022, numbered 100897 to 100970, totaling \$109,864.21 and five EFTs totaling \$114,253.73, for a grand total of \$224,117.94, have been reviewed and authorized for distribution by the City Manager.

As of June 24, 2022, the unaudited cash balance is \$7,448,822.72.

**CASH POSITION - CITY OF CAPITOLA**  
**June 24, 2022**

	6/24/2022
General Fund	\$ 784,332.14
Payroll Payables	\$ 69,823.87
Contingency Reserve Fund	\$ 2,061,345.66
Facilities Reserve Fund	\$ 477,714.09
Capital Improvement Fund	\$ 2,667,098.89
Stores Fund	\$ 63,270.20
Information Technology Fund	\$ 278,452.22
Equipment Replacement	\$ 760,629.60
Self-Insurance Liability Fund	\$ (133,072.34)
Workers' Comp. Ins. Fund	\$ 260,158.79
Compensated Absences Fund	\$ 159,069.60
<b>TOTAL UNASSIGNED GENERAL FUNDS</b>	<b>\$ 7,448,822.72</b>

The Emergency Reserve Fund balance is \$1,314,205.54 (not included above).  
The PERS Contingency Fund balance is \$933,892.88 (not included above).

 _____ Jamie Goldstein, City Manager	 _____ Date
 _____ Jim Malberg, City Treasurer	 _____ Date

City of Capitola

# City Checks Issued June 24, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100897	06/22/2022			WELLS FARGO BANK	\$9,291.77
	Invoice	Date	Description		Amount
	WF060322	06/03/2022	May credit card transactions		\$9,291.77
			1000 - General Fund	\$6,515.17	
			2210 - Stores Fund	\$66.48	
			2211 - IT Fund	\$667.54	
			2213 - Insurance	\$2,042.58	
			Purchases over \$500:		
			Mt. Hermon Association	\$1,350.00	Camp field trip
			Jackel Enterprises	\$855.89	Lumber
			University Products	\$888.37	Museum supplies
			HUB International	\$1,772.43	Event insurance
			PDNC Inc.	\$667.54	IT support
100898	06/24/2022			ALLIED UNIVERSAL	\$379.42
	Invoice	Date	Description		Amount
	12743207	06/02/2022	June Jade Street foot patrol		\$379.42
100899	06/24/2022			AMAZON CAPITAL SERVICES	\$1,215.51
	Invoice	Date	Description		Amount
	1WV6-3Y1Y-376T	06/15/2022	Motorola two-way radios		\$572.25
	1CTY-DMKJ-JDPX	06/18/2022	Mini converter SDI to analog		\$212.55
	1NXX-R9J3-9WKL	06/17/2022	Storage bags, backpack, small gel beads		\$66.47
	11TN-VVML-4CRK	06/20/2022	Foam board, beach toys, lanyard snap hooks,		\$104.80
	1GFG-L171-F71D	06/21/2022	Gigabit ethernet switch		\$259.44
			1000 - General Fund	\$743.52	
			2211 - IT Fund	\$471.99	
100900	06/24/2022			AT&T/CALNET 3	\$203.97
	Invoice	Date	Description		Amount
	000018344003	06/13/2022	June telephone service		\$203.97
			1000 - General Fund	\$154.75	
			2211 - IT Fund	\$49.22	
100901	06/24/2022			AT&T/CALNET 3	\$1,202.76
	Invoice	Date	Description		Amount
	000018344671	06/13/2022	June T-1 access		\$1,202.76
100902	06/24/2022			AUTOMATION TEST ASSOCIATES	\$40.00
	Invoice	Date	Description		Amount
	21846	06/22/2022	June wharf meter reading		\$40.00
			1311 - Wharf Fund		

# City Checks Issued June 24, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100903	06/24/2022			BATTERIES PLUS BULBS	\$72.16
	Invoice	Date	Description		Amount
	P51907693	06/15/2022	Batteries		\$72.16
100904	06/24/2022			BEAR ELECTRICAL SOLUTIONS INC.	\$2,067.90
	Invoice	Date	Description		Amount
	15788	05/28/2022	May traffic signal maintenance - response		\$1,421.10
	15789	05/28/2022	May traffic signal maintenance - routine		\$646.80
			1310 - Gas Tax		
100905	06/24/2022			BENEFIT COORDINATORS CORP.	\$5,506.80
	Invoice	Date	Description		Amount
	B05Q7Q	06/01/2022	June dental and vision insurance		\$5,506.80
			1000 - General Fund	\$13.80	
			1001 - Payroll	\$5,493.00	
100906	06/24/2022			BSN SPORTS LLC	\$393.95
	Invoice	Date	Description		Amount
	917398950	06/20/2022	Sports supplies		\$393.95
100907	06/24/2022			CALE AMERICA INC.	\$7,238.75
	Invoice	Date	Description		Amount
	168260	02/17/2022	Parking paystation main board w/ back plate		\$1,751.75
	168014	02/25/2022	February CALE meters		\$1,829.00
	168439	03/21/2022	March CALE meters		\$1,829.00
	169332	05/23/2022	May CALE meters		\$1,829.00
100908	06/24/2022			CALIFORNIA COAST UNIFORM COMPANY	\$1,879.71
	Invoice	Date	Description		Amount
	9084	12/08/2021	Shirt, tailoring charges		\$152.60
	9087	12/08/2021	Tailoring charges		\$30.00
	9093	12/09/2021	Tailoring charges		\$15.00
	9086	12/08/2021	Switch out patches		\$55.00
	9083	12/08/2021	Tailoring charges		\$107.50
	9085	12/08/2021	Switch out patches		\$40.00
	9311	03/01/2022	Hem pants, sgt. patches, switch out pink patches		\$61.00
	9146	12/31/2021	Pants, shirt, tailoring charges		\$326.34
	9388	04/01/2022	Shirt		\$191.79
	9457	05/02/2022	Tailoring charges		\$87.00
	65493	04/28/2022	Boots		\$147.10
	9456	05/02/2022	Name plate		\$30.47
	9451	05/02/2022	Add zipper to shirts		\$44.00
	9450	05/02/2022	Volunteer name plate		\$30.47
	9455	05/02/2022	Pants, cap, tailoring charges		\$143.51
	9454	05/02/2022	Shirt, pants, cap, embroidery charges		\$221.76
	9453	05/02/2022	Shirt, pants, hat, embroidery charges		\$166.17

# City Checks Issued June 24, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
	9452	05/02/2022	Hem pants		\$30.00
100909	06/24/2022			CALIFORNIA POLICE CHIEFS ASSOCIATION	\$440.00
	Invoice	Date	Description		Amount
	22428	05/01/2022	FY22-23 membership renewal		\$440.00
100910	06/24/2022			CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,600.50
	Invoice	Date	Description		Amount
	POA061722	06/17/2022	POA & gym dues PPE 6/11/22		\$1,600.50
			1001 - Payroll		
100911	06/24/2022			CLASSIFIED SOUND	\$825.00
	Invoice	Date	Description		Amount
	220629A	06/05/2022	Twilight concert sound engineer 6/29		\$825.00
100912	06/24/2022			COAST LOCK & SAFE INC.	\$163.62
	Invoice	Date	Description		Amount
	025647	06/04/2022	Key		\$4.65
	025621	05/26/2022	Keys		\$75.39
	025678	06/16/2022	Keys		\$83.58
100913	06/24/2022			COMMUNITY PRINTERS	\$327.14
	Invoice	Date	Description		Amount
	31164011	03/18/2022	FI cards		\$327.14
100914	06/24/2022			CRAIG R. WILSON	\$117.00
	Invoice	Date	Description		Amount
	CW061922	06/19/2022	Instructor payment		\$117.00
100915	06/24/2022			CRESCO EQUIPMENT RENTALS	\$10,855.25
	Invoice	Date	Description		Amount
	5663091-0001	06/13/2022	Beach/lagoon equipment rental for grading		\$10,855.25
100916	06/24/2022			D & M TRAFFIC SERVICES	\$651.60
	Invoice	Date	Description		Amount
	85637	06/13/2022	Waterwall rental for car show		\$651.60
100917	06/24/2022			ENTENMANN-ROVIN CO.	\$354.27
	Invoice	Date	Description		Amount
	0165115-IN	04/11/2022	badge R-15		\$118.09
	0164894-IN	03/30/2022	584 badge		\$118.09
	0164896-in	03/30/2022	585 badge		\$118.09

# City Checks Issued June 24, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100918	06/24/2022			EQUITABLE	\$2,745.75
	Invoice	Date	Description		Amount
	1306531	05/11/2022	June LTD, STD, Life, AD&D insurance 1001 - Payroll		\$2,745.75
100919	06/24/2022			ESMERALDA GONZALEZ	\$105.68
	Invoice	Date	Description		Amount
	151058202	06/02/2022	Paper plates, paper towels, paper bowls, napkins		\$105.68
100920	06/24/2022			EVERBRIDGE INC.	\$3,800.00
	Invoice	Date	Description		Amount
	M70412	06/10/2022	FY 22-23 nixle renewal 1300 - SLESF		\$3,800.00
100921	06/24/2022			EXCEEDIO	\$211.46
	Invoice	Date	Description		Amount
	12639	06/10/2022	Cable management for switch replacement project 2211 - IT Fund		\$211.46
100922	06/24/2022			FLYERS ENERGY LLC	\$7,943.52
	Invoice	Date	Description		Amount
	22-562348	06/21/2022	1045 gallons gasoline		\$6,820.53
	22-562347	06/21/2022	170 gallons diesel		\$1,122.99
100923	06/24/2022			FRED C. BEYERS	\$225.00
	Invoice	Date	Description		Amount
	FB062022	06/17/2022	Softball official 6/13 - 6/17		\$225.00
100924	06/24/2022			GRAINGER	\$213.85
	Invoice	Date	Description		Amount
	9343583143	06/13/2022	Aluminum oxide 80 grit blast media		\$213.85
100925	06/24/2022			HANYA FOJACO	\$865.80
	Invoice	Date	Description		Amount
	HF061922	06/19/2022	Instructor payment		\$865.80
100926	06/24/2022			HINDERLITER DELLAMAS AND ASSOCIATES	\$2,500.00
	Invoice	Date	Description		Amount
	SIN018386	05/31/2022	Cannabis management - compliance inspection		\$2,500.00
100927	06/24/2022			HO KUK MU SUL CORPORATION	\$50.70
	Invoice	Date	Description		Amount
	HKMS061922	06/19/2022	Instructor payment		\$50.70

# City Checks Issued June 24, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100928	06/24/2022			HOME DEPOT CREDIT SERVICES	\$69.73
	Invoice	Date	Description		Amount
	1510328	06/15/2022	Sandpaper, primer, spill absorber, brass parts		\$69.73
100929	06/24/2022			HUMBOLDT PETROLEUM LLC	\$322.50
	Invoice	Date	Description		Amount
	INV-042665	05/31/2022	May car washes		\$120.00
	INV-041556	05/15/2022	May car washes		\$97.50
	INV-043897	06/15/2022	June car washes		\$105.00
100930	06/24/2022			JOHN MICHAEL	\$1,250.00
	Invoice	Date	Description		Amount
	JM062922	06/16/2022	Twilight concert performance 6/29		\$1,250.00
100931	06/24/2022			KBA Document Solutions LLC	\$170.34
	Invoice	Date	Description		Amount
	55Y1283675	06/17/2022	Recreation copier usage charges		\$4.01
	55Y1283400	06/16/2022	City Hall copier usage charges		\$166.33
			1000 - General Fund	\$4.01	
			2211 - IT Fund	\$166.33	
100932	06/24/2022			KING'S PAINT AND PAPER INC.	\$104.42
	Invoice	Date	Description		Amount
	A0323754	06/16/2022	PD paint supplies		\$52.43
	A0323924	06/21/2022	Curb paint		\$51.99
100933	06/24/2022			LABORMAX STAFFING	\$1,300.10
	Invoice	Date	Description		Amount
	26-219090	06/17/2022	Seasonal labor 6/11 - 6/17		\$1,300.10
100934	06/24/2022			LANGUAGE LINE SERVICES INC	\$16.92
	Invoice	Date	Description		Amount
	10565374	05/31/2022	Language translation line		\$16.92
100935	06/24/2022			LINDE GAS & EQUIPMENT INC.	\$236.61
	Invoice	Date	Description		Amount
	11132656	06/22/2022	Acetylene rental		\$236.61
100936	06/24/2022			LIUNA PENSION FUND	\$1,164.80
	Invoice	Date	Description		Amount
	FH4940	06/17/2022	June LIUNA dues		\$1,164.80
			1001 - Payroll		

## City Checks Issued June 24, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100937	06/24/2022			LLOYDS TIRE SERVICE	\$117.19
	Invoice	Date	Description		Amount
	210929	06/15/2022	PD 2016 Ford TPMS sensor, mount and balance tire		\$117.19
100938	06/24/2022			LUXLAUNDER	\$628.84
	Invoice	Date	Description		Amount
	LL053122	05/31/2022	May uniform cleaning		\$628.84
100939	06/24/2022			MASTER CLEANERS	\$161.09
	Invoice	Date	Description		Amount
	MC053122	05/31/2022	May uniform cleaning		\$161.09
100940	06/24/2022			MBS BUSINESS SYSTEMS	\$896.17
	Invoice	Date	Description		Amount
	426983	06/16/2022	PD copier usage charges		\$896.17
100941	06/24/2022			MICHELE FAIA	\$318.50
	Invoice	Date	Description		Amount
	MF061922	06/19/2022	Instructor payment		\$318.50
100942	06/24/2022			MISSION LINEN SUPPLY	\$34.03
	Invoice	Date	Description		Amount
	517215190	06/15/2022	Fleet towels, linen maintenance		\$34.03
100943	06/24/2022			PALACE BUSINESS SOLUTIONS	\$756.75
	Invoice	Date	Description		Amount
	646792-0	06/02/2022	Envelopes		\$162.32
	645962-0	05/23/2022	Desk pad, tape, paper		\$134.24
	646792-1	06/03/2022	Envelopes		\$104.88
	646587-0	05/31/2022	Paper		\$136.03
	646152-0	05/24/2022	Paper, desk top copy holder		\$82.99
	647978-0	06/21/2022	Binders, index tabs		\$136.29
			1000 - General Fund	\$620.46	
			2210 - Stores Fund	\$136.29	
100944	06/24/2022			PHOENIX GROUP INFORMATION SYSTEMS	\$12,714.83
	Invoice	Date	Description		Amount
	042022070	05/19/2022	April citation processing		\$6,535.35
	052022070	06/17/2022	May citation processing		\$6,179.48
100945	06/24/2022			ROBERT M PATTERSON	\$200.00
	Invoice	Date	Description		Amount
	RMP060222	06/02/2022	Parking citation admin. hearings		\$200.00

City of Capitola

# City Checks Issued June 24, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100946	06/24/2022			SANTA CRUZ AUTO PARTS INC.	\$71.21
	Invoice	Date	Description		Amount
	14508-444199	06/15/2022	Oil filters, fuel filters, air filter		\$71.21
100947	06/24/2022			SANTA CRUZ COUNTY INFORMATION SERVICES	\$1,311.42
	Invoice	Date	Description		Amount
	SCISD043022	06/07/2022	April open query scan charges		\$655.71
	SCISD053122	06/07/2022	May open query scan charges		\$655.71
100948	06/24/2022			SCRATCHSPACE INC.	\$1,200.00
	Invoice	Date	Description		Amount
	12784	06/15/2022	BIA website maintenance and support 1321 - BIA		\$1,200.00
100949	06/24/2022			SIRCHIE	\$456.90
	Invoice	Date	Description		Amount
	0547430-IN	06/09/2022	Evidence bag, sealing tape, barrier tape		\$456.90
100950	06/24/2022			SOQUEL CREEK ANIMAL HOSPITAL	\$337.14
	Invoice	Date	Description		Amount
	69431	06/07/2022	K-9 exam, injections, lab services		\$337.14
100951	06/24/2022			SOQUEL CREEK WATER DISTRICT	\$2,530.30
	Invoice	Date	Description		Amount
	06-14476-0060622	06/06/2022	430 Kennedy Drive water service		\$126.91
	08-15299-0061022	06/10/2022	Monterey Ave. water		\$155.45
	08-15562-0061022	06/10/2022	Cliff and Fairview water service		\$48.01
	09-15964-0061022	06/10/2022	Monterey Ave. Esplanade water		\$2,199.93
100952	06/24/2022			SOUTH BAY REGIONAL TRAINING	\$470.00
	Invoice	Date	Description		Amount
	222556	05/18/2022	CSO basic traffic collision investigations class		\$470.00
100953	06/24/2022			SPECTRUM BUSINESS	\$3,898.49
	Invoice	Date	Description		Amount
	0000178060122	06/01/2022	June internet service		\$3,898.49
			1000 - General Fund	\$1,712.30	
			2211 - IT Fund	\$2,186.19	
100954	06/24/2022			STAPLES ADVANTAGE	\$284.17
	Invoice	Date	Description		Amount
	8066470223	06/04/2022	Scissors, kleenex, forks, spoons, knives, paper plates		\$241.14
	8066390678	05/28/2022	Paper		\$43.03

## City Checks Issued June 24, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100955	06/24/2022			STATE CONTROLLER	\$44.94
	Invoice	Date	Description		Amount
	FTB-00004712	06/10/2022	State Controller offset program		\$44.94
100956	06/24/2022			THE HOME DEPOT PRO	\$3,387.25
	Invoice	Date	Description		Amount
	690218698	06/10/2022	Janitorial supplies		\$2,182.94
	690218706	06/10/2022	Janitorial supplies		\$1,204.31
100957	06/24/2022			UNITED WAY OF SANTA CRUZ COUNTY	\$20.00
	Invoice	Date	Description		Amount
	UW063022	06/17/2022	June employee United Way contributions		\$20.00
			1001 - Payroll		
100958	06/24/2022			UPEC LIUNA LOCAL 792	\$816.00
	Invoice	Date	Description		Amount
	UPEC063022	06/17/2022	June UPEC dues		\$816.00
			1001 - Payroll		
100959	06/24/2022			US BANK PARS Acct 6746022400	\$2,376.83
	Invoice	Date	Description		Amount
	PARS061722	06/17/2022	PARS contributions PPE 6/11/22		\$2,376.83
			1001 - Payroll		
100960	06/24/2022			VERIZON WIRELESS	\$2,969.90
	Invoice	Date	Description		Amount
	9908524915	06/10/2022	June telephone charges		\$2,969.90
100961	06/24/2022			VISIT SANTA CRUZ COUNTY	\$5,250.00
	Invoice	Date	Description		Amount
	13052	02/09/2022	BIA marketing		\$2,625.00
	13053	02/09/2022	BIA marketing		\$2,625.00
			1321 - BIA		
100962	06/24/2022			Farzad Ghamsari	\$61.00
	Invoice	Date	Description		Amount
	200139919	06/07/2022	Citation refund		\$61.00
100963	06/24/2022			Katie Collins	\$50.00
	Invoice	Date	Description		Amount
	1526 1484	06/13/2022	Parking permit refunds		\$50.00
100964	06/24/2022			Mary Ann Scolari	\$31.00
	Invoice	Date	Description		Amount
	200141042	06/07/2022	Citation refund		\$31.00

## City Checks Issued June 24, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100965	06/24/2022			Megan Sand	\$41.00
	Invoice	Date	Description		Amount
	200141236	06/02/2022	Citation refund		\$41.00
100966	06/24/2022			Piper Miguel Gorry	\$36.00
	Invoice	Date	Description		Amount
	700124041	06/02/2022	Citation refund		\$36.00
100967	06/24/2022			Richard Hartwig	\$86.00
	Invoice	Date	Description		Amount
	200140913	06/09/2022	Citation refund		\$86.00
100968	06/24/2022			Ruth Michael	\$48.00
	Invoice	Date	Description		Amount
	500126611	06/02/2022	Citation refund		\$48.00
100969	06/24/2022			Terry Howell	\$96.00
	Invoice	Date	Description		Amount
	900123525	06/07/2022	Citation refund		\$96.00
100970	06/24/2022			Trish Carey	\$39.00
	Invoice	Date	Description		Amount
	200141063	06/07/2022	Citation refund		\$39.00
Check Totals:					\$109,864.21

## EFT

1340	06/24/2022			CalPERS Member Services Division	\$57,333.45
	Invoice	Date	Description		Amount
	1002135162-5	06/17/2022	PERS contributions PPE 6/11/22		\$57,333.45
			1001 - Payroll		
1341	06/21/2022			EMPLOYMENT DEVELOPMENT DEPARTMENT	\$10,559.98
	Invoice	Date	Description		Amount
	1-529-816-416	06/17/2022	State taxes PPE 6/11/22		\$10,559.98
			1001 - Payroll		
1342	06/21/2022			INTERNAL REVENUE SERVICE	\$37,270.63
	Invoice	Date	Description		Amount
	43843516	06/17/2022	Federal taxes & Medicare PPE 6/11/22		\$37,270.63
			1001 - Payroll		

# City Checks Issued June 24, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
1343	06/21/2022			STATE DISBURSEMENT UNIT	\$1,575.68
	Invoice	Date	Description		Amount
	40166041	06/17/2022	Employee garnishments PPE 6/11/22		\$1,575.68
			1001 - Payroll		
1344	06/21/2022			VOYA FINANCIAL	\$7,513.99
	Invoice	Date	Description		Amount
	VOYA061722	06/17/2022	Employee 457 contributions PPE 6/11/22		\$7,513.99
			1001 - Payroll		
EFT Totals:					<u>\$114,253.73</u>

Main City Totals	Count	Total
Checks	74	\$109,864.21
EFTs	5	\$114,253.73
All	79	\$224,117.94

City main account checks dated July 1, 2022, numbered 100971 to 101030 totaling \$242,836.94, three payroll checks totaling \$23,477.32 and 130 payroll EFTs totaling \$222,654.99, for a grand total of \$488,969.25, have been reviewed and authorized for distribution by the City Manager.

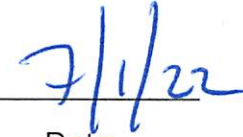
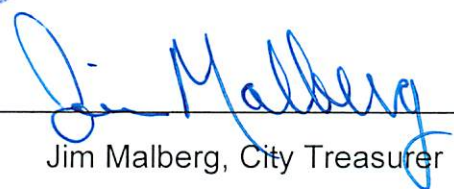
As of July 1, 2022, the unaudited cash balance is \$7,868,932.37.

**CASH POSITION - CITY OF CAPITOLA**  
July 1, 2022

	7/1/2022
General Fund	\$ 1,184,755.14
Payroll Payables	\$ 247,694.06
Contingency Reserve Fund	\$ 2,061,345.66
Facilities Reserve Fund	\$ 477,714.09
Capital Improvement Fund	\$ 2,667,098.89
Stores Fund	\$ 63,270.20
Information Technology Fund	\$ 278,452.22
Equipment Replacement	\$ 760,629.60
Self-Insurance Liability Fund	\$ (133,072.34)
Workers' Comp. Ins. Fund	\$ 260,158.79
Compensated Absences Fund	\$ 886.06
<b>TOTAL UNASSIGNED GENERAL FUNDS</b>	<b>\$ 7,868,932.37</b>

The Emergency Reserve Fund balance is \$1,314,205.54 (not included above).

The PERS Contingency Fund balance is \$933,892.88 (not included above).

 _____ Jamie Goldstein, City Manager	 _____ Date
 _____ Jim Malberg, City Treasurer	 _____ Date

## City Checks Issued July 1, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100971	07/01/2022			2ND NATURE SOFTWARE INC.	\$6,911.30
	Invoice	Date	Description		Amount
	00065	05/18/2022	FY22/23 annual stormwater software license		\$6,911.30
100972	07/01/2022			AFLAC	\$1,466.12
	Invoice	Date	Description		Amount
	851731	06/28/2022	June supplemental insurance		\$1,466.12
			1001 - Payroll		
100973	07/01/2022			ALLIED UNIVERSAL	\$1,192.23
	Invoice	Date	Description		Amount
	12860453	07/07/2022	July McGregor skate park foot patrol		\$392.06
	12860454	07/07/2022	July Esplanade park foot patrol		\$420.75
	12860438	07/07/2022	July Jade St. park foot patrol		\$379.42
100974	07/01/2022			ALVAREZ TECHNOLOGY GROUP INC	\$217.50
	Invoice	Date	Description		Amount
	63979	06/27/2022	July antivirus		\$217.50
			2211 - IT Fund		
100975	07/01/2022			AMAZON CAPITAL SERVICES	\$79.67
	Invoice	Date	Description		Amount
	14PL-7QLG-6YTN	06/24/2022	Wireless Router PD		\$86.11
	1HJD-CTFW-NFKW	06/26/2022	Returned corner flags		(\$87.18)
	1M3L-YF7V-QYTD	06/26/2022	Camp corner flags		\$80.74
			1000 - General Fund	(\$6.44)	
			2211 - IT Fund	\$86.11	
100976	07/01/2022			B & B SMALL ENGINE REPAIR	\$110.85
	Invoice	Date	Description		Amount
	499658	06/16/2022	Cinch traps		\$110.85
100977	07/01/2022			BEAR ELECTRICAL SOLUTIONS INC.	\$42,871.31
	Invoice	Date	Description		Amount
	15863	06/16/2022	Install adaptive traffic signal system, hardware, PVC conduit		\$42,871.31
			1200 - CIP		
100978	07/01/2022			BRANTLY SANDRETTI	\$241.94
	Invoice	Date	Description		Amount
	BS061722	06/27/2022	Supervisor school meals reimbursement		\$241.94
100979	07/01/2022			BRIAN FROELICH	\$485.00
	Invoice	Date	Description		Amount
	BF062222	06/20/2022	Sr. planner APA membership reimbursement		\$485.00

## City Checks Issued July 1, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100980	07/01/2022			BRINKS AWARDS & SIGNS	\$613.54
	Invoice	Date	Description		Amount
	86393	06/15/2022	Jr. guard ribbons		\$613.54
100981	07/01/2022			CALIFORNIA COAST UNIFORM COMPANY	\$1,313.45
	Invoice	Date	Description		Amount
	9529	06/01/2022	Records Tech. shirts, pants, sweater, belt, name tag, tailoring		\$1,118.04
	9528	06/01/2022	Tailoring charge		\$10.00
	9527	06/01/2022	Tailoring charge		\$20.00
	9526	06/01/2022	Name plate, tailoring charge		\$35.47
	9525	06/01/2022	Name plate		\$30.47
	9524	06/01/2022	Tailoring charges		\$20.00
	9523	06/01/2022	Tailoring charges		\$24.00
	9522	06/01/2022	Tailoring charges, name tag		\$55.47
100982	07/01/2022			CalPERS Fiscal Services Division	\$60,250.00
	Invoice	Date	Description		Amount
	PERS063022	06/23/2022	FY21/22 OPEB trust contribution		\$60,250.00
100983	07/01/2022			CAPITOLA BEACH FESTIVAL ASSOCIATION	\$5,000.00
	Invoice	Date	Description		Amount
	CBF062722	06/27/2022	FY 22-23 beach festival contribution		\$5,000.00
100984	07/01/2022			CLASSIFIED SOUND	\$825.00
	Invoice	Date	Description		Amount
	220706A	06/05/2022	Twilight concert sound engineer 7/6		\$825.00
100985	07/01/2022			COMMUNITY ACTION BOARD	\$2,075.88
	Invoice	Date	Description		Amount
	CAB061722	06/17/2022	May emergency mortgage assistance program		\$362.29
	CAB061722-2	06/17/2022	May emergency housing assistance 5552 - Housing Successor		\$1,713.59
100986	07/01/2022			COMMUNITY BRIDGES	\$4,132.78
	Invoice	Date	Description		Amount
	CBCV1043022	04/30/2022	April CDBG CV1 meals on wheels/lift line 1351 - CDBG Program Income		\$4,132.78
100987	07/01/2022			CORDICO INC.	\$6,500.00
	Invoice	Date	Description		Amount
	INVCOR347	06/05/2022	Wellness App 1300 - SLESF		\$6,500.00
100988	07/01/2022			CSG Consultants Inc.	\$332.25
	Invoice	Date	Description		Amount
	B220926	06/01/2022	May building plan review services		\$332.25

City of Capitola

# City Checks Issued July 1, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
100989	07/01/2022			DELL MARKETING LP	\$3,718.34
	Invoice	Date	Description		Amount
	10595433227	06/28/2022	Dell desktops (5) 2211 - IT Fund		\$3,718.34
100990	07/01/2022			DONALD W ALLEY	\$13,149.76
	Invoice	Date	Description		Amount
	622-01	06/26/2022	Permit review, sandbar construction, relocated fish		\$13,149.76
100991	07/01/2022			DUDEK	\$925.00
	Invoice	Date	Description		Amount
	202204588	06/16/2022	720 Hill St. environmental review		\$925.00
100992	07/01/2022			EWING IRRIGATION	\$3,081.87
	Invoice	Date	Description		Amount
	17069946	06/16/2022	Esplanade sprinklers		\$16.44
	17094053	06/20/2022	Jade St. park PVC parts, rakes, electrical tape		\$116.23
	17005394	06/09/2022	Jade St. park sprinklers		\$500.31
	17049782	06/14/2022	Monterey park primer, PVC cement, PVC parts		\$46.74
	17068159	06/16/2022	Jade St. park repair couplings, PVC parts, PVC cement, pipe		\$706.35
	17043043	06/14/2022	Jade St. park sprinklers, valve box pump, scoop, shovels		\$908.44
	17054345	06/15/2022	Monterey park PVC nipple		\$1.99
	17107232	06/21/2022	Jade St. park PVC bushings, sprinklers		\$785.37
100993	07/01/2022			GARDEN HAVEN NURSERY	\$143.47
	Invoice	Date	Description		Amount
	00001063	06/21/2022	Plants and soil		\$143.47
100994	07/01/2022			GEORGE McMENAMIN	\$3,831.25
	Invoice	Date	Description		Amount
	GM062322	06/23/2022	Bay St. & Peery Park maintenance		\$3,831.25
100995	07/01/2022			HOME DEPOT CREDIT SERVICES	\$2,681.19
	Invoice	Date	Description		Amount
	2511554	06/24/2022	Gloves, sakrete		\$26.48
	5526969	06/21/2022	Clay bar kit, car wash soap, batteries		\$43.38
	4034210	06/22/2022	Esplanade supplies		\$7.14
	4644875	06/22/2022	Junior guard rugs		\$81.65
	1510368	06/15/2022	Museum lights		\$44.62
	5613708	06/21/2022	Curb painting supplies		\$53.04
	6644613	06/20/2022	Scoop, rake		\$37.47
	9526346	06/17/2022	Extension cords, folding tables for Food Truck Fridays		\$326.27
	5015711	06/21/2022	Lumber, tool bags, blow gun, acetone		\$210.90
	5526960	06/21/2022	Lawn turf builder, plant		\$85.89
	4030084	05/23/2022	Plywood		\$57.07
	1522821	05/26/2022	Extension cords, utility knife		\$186.29
	2030286-2	05/25/2022	PD bolts, washers, cutoff discs		\$41.21

# City Checks Issued July 1, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
	4012903	06/02/2022	Paint supplies		\$133.74
	5624587	06/01/2022	Bandstand electrical supplies		\$107.62
	3030225	05/24/2022	PD hardware, nuts, bolts, washers		\$54.03
	6514519	05/31/2022	City Hall and PD supplies		\$199.97
	2525929	06/14/2022	Esplanade bathrooms common board, sealant		\$63.27
	3510007	06/13/2022	Hand trowel, transplanter		\$20.67
	7371448	06/09/2022	Metal hole saw		\$45.75
	7013959	06/09/2022	Rope, utility pulley, swivel bolt snaps, plywood		\$130.40
	7633994	06/09/2022	Bandstand supplies, tools		\$336.82
	3643872	06/13/2022	City Hall supplies		\$270.16
	2626489	06/14/2022	Rope, bungee cords, towels, sponges, carabiners, supplies		\$117.35
100996	07/01/2022			HOUSING AUTHORITY OF SANTA CRUZ COUNTY	\$2,960.00
	Invoice	Date	Description		Amount
	22-9 CSD	04/11/2022	March security deposit program		\$2,960.00
			5552 - Housing Successor		
100997	07/01/2022			HOUSING AUTHORITY OF SANTA CRUZ COUNTY	\$1,597.00
	Invoice	Date	Description		Amount
	22-11 CSD	06/06/2022	May security deposit program		\$1,597.00
			5552 - Housing Successor		
100998	07/01/2022			JIM MALBERG - PETTY CASH CUSTODIAN	\$411.64
	Invoice	Date	Description		Amount
	PC063022	06/30/2022	Petty cash expenses March - June		\$411.64
100999	07/01/2022			JOHNSON ROBERTS & ASSOCIATES INC.	\$17.50
	Invoice	Date	Description		Amount
	148770	06/23/2022	Employee background check		\$17.50
101000	07/01/2022			KUSTOM CULTURE DESIGN	\$2,975.70
	Invoice	Date	Description		Amount
	5189	06/21/2022	Jr. guards t-shirts		\$2,975.70
101001	07/01/2022			LABORMAX STAFFING	\$1,032.44
	Invoice	Date	Description		Amount
	26-221090	06/24/2022	Seasonal labor 6/18 - 6/24		\$1,032.44
101002	07/01/2022			LEWIS TREE SERVICE INC.	\$1,250.00
	Invoice	Date	Description		Amount
	34682	06/23/2022	Remove dead oak tree Park Ave. & McCormick Ave.		\$1,250.00
101003	07/01/2022			LLOYD'S TIRE AND AUTO	\$35.00
	Invoice	Date	Description		Amount
	210704	05/27/2022	Tire repair		\$35.00

# City Checks Issued July 1, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
101004	07/01/2022			MARIANNE'S ICE CREAM	\$2,280.00
	Invoice	Date	Description		Amount
	79580	06/13/2022	Camp ice cream		\$2,280.00
101005	07/01/2022			MICHAEL HAMMAR JR.	\$1,250.00
	Invoice	Date	Description		Amount
	002	04/05/2022	Twilight concert performance 7/6		\$1,250.00
101006	07/01/2022			MID COUNTY AUTO SUPPLY	\$533.31
	Invoice	Date	Description		Amount
	M-1774554	06/22/2022	Alternator, batteries		\$524.64
	M-1759497	06/09/2022	Motorcycle trailer hitch pin		\$8.67
101007	07/01/2022			MISSION LINEN SUPPLY	\$325.46
	Invoice	Date	Description		Amount
	517258258	06/22/2022	Fleet uniform cleaning, towels		\$34.03
	517281450	06/27/2022	Community center mats, mops, towels		\$75.00
	517215191	06/15/2022	Corp. yard uniform cleaning, mats, towels		\$119.36
	517258259	06/22/2022	Corp. yard uniform cleaning, towels		\$97.07
101008	07/01/2022			NATIONAL ACADEMY OF ATHLETICS	\$2,763.60
	Invoice	Date	Description		Amount
	NAA062722	06/27/2022	Instructor payment		\$2,763.60
101009	07/01/2022			NORTH BAY FORD	\$17.35
	Invoice	Date	Description		Amount
	285726	06/24/2022	Fuel tank cap assembly		\$17.35
101010	07/01/2022			O'REILLY AUTO PARTS	\$79.09
	Invoice	Date	Description		Amount
	2763-289161	06/21/2022	Mass air flow sensor		\$55.15
	2763-287999	06/16/2022	Door lock kit		\$23.94
101011	07/01/2022			OUTDOOR SUPPLY HARDWARE	\$1,631.93
	Invoice	Date	Description		Amount
	F63673	06/21/2022	Key blanks, bulk fasteners		\$66.51
	F54735	06/08/2022	Tools, supplies, bucket, step drill, screws		\$275.12
	F55073	06/09/2022	Clothsline		\$11.98
	F55358	06/09/2022	Rope, swivel pulleys, snap links		\$86.69
	F58234	06/13/2022	Knife sharpener, cleaner		\$63.18
	F59408	06/15/2022	Bucket, spray paint, lubricant, take flag, supplies		\$223.83
	F59476	06/15/2022	Table		\$196.19
	F59635	06/15/2022	Broom, garden hose, hose coupling, spring snap, screws		\$84.30
	F60210	06/16/2022	Marker		\$8.71
	F60262	06/16/2022	PVC bushings		\$30.02
	F62863	06/20/2022	Paint brush set, fasteners, drop cloth		\$56.28
	F62867	06/20/2022	Timber oil		\$53.13

City of Capitola

# City Checks Issued July 1, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
	F62919	06/20/2022	Hose coupling		\$0.44
	F62958	06/20/2022	Glue, coupling		\$33.77
	F64181	06/22/2022	Caution tape, straw hat		\$95.85
	F64133	06/22/2022	Bucket, tape, epoxy, primer, paint, sanding discs, roller frame		\$148.34
	F65137	06/24/2022	Pry bar, claw bar, framing hammer		\$87.17
	F65183	06/24/2022	High density foam, rat traps, supplies		\$28.72
	F67167	06/27/2022	Extension pole, broom, rust stopper, spray paint, rustoleum		\$81.70
101012	07/01/2022			PALACE BUSINESS SOLUTIONS	\$28.47
	Invoice	Date	Description		Amount
	647989-1	06/27/2022	Wrist pad		\$28.47
101013	07/01/2022			PITNEY BOWES	\$2,345.68
	Invoice	Date	Description		Amount
	PB061922	06/19/2022	City Hall postage meter refill and rental fee		\$2,345.68
			2210 - Stores Fund		
101014	07/01/2022			POSITIVE DISCIPLINE COMMUNITY RESOURCES	\$500.00
	Invoice	Date	Description		Amount
	704-004	04/29/2022	Positive discipline staff training		\$500.00
101015	07/01/2022			READY SET GLOW	\$550.00
	Invoice	Date	Description		Amount
	9455	06/27/2022	Group event		\$550.00
101016	07/01/2022			RRM DESIGN GROUP	\$898.25
	Invoice	Date	Description		Amount
	1783-02-0522	06/17/2022	720 Hill St. hotel design peer review services		\$898.25
101017	07/01/2022			SAN LORENZO LUMBER	\$245.97
	Invoice	Date	Description		Amount
	63-0655287	06/03/2022	Concrete seal, elastomeric texture patch		\$26.81
	55-0733477	06/09/2022	Screws, hole saw - bollard project		\$93.16
	55-0733320	06/09/2022	Hole saw, hole saw arbor shank, supplies - bollard project		\$92.66
	55-0734756	06/15/2022	Safety glasses		\$33.34
101018	07/01/2022			SANTA CRUZ ROLLER PALLADIUM	\$96.00
	Invoice	Date	Description		Amount
	SCRPO62222	06/27/2022	Camp roller skating		\$96.00
101019	07/01/2022			SECOND HARVEST FOOD BANK	\$18,104.26
	Invoice	Date	Description		Amount
	SHFBCV1123121	12/31/2021	CDBG CV1 grant October - December		\$18,104.26
			1351 - CDBG Program Income		

# City Checks Issued July 1, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
101020	07/01/2022			SOQUEL CREEK WATER DISTRICT	\$480.88
	Invoice	Date	Description		Amount
	10-16317-0061722	06/17/2022	420 Capitola Ave. water		\$318.56
	10-16315-0061722	06/17/2022	504 Beulah Dr. water		\$54.03
	10-16316-0061722	06/17/2022	426 Capitola Ave. water		\$108.29
101021	07/01/2022			TPX COMMUNICATIONS	\$1,621.32
	Invoice	Date	Description		Amount
	158251285-0	06/23/2022	June phone service		\$1,621.32
			1000 - General Fund	\$891.65	
			2211 - IT Fund	\$729.67	
101022	07/01/2022			VMI INC.	\$24,757.93
	Invoice	Date	Description		Amount
	304636	06/23/2022	Replace broadcast equipment in council chambers		\$24,757.93
			1320 - PEG		
101023	07/01/2022			WATSONVILLE BLUEPRINT	\$58.91
	Invoice	Date	Description		Amount
	106576	06/27/2022	Wharf plans, file setup		\$58.91
			1200 - CIP		
101024	07/01/2022			WESTERN EXTERMINATOR COMPANY	\$139.60
	Invoice	Date	Description		Amount
	24367081	06/02/2022	June City Hall rodent control		\$69.80
	24367082	06/02/2022	June turnouts rodent control		\$69.80
101025	07/01/2022			WILDMIND SCIENCE LEARNING	\$900.00
	Invoice	Date	Description		Amount
	27804	07/15/2022	Camp educational program		\$450.00
	27805	07/26/2022	Camp educational program		\$450.00
101026	07/01/2022			WITMER TYSON IMPORTS INC.	\$59.95
	Invoice	Date	Description		Amount
	T14500	06/05/2022	K-9 leather collar		\$59.95
101027	07/01/2022			WORKBENCH	\$9,644.00
	Invoice	Date	Description		Amount
	21097-110	05/31/2022	May SB2 jurisdictional review, final coordination with engineers		\$9,644.00
101028	07/01/2022			Chris Carson & Elizabeth Stearns	\$500.00
	Invoice	Date	Description		Amount
	22-0076	06/20/2022	Tree deposit refund		\$500.00

# City Checks Issued July 1, 2022

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
101029	07/01/2022			Meghan Morrissey	\$500.00
	Invoice	Date	Description		Amount
	20-0125	06/27/2022	Tree deposit refund 106 Sacramento Ave.		\$500.00
101030	07/01/2022			Ryan Withop	\$96.00
	Invoice	Date	Description		Amount
	900123869	06/22/2022	Citation refund		\$96.00

Check Totals:					\$242,836.94
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Main City Totals	Count	Total
Checks	60	\$242,836.94
EFTs	0	\$0.00
All	60	\$242,836.94

Payroll Totals	Count	Total
Checks	3	\$23,477.32
EFTs	130	\$222,654.99
All	133	\$246,132.31

Grand Totals:	Count	Total
Checks	63	\$266,314.26
EFTs	130	\$222,654.99
All	193	\$488,969.25

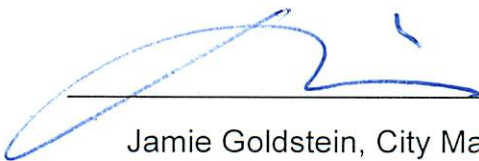
City main account checks dated July 8, 2022, numbered 101031 to 101081 totaling \$190,862.91, six EFTs totaling \$195,692.10 and one payroll check totaling \$2,072.20, for a grand total of \$388,627.21, have been reviewed and authorized for distribution by the City Manager.

As of July 8, 2022, the unaudited cash balance is \$7,477,728.59.

**CASH POSITION - CITY OF CAPITOLA**  
July 8, 2022

	7/8/2022
General Fund	\$ 1,052,967.67
Payroll Payables	\$ 47,871.75
Contingency Reserve Fund	\$ 2,061,345.66
Facilities Reserve Fund	\$ 477,714.09
Capital Improvement Fund	\$ 2,624,168.67
Stores Fund	\$ 60,435.11
Information Technology Fund	\$ 272,411.53
Equipment Replacement	\$ 760,629.60
Self-Insurance Liability Fund	\$ (140,860.34)
Workers' Comp. Ins. Fund	\$ 260,158.79
Compensated Absences Fund	\$ 886.06
<b>TOTAL UNASSIGNED GENERAL FUNDS</b>	<b>\$ 7,477,728.59</b>

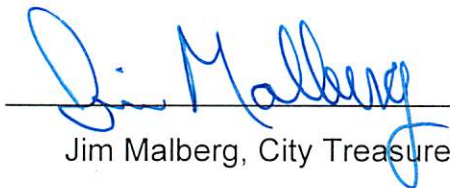
The Emergency Reserve Fund balance is \$1,314,205.54 (not included above).  
The PERS Contingency Fund balance is \$933,892.88 (not included above).



Jamie Goldstein, City Manager

7/11/22

Date



Jim Malberg, City Treasurer

7/8/22

Date

# Capitola City Council

## Agenda Report

**Meeting:** July 28, 2022

**From:** Public Works Department

**Subject:** Consider a Five Year Measure D Master Funding Agreement with the Santa Cruz County Regional Transportation Commission



**Recommended Action:** Approve a new Measure D Master Funding Agreement with the Santa Cruz County Regional Transportation Commission (RTC), extending the term of the agreement through 2047 (the life of Measure D).

**Background:** In 2017 the City entered the first Measure D Master Funding Agreement. This agreement laid out regulations for the allocation and expenditure of Measure D funds from the 2016 voter approved retail transaction and use tax of one-half of one percent. That original funding agreement had a 5-year term and expired at the end of June 2022. Measure D has a duration of 30 years and will expire in March of 2047.

**Discussion:** To continue to receive Measure D funds, the City must enter a new agreement. The Regional Transportation Commission has recommended that the prior agreement simply be extend through the life of Measure D. To comply with the conditions of the agreement the expiration date will be changed to December 31, 2047.

All other terms and conditions of the agreement are unchanged.

**Fiscal Impact:** Measure D provides critical road maintenance funding for the city with annual revenues from \$250,000 to \$300,000 per year.

**Attachments:**

1. Measure D Master Funding Agreement

**Report Prepared By:** Steven Jesberg, Public Works Director

**Reviewed By:** Chloé Woodmansee, City Clerk; Samantha Zutler, City Attorney

**Approved By:** Jamie Goldstein, City Manager

**MEASURE D**  
**MASTER FUNDING AGREEMENT**  
**between the**  
**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**  
**and the**  
**CITY OF CAPITOLA**

This Master Funding Agreement (“AGREEMENT”), effective the 30th of June, 2017, is entered into by and between the Santa Cruz County Regional Transportation Commission (“RTC”) and the City of Capitola (“RECIPIENT”).

**RECITALS**

A. On November 8, 2016, the voters of Santa Cruz County, pursuant to the provisions of the Local Transportation Authority and Improvement Act, California Public Utilities Code, Division 19, Section 180000 et seq. (the “Act”), adopted an ordinance approving the Santa Cruz County Transportation Improvement Plan Measure (“Measure D”), thereby authorizing Santa Cruz County Regional Transportation Commission (“RTC”) to administer the proceeds from a retail transaction and use tax of one-half of one-percent (0.5%).

B. The duration of the Measure D sales tax will be 30 years from the initial date of collection, which is April 1, 2017, with said tax to terminate/expire on March 31, 2047. The tax proceeds will be used to pay for the programs and projects outlined in the Measure D Expenditure Plan and Ordinance, as it may be amended.

C. The Measure D Ordinance authorizes the RTC to allocate, administer, and oversee the expenditure of all Measure D revenues and to distribute revenues no less than quarterly to local jurisdictions, Santa Cruz Metropolitan Transit District (METRO), and the Consolidated Transportation Service Agency (CTSA): Community Bridges Lift Line, consistent with the formulas and provisions set forth in the Expenditure Plan;

D. This Agreement delineates the requirements of the Measure D funds that are directly allocated to local jurisdictions, METRO and Community Bridges, as authorized by the Measure D Expenditure Plan. Funds for projects identified in the expenditure plan to be funded from the highway corridors, rail corridor, and/or Monterey Bay Sanctuary Scenic Trail (Coastal Rail Trail) categories are not the subject of this AGREEMENT, and RECIPIENT will be required to enter into a separate agreement for any funds from those investment categories.

E. This AGREEMENT was approved by the governing body of the RTC on May 18, 2017.

**NOW, THEREFORE, it is mutually agreed by and between the parties as follows:**

**ARTICLE I: FUNDING ALLOCATIONS**

1. This AGREEMENT authorizes the RTC to allocate the direct allocation funds derived from Measure D receipts as described in the voter-approved Ordinance and Expenditure Plan for the following:

- Neighborhood Projects: Direct Allocation to Cities and County
- Transportation for Seniors and People with Disabilities: Direct Allocation to Service Providers

2. All Measure D distributions pursuant to this AGREEMENT shall be effective as of July 1, 2017.

### **A. Neighborhood Projects Program: Direct Allocation to Local Jurisdictions**

1. Consistent with the Measure D Expenditure Plan, RTC will distribute Measure D Neighborhood Projects direct allocation funds at least quarterly to incorporated cities and the County of Santa Cruz pursuant to a formula weighted based on each jurisdiction's proportional share of the countywide population (29%), lane miles of roadway (39%) and site in Santa Cruz County where revenue from the Measure D transaction and use tax is generated (32%). RECIPIENT's allocations are subject to change based on variations in annual population, road mile, and tax site generation figures. Data will be updated each year based on the latest available data.

2. The *Measure D: Guidelines for Direct Allocations* ("Guidelines") provide program eligibility and fund usage guidelines, definitions, additional requirements, and guideline adoption details. Said guidelines are hereby incorporated into this AGREEMENT by reference.

3. Neighborhood Projects to be funded with Measure Revenues may include: fixing potholes, local roadway repairs, rehabilitation, reconstruction and intersection improvements; new and improved sidewalks, crosswalks and bicycle lanes and paths, especially near schools; and other transportation projects as necessary for the benefit of residents in those jurisdictions. The County of Santa Cruz and the cities of Capitola, Santa Cruz, Scotts Valley and Watsonville, who are best able to determine their current and future local transportation needs, shall each prepare an annual report through a public process, in accordance with the requirements of this AGREEMENT, to identify how they plan to spend their share of measure funds and how measure funds were spent in the prior year.

### **B. Transportation for Seniors and People with Disabilities Program: Direct Allocation to METRO and Community Bridges**

1. RTC will distribute Measure D direct allocation funds pursuant to set percentages detailed in the Measure D Expenditure Plan.

2. As noted in the Measure D Expenditure Plan: 16% of net Measure Revenues will be distributed to Santa Cruz Metropolitan Transit District (METRO) to provide transit and paratransit service for Seniors and people with disabilities. 4% of net Measure Revenues will be allocated to the Consolidated Transportation Services Agency for Santa Cruz County (Community Bridges-Lift Line) for paratransit service. Paratransit works with social service agencies to increase transportation options for Seniors, individuals with disabilities, and persons with low incomes.

3. The *Measure D: Guidelines for Direct Allocations* ("Guidelines") provide program eligibility and fund usage guidelines, definitions, additional requirements, and guideline adoption details. Said guidelines are hereby incorporated into this AGREEMENT by reference.

## **ARTICLE II: PAYMENTS AND EXPENDITURES**

### **A. RTC'S DUTIES AND OBLIGATIONS**

1. Within thirty working days of actual receipt of the Measure D sales tax revenues from the State Board of Equalization ("BOE") RTC shall remit to the RECIPIENT its designated amount of available direct allocation funds. Funds shall be disbursed on a no less than quarterly basis by the formulas described in Article I Section A or B, as applicable, above. As noted in the Measure D Expenditure Plan: distribution percentages are net after costs required for administration, implementation and oversight of the measure, including RTC administrative salaries and benefits (*limited to 1% of total measure*

revenues), annual independent fiscal audits, reports to the public, preparation and implementation of state-mandated reports, oversight committee, Board of Equalization fees, and other administration, implementation and oversight responsibilities as may be necessary to administer and implement the Ordinance and the Expenditure Plan. These costs are estimated in the RTC's annual budget.

2. RTC shall annually update the Measure D fund revenue projections and the resulting fund allocation formulas to reflect the most current data available. RTC shall use the updated Measure D program allocation formulas in the allocations beginning July 1 of each new fiscal year, which is from July 1 to June 30.

3. RTC shall report quarterly to the public the amount of Measure D revenues distributed to RECIPIENT quarterly and for the fiscal year.

4. RTC shall provide for an independent annual audit of its financial statements including revenues and expenditures and also of its calculation of the allocation formula for distributing Measure D revenues to various recipients and render an annual report to the RTC within 180 days following the close of the fiscal year. The RTC may consider extensions to this deadline on a case-by-case basis.

5. RTC shall provide at least 45 days' notice to RECIPIENT prior to conducting an audit of expenditures made by RECIPIENT to ensure that expenditures are in compliance with this AGREEMENT and the Measure D Ordinance and Expenditure Plan.

## **B. RECIPIENT'S DUTIES AND OBLIGATIONS**

1. RECIPIENT shall expend all Measure D funds received in compliance with applicable policies, guidelines and plans, including the Guidelines, the Measure D Ordinance, Expenditure Plan, 30-year Implementation Plan, and consistency with the Regional Transportation Plan and performance measures, as they may be adopted or amended by RTC from time to time.

2. RECIPIENT shall set up and maintain an appropriate system of accounts to report on Measure D funds received. RECIPIENT must account for Measure D funds, including any interest received or accrued, separately for each program, and from any other funds received from the RTC. The accounting system shall provide adequate internal controls and audit trails to facilitate an annual compliance audit for Measure D funds and the respective usage and application of said funds. RTC and its representatives, agents and nominees shall have the absolute right at any reasonable time to inspect and copy any accounting records related to such funds, except to the extent specifically prohibited by applicable law.

3. RECIPIENT shall expend Measure D allocations as quickly as possible for cost-effective eligible projects, but may reserve annual allocations for a maximum of no more than five fiscal years for larger projects that are identified in the Five-Year Program of Projects. If funds are not obligated and expended within five years, funds may be redirected after sixty (60) days of the end of the fifth fiscal year, at RTC's discretion, to other Measure D recipient agencies for projects that can be immediately implemented, unless a corrective action plan has been submitted to and approved by the RTC, an exception due to extenuating circumstances has been approved by the RTC board, or a "cooperative fund agreement" (described in Section II.C) has been approved by the RTC.

4. RECIPIENT hereby agrees to and accepts the formulas used in the allocation of Measure D revenues as reflected in the voter-approved Measure D Ordinance and Expenditure Plan, as it may be amended as provided therein, and agrees to accept the annual update of the sales tax allocation formulas, as reported by the RTC in its annual budget.

5. RECIPIENT hereby agrees that prior to commencement of any specific project or activity which will be funded with Measure D revenues, requirements of the California Environmental Quality Act (CEQA) and/or the National Environmental Policy Act (NEPA) shall be met, if applicable. The RTC shall not be the lead agency for any project or activity undertaken by RECIPIENT using Measure D revenues.

6. RECIPIENT hereby agrees to actively work to leverage or secure matching outside funding sources. Any additional Measure D revenues made available through their replacement by matching funds will be spent based on the principles outlined for fund allocations described in the Ordinance and Expenditure Plan.

### C. OTHER EXPENDITURE CONDITIONS AND RESTRICTIONS

1. **Transportation Purposes Only:** RECIPIENT shall use all Measure D funds solely for transportation purposes as defined by the authorizing ballot measure. If RECIPIENT violates this provision, all further allocations shall be suspended until RECIPIENT fully reimburses all misspent funds, including all interest which would have been earned thereon. If RECIPIENT does not reimburse misspent funds, further allocations will be redistributed to other projects in the Neighborhood Projects or Transit categories of Measure D.

2. **Interest Earnings:** As set forth in the Measure D Ordinance, agencies implementing the Expenditure Plan projects may accumulate revenue over multiple years so that sufficient funding is available for larger and long-term projects. Any interest income earned on funds allocated pursuant to the Measure D ordinance or this AGREEMENT shall be expended only for the purposes for which the funds were allocated.

- a. Interest earnings on must be spent on the eligible uses defined in the Measure D Expenditure Plan, Ordinance, and “Guidelines.”
- b. Beginning in FY 18/19, each recipient agency shall estimate annual interest earnings and reflect these earnings in their 5-Year Program of Projects.
- c. The expenditure of interest earnings according to this policy will be included in the annual audit required by the Measure D Ordinance.

3. **Maintenance of Effort/Non-Substitution of Funds:** Pursuant to California Public Utilities Code Section 180001(e), RECIPIENT shall use Measure D funds to supplement and not replace existing local revenues used for transportation purposes. Measure D revenues also shall not be used to replace revenues used for existing agency indirect costs or overhead. As set forth in the Measure D Ordinance: Existing funds, revenues and other resources being used for transportation purposes include but are not limited to federal and state funding, the collection of traffic impact mitigation fees, other local impact fees, and dedications of property. The funds generated by the Transportation Tax shall not be used to replace existing transportation funding or to replace requirements for new development to provide for its own transportation needs. The entities receiving Measure D Revenues shall maintain their existing commitment of discretionary local transportation-related expenditures for transportation purposes pursuant to the ordinance, and the RTC shall enforce this requirement by appropriate actions, including fiscal audits of the local agencies. RECIPIENTS shall report on their compliance in the annual report. The *Measure D: Guidelines for Direct Allocations* (“Guidelines”) provide additional guidance.

4. **Cooperative Fund Agreements:** To maximize the effective use of funds, revenues may be transferred or exchanged between or among jurisdictions receiving funds from this measure. Jurisdictions receiving funds may, by annual or multi-year agreement, exchange funds provided that the percentage of funds allocated as provided in the Expenditure Plan is maintained over the duration of the period of time the tax is imposed. Agreements to exchange funds, including fund repayment provisions, must be approved by the RTC and shall be consistent with all rules adopted or approved by the RTC relating to

such exchanges. Subject to concurrence of RECIPIENT, the RTC may exchange Measure D revenues for State or federal funds allocated or granted to any public agency within or outside the area or jurisdiction of the RTC to maximize effectiveness in the use of the Measure D revenues. Such federal or State funds shall be distributed in the same manner as Measure D revenues. The RTC shall maintain for public review an accounting of all balances that are subject to cooperative agreements approved pursuant to this section.

**5. Staff Cost Limitations:** Direct costs associated with the delivery of programs and projects associated with Measure D programs, including direct staff costs and consultant costs, are eligible uses of Measure D funds. The intent of the measure is to expand and improve the transportation network through the construction, maintenance and operation of transportation projects and services. RTC does not allow indirect costs, unless the RECIPIENT submits an independently audited/approved Indirect Cost Allocation Plan (ICAP). This may include, but not be limited to, the ICAP prepared for other state or federal programs.

### **ARTICLE III: REPORTING REQUIREMENTS**

#### **A. REQUIREMENTS AND WITHHOLDING**

1. RECIPIENT shall comply with each of the reporting requirements set forth below. If RECIPIENT fails to comply with one or more of these requirements, RTC may withhold payment of further Measure D funds to RECIPIENT until full compliance is achieved.

2. RECIPIENT shall, by December 31st of each year, submit to RTC separate independently audited financial statements for the prior fiscal year ending June 30 of Measure D funds received and used. The RTC may consider extensions of the due date on a case-by-case basis. The audit, which shall be made available to the public, shall report on evidence that the expenditure of funds is in accordance with the Expenditure Plan adopted by the voters. The RTC will prepare a publicly available annual report on past and upcoming activities and publish an annual financial statement on the RTC website.

3. RECIPIENT shall actively conduct public outreach, in partnership with RTC and/or its advisory committees, as a means of ensuring that the public has the ability to access information about which projects and programs are funded with Measure D funds.

4. RECIPIENT shall, by December 31st of each year, submit to RTC an annual report (covering the prior fiscal year) regarding programs and projects on which RECIPIENT expended Measure D funds. The RECIPIENT agency board shall annually adopt the annual report, after holding a public hearing. The annual report shall include 1) a five-year program of projects including information about each of the projects to be funded with Measure D revenues. RECIPIENT shall submit the program of projects to the RTC in a format that can be easily understood by members of the public; and 2) Description of expenditures of Measure Revenues from the most recently completed fiscal year. Some agencies may adopt the five-year program of projects as part of their annual budget, capital improvement programs, or other process earlier in the year, but must submit the list no later than December 31.

5. RECIPIENT shall document expenditure activities and report on the performance of Measure D funded activities through the annual report process, or through other RTC performance and reporting processes as they may be requested, including but not limited to the annual Five-Year Program of Projects, planning and monitoring reports. The RTC shall utilize information from RECIPIENT on expenditures to prepare a comprehensive report to the public on the expenditure of Measure D revenues.

6. RECIPIENT shall install or mount signage adjacent to Measure D funded construction projects and/or on vehicles funded with Measure D funds where practical, so Santa Cruz County taxpayers are

informed as to how RECIPIENT is using Measure D funds. See separate “*Measure D: Sign Specifications*” for additional signage guidance.

7. RECIPIENT shall provide current and accurate information on RECIPIENT’s website, to inform the public about how RECIPIENT plans to use and is using Measure D funds. RECIPIENT shall notify RTC staff once the draft 5-year program of projects is available for public review and at least two weeks in advance of the anticipated date of the public hearing and board action on the annual 5-Year Program of Projects.

8. RECIPIENT shall, at least annually, publish an article highlighting a project or program funded by Measure D funds. This could be in a local newspaper, agency newsletters, or via internet-based platforms, including but not limited to blogs, websites, and social media sites.

9. RECIPIENT shall make its administrative officer or designated staff available upon request to render a report or answer any and all inquiries in regard to RECIPIENT’s receipt, usage, and/or compliance audit findings regarding Measure D funds before the RTC and/or the Independent Oversight Committee or RTC advisory committees, as applicable.

10. RECIPIENT agrees that RTC may review and/or evaluate all project(s) or program(s) funded pursuant to this AGREEMENT. This may include visits by representatives, agents or nominees of RTC to observe RECIPIENT’s project or program operations, to review project or program data and financial records, and to discuss the project with RECIPIENT’s staff or governing board.

#### **ARTICLE IV: OTHER PROVISIONS**

##### **A. INDEMNITY BY RECIPIENT**

1. Neither RTC, nor its governing body, elected officials, any officer, consultant, agent, or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or omitted to be done by RECIPIENT in connection with the Measure D funds distributed to RECIPIENT pursuant to this AGREEMENT. It is also understood and agreed, pursuant to Government Code Section 895.4, RECIPIENT shall fully defend, indemnify and hold harmless RTC, its governing body, and all its officers, agents, and employees, from any claims or liability imposed on RTC for injury (as defined in Government Code Section 810.8) occurring by reason of anything done or omitted to be done by RECIPIENT in connection with the Measure D funds distributed to RECIPIENT pursuant to this AGREEMENT.

##### **B. INDEMNITY BY RTC**

1. Neither RECIPIENT, nor its governing body, elected officials, any officer, consultant, agent, or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or omitted to be done by RTC under or in connection with any work, authority or jurisdiction delegated to RTC under this AGREEMENT. It is also understood and agreed, pursuant to Government Code Section 895.4, RTC shall fully defend, indemnify, and hold harmless RECIPIENT, and its governing body, elected officials, all its officers, agents, and employees from any claims or liability imposed on RECIPIENT for injury (as defined in Government Code Section 810.8) occurring by reason of anything done or omitted to be done by RTC under or in connection with any work, authority or jurisdiction delegated to RTC under this AGREEMENT.

##### **C. JURISDICTION AND VENUE**

1. The laws of the State of California will govern the validity of this AGREEMENT, its interpretation and performance, and any other claims to which it relates. All legal actions arising out of this AGREEMENT shall be brought in a court of competent jurisdiction in Santa Cruz County, California and the parties hereto hereby waive inconvenience of forum as an objection or defense to such venue.

**D. TERM**

1. The term of this AGREEMENT shall be from April 1, 2017 to December 31, 2047, unless amended in writing or a new Master Funding Agreement is executed between RTC and RECIPIENT for Measure D revenues.

**E. SEVERABILITY**

1. If any provision of this AGREEMENT is found by a court of competent jurisdiction or, if applicable, an arbitrator, to be unenforceable, such provision shall not affect the other provisions of the AGREEMENT, but such unenforceable provisions shall be deemed modified to the extent necessary to render it enforceable, preserving to the fullest extent permissible the intent of the parties set forth in this AGREEMENT.

**F. MODIFICATION**

1. This AGREEMENT, as well as the referenced Guidelines, Measure D Ordinance and Expenditure Plan, constitutes the entire AGREEMENT, supersedes all prior written or oral understandings regarding Measure D program funds (but not project funding agreements). This AGREEMENT may only be changed by a written amendment executed by both parties. Notwithstanding the foregoing, the Guidelines, performance measures, and other policies related to Measure D funds may be changed from time to time by the RTC, and any such changes shall be incorporated herein to the same extent as the underlying policy so amended.

**IN WITNESS WHEREOF**, the parties have executed this AGREEMENT by their duly authorized officers as of the date first written below.

**THE CITY OF CAPITOLA**

**SANTA CRUZ COUNTY REGIONAL  
TRANSPORTATION COMMISSION (RTC)**

\_\_\_\_\_  
Jamie Goldstein Date  
City Manager

\_\_\_\_\_  
Guy Preston Date  
Executive Director

Approved as to Form:

Approved as to Form:

By: Samantha W. Zutler July 6, 2022  
City Attorney Date

By: \_\_\_\_\_  
Legal Counsel to SCCRTC Date

## Measure D: Guidelines for Direct Allocations for Neighborhood Projects and Transportation for Seniors and People with Disabilities

*Approved by SCCRTC 5/18/17*

### Section 1. Purpose

- A. To specify the eligible uses of and requirements for funds authorized under Measure D (2016) that local jurisdictions, Santa Cruz Metropolitan Transit District (METRO), and the Consolidated Transportation Services Agency (CTSA) for Santa Cruz County: Community Bridges Lift Line must follow in their use of Measure D funds authorized under the “Neighborhood Projects” and “Transportation for Seniors and People with Disabilities” categories. These guidelines are incorporated by reference into the *Measure D Master Funding Agreement*. Additional terms and conditions are contained in the agreements themselves, the Measure D Ordinance and Expenditure Plan. The intent of these guidelines is to:
  1. Provide guidance on eligible uses and expenditures of Measure D “Neighborhood Projects” and “Transportation for Seniors and People with Disabilities” direct allocation funds.
  2. Guide implementation of the Measure D Ordinance and Expenditure Plan, as it relates to these direct allocations.
- B. These guidelines only apply to the ongoing formula allocations of net revenues to cities, the County of Santa Cruz, and transit/paratransit operators (RECIPIENTS) pursuant to Measure D and the Expenditure Plan associated therewith. Separate Guidelines apply to “Neighborhood Projects” investments which are allocated specific dollar amounts (Highway 9 Corridor in San Lorenzo Valley and Highway 17 Wildlife Crossing) and other Measure D investments categories (Highway Corridors, Active Transportation, and Rail Corridor).

### Section 2. Authority

- A. The Santa Cruz County Regional Transportation Commission (RTC) is responsible for implementation of Measure D. These guidelines, adopted by the RTC board, set forth eligible uses and expenditures of Measure D revenues designated to the “Neighborhood Projects” and “Transportation for Seniors and People with Disabilities” categories. The RTC may update these guidelines on an as-needed basis, effective upon approval of the RTC board, and will do so with involvement of Measure D revenue recipients, and the RTC’s technical, bicycle, and elderly/disabled advisory committees, as applicable. Exceptions to these guidelines must be requested in writing and be approved by the RTC board.

### Section 3. Background

- A. On November 8, 2016, voters approved the 2016 Santa Cruz County Transportation Improvement Plan - Expenditure Plan: Measure D, which allocates 30% of net Measure D revenues to a “Neighborhood Projects” program and 20% to a “Transportation for Seniors and People with Disabilities” program. Section 5 of these guidelines clarifies eligible fund uses and expenditures in association with these Direct Allocation funds (also referred to as formula funds, direct distributions, direct allocations).
- B. **Neighborhood Projects – Direct Allocation to Cities and County:** As set forth in the voter- approved Expenditure Plan, all but \$15 million (total over 30 years) of funds allocated to Neighborhood Projects (30% of net Measure D revenues) will be distributed to the cities of Capitola, Santa Cruz, Scotts Valley, and Watsonville and the County of Santa Cruz for eligible transportation projects based on the formula set forth in the Measure D Expenditure Plan.
- C. **Transportation for Seniors and People with Disabilities:** Direct Allocation to Service Providers funds will be distributed as follows:
  1. 16% of net Measure D Revenues will be distributed to Santa Cruz Metropolitan Transit District

(METRO) to provide transit and paratransit service for seniors and people with disabilities.

2. 4% of net Measure D Revenues will be allocated to Community Bridges Lift Line, as the Consolidated Transportation Services Agency (CTSA) for Santa Cruz County for paratransit services that increase transportation options for seniors, individuals with disabilities, and persons with low incomes.

D. In the event that any agency that is designated to receive direct allocation funds through the Expenditure Plan is dissolved, the RTC may redistribute funds based on the same formulas minus the dissolved agency. New or successor entities that come into existence in Santa Cruz County during the life of the Expenditure Plan, such as incorporation of a new city, merging of agencies, or designation of a new agency as the county Consolidated Transportation Services Agency or transit agency, may be considered as eligible recipients of funds through the amendment process as set forth in the Ordinance.

#### Section 4. Definition of Terms

- A. **Authority/RTC:** The Santa Cruz County Regional Transportation Commission (RTC) is the state-designated regional transportation planning agency and is the Local Transportation Authority (Authority) for Santa Cruz County which performs long-range planning and funding for countywide transportation projects and programs, and administers the Measure D half-cent transportation sales tax programs, approved by voters on November 8, 2016.
- B. **Capital project:** A capital investment that typically requires the following phases: planning/feasibility, scoping, environmental clearance, design, right-of-way, construction, and completion.
- C. **Complete Street:** A transportation facility that is planned, designed, operated, and maintained to provide safe mobility for all users, including bicyclists, pedestrians, transit vehicles, truckers, and motorists, appropriate to the function and context of the facility. Complete street concepts apply to rural, suburban, and urban areas. (Caltrans definition)
- D. **Complete Streets Act of 2008:** The California Complete Streets Act (Assembly Bill 1358) was signed into law in September 2008. It requires that local jurisdictions modify their general plans as follows:
  1. Commencing January 1, 2011, upon any substantial revision of the circulation element, the legislative body shall modify the circulation element to plan for a balanced, multimodal transportation network that meets the needs of all users of the streets, roads, and highways for safe and convenient travel in a manner that is suitable to the rural, suburban, or urban context of the general plan.
  2. For the purposes of this paragraph, “users of streets, roads, and highways” means bicyclists, children, persons with disabilities, motorists, movers of commercial goods, pedestrians, skaters, users of public transportation, seniors, and other users of transportation facilities.
- E. **Cost Allocation Plans (CAPs):** CAPs and indirect cost (IDC) rate proposals are plans that provide a systematic manner to identify, accumulate, and distribute allowable direct and indirect costs to programs funded through the RTC Master Funding Agreements.
- F. **Direct cost (DC):** A cost completely attributed to the provision of a service, operations, a program, a capital cost, or a product. These costs include documented hourly project staff labor charges (salaries, wages, and benefits) that are directly and solely related to the implementation of Measure D-funded projects, consultants, contractors, and materials. These funds may be used for travel or training if they are directly related to the implementation of the “Neighborhood Projects” and “Transportation for Seniors and People with Disabilities” funds.

- G. **Direct Local Allocation (or Distribution) Funds:** Funds allocated based upon a funding formula defined in a voter approved measure and allocated to eligible agencies on a regularly schedule basis (no less than quarterly).
- H. **Education and promotion:** Marketing, education, information, outreach, and promotional campaigns and programs funded by Measure D.
- I. **Environmental documents:** Preparation of environmental documents, such as those related to the California Environmental Quality Act (CEQA) and/or the National Environmental Policy Act (NEPA), or permits required by state or federal permitting agencies.
- J. **Equipment and vehicles:** Purchase or lease of vehicles and equipment for Measure D-funded transportation services, information dissemination, fare collection, maintenance, etc.
- K. **Grants:** Funding for plans, programs, or projects based on a competitive call for projects; evaluated based on applicable evaluation criteria; and allocated based on a reimbursement basis.
- L. **Indirect cost:** Also known as “overhead,” any cost of doing business other than direct costs. These costs include utilities, rent, administrative staff, officers’ salaries, accounting department costs, and personnel department costs, which are requisite for general operation of the organization but are not directly allocable to a particular service or product.
- M. **Maintenance:** Repairs, renovation, or upgrade of existing facility or infrastructure.
- N. **Net Measure D Revenues:** The net amount of Measure D sales tax revenues remaining after costs required for administration, implementation and oversight of the measure. These expenses include annual independent fiscal audits, reports to the public, preparation and implementation of state-mandated reports, oversight committee, and other administration, implementation and oversight responsibilities as may be necessary to administer and implement the Ordinance and the Expenditure Plan. Net revenues are distributed by formula to the investment categories identified in the Expenditure Plan.
- O. **Operations:** Provision of services that operate transportation facilities and programs. Operations costs do not include the costs to operate community outreach or other programs not directly related to a specific transportation service, program, or product.
- P. **Pedestrian crossing improvements:** Pedestrian crossing improvements such as crosswalks, roadway/geometric changes, or reconfiguration specifically benefiting pedestrians.
- Q. **Planning:** Identification of project and program current conditions and needs and development of strategies and plans to address the identified needs.
- R. **Project completion/closeout:** Inspection/project acceptance, final invoicing, final reporting, and the processes for closing out a project.
- S. **Recipient:** Agencies receiving direct allocations of funds from the “Neighborhood Projects” and “Transportation for Seniors and People with Disabilities” Expenditure Plan categories.
- T. **Scoping and project feasibility:** Early capital project phases that identify project needs, costs, and implementation feasibility.
- U. **Sidewalks and ramps:** New sidewalks, sidewalk maintenance, curb ramps, and stairs/ramps for pedestrian and Americans with Disabilities Act access.

- V. **Signage:** Warning, regulatory, wayfinding, or informational signage.
- W. **Signals:** New traffic signals or crossing signals, signal upgrades, countdown signals, audible signals, or signal timing improvements.
- X. **Street resurfacing and maintenance:** Repaving and resurfacing of on-street surfaces, including striping.
- Y. **Traffic calming:** Infrastructure primarily aimed at slowing down motor vehicle traffic.

## Section 5. Fund Allocations

### A. “Neighborhood Projects” Direct Allocation Funds

1. *General:* RTC distributes Measure D “Neighborhood Projects” funds to incorporated cities in the county and to the County of Santa Cruz to be spent on transportation capital improvements intended to directly maintain and improve the multimodal local streets and roads network in Santa Cruz County. Each city and Santa Cruz County will receive their proportional share (which share shall be adjusted annually as described in the Master Funding Agreement) of the direct allocation Neighborhood Projects funds based on the formula specified in the Measure D Expenditure Plan, as it may be amended from time to time as provided therein. These funds are allocated on a no less than quarterly basis directly to each city and the County. Recipient agencies must place all such funds in a separate account for the Measure D program and will require annual audits. Agencies will maintain all interest accrued from the Measure D funds within the program.
2. *Formula:* Neighborhood Project Funds to cities and the County of Santa Cruz shall be distributed by the following formula: Proportional share of the countywide population (29%), lane miles of roadway (39%) and site where the Measure Revenue from the transaction and use tax is generated (32%). Population, road mile, and tax site generation figures will be updated each year based on the latest available data.
3. *Eligible Project Types:* These funds may be used for any local transportation need based on local priorities identified in the recipient agency’s annually updated 5-Year Program of Projects. Neighborhood Projects to be funded with Measure D revenues may include the items below under Eligible Uses (5) which are determined as necessary for the benefit of residents in those jurisdictions and approved through a public process by the jurisdiction.
4. The County of Santa Cruz and the cities of Capitola, Santa Cruz, Scotts Valley and Watsonville, who are best able to determine their local transportation needs, shall each prepare an annual report through a public process to identify how they plan to spend their share of measure funds in the next five years and how measure funds were spent in the prior year.
5. *Eligible Uses:* The Measure D “Neighborhood Projects” funds allocated to cities and the County of Santa Cruz may be used for capital projects, programs, maintenance, and operations that directly improve local streets and roads and local transportation. These include streets and roads projects, local transit projects, bicycle and pedestrian projects, projects (sponsored by others) that require local agency support, and other transportation projects, as approved through a public process by the jurisdiction. Where applicable, projects will also incorporate complete streets practices that make local roads safe for all modes, including bicyclists and pedestrians, and accommodate transit. Eligible uses for these funds include, but are not necessarily limited to:

- a. Capital projects, including:
  - i. All phases of capital projects, including feasibility studies, planning, environmental, right-of-way acquisition, construction, construction management
  - ii. Transportation infrastructure maintenance and preservation including fixing potholes, repaving, resurfacing, rehabilitation, and reconstruction of local streets, roads, pathways, and maintenance of curbs, gutters and drains.
  - iii. Intersection improvements, including signals, turn lanes, etc.
  - iv. Signage and striping on roadways, including crosswalks, traffic and bicycle lanes
  - v. Improvements or upgrades to transportation bridges and tunnels
  - vi. Installation of or upgrades to sidewalks and curb ramps
  - vii. Americans with Disabilities Act (ADA) on-street improvements, including sidewalk upgrades and curb ramp installations
  - viii. Purchase or lease of equipment or new vehicles dedicated for local streets and roads projects
  - ix. Crossing projects including traffic signals, signage, traffic lights, and striping (at intersections, interchanges, railroads, freeways, etc.), including bicyclist and pedestrian treatments
  - x. Pedestrian facility installation and maintenance, including sidewalk repair and installation, curb ramps, countdown signals, accessible signals, at-grade crossings
  - xi. Bicycle facility installation and maintenance, including bikeways, bicycle routes, boulevards, lanes, multi-use pathways, green lanes, sharrows, bicycle boxes
  - xii. Improvements to roadways at rail crossings, including grade separations and safety protection devices
  - xiii. Pedestrian and bicycle access to, from and at transit facilities
  - xiv. Traffic calming projects
  - xv. Upgrades to or installation of new local streets and roads infrastructure including installation of streets, roads, and highways
  - xvi. Bus stop improvements, including bus pads, turnouts and striping
  - xvii. Improvements to roadways for truck or transit routing.
- b. Transportation system operations including:
  - i. Operations of traffic signal system controls and interconnections, corridor monitoring and management, signal synchronization and transit prioritization.
  - ii. Public transit operations including bus, shuttle, rail, and paratransit services
  - iii. Safe routes to schools programs.

- c. Direct staff and consultant costs that support eligible activities, including the annual report and audit for Measure D revenues.
  - d. Direct staff training costs directly related to implementation of projects or programs implemented with the Measure D “Neighborhood Projects” Funds.
6. *Ineligible Uses:* The following is a list of ineligible uses of Measure D “Neighborhood Projects” funds:
- a. Non-transportation projects such as fees charged to capital construction projects for services or amenities not related to transportation;
  - b. Capital projects, programs, maintenance, operations, or purchases that do not directly improve local transportation facilities;
  - c. Projects or programs that exclusively serve city/county staff;
  - d. Supplanting existing funds designated for transportation programs and projects;
  - e. Indirect costs, unless the RECIPIENT submits an independently audited/approved Indirect Cost Allocation Plan and Measure D funds are not supplanting other funds used to cover existing overhead and indirect costs. Indirect costs shall only be applied to direct agency staff costs.
  - f. Mark-up to costs for services, materials, equipment, contracts, etc.

B. “Transportation for Seniors and People with Disabilities” Funds

1. *General:* RTC distributes Measure D “Transportation for Seniors and People with Disabilities” funds to Santa Cruz METRO and CTSA to be spent on transportation capital improvements, services, and operations that provide transportation services to seniors or people with disabilities, with the intent to maximize the number of rides provided. METRO and CTSA will receive direct allocations of net Measure D funds based on the formulas specified in the Measure D Expenditure Plan, as it may be amended from time to time as provided therein. These funds are allocated on a no less than quarterly basis directly to each service provider. Recipient agencies must place these funds in a separate account for the Measure D program and annual audits are required. Agencies will maintain all interest accrued from the Measure D funds within the program.
2. *Formulas and Purpose:* As described in the voter-approved Measure D Expenditure Plan:
  - a. 16% of net Measure Revenues will be distributed to Santa Cruz Metropolitan Transit District (METRO) to provide transit and paratransit service for seniors and people with disabilities.
  - b. 4% of net Measure Revenues will be allocated to the Consolidated Transportation Services Agency (CTSA) for Santa Cruz County, Community Bridges Lift Line, for paratransit services that increase transportation options for seniors, individuals with disabilities, and persons with low incomes.
3. The METRO and CTSA are best able to determine their transportation needs, shall each prepare a five-year plan through a public process to identify how they plan to spend their share of measure funds in the next five years and an annual report detailing how measure funds were spent in the prior year. Reports prepared by the CTSA are subject to review and concurrence

from the RTC's Elderly and Disabled Transportation Advisory Committee (E&D TAC).

4. *Eligible Uses:* The Measure D funds allocated to Santa Cruz Metropolitan Transit District (METRO) and Community Bridges Lift Line (CTSA) may be used for capital projects, programs, maintenance, or operations that directly improve transportation for seniors and people with disabilities. Eligible uses for these funds include, but are not necessarily limited to:
  - a. Capital projects, including:
    - i. All phases of capital projects, including feasibility studies, planning, environmental, right-of-way acquisition, construction, construction management
    - ii. Upgrades to or expansions to bus, paratransit, and shuttle infrastructure
    - iii. Purchase or lease of equipment or new vehicles for transit services
  - b. Maintain or increase METRO public transit and paratransit system operations and services, including express, local, and feeder buses, shuttles, and paratransit services that serve seniors and people with disabilities
  - c. Maintain or increase Paratransit services operated by the CTSA.
  - d. Safety or security improvements for operators, passengers, service users, facilities, and infrastructure or property.
  - e. Direct staff and consultant costs to develop, plan, implement, manage, operate and maintain transit and paratransit projects and programs that serve seniors and people with disabilities.
  - f. Direct staff and consultant costs to provide customer service and outreach for transit and paratransit projects and programs
  - g. Direct staff and consultant costs that support eligible activities, including the annual report and audit for Measure D revenues
  - h. Direct staff training costs directly related to implementation of projects or programs implemented with the Measure D "Transportation for Seniors and People with Disabilities" funds
5. *Ineligible Uses:* The following is a list of ineligible uses of Measure D "Transportation for Seniors and People with Disabilities" funds:
  - a. Non-transportation projects such as fees charged to capital construction projects for services or amenities not related to transportation;
  - b. Capital projects, programs, maintenance, or operations that do not directly improve local transit or paratransit facilities or services;
  - c. Projects or programs that exclusively serve recipient agency staff;
  - d. Supplanting existing funds designated for transportation programs and projects;
  - e. Indirect costs, unless the RECIPIENT submits an independently audited/approved Indirect Cost Allocation Plan and Measure D funds are not supplanting other funds used to cover existing overhead and indirect costs.

- C. **Approval of Projects/Program – The 5-Year Program of Projects:** Prior to the agency expending the Measure D funding on any projects or programs, all projects and programs that use Measure D “Neighborhood Projects” and “Transportation for Seniors and People with Disabilities” direct allocation funds must be approved by the recipient-agency governing board following a public hearing. This approval allows the opportunity for the public to provide input on planning for Measure D-funded projects. These projects and programs must be included in the Five Year Program of Projects. Project sponsors are encouraged to use the Five Year Program of Projects template included as Attachment A. In the case of the CTSA, the 5-Year Program of Projects must be reviewed by the RTC’s Elderly and Disabled Transportation Advisory Committee (E&D TAC) and approved by the RTC, following a public hearing at an RTC board meeting.

## **Section 6. Performance Metrics**

- A. Recipients of Measure D revenues shall report on the performance of Measure D funded activities as part of the annual report process, or through other RTC performance and reporting processes as they may be requested, including but not limited to the annual report of prior year expenditures and Five-Year Program of Projects and the annual audit. Attachment B provides a list of performance measures that shall be used, unless substitute measures are approved by the RTC.

## **Section 7. Maintenance of Effort**

- A. Recipient shall use Measure D funds to supplement and not replace existing revenues used for transportation purposes, including agency indirect costs and overhead. A maintenance of effort formula ensures that Measure D results in an increased or sustained level of transportation-related activities than would otherwise have been possible. Existing funds, revenues and other resources being used for transportation purposes include but are not limited to federal and state funding, the collection of traffic impact mitigation fees, other local impact fees, and dedications of property. The funds generated by the Transportation Tax shall not be used to replace existing transportation funding or to replace requirements for new development to provide for its own transportation needs. While Measure D funds shall not be used to directly replace and/or reduce those charges, Recipient may reduce or provide subsidies to development for their transportation needs and/or charges using other non-transportation sources to offset those charges. The entities receiving Measure D Revenues shall maintain their existing commitment of discretionary local transportation-related expenditures for transportation purposes pursuant to the ordinance, and the RTC shall enforce this requirement by appropriate actions, including fiscal audits of the local agencies.
- B. An agency’s baseline “maintenance of effort” shall be calculated based on the average of revenues and expenditures for transportation purposes in the three to five fiscal years prior to the start of Measure D allocations to recipient agencies (FY16/17, FY15/16, FY14/15, and optionally FY13/14 and FY12/13).
- C. The baseline calculation shall include the following revenues: local discretionary revenues, formula funds received for transportation purposes (e.g. gas tax, state transit assistance, FTA5311, etc).
1. Local agency discretionary revenues (general funds, sales and property taxes and other fees) designated for transportation purposes which were calculated for the baseline shall be adjusted annually in proportion to growth or decline of gross Measure D sales tax revenues. Dedicated

funds for transportation which are not locally generated, such as state gas tax and other state and federal formula funds shall not be subject to this adjustment.

2. Revenues from special, non-formula, competitive grants, and/or past revenues carried over into FY14/15-16/17 (and optionally FY12/13 and 13/14) for special projects and/or emergencies will not be part of MOE baseline calculation but shall still be identified in the baseline report. This includes, but is not limited to, one-time grants such as Regional Surface Transportation Program (RSTP)/Surface Transportation Block Grant Program (STBG), State Transportation Improvement Program (STIP), Active Transportation Program (ATP), American Recovery and Reinvestment Act (ARRA), Highway Safety Improvement Program (HSIP), Highway Bridge Program (HBP), FTA5310, and FEMA grants. While these are not part of the baseline calculation, agencies will be expected to continue to seek and secure grants from other sources, use some Measure D funds to leverage other grants, and not depend on Measure D formula funds to supplant those efforts.
- D. *Expenditures:* In the baseline report, Recipients shall also show how revenues were used in FY14/15-16/17 (and optionally FY12/13 and 13/14). This includes a breakdown by transportation purpose, such as ongoing operations, maintenance, transit service type, major projects, street sweeping, pavement, bicycle projects, walkways, as well as outside transportation programs your agency has contributed funds to (such as safe route to school, transportation demand management, and paratransit programs), and agency staffing, overhead and indirect costs.
- E. *Exceptions:* The RTC recognizes that there will be instances where other and sometimes longstanding local, state, or federal revenues, formula funds, and grants will fluctuate or no longer be available. There also may be instances where a recipient agency reserves several years of funds, then spends several years of banked revenues in one fiscal year. If there are past revenues or expenditures which an agency proposes to exclude from the baseline maintenance of effort calculations, or if an agency is unable to meet the baseline maintenance of effort in a given year, the agency must provide a written justification for such exclusion for consideration by the RTC and the Measure D Oversight Committee. The written justification must include evidence for the need for any lower base amount.
- F. If extraordinary storm damage or other emergencies occur in a given year, an agency may request an exception to maintenance of effort requirements that year.
- G. Recipient agencies have up to three fiscal years to meet the adjusted minimum local revenue expenditure requirement, outlined in Section 7.C.1. If an agency fails to submit annual reports or within three fiscal years the adjusted average annual expenditures of local discretionary revenues over the past three years do not meet the adjusted minimum local expenditure maintenance of effort requirements, the Measure D allocations amount to the RECIPIENT will be reduced by the amount that the agency did not meet the baseline level of expenditures of the agency discretionary revenues and the remaining Measure D will be reserved until any and all maintenance of effort expenditures are fulfilled or a plan to meet the maintenance of effort amount moving forward has been approved by the RTC.

- H. Recipients shall submit their baseline calculation to the RTC by August 1, 2017. Recipients shall demonstrate and certify their maintenance of effort through the annual report and audit, and provide supporting documentation of how they calculated their maintenance of effort, which may include annual fiscal expenditure reports or ledgers and/or State Controllers reports used to comply with Senate Bill 1 (2017) or the California Streets and Highways Code.

## Section 8. Complete Streets Policy Requirement

- A. To receive Measure D “Neighborhood Projects” funds, local jurisdictions must do both of the following with respect to Complete Streets policies:
1. Have an adopted Complete Streets policy or adopt a Complete Street policy by April 1, 2018, and
  2. Comply with the California Complete Streets Act of 2008, including any amendments. The California Complete Streets Act (AB1358) requires that local general plans do the following:
    - a. Commencing January 1, 2011, upon any substantial revision of the circulation element, the legislative body shall modify the circulation element to plan for a balanced, multimodal transportation network that meets the needs of all users of the streets, roads, and highways for safe and convenient travel in a manner that is suitable to the rural, suburban, or urban context of the general plan.
    - i. For the purposes of this paragraph, “users of streets, roads, and highways” means bicyclists, children, persons with disabilities, motorists, movers of commercial goods, pedestrians, users of public transportation, and seniors.
    - ii. The Governor’s Office of Planning and Research has developed detailed guidance for meeting this law: *Update to the General Plan Guidelines: Complete Streets and the Circulation Element*  
[https://www.opr.ca.gov/docs/Update\\_GP\\_Guidelines\\_Complete\\_Streets.pdf](https://www.opr.ca.gov/docs/Update_GP_Guidelines_Complete_Streets.pdf)
- B. Agencies shall utilize the *Monterey Bay Area Complete Streets Guidebook* checklist or another complete streets checklist when defining project scope and design.

## Section 9. Signage

- A. *Background:* The display of project signs is regularly utilized by public agencies to provide members of the public with information about the construction and operation of transportation projects. Project signs are posted near the location of the project, or on the vehicle in the case of bus transit projects, and typically display the project name, the project cost, funding source, project sponsor and estimated completion date. Project signs also are used to help inform the public of what programs help fund projects, like the Measure D transportation sales tax.
- B. *Project Signage Provisions:* RTC, in coordination with local project sponsors, will utilize project signs to provide members of the public with information on projects and programs that the Measure D program is helping deliver. Project sign guidelines will help provide uniformity for project sponsors in the implementation of the Measure D program. Projects that meet the thresholds identified in the guidelines will follow the appropriate display schedules and project signage type. While specifications for Measure D project signs have been developed by types of projects, if the prescribed sign type obstructs user accessibility or causes a potential safety hazard, project sponsors have the discretion to install alternative signage that displays the Measure D logo at a minimum.

- C. *Measure D Contribution Thresholds, Display Schedules, and Sign Specifications:* Measure D project sign installation will follow the Measure D contribution thresholds, display schedules, and sign specifications summarized in Attachment C. RTC will provide templates of sign specifications, developed in consultation with project sponsors.

#### **Section 10. Advancement of Direct Local Allocation Distribution Funds**

- A. The RTC may consider advancing future year direct allocation funds, with the goal of seeing improvements made in the near term, if sufficient funding is available for short term loans from other Measure D programs. If a jurisdiction is interested in this option, a written request to the RTC Executive Director indicating the amount of funds requested and the projects on which the funds will be spent is required. Requests will be considered on an individual basis and will be approved by the RTC only if they do not delay implementation of other projects.

#### **Section 11. Adoption of Guidelines**

- A. Measure D guidelines are adopted by the RTC on an as-needed basis. Changes to Guidelines will be brought through the RTC's Interagency Technical Advisory Committee for review and comment, as well as any other RTC committees as necessary, before changes are adopted by the RTC Commission.

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## **ATTACHMENT A: 5-YEAR PROGRAM OF PROJECTS CONTENT**

All recipient agencies that use Measure D “Neighborhood Projects” and “Transportation for Seniors and People with Disabilities” direct allocation funds must receive approval of a 5-year program of projects, in accordance with the requirements of this Attachment A, from their governing board prior to the jurisdiction expending Measure D funding on any project/program. This approval allows the opportunity for the public to provide input on planning for local streets and roads and transit projects and programs.

**Contents of 5-year Program of Projects**, which must be adopted by the jurisdiction’s governing board, following a public hearing (which may be done as part of agency’s overall budget or Capital Improvement Program adoption):

- 1) **5-year Project List:** List of projects on which to specifically spend Measure D funds. All projects must be consistent with the Measure D Ordinance/Expenditure Plan and Implementation Guidelines. They should be focused on addressing the promises made to voters.
  - a. **Grouped Project List:** List in spreadsheet how you anticipate using Measure D allocations.

Name/ Road/ limits	Description, complete streets components	Total Measure D	\$\$\$ of Measure D to be used each year					Other funds	Total Cost	Project schedule
			FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22			

- b. **Major Projects** – In addition to including in one row of grouped list, include following basic info on each major project/program (*Next page includes sample template for this information or project sponsors can use their own template/fact sheet that includes this information.*)
    - i. Project name
    - ii. Description: Brief description of work to be done and project location
    - iii. Project benefits/purpose
    - iv. Complete Streets consistency
    - v. Cost/Funding: cost by phase, and other funds (secured or anticipated) - local, grants using by Measure D funds to leverage, etc.
    - vi. Schedule – timing of environmental review, design, right-of-way, and construction
- 2) **Future Funds** (*if applicable*): General description of anticipated use of Measure D funds through 2047 if known (e.g. priority future projects, if there is a large project you may be saving funds up for, or general ongoing roadway rehab, paratransit service, Active Transportation Plan implementation)
- 3) **Public Process:** Describe public input process used to develop your 5-year plan and individual projects; public process must include at least one public hearing and approval of recipient’s governing board. In the case of CTSA, the 5-Year Program of Projects must be reviewed by the RTC’s Elderly and Disabled Transportation Advisory Committee (E&D TAC) and approved by the RTC, following a public hearing at an RTC board meeting. Also explain how were these projects were prioritized – e.g. evaluation criteria used.
- 4) **Maintenance of effort:** Attach documentation of other revenues spent in past 3 years on transportation and amount budgeted in current/upcoming fiscal year. Provide justification of any reduction in local funds designated for operations and/or projects.

*Text from Measure D Ordinance related to 5-year Program of Projects – Section 32.A.1): Each agency receiving Measure Revenue shall annually adopt, after holding a public hearing, an annual report which includes 1)a five-year program of projects including information about each of the projects to be funded with Measure Revenues allocated according to the Expenditure Plan. Local and regional agencies shall submit their program of projects to the Authority in a format that can be easily understood by members of the public.*

**MEASURE D: MAJOR PROJECT INVESTMENTS**

**Category:** (list one-Neighborhood Projects, Highway Corridors, Transportation for People with Disabilities, Active Transportation/MBSST. Rail Corridor)

**PROJECT NAME/TITLE****Implementing Agency:**

Agency name

**Description/Scope:**

Brief description of work to be done and project location (plus graphics, photos, etc if available/appropriate)

**Project Location/Limits:**

Describe project location, include map if appropriate

**Project Purpose/Need/Benefits:**

Description of benefits, reasons for project. Help the public understand what they are getting from the Measure D funding for your project/program. Include 5 main bullet points that are easy to understand, remember, repeat, etc. It can also include more detail in paragraph form.

**Complete Streets consistency:**

Description of complete streets components of project; ensure consistency with [Complete Streets Guidebook](https://www.sccrtc.org/wp-content/uploads/2013/08/ChecklistFinal.pdf) (see: check list too - <https://www.sccrtc.org/wp-content/uploads/2013/08/ChecklistFinal.pdf>)

**If applicable:**

Miles of New Bike Lanes/trails:

Miles of New Pedestrian Walkways/sidewalks:

**Cost/Funding/Schedule Information:**

Cost by phase, and other funds (secured or anticipated) - local, grants using by Measure D funds to leverage, etc. UPDATE with what makes sense for your project. This is a SAMPLE.

	Cost by phase				
	Environmental (PA/ED)	Design (PS&E)	Right-of-Way (ROW)	Construction	Other
<b>Timing of work (start/end month/yr)</b>					
<b>Measure D</b>					
List Other Sources (as applicable)					
HUTA					
Grant x					
METRO sales tax					
Developer Fee					
TBD-additional need					
<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -

**Public Outreach**

List public outreach that has been done or will be done for project. (e.g. past plans, committee review, public hearings, etc.)

**Project Contact:** Project Manager Name/contact info/project website info (if applicable)

## **ATTACHMENT B**

### **PERFORMANCE MEASURES**

Direct Allocation recipients are to document the performance and benefits of the projects and programs funded with Measure D funds. The following performance measures are a selection of performance standards to be documented by the recipients, as applicable. Additional or alternate performance measures may be requested by the RTC or recipients.

Performance reporting will be done via the annual report, as well as the audit process and various planning activities, as applicable. Performance will be evaluated periodically through the aforementioned evaluation reports to determine the effectiveness of investments and to inform future investment decisions. Note: The *Measure D Guidelines for Direct Allocations* may contain additional listing of performance measures by program type.

#### **NEIGHBORHOOD PROJECTS PROGRAM (Local Streets and Roads - LSR)**

##### **PERFORMANCE MEASURES**

<b>Performance Measure</b>	<b>Performance Metric and Standard</b>	<b>Corrective Action</b>
<b>Pavement State of Repair</b>	Track city/countywide Pavement Condition Index (PCI), which rates the “surface condition” of local streets from 1 to 100, at least every three years.	Any agency with a falling PCI must provide an explanation. If the PCI drops, specify what funding amounts, policies, or other needs are required to enable increasing the PCI to 60 (fair) or above.
<b>Complete Streets Implementation</b> Expenditure of LSR Measure D funds on bicycle and pedestrian projects elements	<ul style="list-style-type: none"> <li>▪ Percent of annual Measure D LSR investment to support bicycling and walking.</li> <li>▪ Number of linear feet or lane miles of bicycle facilities built or maintained (bike lanes, bike routes, multi-use pathways)</li> <li>▪ Number of pedestrian projects completed (linear feet of sidewalks, number of crossing improvements/striping, quantify traffic calming items, lighting, landscaping/streetscape, number of curb/ADA ramps, linear feet of trail/pathway built or maintained)</li> <li>▪ Describe how school access was improved for children bicycling and walking, which may include collision data</li> </ul>	Provide an explanation if less than 20% of Measure D funds are spent on bicycle and pedestrian facilities.
<b>Capital Project and Program Investment</b> Amount expended on capital projects and programs by phase (design, right-of-way, construction and capital support)	Investment into capital projects and programs is greater than funding program administration (outreach, staffing, administrative support)	Any agency expending less on capital investments compared to other activities must explain how capital investments will increase in the subsequent years
<b>Leveraged Funds</b>	Report total grants and other funding secured using Measure D as a match.	Explain if Measure D funds fully funding projects.

**TRANSPORTATION FOR SENIORS AND PEOPLE WITH DISABILITIES PROGRAM  
PERFORMANCE MEASURES**

<b>Performance Measure</b>	<b>Performance Metric and Standard</b>	<b>Corrective Action</b>
<b>Ridership/Service Utilization</b> <ul style="list-style-type: none"> <li>Annual Ridership</li> <li>Passenger trips per revenue vehicle hour/mile</li> </ul>	Change in annual ridership and passenger trips per revenue vehicle hour/mile and qualitative explanation for possible reasons.	Provide information on why numbers went down.
<b>Cost Effectiveness</b> <ul style="list-style-type: none"> <li>Operating Cost per Passenger</li> <li>Operating Cost per Revenue Vehicle Hour/Mile</li> </ul>	Maintain operating cost per passenger or per revenue vehicle hour/mile; percentage increase less than or equal to inflation as measured by CPI	Any agency with significant increase in costs must provide an explanation
<b>State of Good Repair</b>	<ul style="list-style-type: none"> <li>Average age of bus and paratransit vehicles</li> <li>Number of vehicles beyond useful life</li> </ul>	Provide information on plan to keep bus and paratransit vehicles in state of good repair.
<b>Service Provision</b> <ul style="list-style-type: none"> <li>Frequency and service span on major corridors or trunk lines</li> <li>Revenue hours</li> <li>Revenue miles</li> <li>Service areas</li> </ul>	<ul style="list-style-type: none"> <li>15 minute or better frequencies on major corridors or trunk lines: 10 minute or better frequencies during weekday peak periods</li> <li>Service span of 7 days/week, 20 hours per day</li> <li>Maintain or increase revenue hours/miles</li> <li>Number of routes</li> <li>Total service hours</li> </ul>	Any agency not meeting expected performance must provide an explanation and a description of how service provision will be met in the future.
<b>Service Operations and Provisions</b> Number of people served or trips provided to seniors or people with disabilities Percent of fixed route service used by seniors and people with disabilities	Track number of seniors or people with disabilities served by program. <ul style="list-style-type: none"> <li>Service types such as ADA mandated paratransit, door-to-door service, taxi programs, accessible van service, shuttle service, group trips, travel training, meal delivery, and fixed-route transit</li> </ul>	Report on ridership or service data. Explain reasons for ridership reductions.
<b>Cost Effectiveness</b> Cost per Trip or Cost per Passenger  Total Measure D program cost per one-way passenger trip divided by total trips or total passengers during period.	Maintain cost per trip or per passengers <ul style="list-style-type: none"> <li>Service types such as ADA mandated paratransit, door-to-door service, taxi programs, accessible van service, shuttle service, group trips</li> </ul>	Any agency with significant increase in costs must provide an explanation
<b>Breakdown of METRO budget for ParaCruz and fixed routes service</b>	Maintain paratransit operating budget and service.	If other funds shifted from one program to another, provide explanation
<b>Leveraged Funds</b>	Report total grants and other funding secured using Measure D revenues as a match.	Explain if Measure D funds fully funding projects.

**ATTACHMENT C**  
**MEASURE D PROJECT SIGN GUIDELINES SUMMARY**

<b>Project Type</b>	<b>Measure D Funding Threshold</b>	<b>Display Schedule</b>	<b>Type of Signage</b>
Neighborhood Projects: Capital Improvement Projects	Contribution greater than \$25,000	Prior to the construction, during construction and 1 months after the completion of construction.	2' by 3' sign for \$25k-\$999,999; 4' by 6' for greater than \$1 million
Transit/paratransit Capital	Contribution greater than \$10,000	Vehicles: Life of vehicle  Transit Facilities and Amenities: Prior to the construction, during construction and 1 month after the completion of construction.	Vehicles: 18" by 18"  Amenities: 2' by 3'
Transit Operations	Contribution greater than \$10,000	Funding duration	18" by 18"
Regional Capital Projects (Highway, Rail, Trail)	All projects	Prior to the construction, during construction and 3 months after the completion of construction	4' by 6' sign

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# Capitola City Council

## Agenda Report

**Meeting:** July 28, 2022

**From:** City Manager Department

**Subject:** Art and Cultural Commission Annual Report



Recommended Action: Receive Report

Background: According to Capitola Municipal Code §2.56.050, each year the Art & Cultural Commission (Commission) is required to offer an assessment of the Commission's annual goals, plans, and objectives from the prior year, and recommend a Commission work plan for the upcoming year for Council consideration.

Discussion: Due to the COVID-19 pandemic, the 2021 summer events got off to a late start. With the State of California easing some of its requirements, the City Council approved moving forward with the summer events at the June 24, 2021, meeting. The summer events were then able to begin on July 14.

With a short window to get sponsors, the sponsorship program was changed for 2021. Instead of having sponsorships limited to sponsoring individual concerts, staff created a sponsorship level program for all the summer events. The tiered level program went from \$2500 down to a less than \$500 donation level. This allowed sponsors to contribute different amounts. Each sponsorship level afforded different benefits. This program was so successful that it was continued in 2022.

The Art and Cultural Commission organized the annual Twilight Concerts Series. This 2021 series originally had eight free concerts in Capitola Village on Wednesday evenings during the summer. The response was so good, more sponsors were secured, and two additional concerts were added in September.

The Commission organized the free Movies on the Beach series, which was comprised of two movies shown on September 10 and 17.

The Commission helped organized the Sunday Art at the Beach Events. This event takes place on Sunday's during the summer months. In 2021, three events were held in July and August.

The Art and Cultural Commission added a Plein Air event in 2015. In, 2021, the event took place November 1- 7. Thirty-five artists were invited to take part in the juried competition, exhibition, and sale. Artists painted throughout the City, but primarily along the coast and Soquel Creek. The judging and sale took place on November 7 at New Brighton Middle School and was a tremendous success. Artists sold more than \$15,000 in paintings at the event.

Food Truck Fridays took place on July 30, August 27, and September 24. The Food Truck events were included in the 2021 sponsorship programs. Music at the events was paid for by sponsors.

The Commission recommended the use of the Public Art Fund for the following projects in 2021:

- Professional winning paintings from Plein Air Event. Will be displayed at the City and become part of the City's permanent collection.

- The artwork and design for the Capitola village banners. This was a partnership with the Capitola Village Business Improvement Association.
- The professional winners of the Reflection of 2020 Art Contest. This was a partnership with the Capitola Recreation Division. The artwork will be part of the City's permanent collection.
- The multi city Getting Outside the Frame project in partnership with the three other cities and coordinated by the Friends of Santa Cruz County Parks the project included five frames in Capitola.

The Commission brought a Depot Hill Stair Mural project to the City Council in 2021, however due to concerns vocalized by some Depot Hill residents, the project was not approved.

In 2022, the Commission will continue to offer free public entertainment events. The Commission will continue to investigate public art opportunities for the City.

Fiscal Impact: None

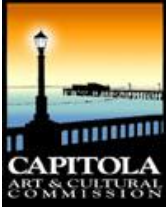
Attachments:

1. 2021 Art and Cultural Annual Report

Report Prepared By: Larry Laurent, Assistant to the City Manager

Reviewed By: Chloé Woodmansee, City Clerk

Approved By: Jamie Goldstein, City Manager



Capitola Art & Cultural Commission  
 420 Capitola Ave.  
 Capitola, CA 95010  
 831-475-7300

# CAPITOLA ART & CULTURAL COMMISSION

## ANNUAL REPORT 2021

### Background:

The Capitola Art & Cultural Commission's purpose is to advise the City Council as to the allocation of public funds for the support and encouragement of existing and new programs in the arts; acquire by purchase, gift or otherwise, works of art subject to City Council approval; initiate, sponsor or direct special programs which will enhance the cultural climate of the City; establish close liaison with other commissions and civic organizations in order to foster public interest in the arts; and implement the Art & Cultural Master Plan.

The Art and Cultural commission is composed of the following: One (1) City Council Member; One (1) Planning Commissioner; One (1) Artist or Arts Organization Representative Member; One (1) Arts Professional Member and Five (5) "At-Large" Members. Appointments are made by the City Council. The commission is staffed by a ¼ time administrative assistant and the Assistant to the City Manager.

The Art & Cultural Commission meetings are on the 2nd Tuesday of the month. In addition, the commission holds a planning retreat in the beginning of the year.

### Members during 2021:

Roy Johnson (Chair and Arts Professional Member), Sam Storey (Vice-Chair and Council Representative), Courtney Christiansen (Planning Commission Member), Kelly Mozumder (Artist Representative), Laura Alioto (At-Large Member), Mary Beth Cahalen (At Large Member), Laurie Hill (At Large Member), Susan McPeak (At-Large Member, and James Wallace (At Large Member)

## 2021 Highlights: Events & Entertainment:

Due to the COVID-19 pandemic, the 2021 summer events got off to a late start. With the State of California easing some of its requirements, the City Council was able to approve moving forward with the summer events at the June 24, 2021 meeting. The summer events were then able to begin on July 14<sup>th</sup>.

### Twilight Concerts:

The Art and Cultural Commission organized the 36th annual Twilight Concerts Series. This annual series originally had eight free concerts in Capitola Village on Wednesday evenings during July, August, and September. The free, family concerts attract over 1,000 attendees to each of the free, family friendly. With the short window to get sponsors, the sponsorship program was changed for 2021. Instead of having sponsorships limited to sponsoring individual concerts, staff created a sponsorship level program for all the summer events. The tiered level program went from \$2500 down to a less than \$500 donation level. This allowed sponsors to contribute different amount. Each sponsorship level afforded different benefits. This program was so successful that it was continued in 2022. The performing bands are paid \$1250 for the concert. A sound engineer is contracted to provide the audio for the concerts. Because of the popularity of the of the concerts and the late start, two additional concerts were added in September.

Postcards were created and distributed at the events, however, due to the late start, postcards were not mailed to households. Advertising was focused on social media and other electronic formats. Staff did not see any significant change in attendance, in fact it may have been higher. Art and Cultural Commissioners attended the concerts to pass out information and give announcements

2021 Sponsors: Gayle's Bakery & Rosticceria, Marriott-Fairfield Inn – Capitola, Best Western Plus – Capitola, Zelda's, Lanai Financial Solutions-Christine McBroom, Toyota of Santa Cruz, Capitola Mall, Capitola Beach Suites, Pizza My Heart, Green Waste Recovery, Steve & Dianne Pereira, Swenson Builders, Devcon Construction, The Sand Bar Capitola.

2021 Bands: Extra Large, Live Again, Mambo Tropical, Joint Chiefs, Mike Hammer and the Nails, Tsunami Band, Everyday People, The Billy Martini Show, Digbeats, Jive Machine, B-Movie Kings.

Planned/Considered Changes: Return to the normal June to August schedule with twelve concerts in 2022. Mail postcards to Capitola residents.

## **Movies at the Beach:**

Organized the annual Movies at the Beach events. The free Movies on the Beach series was comprised of two movies on September 10<sup>th</sup> and 17<sup>th</sup>. The movies regularly attract over 200 people, with the animated movies bringing the largest crowds, weather depending. The attendance is younger and more local than the concerts. There was no free popcorn in 2021 due to ongoing COVID-19 concerns

In 2021 the attendance for the movies was not as high as normal for the September movies. Staff believes this was due to the movies taking place in September and not mailing the postcards.

The movies are promoted on the event postcard, as well as the City website, scroll, social media, and banners.

- Movie Event Evaluation: All movies were shown on a screen secured to the bandstand stage.
- Movies: Dolittle, Frozen 2

Planned/Considered Changes: Move the two movies to August. Include free popcorn if possible.

## **Sunday Art at the Beach:**

The Commission helped organized the Sunday Art at the Beach Events. This event takes place on Sunday's during the summer months. In 2021, three events were held in July and August.

This event is free to attend. The Sunday Art and Music at the Beach program continues to be coordinated by Leslie Fellows on a contract basis. Artists pay for booth rentals to display and sell their arts and the funds are used to pay the program coordinator.

Music was not included in 2021 due to the short timeline and the additional work needed to have the music. Artists were very happy to have the event return and have a place to sell their work.

Planned/Considered Changes:

- Music is not planned for 2022. The overall event will be evaluated after 2022.

## **Capitola Plein Air**

The Art and Cultural Commission added a Plein Air event in 2015. In, 2021, the event took place November 1<sup>st</sup> - 7<sup>th</sup>. Artists painted throughout the City, but primarily along the coast and Soquel Creek. Thirty-five artists were invited to take part in the juried competition, exhibition, and sale. The artists created art in the open air throughout

Capitola. People had the opportunity to watch artists create art throughout the weekend. The judging and sale took place on the November 7<sup>th</sup> at New Brighton Middle School and was a tremendous success. Artists sold over \$15,000 in paintings at the event.

In 2021, the City of Capitola Plein Air was chair by Commissioner Laurie Hill. In addition, it took many volunteer hours to put on the event, with many commissioners assisting. Special acknowledgement needs to go to Commissioner Laurie Hill, who has served as the chair since 2016 as well as Commissioners Susan McPeak and Courtney Christiansen who all donated a significant number of hours to ensure the event took place and was a tremendous success.

The City Council approved \$1000 to produce the Plein Air event and \$2250.00 to purchase the first and second place winners in the professional division. Summer event sponsors contributed \$2500 to the event. The winning paintings will remain part of the City's permanent art collection. Artists were charged entry fees and sales commissions are to be used for future children's art in the community. Additional sponsors were secured to help put on the event.

First place winner in 2021 was "Awe: Steel Bridge" by Barbara Tapp and second place winner was "Incoming" by Steven McDonald. Many other paintings received awards and recognition.

Plein Air Sponsors: Lenz Arts, Gayle's Bakery and Rosticceria, Best Western Plus Capitola, Fairfield Inn and Suites Capitola, and Shadowbrook Restaurant.

Special Recognition Awards to artists from Capitola Soquel Chamber of Commerce, Capitola Village Business Association, Palace Arts, Times Publishing, and Santa Cruz Realtors Association.

Planned/Considered Changes: Commission needs to form a subcommittee to plan and secure sponsors.

**“Awe: Steel Bridge” by Barbara Tapp**



## “Incoming” by Steven McDonald



## Food Truck Fridays

The Food Truck Fridays took place on July 30<sup>th</sup>, August 27<sup>th</sup>, and September 24<sup>th</sup>. The Food Truck events were included in the 2021 sponsorship programs. Music at the events were paid for by sponsors.

Planned/Considered Changes: Based on the concerns of some restaurants in the village, sponsorship of the Food Truck events may be separated from the rest of the events.

## **2022 Event Addition**

Begonia Festival 5<sup>th</sup> year Commemoration event on September 3<sup>rd</sup> and 4<sup>th</sup>. In partnership with the Beach Festival and the Capitola Historical Museum, the event will commemorate the 5<sup>th</sup> year since the final Begonia Festival. The event will include art and video at the Museum and City Hall as well as a concert and dancing at Esplanade Park on September 4<sup>th</sup>. The City Council approved \$1500.00 in the 2022-23 budget for the event.

## **Public Art Project & Improvements:**

In 2004, the City Council approved the implementation of a Public Art Fee. The purpose was to ensure that 2% of the cost of eligible municipal capital improvement, renovation, or restoration projects funded in whole or in part by the City of Capitola, or any private, non-residential development project with a total building permit valuation of \$250,000 or more be set aside for the acquisition of works of art to be displayed in or about public places within the City. For a private development, there is an “in lieu” option to contribute 1% of the total budget of the project to the Public Arts Program. Fees collected are placed in a restricted Public Art fund. As of June 30, 2022, the Public Art Fund has a balance of \$171,000. In fiscal year 2021-22 only one project met the criteria to contribute to the Public Art fund. The amount from that project was \$5,000.

The Art and Cultural Commission is always working on finding appropriate public art projects and locations for public art.

The Commission brought the Depot Hill Stair Mural project to the City Council in 2021, however due to concerns of some Depot Hill residents, the project was not approved. As part of the project, the selected finalists were paid a stipend to create a project proposal.

The following is a list of projects funded in 2021 by the Public Art Fee, the total amount spent in 2021 was \$10,550 including project stipends

<b>Project</b>	<b>Public Art Fund Amount</b>
Professional winning paintings from Plein Air Event. Will be displayed at the City and become part of the City's permanent collection.	\$2,300.00
The artwork and design for the Capitola village banners. This was a partnership with the Capitola Village Business Improvement Association.	\$1,800.00
The professional winners of the Reflection of 2020 Art Contest. This was a partnership with the Capitola	\$950.00

Recreation Division. The artwork will be part of the City's permanent collection.	
The multi city Getting Outside the Frame project in partnership with the three other cities and coordinated by the Friends of Santa Cruz County Parks the project included five frames in Capitola.	\$5000.00

## **2022 Public Art Projects**

The Commission has begun working on several public art projects in 2022 including;

<b>Project</b>	<b>Status</b>	<b>Project Budget</b>
Artistic enhancement of the fallen lower Pacific Cove Tree Stump.	Call to Artists was issued, however none of the submittals were recommended by subcommittee. Will make modifications to the Call to Artists and reissue.	\$5,500
Extensive Art installation on the Monterey Avenue Railing.	Subcommittee has been established and are working on the Call to Artists.	\$50,000
Begonia Festival Commemorative Art Installation at the corner of Wharf Road and Stockton Ave near the Soquel Creek Park location	Subcommittee is in process of finalizing the proposed scope and then will issue a Call to Artists.	\$20,000 (Matching funds of \$20,000 from the Begonia Festival)

## **Goals and Activities (Based on 2022 retreat)**

<b>Additional Projects Discussed</b>
New street light banners in the village
Battle of Band for Youth (Spring 2023)
Plein Air Open: a sister event to the current plein air art event. This would be open to youth and amateur artists.
Rispin Art Installation
Round about Art Installation (Bay Avenue/Capitola Avenue)
Wharf Project Possibly in conjunction with the Seymore Marine Discovery Center
Welcome to Capitola Artistic Installations on Bay Ave and 41 <sup>st</sup>
Mural on Surface of the Jade Street Park Basketball Court
Art Installation in Noble Park
Paintings on the Utility Boxes
Including the idea of Sidewalk Art in future projects
Artistic Restoration of the Historic Capitola Carousel
Considering functional art projects, such as those that include seating, in appropriate locations
Program to define areas and develop registration where musicians can busk in Capitola

# Capitola City Council

## Agenda Report

**Meeting:** July 28, 2022

**From:** City Manager Department

**Subject:** Consider an Update to the 2022-2023 City Salary Schedule



**Recommended Action:** 1) Approve changing the Receptionist job title to Customer Service – Office Coordinator and updated job description; 2) Approve changes to the job description for the Recreation Coordinator and Public Works Director; and 3) Adopt the proposed resolution updating the 2022-2023 salary scheduled with the classification and title changes.

**Background:** The City Council approves job descriptions for all City job classifications. Any job description changes to classifications in employee groups also need to be reviewed by the appropriate employee group.

The Receptionist position has been vacant since June 2020. During the 2022-23 budget adoption process, City Council authorized filling the position. Also at that time, Council approved the creation of a three-quarter time permanent position to coordinate the lifeguard program.

**Discussion:** While evaluating staffing needs for the upcoming fiscal year, Human Resources staff determined that Receptionist was an outdated title for this role, and that the corresponding job description could be updated to reflect the job more accurately. The proposed Customer Service – Office Coordinator title and job description better identifies the actual duties of the position. The classification will still be part of the City Manager department. The proposed job description changes for the Recreation Coordinator include being the authorized coordinator of the lifeguard program.

The Customer Service – Office Coordinator and Recreation Coordinator classifications are represented by the Association of Capitola Employees (ACE) and the proposed job descriptions have been reviewed by ACE.

The proposed changes Director of Public Works classification removes some items that were specific to the last recruitment for this position, which took place more than twenty years ago. Language that a Professional Engineering license was highly desirable was clarified and some duties were added to better reflect actual practice of the job.

The updated salary schedule, with the updated classifications, will go into effect August 7, 2022.

The City will recruit for the three positions using the updated job descriptions.

**Fiscal Impact:** There is no additional anticipated fiscal impact in 2022-23. The changes were included in the approved budget and there are no salary changes.

### Attachments:

1. Proposed resolution approving the updated 2022-23 salary schedule
2. Customer Service - Office Coordinator Job Description
3. Recreation Coordinator Job Description
4. Director of Public Works Job Description

**Report Prepared By:** Larry Laurent, Assistant to the City Manager

**Reviewed By:** Chloé Woodmansee, City Clerk; Samantha Zutler, City Attorney

**Approved By:** Jamie Goldstein, City Manager

**RESOLUTION NO. \_\_\_\_**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA**  
**AUTHORIZING AND APPROVING THE UPDATED FISCAL YEAR 2022/2023**  
**PAY RATES AND RANGES (SALARY SCHEDULE)**

**WHEREAS**, the City Council establishes the legal current salary range from the salary schedule for each class of position; and

**WHEREAS**, the California Public Employee's Retirement Law, at Section 570.5 of the California Code of Regulations Title 2, requires the City to publish pay rates and ranges on the City's internet site and the City Council to approve the pay rates and range in its entirety each time a modification is made; and

**WHEREAS**, the title of the Receptionist classification has been changed to Customer Service / Office Coordinator and has been added to the salary schedule; this classification is within the Association of Capitola Employees (ACE) bargaining group, and that group has agreed to this change; and

**WHEREAS**, the updated salary schedule will go into effect the pay period beginning on August 7, 2022: and

**WHEREAS**, a salary resolution is adopted by the City Council upon review and recommendation of the City Manager

**NOW, THEREFORE, BE IT HEREBY RESOLVED** that the City Council of the City of Capitola approves as follows:

Authorize and approve City of Capitola pay rates and ranges (Updated Salary Schedule, Exhibit A) for permanent employees from August, 7 2022, through June 30, 2023.

**I HEREBY CERTIFY** that the foregoing Resolution was passed and adopted by the City Council of the City of Capitola on the 28<sup>th</sup> day of July 2022 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**ATTEST:**

\_\_\_\_\_  
 Sam Storey, Mayor

\_\_\_\_\_  
 Chloé Woodmansee, City Clerk

## Exhibit A

Item 8 E.

POA SALARY SCHEDULE													
JULY 10, 2022 - JUNE 30, 2023													
	Monthly						Hourly						
	Step A	Step B	Step C	Step D	Step E	Step F	Step A	Step B	Step C	Step D	Step E	Step F	
Police Officer Trainee	\$ 6,803.91						\$ 39.25						
Police Officer	\$ 7,144.90	\$ 7,501.97	\$ 7,871.53	\$ 8,267.88	\$ 8,682.08	\$ 9,117.70	\$ 41.22	\$ 43.28	\$ 45.41	\$ 47.70	\$ 50.09	\$ 52.60	
Sergeant	\$ 8,748.13	\$ 9,189.11	\$ 9,648.57	\$ 10,128.20	\$ 10,637.02	\$ 11,167.26	\$ 50.47	\$ 53.01	\$ 55.66	\$ 58.43	\$ 61.37	\$ 64.43	
Community Service Officer	\$ 5,371.05	\$ 5,640.65	\$ 5,920.75	\$ 6,216.62	\$ 6,529.99	\$ 6,859.11	\$ 30.99	\$ 32.54	\$ 34.16	\$ 35.87	\$ 37.67	\$ 39.57	
Records Manager	\$ 6,325.46	\$ 6,644.48	\$ 6,974.13	\$ 7,321.51	\$ 7,693.70	\$ 8,074.75	\$ 36.49	\$ 38.33	\$ 40.24	\$ 42.24	\$ 44.39	\$ 46.59	

<b>POLICE CAPTAIN SALARY SCHEDULE</b>													
<b>JULY 10, 2022 - JUNE 30, 2023</b>													
<b>3%</b>	Monthly						Hourly						
	Step A	Step B	Step C	Step D	Step E	Step F	Step A	Step B	Step C	Step D	Step E	Step F	
Police Captain	\$10,180.86	\$10,690.27	\$11,224.48	\$11,787.19	\$12,377.17	\$12,996.89	\$58.74	\$61.67	\$64.76	\$68.00	\$71.41	\$74.98	

ACE SALARY SCHEDULE											
AUGUST 7, 2022 - JUNE 30, 2023											
3%	Monthly					Hourly					
	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	
ACCOUNT TECHNICIAN	\$ 4,975.87	\$ 5,224.75	\$ 5,484.79	\$ 5,757.82	\$ 6,049.42	\$ 28.71	\$ 30.14	\$ 31.64	\$ 33.22	\$ 34.90	
ACCOUNTANT I	\$ 6,012.28	\$ 6,315.03	\$ 6,628.92	\$ 6,959.53	\$ 7,307.73	\$ 34.69	\$ 36.43	\$ 38.24	\$ 40.15	\$ 42.16	
ACCOUNTANT II	\$ 6,630.78	\$ 6,961.39	\$ 7,310.57	\$ 7,674.61	\$ 8,057.23	\$ 38.25	\$ 40.16	\$ 42.18	\$ 44.28	\$ 46.48	
ACCOUNTS CLERK	\$ 4,513.39	\$ 4,741.84	\$ 4,975.87	\$ 5,226.61	\$ 5,486.64	\$ 26.04	\$ 27.36	\$ 28.71	\$ 30.15	\$ 31.65	
ADMINISTRATIVE ASSISTANT I	\$ 4,782.91	\$ 5,023.93	\$ 5,272.09	\$ 5,536.32	\$ 5,814.83	\$ 27.59	\$ 28.98	\$ 30.42	\$ 31.94	\$ 33.55	
ADMINISTRATIVE ASSISTANT II	\$ 5,023.93	\$ 5,272.09	\$ 5,536.32	\$ 5,814.83	\$ 6,107.63	\$ 28.98	\$ 30.42	\$ 31.94	\$ 33.55	\$ 35.24	
ADMINISTRATIVE CLERK I	\$ 3,500.09	\$ 3,674.36	\$ 3,855.97	\$ 4,048.59	\$ 4,252.21	\$ 20.19	\$ 21.20	\$ 22.25	\$ 23.36	\$ 24.53	
ADMINISTRATIVE CLERK II	\$ 4,048.59	\$ 4,252.21	\$ 4,461.33	\$ 4,688.80	\$ 4,923.61	\$ 23.36	\$ 24.53	\$ 25.74	\$ 27.05	\$ 28.41	
ADMINISTRATIVE RECORDS ANALYST	\$ 5,310.67	\$ 5,576.13	\$ 5,855.50	\$ 6,147.17	\$ 6,455.36	\$ 30.64	\$ 32.17	\$ 33.78	\$ 35.46	\$ 37.24	
ASSISTANT PLANNER	\$ 5,806.11	\$ 6,094.00	\$ 6,400.46	\$ 6,719.93	\$ 7,054.25	\$ 33.50	\$ 35.16	\$ 36.93	\$ 38.77	\$ 40.70	
BUILDING INSPECTOR I	\$ 5,198.46	\$ 5,461.73	\$ 5,731.98	\$ 6,018.67	\$ 6,321.47	\$ 29.99	\$ 31.51	\$ 33.07	\$ 34.72	\$ 36.47	
BUILDING INSPECTOR II	\$ 6,066.14	\$ 6,368.02	\$ 6,686.99	\$ 7,021.15	\$ 7,373.60	\$ 35.00	\$ 36.74	\$ 38.58	\$ 40.51	\$ 42.54	
DATA ENTRY CLERK	\$ 3,511.10	\$ 3,685.37	\$ 3,868.81	\$ 4,066.93	\$ 4,268.72	\$ 20.26	\$ 21.26	\$ 22.32	\$ 23.46	\$ 24.63	
DEPUTY CITY CLERK	\$ 4,889.73	\$ 5,135.81	\$ 5,392.12	\$ 5,661.73	\$ 5,944.63	\$ 28.21	\$ 29.63	\$ 31.11	\$ 32.66	\$ 34.30	
DEVELOPMENT SERVICES TECHNICIAN	\$ 4,889.73	\$ 5,135.81	\$ 5,392.12	\$ 5,661.73	\$ 5,944.63	\$ 28.21	\$ 29.63	\$ 31.11	\$ 32.66	\$ 34.30	
EQUIPMENT OPERATOR	\$ 4,705.31	\$ 4,941.95	\$ 5,187.77	\$ 5,450.09	\$ 5,721.59	\$ 27.15	\$ 28.51	\$ 29.93	\$ 31.44	\$ 33.01	
MAINTENANCE WORKER I	\$ 3,429.65	\$ 3,604.52	\$ 3,783.14	\$ 3,971.17	\$ 4,172.37	\$ 19.79	\$ 20.80	\$ 21.83	\$ 22.91	\$ 24.07	
MAINTENANCE WORKER II	\$ 4,595.43	\$ 4,822.95	\$ 5,065.50	\$ 5,321.22	\$ 5,588.22	\$ 26.51	\$ 27.82	\$ 29.22	\$ 30.70	\$ 32.24	
MAINTENANCE WORKER III	\$ 5,065.50	\$ 5,321.22	\$ 5,588.22	\$ 5,869.07	\$ 6,162.00	\$ 29.22	\$ 30.70	\$ 32.24	\$ 33.86	\$ 35.55	
MECHANIC	\$ 4,918.11	\$ 5,165.75	\$ 5,424.41	\$ 5,692.24	\$ 5,980.24	\$ 28.37	\$ 29.80	\$ 31.29	\$ 32.84	\$ 34.50	
MUSEUM CURATOR	\$ 4,457.66	\$ 4,683.30	\$ 4,919.20	\$ 5,163.92	\$ 5,420.74	\$ 25.72	\$ 27.02	\$ 28.38	\$ 29.79	\$ 31.27	
PARKING ENFORCEMENT OFFICER	\$ 4,205.07	\$ 4,408.63	\$ 4,630.77	\$ 4,865.47	\$ 5,107.33	\$ 24.26	\$ 25.43	\$ 26.72	\$ 28.07	\$ 29.47	
CUSTOMER SERVICE - OFFICE COORDINATOR	\$ 3,946.73	\$ 4,144.16	\$ 4,352.87	\$ 4,569.11	\$ 4,801.33	\$ 22.77	\$ 23.91	\$ 25.11	\$ 26.36	\$ 27.70	
RECORDS MANAGEMENT CLERK	\$ 4,397.13	\$ 4,619.09	\$ 4,853.33	\$ 5,094.21	\$ 5,349.20	\$ 25.37	\$ 26.65	\$ 28.00	\$ 29.39	\$ 30.86	
POLICE RECORDS TECHNICIAN	\$ 4,390.80	\$ 4,607.20	\$ 4,840.28	\$ 5,082.13	\$ 5,336.20	\$ 25.33	\$ 26.58	\$ 27.92	\$ 29.32	\$ 30.79	
RECREATION ASSISTANT	\$ 3,409.95	\$ 3,578.93	\$ 3,763.09	\$ 3,947.26	\$ 4,144.40	\$ 19.67	\$ 20.65	\$ 21.71	\$ 22.77	\$ 23.91	
RECREATION COORDINATOR	\$ 4,408.63	\$ 4,628.87	\$ 4,863.73	\$ 5,107.33	\$ 5,357.95	\$ 25.43	\$ 26.71	\$ 28.06	\$ 29.47	\$ 30.91	
RECREATION FACILITY CUSTODIAN	\$ 3,294.13	\$ 3,457.41	\$ 3,632.09	\$ 3,814.55	\$ 4,004.22	\$ 19.00	\$ 19.95	\$ 20.95	\$ 22.01	\$ 23.10	
RECREATION RECEPTIONIST	\$ 3,696.64	\$ 3,879.72	\$ 4,071.60	\$ 4,275.73	\$ 4,494.07	\$ 21.33	\$ 22.38	\$ 23.49	\$ 24.67	\$ 25.93	

MID-MANAGEMENT SALARY SCHEDULE											
JULY 10, 2022 - JUNE 30, 2023											
	Monthly						Hourly				
3.00%	Step A	Step B	Step C	Step D	Step E		Step A	Step B	Step C	Step D	Step E
ASSOCIATE PLANNER	\$ 6,669.14	\$ 7,002.96	\$ 7,352.75	\$ 7,720.94	\$ 8,107.53		\$ 38.48	\$ 40.40	\$ 42.42	\$ 44.54	\$ 46.77
BUILDING OFFICIAL (CAPITOLA)	\$ 9,171.12	\$ 9,630.55	\$ 10,112.01	\$ 10,616.95	\$ 11,148.32		\$ 52.91	\$ 55.56	\$ 58.34	\$ 61.25	\$ 64.32
BUILDING OFFICIAL (SCOTTS VALLEY)	\$ 9,171.12	\$ 9,630.55	\$ 10,112.01	\$ 10,616.95	\$ 11,148.32		\$ 52.91	\$ 55.56	\$ 58.34	\$ 61.25	\$ 64.32
CIVIL ENGINEER/PROJECT MANAGER	\$ 7,668.16	\$ 8,052.31	\$ 8,454.86	\$ 8,877.05	\$ 9,321.33		\$ 44.24	\$ 46.46	\$ 48.78	\$ 51.21	\$ 53.78
ENVIRONMENTAL PROJECTS MANAGER	\$ 7,069.29	\$ 7,423.14	\$ 7,793.91	\$ 8,184.19	\$ 8,593.99		\$ 40.78	\$ 42.83	\$ 44.96	\$ 47.22	\$ 49.58
MAINTENANCE SUPERINTENDENT	\$ 6,560.43	\$ 6,891.65	\$ 7,233.86	\$ 7,594.36	\$ 7,976.82		\$ 37.85	\$ 39.76	\$ 41.73	\$ 43.81	\$ 46.02
FIELD SUPERVISOR	\$ 6,236.20	\$ 6,546.05	\$ 6,877.87	\$ 7,218.01	\$ 7,574.52		\$ 35.98	\$ 37.77	\$ 39.68	\$ 41.64	\$ 43.70
SENIOR PLANNER	\$ 7,668.16	\$ 8,052.31	\$ 8,454.86	\$ 8,877.05	\$ 9,321.33		\$ 44.24	\$ 46.46	\$ 48.78	\$ 51.21	\$ 53.78
SENIOR ACCOUNTANT	\$ 7,668.16	\$ 8,052.31	\$ 8,454.86	\$ 8,877.05	\$ 9,321.33		\$ 44.24	\$ 46.46	\$ 48.78	\$ 51.21	\$ 53.78
SENIOR MECHANIC	\$ 5,792.70	\$ 6,084.00	\$ 6,387.39	\$ 6,706.27	\$ 7,040.69		\$ 33.42	\$ 35.10	\$ 36.85	\$ 38.69	\$ 40.62

CONFIDENTIAL SALARY SCHEDULE										
JULY 10, 2022 - JUNE 30, 2023										
3.00%	Monthly					Hourly				
	A	B	C	D	E	A	B	C	D	E
ASSIST TO CITY MGR	\$ 8,162.84	\$ 8,570.61	\$ 8,998.69	\$ 9,449.64	\$ 9,922.19	\$ 47.09	\$ 49.45	\$ 51.92	\$ 54.52	\$ 57.24
CITY CLERK	\$ 7,537.86	\$ 7,915.14	\$ 8,310.20	\$ 8,725.58	\$ 9,162.56	\$ 43.49	\$ 45.66	\$ 47.94	\$ 50.34	\$ 52.86
INFORMATION SYSTEMS SPECIALIST	\$ 5,824.00	\$ 6,115.20	\$ 6,418.74	\$ 6,739.20	\$ 7,076.75	\$ 33.60	\$ 35.28	\$ 37.03	\$ 38.88	\$ 40.83
HUMAN RESOURCES ANALYST	\$ 5,899.99	\$ 6,193.57	\$ 6,504.20	\$ 6,831.07	\$ 7,174.27	\$ 34.04	\$ 35.73	\$ 37.52	\$ 39.41	\$ 41.39
RECREATION DIVISION MANAGER	\$ 7,537.86	\$ 7,915.14	\$ 8,310.20	\$ 8,725.58	\$ 9,162.56	\$ 43.49	\$ 45.66	\$ 47.94	\$ 50.34	\$ 52.86

<b>MANAGEMENT SALARY SCHEDULE</b>						
<b>JULY 10, 2022 - JUNE 30, 2023</b>	<b>Annual Range</b>		<b>Monthly Range</b>		<b>Hourly Range</b>	
<b>2.75%</b>	Min	Max	Min	Max	Min	Max
City Manager	\$ 217,916.56	\$ 217,916.56	\$ 18,159.71	\$ 18,159.71	\$ 104.77	\$ 104.77
Chief of Police	\$ 152,842.68	\$ 194,912.64	\$ 12,736.89	\$ 16,242.72	\$ 73.48	\$ 93.71
Department Heads	\$ 137,812.41	\$ 168,057.90	\$ 11,484.37	\$ 14,004.83	\$ 66.26	\$ 80.80

**Customer Service / Office Coordinator****General Purpose**

Under general direction, meet the public and assist callers by directing or transferring them to the appropriate person or office; assist public in obtaining various city hall services; provide clerical/administrative support to staff; assist in the administration of standard operating policies and procedures of the assigned department; and perform related clerical work as required.

**Supervision Received**

Works under the close supervision of the City Clerk and others as assigned. May receive assignments from other departmental staff.

**Essential Duties and Responsibilities**

- Answers inquiries concerning the location and function of various sections and personnel of the City
- Greets visitors and directs them to sources of information, appropriate personnel, or offices; manages the flow of people in the office
- Answers telephone and general City emails, providing information and routing calls; takes and relays messages
- Gives out standard City forms (business license/building permit applications, etc.), explains how to complete them
- Receives a variety of City applications, fees, and payments
- Evaluates City forms submitted by members of the public for completeness.
- Provides basic answers to public inquiries
- Receives, opens, sorts, and distributes incoming deliveries and mail. Maintains the outgoing City Hall mail system; arranges UPS/Fed Ex pickups
- Prepares general correspondence, rough drafts and other documents and forms
- Inventories and orders all office supplies.
- Receives and processes payments; issues receipts; completes proper forms, maintains cash box.
- Assists with scheduling City facilities and appointments for City staff
- Performs general clerical tasks as needed.
- Maintains the City Scroll and website

**Peripheral Duties**

May operate a City vehicle.

May serve on various employee committees, as required, and assigned.

**Desired Minimum Qualifications****Education and Experience:**

Any combination of experience and education that provides the skills, knowledge and abilities shown above is qualifying. A typical way to obtain these requirements would be:

- Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting, and bookkeeping; or
- one year of increasingly responsible related experience involving clerical work and meeting the public, or any equivalent combination of related education and experience

**Necessary Knowledge, Skills, and Abilities:****Knowledge Of:**

- Standard office procedures, practices, and equipment
- Proper grammar, spelling, punctuation, and business correspondence format
- Computer skills (Word, Excel, Power Point, etc.)
- City services and programs

**Skills:**

- Operation of listed tools and equipment
- Effective communication
- Polite, friendly customer service

**Ability To:**

- Clearly, effectively, and politely interact with the public.
- Maintain a positive attitude and pleasant demeanor with staff and members of the public
- perform cashier duties accurately,
- understand public inquiries and assist them in getting them help.
- learn and remember a wide range of information about the personnel, organization, and responsibilities of the City departments.
- communicate effectively verbally and in writing.
- handle stressful situations.
- type at a moderate rate of speed.
- maintain strict confidentiality of information,
- Meet multiple, sometimes competing, deadlines; properly prioritize tasks and deliverables
- learn the activities and operations of city, understand, and follow complex oral and written instructions; perform arithmetical calculations using addition, subtraction, multiplication, and division.
- effectively and tactfully communicate in both oral and written forms

**Tools and Equipment Used**

Telephone; personal computer including word processing software; copy machine, postage machine; fax machine.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms; bend, twist, and squat. The employee will also need to: intermittently bend and twist to reach equipment on surrounding desk; intermittently reach above and below shoulder level to reach books, file reports on shelves and in filing cabinets, squat and kneel to reach files and related documents; sit at a desk using near vision for long periods of time; speak English.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment varies from quiet to moderately loud.

**Selection Guidelines**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: 1-1-97

rev. 1/12/98

rev 9/10/12

rev 10-17

rev 7/22

## City of Capitola

### RECREATION COORDINATOR

Capitola Recreation Coordinators provides services for the public in the following program areas:

Adult & Youth Classes, Community Center Rentals, & Promotions.  
Afterschool Rec Club, Summer Day Camp & Community Events  
Beach Lifeguard Services, Junior Lifeguard Youth Program & Sports.

Under direction of the Recreation Division Manager, the Recreation Coordinator plans, organizes, promotes and supervises recreational programs and events within assigned programmatic areas; performs related work as assigned.

#### Typical Duties

*(May include but are not limited to the following based on area of assignment):*

- Develops new programs and events for residents and public. Organize community events within program area.
- Works within individual program budgets; helps to forecast revenues and program costs; monitors expenditures and revenues throughout fiscal year.
- Recruits and hires or contracts with program staff; trains, schedules, directs, evaluates and processes payroll/payments for staff and independent contractors.
- Locates and schedules facilities for programs and events; coordinates logistics with participants, schools, outside agencies/organizations and other City departments as needed.
- Purchases and maintains supplies and equipment for programs and events.
- Receives and responds to questions, suggestions, complaints and problems from the public; resolves problems as appropriate.
- Compiles regular reports on program performance; evaluates program effectiveness in terms of both qualitative and quantitative criteria; prepares written evaluations of program results as required; makes written and verbal recommendations on significant program changes.
- Writes various letters, memos, reports, and proposals as required.
- Develops and implements procedures and policies for programs assigned.
- Conducts informal assessments and surveys to determine recreational needs and interests of the community.
- Work with Recreation Assistants on related work as assigned.
- Supports registration and all front office tasks as needed.

In addition to the above, the following duties may also be performed in specific positions as assigned.

**Adult & Youth Classes**

- Recruit and vet Class Instructors, to offer the community assorted activities, for youth, adults and seniors.
- Evaluates program proposals submitted by independent contractors, plans and schedules program, facility timing and logistics.
- Monitors class enrolment and success, boost promotion for under enrolled classes; cancel classes; processes credits or refunds.

**Community Center**

- Maintain Community Center schedule for public rentals and recreation activities.
- Process applications by rental groups for use of City facilities and issue permits and guidelines.
- Communicates with City Departments regarding general maintenance needs of the facility.

**Promotions**

- Develop Division's promotional activity for all programs and identify new promotional opportunities.
- Designs promotional and social media campaigns for programs; writes and distributes promotional material; works with front office staff to design and lay-out flyers; designs and orders special promotional materials such as t-shirts, posters, buttons, etc.
- Works with other staff to produce seasonal recreation department activity guides.

**Afterschool Rec Club**

- Collaborate with SUESD staff for use of facility to operate afterschool program for elementary and middle school located at New Brighton Middle School.
- Develop and schedule program enrichment opportunities; evaluate professional operation and contracts with vendors.

**Camp Capitola**

- Serve as Camp Director for Camp Capitola, a summer day camp program that offers summer recreation activities and field trips to youth.
- Maintain ACA accreditation, participate in educational opportunities related to ACA standards and assure best practices for camp operation are met.

**Community Events**

- Coordinate with City and Recreation Staff to host Capitola's local community; complete necessary permit or additional insurance.
- Recruit and schedule vendors and volunteers; collect vendor payment and annual paperwork for operation within the City.

**Beach Lifeguard Services**

- Serve as City of Capitola Lifeguard Captain.
- Maintain high professional standards as a USLA Open Water Lifeguard; active involvement in CSLSA as a professional lifeguard and represent Capitola Chapter.

- Seek and maintain USLA Open Water Lifeguard Agency Certification. Work with agency partners for annual Academy and EMS response.

**Junior Guards**

- Organize local competitions, maintain partnerships with local Junior Guard agencies.
- Attend Junior Guards Parents Club meeting and collaborate regarding local and regional competitions and other activities.

**Sports Programs**

- Permit sport facility rentals; communicate with sport organization for expectations and schedule.
- Creates schedules for softball league; communicate with team captains expectations, schedule staff and contractors, purchases equipment and awards.
- Monitors field conditions; coordinates work and repairs with Public Works; schedules, and if needed, performs field maintenance and preparation.

**WORKING CONDITIONS**

Position requires prolonged sitting, standing, walking, reaching, twisting and turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position requires far and near vision when reading and using a computer. Acute hearing is required when providing phone and personal service. Also required: the need to lift, drag and push files, boxes, containers, supplies and field equipment weighing up to 50 pounds; setting up tables and chairs, re-folding and re-stacking tables and chairs, and moving sliding room dividers. For Lifeguard Captain: prolonged sun exposure, running on sand while carrying 20 lbs and swimming in adverse weather and ocean conditions for an extend period of time.

**MINIMUM QUALIFICATIONS****Knowledge:**

- Principles and practices of planning, promoting and coordinating recreation and cultural programs.
- Basic techniques of needs assessment and program evaluation.
- Budget development and control.

**Skills:**

- Strong organizational skills to effectively coordinate program and events.
- Excellent customer service skills.
- Good oral communication and interpersonal skills.
- Ability to handle registration transactions made by check, cash or credit card.
- Good written communications skills to prepare clear and concise reports, proposals, contracts, correspondence, advertising copy and press releases.
- Ability to supervise others in a fair and kind manner, which enables and empowers them to be the best representatives of the department and its goals possible.

**Abilities:**

- Develop creative and effective promotional materials.
- Effectively utilize computers and relevant software and technology, including online applications, website design and social media.
- Understand, interpret and apply regulations, policies and procedures.
- Research relevant information and data.
- Develop and maintain administrative procedures, records and budgets.
- Effectively hire, train, supervise and evaluate staff.
- Establish and maintain cooperative working relationships with a wide variety of individuals and organizations.
- For Lifeguard Captain:
  - Ability and stamina to perform lifeguard duties
  - Annually complete 500-meter ocean swim in under 10 minutes
  - Adopt effective course of action in emergency situations
  - Maintain constant observation of an assigned area for hazardous conditions and take appropriate action to protect the public from those hazards.
  - Vision corrected to 20-40.

**OTHER REQUIREMENTS**

- Willingness to work evenings, weekends, and holidays as needed.
- Operate a vehicle to run errands. Must possess a valid California driver's license and safe driving record.

**EDUCATION AND EXPERIENCE**

Any combination of education and experience that provides the above knowledge, skills and abilities combined with any required licenses is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following: a Bachelor's degree from an accredited college or university in recreation, sociology, public administration, or a related field; and one year of responsible administration experience in coordinating community programs or events, including some supervisory responsibility. USLA Certification or other USLA Standard training and minimum cumulative total of 1,000 hours of employment in no fewer than three seasons as a seasonal open water lifeguard or full-time open water lifeguard.

**REASONABLE ACCOMMODATION FOR THE DISABLED**

If special accommodations are necessary at any stage of the examination process, please provide Capitola Recreation with advance notice and every attempt will be made to consider your request.

**WORK ELIGIBILITY**

Under federal law, the City of Capitola may employ only individuals who are legally able to work in the United States as established by providing documents specified in the Immigration Reform and Control Act of 1986.

- All recreation department potential staff must be fingerprinted.

**JOB DESCRIPTION****GENERAL PURPOSE**

Inspects the various stages of construction and repair of public works projects; plans, organizes and directs the maintenance, preservation or beautification of the city's parks, beaches, streets and traffic control devices; performs other work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a department head classification, responsible for planning, organizing, and directing the design, maintenance, and repair of approximately six city parks/beaches and 27 miles of streets, rights-of-way, ditches, and gulches. In addition, the Director of Public Works is responsible for performing on site inspections of contracted public works projects to ensure compliance with city codes, ordinances, plans and specifications. Registered Civil Engineers also assumes duties and responsibilities of City Engineer.

**SUPERVISION RECEIVED:**

Works under the broad policy guidance and direction of the City Manager.

**SUPERVISION EXERCISED**

Exercises supervision over clerical, administrative, maintenance and professional staff as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Plans, directs and organizes the activities of the Public Works Department.

Directs and supervises the assignments delegated to contracted consultants.

Directs the development of all public works construction projects.

Prepares work or project agreements between the city and other companies or individuals.

Reviews and approves estimates of labor and materials costs for work to be performed.

Makes on site inspections of contract public works projects both during construction and at completion for adherence to plans and specifications.

Inspects various phases of construction of streets, sidewalks, curbs and gutters, water lines, sewer lines, sprinkler systems and public buildings.

Reviews and interprets construction plans and specifications to determine if improvement plans conform to city standards.

Confers with private contractors and developers regarding conformance to established standards.

Handles notifications to proceed, and progress payments and billings of construction contracts.

Maintains records and prepares reports on inspection activities.

Performs complicated calculations and prepares engineering and traffic studies as necessary.

Inspects traffic signal installation, operation, and control through construction zones.

Reviews private development submittals for compliance with city ordinances and requirements.

Plans and directs the maintenance and repair of parks, recreational and athletic areas and streets, parking lots, storm drains and traffic control devices.

Supervises and evaluates staff.

Enforces employee health and safety rules and regulations.

Handles complaints and answers questions from the public regarding department activities.

Prepares specifications for equipment and supplies and recommends department purchases.

Researches and evaluates department needs for future operations.

Prepares and monitors department budget.

Prepares and maintains records and reports.

Attends City Council meetings and makes oral and written presentations when necessary.

Plans and directs the seasonal lifeguard tower deployment.

Approves and inspects the removal of all trees within the city limits in conformance with ordinances and regulations.

Serves on City Emergency Operations Center staff

Part of City Management Team with City Manager and other Department Heads

**PERIPHERAL DUTIES**

Assists in the training of city personnel in public works systems and techniques.

**DESIRED MINIMUM QUALIFICATIONS****Education and Experience:**

(A) Graduation from a four-year college or university with a **degree in civil engineering, public administration, or a closely related field**; and

(B) Minimum of five (5) years of increasingly responsible engineering, public works or parks experience including at least three years in a supervisory capacity; or

(C) Any equivalent combination of education and experience.

**Necessary Knowledge, Skills and Abilities:**

(A) Thorough knowledge of: modern principles, practices and methods used in public works management and administration; budget preparation; hazards and necessary safety precautions involved in the use of parks and streets maintenance and repair equipment and materials; landscaping principles, practices and design of parks and beaches; modern methods, tools, equipment and materials used in the construction, maintenance and repair of parks, beaches, streets, right-of-ways, ditches and gulches; methods and practices of public works inspections; complex mathematical calculations and their application to engineering; and appropriate procedures to follow in bringing non-conformance aspects of a project into conformance.

(B) Skill in operating the listed tools and equipment.

(C) Ability to: plan, organize and supervise staff; maintain and prepare reports; interpret construction plans and specifications; speak and write clearly and effectively; establish and maintain cooperative working relationships with other city departments, employees and general public; prepare department budget; interpret laws, rules and regulations and their application to various phases of public works construction; and work effectively with private contractors and developers to insure compliance with approved specifications and plans.

**SPECIAL REQUIREMENTS**

(A) Must possess a valid California Class C driver's license or can obtain one prior to employment;

(B) California Registration as a Professional Engineer is highly desirable.

**TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, spreadsheet, and data base; motor vehicle; phone; radio; fax and copy machine.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

**DIRECTOR OF PUBLIC WORKS**

At-Will Management FLSA Exempt

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date:

Revised: 7/28/2022

# Capitola City Council

## Agenda Report

**Meeting:** July 28, 2022

**From:** City Manager Department

**Subject:** Consider a Computer Data Backup and Disaster Recovery Agreement



**Recommended Action:** Authorize the City Manager to enter a managed services agreement with Exceedio to implement and manage a data backup, business continuity, and disaster recovery system for the City of Capitola.

**Background:** The City of Capitola and Exceedio have begun the upgrade of the computer network infrastructure as was approved by the City Council at the March 24, 2022, meeting.

Although the City has migrated much of its applications and data to the cloud, there is still a need for large amounts of data storage on City servers. This amount of data, primarily due to video, has increased significantly over the past few years.

For the onsite data to remain secure, data backups and disaster recovery systems need to be part of the solution.

**Discussion:** The City has an existing backup and recovery system. This system was first implemented in 2014 and it has been upgraded multiple times over the past five years; however now the system is well beyond its expected life and cannot be upgraded to meet the current or future needs of the City. The current backup and recovery system replicates data to another City facility and replicates a small subset of information to the cloud, but all the data is not replicated offsite for disaster recovery.

The current backup system originally cost \$20,000 in 2014. The City has invested more than \$25,000 in additional hardware and software over the past five years to make sure the system was able to meet the City's data requirements. Currently the licensing for the backup system and minimal cloud storage is approximately \$7,000 per year.

After looking at several solutions, Exceedio staff has recommended Datto for the City's current and future needs regarding data backup and disaster recovery. Datto is a well-established backup, business continuity, and disaster recovery firm. The company has been in business for fifteen years focusing on this market. Exceedio would implement and manage the system consistent with best practices.

The proposed system is scaled to the needs of the City and will include on-site data backup hardware that will be replicated to a secure site on the cloud for disaster recovery purposes.

The monthly cost for the Datto is approximately \$3,000. The agreement has a three-year term. If the City wishes to end the agreement for convenience prior to the end of the three-year term, the remaining portion of the agreement must still be paid.

**Fiscal Impact:** The Fiscal Year 2022-23 cost is \$33,000, which was included in the Information Technology- Internal Services fund adopted budget.

### Attachments:

1. Exceedio Managed Backup Services Agreement

**Report Prepared By:** Larry Laurent, Assistant to the City Manager

**Reviewed By:** Chloé Woodmansee, City Clerk; Jim Malberg, Finance Director; Samantha Zutler, City Attorney

**Approved By:** Jamie Goldstein, City Manager

**exceedio**  
5900 Butler Lane, Suite 205  
Scotts Valley, CA 95066  
831.439.9100  
www.exceedio.com

Agreement # 3586

Item 8 F.

Rep MG

**Customer**  
City of Capitola  
420 Capitola Ave.  
Capitola CA 95010

**Service and Payment Agreement**  
**For**  
**Managed Services**

This Service and Payment Agreement dated **8/1/2022** is made between (“Customer”) listed above and Exceedio Inc.

Customer agrees to purchase services listed below from Exceedio on a monthly bases for a time period of at least **3 year** , commencing on date listed above.

Projected monthly fee **\$3,050.20** Invoice amount may vary depending on number of active assets.

Service Description - Price List	Qty	Cost	Total
1215 - EMS ITaaS Datto Server Management	1	49.00	49.00
1591 - EMS SaaS Datto Backup & Disaster Local and Cloud Storage	1	3,001.20	3,001.20
1325 - EMS PaaS Storage Server Package S5 60TB - Main Site	1	29,370.00	29,370.00
1325 - EMS PaaS Storage Servers waived by Datto		-100.00%	-29,370.00
**Total contract amount of line item 1591 (\$108,043.20) must be paid in full in order to terminate prior to 36 months. After 36 months obligation for hardware and term is over.			
Sales Tax		9.00%	0.00

This Service and Payment Agreement (SAPA) is incorporated by reference into the Managed Service Agreement (MSA), including all attachments thereto, by and between Vendor and Customer . The MSA may be terminated by Vendor at any time without further notice for non-payment of the Service Fee or any portion thereof; provided, however that Customer has been given an opportunity to cure such breach per the terms specified in the MSA. If the MSA is terminated by Customer prior to SAPA end date, Customer agrees to pay the lesser of: (i) all waived labor hours at the rates set forth in the MSA (or accompanying attachments) or (ii) the total due for the remaining months of the SAPA per the terms herein. \*SaaS prices are subject to change at any time

**Signature**

Read and Approved by Customer

# Capitola City Council

## Agenda Report

**Meeting:** July 28, 2022

**From:** Police Department

**Subject:** Consider a Police Vehicle as Surplus Property



**Recommended Action:** Declare one Police Department vehicle as surplus property and authorize its sale.

**Background:** City Council authorization is required for the sale/trade of all City vehicles. City staff is recommending the sale of one vehicle from the Police Department patrol fleet; a 2011 Ford Crown Victoria (VIN FABP7BV9BX177128) with 104,590 miles. The vehicle was previously used as a patrol vehicle for the canine unit. The vehicle requires significant repair and has no further value for our fleet.

**Discussion:** The 2011 Ford Crown Victoria has been removed from the patrol fleet. Staff has determined the vehicle can be sold for parts or sold at an auction.

**Fiscal Impact:** Staff estimates the proceeds of the sale/auction to be \$300. The proceeds from this sale will be deposited in the Equipment Replacement Fund.

**Report Prepared By:** Andrew Dally, Chief of Police

**Reviewed By:** Chloé Woodmansee, City Clerk

**Approved By:** Jamie Goldstein, City Manager

# Capitola City Council

## Agenda Report

**Meeting:** July 28, 2022

**From:** Community Development Department

**Subject:** Affordable Housing Contract Services



**Recommended Action:** Adopt the proposed resolution approving a sole source contract with Carolyn Flynn for professional services related to affordable housing programs in an amount not to exceed \$20,000 and amending the Fiscal Year 2022-23 Budget.

**Background:** Carolyn Flynn has provided consulting assistance with the City's Community Development Department for twenty-five years. Her services have covered a wide range of grant administration activities, as well as professional planning in affordable housing and economic development. She managed the City's CDBG Program from 1997 - 2018. Her grant work includes writing grant applications, grant administration, and CDBG Program income tracking and oversight. She has managed seventeen grants for the City over the years.

From January 2013 to June 2017, Ms. Flynn provided professional management of the City's Affordable Housing Program. This includes handling the re-sale and monitoring of deed-restricted affordable units, oversight of active affordable housing loans, and oversight of Regulatory Agreements with the owners of deed-restricted affordable housing projects and mobile home parks in the City.

**Discussion:** The contract with Ms. Flynn is for professional services for Fiscal Year 2022/23 in an amount not to exceed \$20,000. The contract is a standard City contract for professional services, as approved by the City Attorney. Services to be performed under this contract include:

1. Affordable housing training for Development Service Tech (64 hours):
  - a) Assistance with active items related to inclusionary program
  - b) Complete Affordable Housing Administrative Manual
  - c) Annual loan notices. Complete draft notices for 2022
  - d) Affordable housing occupancy notices and track; complete draft notices for 2022
  - e) Update program documents with IHO revisions
  - f) Provide training overview on all tasks outlined in the Affordable Housing Administrative Manual
2. As-Needed Professional Assistance with Affordable Housing Administration (70 hours)

Ms. Flynn's knowledge of the City's Affordable Housing Program provides her with the required experience that no other consultant can provide without first spending a significant amount of time to learn the City's processes for resale, annual certification, and tracking. Ms. Flynn is currently drafting a manual for staff to utilize as a guide for all aspects of administering the affordable housing program.

**Fiscal Impact:** The funding for this contract is available from the Housing Successor Agency Fund which currently has a fund balance of approximately \$2 million.

**Attachments:**

1. Proposed resolution
2. Budget amendment form
3. Sole Source Purchase Determination

**Report Prepared By:** Katie Herlihy, Director of Community Development

**Reviewed By:** Chloé Woodmansee, City Clerk; Samantha Zutler, City Attorney

**Approved By:** Jamie Goldstein, City Manager

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA  
AMENDING THE 2022-23 FISCAL YEAR CITY BUDGET AND CAPITAL IMPROVEMENT  
PROGRAM BUDGET**

**WHEREAS**, it is necessary to adopt the 2022-23 Fiscal Year Budget for all City funds and Capital Improvement Program; and

**WHEREAS**, the City Council conducted budget study sessions, heard and considered public comments, had modified and proposed a budget accordingly, and on June 23, 2022 adopted such budget for the Fiscal Year July 1, 2022, through June 30, 2023; and

**WHEREAS**, since the adoption of the budget the Community Development Department seeks professional consulting services for the City's Affordable Housing Program; and

**WHEREAS**, the City's Housing Successor Agency has available funding to pay for professional consulting services; and

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the City Council of the City of Capitola that the 2022-2023 Fiscal Year Budget is hereby amended, including Exhibit A (Budget Amendment) to this Resolution; and

**BE IT FURTHER RESOLVED** that the Finance Director is directed to enter the budget into the City's accounting records in accordance with appropriate accounting practices, and the City Manager, with the Finance Director's assistance, shall assure compliance therewith.

**I HEREBY CERTIFY** that the foregoing Resolution was passed and adopted by the City Council of the City of Capitola on the 28<sup>th</sup> day of July 2022, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
Sam Storey, Mayor

ATTEST:

\_\_\_\_\_  
Chloe Woodmansee, City Clerk

# City of Capitola Budget Adjustment Form



Item 8 H.

Date 7/14/2022

Requesting Department Community Development

Administrative Council ☒

Item # TBD  
Council Date 7/28/2022  
Council Approval \_\_\_\_\_

Revenues		
Account #	Account Description	Increase/Decrease
Total		-

Expenditures		
Account #	Account Description	Increase/Decrease
5552-00-00-000-4345.202	CS-Plng & Hsg grant admin	20,000
Total		20,000

Net Impact (20,000)

Purpose: Funding for Affordable Housing program management and staff training

Department Head Approval \_\_\_\_\_  
Finance Department Approval Don Malberg  
City Manager Approval \_\_\_\_\_

**ATTACHMENT # \_\_\_\_\_**  
**Sole Source Purchases Determination**  
**Affordable Housing Contract Services - \$20,000 - July 1, 2022**

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**BACKGROUND:** The City of Capitola Purchasing and Procurement policy (Administrative Policy III-4) requires three telephone quotes, whenever feasible for purchases between \$5,000 - \$25,000. The Policy also requires a formal RFP bid procedure for purchases over \$25,000. The policy provides conditions for Sole Source (Section II) purchases that are exempt from the competitive process.

**DISCUSSION:** The contract with **Carolyn Flynn**, in the amount of **\$20,000**, dated **July 1, 2022**, is a qualified sole source purchase within the City Administrative Policy III-4 Section II.

**Materials, Supplies & Equipment:**

\_\_\_\_\_ (a) Definition. Sole source purchases are used where no secondary source is reasonably available precluding the use of a competitive process.

**Consultant or General Services:**

  X   (a.) In the case where a consulting firm has satisfactorily performed the previous stage of a project (e.g. a pre-design), or has acquired extensive background and working knowledge, the firm may be selected for follow- up work without solicitations from other firm upon written justification and recommendation of the department head and approval by the City Manager or designee.

\_\_\_\_\_ (b.) If a firm is a highly recognized authority in a field or specialty, or has unique specific knowledge regarding the project, then the firm may be selected without other solicitations for contracts and upon written justification and recommendation of the department head and approval by the City Manager or designee.

\_\_\_\_\_ (c.) Upon those infrequent occasions when confidence in the consultant and quality of service are important.

\_\_\_\_\_  
Dept Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

# Capitola City Council

## Agenda Report

**Meeting:** July 28, 2022

**From:** Public Works Department

**Subject:** Update on the Wharf Resiliency and Public Access Improvement Project



**Recommended Action:** Delay bidding the Wharf Resiliency and Public Access Improvement Project to allow compliance with the National Environmental Protection Act in anticipation of receiving Federal project funding.

**Background:** In May 2021 the City Council approved splitting the Wharf Resiliency and Public Access Improvement Project into two phases to accommodate unresolved permitting and funding issues at that time. Phase 1 included repairs to the steel piles at the head of the wharf and other structural repairs necessary to protect the wharf through the 2021-22 winter. This work was completed in December 2021.

In March of 2022 as part of the mid-year budget review, the City Council allocated an additional \$1.5 million to the project which funded 90% of the remaining project. Public Works has been working with the design consultant to prepare Phase 2 of the project which would construct all enhancements except for new restrooms and floating dock improvements. The restrooms and floating dock improvements would be constructed in a third phase, as funding become available. Staff anticipated that Phase 2 would go to bid this summer with construction over the winter.

**Discussion:** Since the completion of Phase 1, city staff has applied for a \$3.5 million grant in Federal funding and the City has been notified that the grant has a good chance of being approved.

While this is positive news, and staff believes it is likely the City will receive some, if not all, of the requested amount. The funding will not be finalized until the Federal budget is adopted, which would occur in September at the earliest.

While the addition of federal funding for the project is welcome, it does mean that National Environmental Protection Act (NEPA) requirements must be met before proceeding. The California Environmental Protection Act (CEQA) process has already been completed, and while the NEPA requirements are similar, additional noticing and comment periods will be necessary. At this time, staff anticipates that NEPA compliance will take 3-6 months.

**Fiscal Impact:** The addition of up to \$3.5 million would provide the necessary funding to complete the entire project as part of Phase 2.

**Attachments:** None

**Report Prepared By:** Steven Jesberg, Public Works Director

**Reviewed By:** Chloé Woodmansee, City Clerk

**Approved By:** Jamie Goldstein, City Manager

# Capitola City Council

## Agenda Report

**Meeting:** July 28, 2022

**From:** City Manager Department

**Subject:** Receive Update on Pandemic Response and Consider Adopting Proposed Resolution Allowing for the Continuation of Teleconferencing



**Recommended Action:** 1) Make the determination that all hazards related to the worldwide spread of the coronavirus (COVID-19) as detailed in Resolution No. 4168 adopted by the City Council on March 12, 2020, still exist and there is a need to continue action; and 2) Adopt the proposed resolution authorizing the City Council (along with the Planning Commission and all advisory bodies) to continue to conduct teleconferencing meetings.

**Background:** In December 2019, an outbreak of a respiratory illness linked to the novel coronavirus (COVID-19) was first identified. In March 2020, the State of California, the County of Santa Cruz, and the City of Capitola each declared a state of emergency due to the virus. Also in March 2020, the World Health Organization declared COVID-19 a pandemic.

State and local health officers issued health orders to stop the spread of COVID-19; in Santa Cruz County this included March, April, and May 2020 Shelter-In-Place orders that were more restrictive than statewide guidance. Since then, the County Health Officer has incorporated all Orders of the State Public Health Officer, which set baseline statewide restrictions on travel and business activities.

Currently (and since February 2022), there are no State required COVID-19 restrictions, other than minimal masking requirements in certain settings. COVID-19 public safety economic restrictions were mostly removed in June 2021 when the state met the criteria to fully reopen the economy and moved beyond the Blueprint for a Safer Economy.

The State released the SMARTER Plan on February 17, 2022, which focuses on Shots, Masks, Ventilation, Tests, Isolation, and Treatment as the keys to prepare for future COVID-19 surges or variants.

As of July 21, 2022, more than 6.375 million people worldwide have died of COVID-19. One million of those deaths have been in the United States. This is likely an undercount of all those that have died from the virus. There have been 566 million cases reported worldwide, though this is an undercount of all those that have been infected with COVID-19.

In the United States, more than one million people have died from Covid since the beginning of the pandemic. More than 89 million COVID-19 cases have been reported in the U.S. On May 5, 2022, The World Health Organization said that “nearly 15 million more people died during the pandemic than would have in normal times”.

According to reports from NBC News, “two years into the pandemic, the number of children who have lost a parent or other in-home caregiver to Covid across the United States is estimated to exceed 200,000.”

**Discussion:** In California 92,292 deaths due to COVID-19 have been reported since the beginning of the pandemic. According to data from July 21, 2022, the average new COVID-19 case count per 100k was 48.5 (on May 31 the average was 33.1). There is currently a daily average of 21

deaths a day, up from 11 a month ago. In California, at least 1 in 4 residents have been infected with COVID-19.

### *BA.5 Cases Rising*

The New York Times reported on July 21, “The daily case average grew to more than 129,000 on Tuesday, and cases are rising in more than 40 states. Since cases have always been an undercount, it is likely that the true number of cases is far higher — particularly since test positivity rates are also increasing sharply nationwide”. The BA.5 variant is the most transmissible yet and is driving the increase in cases nationwide and locally.

### *Boosters*

On March 29, 2022, the Center for Disease Control (CDC) announced a recommendation that certain individuals (outlined below) receive an additional mRNA booster (a Moderna or Pfizer shot). Those recommended for an additional booster are:

- 1) Immunocompromised individuals
- 2) People over the age of 50 who received an initial booster dose at least 4 months ago
- 3) Adults who received a primary vaccine and booster dose of Johnson & Johnson’s Janssen COVID-19 vaccine at least 4 months ago

### *California Statewide Mask Guidelines*

Masks are required in:

- Healthcare settings
- Emergency shelters
- Jails and prisons
- Homeless shelters
- Long-term care

Masks are strongly recommended in:

- Public transit, stations, terminals, and airports
- Indoor public settings
- K-12 schools
- Childcare settings

The U.S. Government is giving out free N95 masks to those that need them. Each person is eligible for three masks, and masks will be available at community health centers, pharmacies, and other stores. Locally, Walgreens and CVS are currently distribution points.

At-home tests are now more readily available at many drug stores. Four free rapid antigen at-home tests are also available for all residents, provided by the federal government. Shipments are limited per household, and you can sign up for your free delivery through the United States Postal Service with this link: <https://special.usps.com/testkits>. Tests are generally delivered within a week-and-a-half of ordering.

### *Local Case Numbers and Statistics in Santa Cruz County*

According to data from June 16 the active case count in Santa Cruz County was 1,733; the active case count a month later, on July 21, is 1,932. The average case count per 100k is 52.4, slightly higher than the statewide average.

In our County the total death count due to COVID-19 is 267.

### *City Hall Operations*

City Hall has been open to the public since June 2020 in one configuration or another, dependent upon applicable health guidance and local COVID-19 case levels. Staff has returned to the COVID-default setup, with the lobby open to one member of the public at a time.

### *Virtual/Teleconferencing Meetings & In-Person Meetings*

The Governor signed Assembly Bill 361 on September 16, 2021. The Bill allows cities to continue virtual meetings (much as Capitola City Council Meetings function now) as long as the state is under a proclaimed state of emergency; through 2024 when the bill will sunset. The Bill requires legislative bodies to comply with the requirements set forth in Government Code section 54953(e)(2) to ensure the public can safely participate and observe local government meetings. One of the requirements is for Council to adopt findings every thirty days.

Attached is a resolution that makes the following findings:

- 1) Find that current conditions authorize teleconference public meetings, based on the Governor's state of emergency regarding the COVID-19 Pandemic
- 2) Authorize legislative bodies to conduct teleconference meetings, allowing Capitola City Council, Planning Commission, and other advisory bodies to continue to meet using Zoom.

During the June 9 meeting, Council directed staff to prepare for in-person meetings (with hybrid virtual options for the public) beginning on August 25. Details on how to attend that meeting, both in-person and virtually, will be included on the meeting agenda published Friday, August 19. Staff will also provide information regarding the return of in-person meeting attendance on social media and the city website. During the General Government portion of the meeting this evening, Council and staff will discuss the potential for a Hybrid Meeting Policy.

Fiscal Impact: Fiscal impacts are continually reviewed by Staff as business restrictions and consumer behaviors change in our community. City Council has maintained \$385,000 in a resiliency fund to help ensure the City has available resources should the pandemic result in further unforeseen impacts, which remains in the approved FY 2022-23 Budget.

Attachments:

1. Proposed Teleconferencing resolution

Report Prepared By: Chloé Woodmansee, City Clerk

Approved By: Jamie Goldstein, City Manager

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA AND ON BEHALF  
OF COMMISSIONS AND COMMITTEES CREATED BY THE CITY COUNCIL PURSUANT TO  
CALIFORNIA GOVERNMENT CODE SECTION 54952(b) AUTHORIZING  
TELECONFERENCE MEETINGS IN COMPLIANCE WITH AB 361 (GOVERNMENT CODE  
SECTION 54953(e)) TO CONTINUE TO ALLOW MEMBERS OF THE PUBLIC TO SAFELY  
PARTICIPATE IN LOCAL GOVERNMENT MEETINGS**

**WHEREAS**, the City Council is committed to ensuring public access to observe and participate in local government meetings; and

**WHEREAS**, all meetings of the City Council and other legislative bodies created pursuant to Government Code Section 54952(b) are open and public, as required by the Ralph M. Brown Act, so that any member of the public may participate in local government meetings; and

**WHEREAS**, the recently adopted AB 361, codified at Government Code section 54953(e), makes provisions for remote teleconferencing participation in local government meetings, without compliance with the requirements of 54953(b)(3), during a Governor-proclaimed state of emergency and if the local legislative body determines, by majority vote, that as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees, and

**WHEREAS**, on March 4, 2020, Governor Newsom proclaimed a State of Emergency due to the outbreak of respiratory illness due to a novel coronavirus (now known as COVID-19) and that State of Emergency is still in effect in the State of California; and

**WHEREAS**, on March 12, 2020, the Capitola City Council proclaimed the existence of a local emergency due to the worldwide spread of the coronavirus with Resolution No. 4168, pursuant to Section 8.08.020 of the Capitola Municipal Code and Section 8625 of the California Emergency Services Act in response to the COVID-19 pandemic; and

**WHEREAS**, COVID-19 continues to threaten the health and lives of City residents; and

**WHEREAS**, the SARS-CoV-2 Delta Variant (Delta Variant) is highly transmissible in indoor settings; and

**WHEREAS**, on July 28, 2021, the California Department of Public Health issued guidance calling for the use of face coverings and stating that the Delta Variant is two times as contagious as early COVID-19 variants, leading to increasing infections, the Delta Variant accounts for over 80% of cases sequenced, and cases and hospitalizations of COVID-19 are rising throughout the state; and

**WHEREAS**, the Delta Variant has caused, and will continue to cause, conditions of imminent peril to the health safety of persons within the City; and

**WHEREAS**, on October 14, November 23, and December 9, 2021, January 13, February 10, and February 27, March 10, March 24, April 14, April 28, May 12 and May 26, June 9, and June 23, 2022, the City Council adopted a resolution proclaiming the need to meet by teleconference pursuant to Government Code Section 54953; and

**WHEREAS**, the City Council, acting as a legislative body pursuant to Government Code section 54952(a) and for the benefit of the commissions, committees and other bodies that were created by the City Council pursuant to Government Code section 54952(b) (collectively referred to as "Legislative Bodies"), finds that the current conditions meet the circumstances set forth in Government Code section 54953(e)(3) to allow Legislative Bodies to continue to use

teleconferencing to hold open and public meetings if the Legislative Bodies comply with the requirements set forth in Government Code section 54953(e)(2) to ensure the public can safely participate in and observe local government meetings.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Capitola that the City Council does hereby:

1. Recitals. The Recitals set forth above are true and correct and are hereby incorporated by this reference.
2. Find that Current Conditions Authorize Teleconference Public Meetings of Legislative Bodies. The City Council has reconsidered the circumstances of the state of emergency and finds that based on the California Governor's continued declaration of a State of Emergency and current conditions, meeting in person would present imminent risks to the health or safety of attendees, such that the conditions continue to exist pursuant to Government Code section 54953(e)(3) to allow Legislative Bodies to use teleconferencing to hold public meetings in accordance with Government Code section 54953(e)(2) to ensure members of the public have continued access to safely observe and participate in local government meetings.
3. Authorize Legislative Bodies to Conduct Teleconference Meetings. The Legislative Bodies are hereby authorized to take all actions necessary to carry out the intent and purpose of this Resolution, including conducting open and public meetings in accordance with Government Code section 54953(e)(2) and other applicable provisions of the Brown Act.

**I HEREBY CERTIFY** that the foregoing resolution was PASSED and ADOPTED by the City Council of the City of Capitola on the 28<sup>th</sup> day of July 2022, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Sam Storey, Mayor

ATTEST: \_\_\_\_\_  
Chloé Woodmansee, City Clerk

# Capitola City Council

## Agenda Report

**Meeting:** July 28, 2022

**From:** Department of Public Works

**Subject:** Review the Rispin Mansion Park Project and Consider Authorizing Advertising for Bids



**Recommended Action:** 1) Approve plans, specifications, and budget for construction of the Rispin Mansion Park; 2) Authorize advertising the project to receive bids setting the opening date for September 7, 2022; and 3) Approve the proposed resolution amending the budget by transferring \$30,000 from the General Fund to the Rispin Mansion Park Project.

**Background:** The development of a park around the Rispin Mansion building has been in the works ever since the hotel project at the site was abandoned. The mansion itself was sealed to prevent continued vandalism inside the building in 2011 and development of the park plans began in 2014, coinciding with the availability of State Park grants. Park designer Michael Arnone and Associates has held several public workshops and made presentations to the Planning Commission and City Council on a project that will restore the grounds and historic features outside of the mansion allowing the public to access much of the property.

Restoration of the building interior itself is not part of the scope of this project. The first phase of the park project was completed in 2016 when accessible pathways to the property were constructed from both Nob Hill Shopping Center and Wharf Road. On February 11, 2021, City Council approved the conceptual plan for the Rispin Park Project and adopted a resolution authorizing a grant application to the California State Parks for Proposition 68 Park Development Funds for project funding (noted in Fiscal Impact).

The final phase of the project will complete grading, fencing, landscaping, historical reconstruction, and related park features on the Rispin Mansion property.

**Discussion:** The estimated cost of construction is \$949,000 based on final designs. An excerpt of the plans is included as Attachment 1 and the Engineer's Estimate is included as Attachment 2. A complete set of plans and the specifications are available at the Public Works Department for review.

The proposed project schedule is as follows:

Authorization to advertise:	July 28, 2022
Bids Open:	September 7, 2022
Contract Awarded	October 2022
Construction	Spring 2023

**Fiscal Impact:** The current project funding in the Capital Improvement Program for construction includes the following:

General Fund	\$ 756,000
<u>State Parks Grant</u>	<u>\$ 178,000</u>
Total	\$ 934,000

### Estimated Expenses

Construction	\$ 949,000
<u>Management</u>	<u>\$ 15,000</u>
Total	\$ 964,000

If bids come in as estimated, it will be necessary to add \$30,000 to the project budget. The General Fund has an estimated fund balance of \$1.3 million. A budget amendment has been prepared to increase project funding by \$30,000 utilizing General Fund balance.

Attachments:

1. Engineer's Estimate
2. Proposed resolution with budget amendment

Report Prepared By: Kailash Mozumder, Public Works Project Manager

Reviewed By: Steven Jesberg, Public Works Director; Chloé Woodmansee, City Clerk

Approved By: Jamie Goldstein, City Manager

**COST ESTIMATE : RISPIN MANSION PARK**

7/15/2022

ITEM NO.	BID ITEM	UNIT	QTY	ESTIMATED PRICE
1	Mobilization	1	LS	\$10,000
2	Construction Area Signs	1	LS	\$2,000
3	Traffic Control System	1	LS	\$4,000
4	Survey and Construction Staking	1	LS	\$3,000
5	Temporary Water Pollution Control and Erosion Control	1	LS	\$5,000
6	Fencing	1	LS	\$90,000
7	Site Furnishings	1	LS	\$90,000
8	Historical Elements	1	LS	\$360,000
9	New Elements	1	LS	\$70,000
10	Irrigation & Planting	1	LS	\$90,000
11	Civil Improvements	1	LS	\$225,000
			<b>Total</b>	<b>\$949,000</b>

## RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA  
AMENDING THE 2022-23 FISCAL YEAR CITY BUDGET AND CAPITAL IMPROVEMENT  
PROGRAM BUDGET**

**WHEREAS**, it is necessary to adopt the 2022-23 Fiscal Year Budget for all City funds and Capital Improvement Program; and

**WHEREAS**, the City Council conducted budget study sessions, heard and considered public comments, had modified and proposed a budget accordingly, and on June 23, 2022 adopted such budget for the Fiscal Year July 1, 2022, through June 30, 2023; and

**WHEREAS**, since the adoption of the budget staff has determined that the Rispin Park Project requires an additional \$30,000 based estimated project costs; and

**WHEREAS**, the City's General Fund has available fund balance to increase the project budget by \$30,000; and

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the City Council of the City of Capitola that the 2022-2023 Fiscal Year Budget is hereby amended, including Exhibit A (Budget Amendment) to this Resolution; and

**BE IT FURTHER RESOLVED** that the Finance Director is directed to enter the budget into the City's accounting records in accordance with appropriate accounting practices, and the City Manager, with the Finance Director's assistance, shall assure compliance therewith.

**I HEREBY CERTIFY** that the foregoing Resolution was passed and adopted by the City Council of the City of Capitola on the 28<sup>th</sup> day of July 2022, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
Sam Storey, Mayor

ATTEST:

\_\_\_\_\_  
Chloe Woodmansee, City Clerk

# City of Capitola Budget Adjustment Form

Item 9 A.



Date 7/22/2022

Requesting Department Public Works

Administrative Council ☒

Item # TBD  
Council Date 7/29/2022  
Council Approval \_\_\_\_\_

Revenues		
Account #	Account Description	Increase/Decrease
1200-00-00-000-3910.100	Interfund transfer in - general fund	30,000
Total		30,000

Expenditures		
Account #	Account Description	Increase/Decrease
1000-99-99-000-4910.200	Interfund transfer out - CIP	30,000
1200-00-00-000-4390.100	Construction - Project Services	30,000
Total		60,000

Net Impact (30,000)

Purpose: Funding for the Rispin Park Project  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department Head Approval \_\_\_\_\_

Finance Department Approval \_\_\_\_\_

City Manager Approval \_\_\_\_\_

# Capitola City Council

## Agenda Report

**Meeting:** July 28, 2022

**From:** City Manager Department

**Subject:** Discuss Potential Content for a Hybrid Meeting Administrative Policy



**Recommended Action:** Provide direction to staff to assist in drafting a Hybrid Meeting policy for Council adoption at the August 25 meeting OR determine no policy is needed.

**Background:** In September 2021, Assembly Bill 361 was approved by the Governor. The Bill amends the Brown Act to allow cities to hold virtual meetings if the state is under a proclaimed state of emergency (as Capitola City Council meetings currently function), and the city has made certain findings. The Bill sunsets in 2024 and is not tied to COVID-19, but instead allows for virtual meetings in the instance of any Governor-declared state of emergency. The Bill requires legislative bodies to comply with the requirements set forth in Government Code section 54953(e)(2) to ensure the public can safely participate and observe local government meetings. As of July 22, 2022, the Governor's emergency declaration remains in place. On the Consent agenda this evening, Council adopted a resolution in compliance with Assembly Bill 361, allowing for City Council (and Planning Commission and all advisory bodies) to conduct teleconferencing meetings for the next 30 days.

On March 24, 2022, City Council directed staff to prepare for hybrid meetings (allowing the public to attend via in-person and Zoom) beginning sometime in Summer 2022. At the time, Mayor Storey recommended that staff review potential administrative policies in preparation.

On June 9, 2022, Council asked that the first hybrid meeting be the regular City Council meeting held on August 25.

**Discussion:** If Council adopts a resolution every 30 days to allow for teleconferencing meetings, and if the Governor keeps the emergency declaration remains in place, City Council members can continue to attend City Council meetings remotely (using Zoom) while in compliance with the amended Brown Act, consistent with Assembly Bill 361. However, technology complications may pose an issue if Council Members rely on attending meetings with Zoom. For one thing, a mix of virtual and in-person Council Member attendance may not allow the virtual Members to be seen by those in the Council Chambers. In addition, Council Members may have different expectations about whether they would participate in meetings remotely or not.

For members of the public, virtual or in-person attendance will allow for a similar level of participation. Both Zoom attendees and in-person attendees can also speak during public comment periods.

### *Expectations/Administrative Policy*

Staff has research other jurisdictions and found that, while general City Council Meeting policies are common, very few cities have hybrid or virtual meeting policies in place. In one example, the Town of Los Gatos simply added "provisions concerning Remote Attendance" to its already established Town Agenda Format and Rules policy. The Los Gatos policy states that "Requests by council Members to attend a regular Council meeting via remote appearance are allowed on a limited basis and with no more than two remote participations in a row. Remote attendance shall be permitted for a medical, family or work event requiring a Council Member's absence or in the event the Council Member is out of the area on official Town business. In addition, at least a quorum of the Council must participate from a location within the Town". Additional policy language requires remote Council Members keep their camera on, and details how Commissioners can participate remotely in the same way as Council Members.

Although Council's prior direction was to return to in-person meetings when pandemic precautions are no longer necessary, Council still has the discretion to set specific meeting requirements in response to COVID, should Council determine those precautions necessary.

Staff has identified the following topics that could be addressed in an Administrative Policy:

- Council Member Attendance Guidelines:
  - Limit how many Council members may attend remotely at the same time
  - Establish how often a Council Member may attend remotely
  - Requirements around remote attendance (ex: only in event of specific situations, like illness/travel/etc.)
  - Other guidelines
- COVID-19 Precautions:
  - Masking requirements
  - Social distancing (ex: seating arrangements for the public)
  - Room occupancy limit
  - Other requirements

Council may also provide feedback regarding expectations for hybrid meetings and determine that no administrative policy is needed at this time.

#### *Planned Administrative City Council Meeting Changes*

Because remote and in-person attendance will now be possible for members of the public (both allowing for verbal public comments) emailed public comments received during the meeting will no longer be accepted and read into the record. This is due to the inherent confusion regarding the current difference between emails received prior to the meeting (distributed as additional materials but not read during the meeting), and emails received during the meeting (read during the meeting).

Staff implemented the current protocol at the beginning of the pandemic as the Council transitioned to virtual meetings. The intent was to allow people, who could not attend the meetings in person and may not be familiar with Zoom technology, to watch a meeting on Community Television and email Council to participate. With the planned hybrid meeting transition, members of the public will be able to participate in meetings by:

- Emailing or writing Council prior to meeting (distributed as additional material)
- Attending in-person
- Attending the Zoom meeting
- Calling into the meeting through Zoom

As an added pandemic precaution, Staff also intends to set up the Community Room during Council Meetings. This will allow members of the public to watch the broadcast from the adjacent room and only enter Chambers when their item is heard.

#### *Local COVID Situation*

Council has previously reviewed possibilities for returning to in-person meeting attendance, including COVID-19 protocols, and indicated to staff a desire to only begin hybrid meetings when attendance could take place much as it did pre-pandemic. No masking, social distancing, or occupancy limitations were recommended by Council.

When Council made the decision to begin hybrid meetings on August 25, it seemed likely that COVID levels would steadily decline, and hopefully be less of a concern upon beginning hybrid meetings. Due to the prevalence of BA.5; the most easily transmissible variant of COVID yet, our local active case number is higher now than it was in June. Currently the County's 7-day average of active new cases is 52.4 per 100k; in June the rate was nearly half that at 25.3 per 100k.

It is also important to note that the actual case rate may be much higher than is what being documented, and not only because many people are testing at home. According to an article in SFGate, wastewater

data taken in San Francisco show that while the city recorded an average of 406 cases a day, the actual number was closer to 2,200 average cases.

Conducting fully remote/virtual City Council meetings is still allowable under AB 361.

Fiscal Impact: The anticipated fiscal impact for additional configuration of the City broadcast system to fully accommodate hybrid meetings is anticipated to be less than \$5,000. The City installed new broadcast equipment in Fiscal Year 2021-22 which will be used as part of the solution.

Report Prepared By: Chloé Woodmansee, City Clerk; Larry Laurent, Assistant to the City Manager

Approved By: Jamie Goldstein, City Manager

# Capitola City Council

## Agenda Report

**Meeting:** July 28, 2022

**From:** Finance Department

**Subject:** Amend the FY 2022-23 City Fee Schedule



**Recommended Action:** Adopt the proposed resolution amending the fee schedule for Fiscal Year (FY) 2022-23.

**Background:** Since the adoption of Resolution No. 4276 adopting the City's Fee Schedule for FY 2022-23, the City's Outdoor Dining Program has received final approval from the California Coastal Commission. The fees associated with the Outdoor Dining Program were not included with the proposed FY 2022-23 fee schedule prior to adoption, primarily due to the timing when staff received the Coastal Commission's Conditional Certification.

In April 2021, the City Council directed staff to develop a program for permanent outdoor dining. Over the next several months, the City Council conducted two public hearings, two public surveys, and provided direction to staff to develop an outdoor dining program. In December 2021 the City Council adopted Ordinance No. 1050 establishing an outdoor dining program which received final certification from the California Coastal Commission on July 14, 2022.

**Discussion:** In order for the City to recover the costs associated with the Outdoor Dining Program, staff recommends amending the fee schedule to include the following new fees:

- Revocable Encroachment Permit (one time only): \$230
- Design Permit for Custom Deck: \$1,000 deposit – actual staff time billed against deposit
- Outdoor dining space rent (annual):
  - \$3,400 per parking space (or partial space)
  - \$18/sq. ft. on sidewalks and non-parking areas
- Outdoor dining maintenance deposit (one time only):
  - \$500 for sidewalk
  - \$1,000 for 1-2 parking spaces
  - \$1,500 for 3-5 parking spaces

**Fiscal Impact:** The establishment of these new fees is intended to offset the cost of providing these public spaces for private businesses use.

**Attachments:**

1. FY 2021-22 Amended Fee Schedule
2. FY 2021-22 Amended Fee Schedule Comparison

**Report Prepared By:** Jim Malberg, Finance Director

**Reviewed By:** Chloé Woodmansee, City Clerk

**Approved By:** Jamie Goldstein, City Manager

**RESOLUTION NO. \_\_\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA  
AMENDING THE CITY'S FEE SCHEDULE FOR  
FISCAL YEAR 2022-23**

**WHEREAS**, the City Council adopted Resolution No. 4276 on June 23, 2022, adopting the City's Fee Schedule for Fiscal Year 2022-23; and

**WHEREAS**, since that adoption the City has received final certification of the Outdoor Dining Program; and

**WHEREAS**, staff is proposing to amend the FY 2022-23 Fee Schedule to include the following new fees:

- Revocable Encroachment Permit - \$230
- Design Permit (Custom Deck) - \$1,000 deposit
- Outdoor dining space rent
  - \$3,400 per parking space or partial space
  - \$18/sq. ft. on sidewalks and non-parking areas
- Outdoor dining maintenance deposit
  - \$500 for sidewalk
  - \$1,000 for 1-2 parking spaces
  - \$1,500 for 3-5 parking spaces

**WHEREAS**, the proposed fees do not exceed the cost of providing the related services,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Capitola does hereby adopt the amended City of Capitola Fee Schedule pursuant to the changes in Exhibit A (Fee Schedule 2022-23) and the unchanged Exhibit B (Animal Service Fees) attached hereto.

**BE IT FURTHER RESOLVED** that the above fees become effective immediately upon adoption of this resolution.

**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 28<sup>th</sup> of July 2022, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
Sam Storey, Mayor

ATTEST:

---

Chloe Woodmansee, City Clerk

Description	2022/23 Amended Fee Schedule
<b>MISCELLANEOUS FEES</b>	
Administrative Decision Appeal Fee	\$562
Bingo Permit	\$67
Capitola Municipal Code	0.15 / page
Capitola Municipal Code Supplement Service (Per year)	\$0
Copies:	
1-5 copies	\$0
6 or more copies (per copy)	\$0.25 / page
Gov't Code § 81008 (Political Reform Act) statements/reports (Per copy)	\$0.10 / page
Video Tapes, Flash Drive, CD/DVD Production	Cost + \$54.18 1st Hour (Minimum) + \$27.08 / hour
Simple film permit	\$52
Major film permit	\$258
Entertainment Permit Application Fee	\$41
Single Event Permit	\$41
Minor Entertainment Permit	\$174
Regular Entertainment Permit	\$652
Pet Shops and Kennel License Fee (Municipal Code § 5.20.020) set only by ordinance	\$23
Returned Check Fee	\$41
Business License Overpayment Refund Fee (resolution 3532, ord 871)	\$0 (Set to -0- by Council in 2011)
Business License Late Payment Penalty Admin. Fee	\$35 + 10% each month late
Business License Application Fee (Reso. 3532)	\$41
Business License - Disability Access and Education Fee (State)	\$4
Temporary, Publicly Attended Activities, Application Fee (Municipal Code § 9.36.040)	\$34
Public Art (Total Building Valuation \$250,000 or more) (Municipal Code Chapter 2.58)	2% of TBV or 1% in lieu to City
Notice of Intent to Circulate Initiative Petition (Elections Code § 9103(b))	\$200.00
Bandstand Rental Fee	\$233 / 4 hrs or \$699 all day / deposit \$1,500
<b>Outdoor Dining Rental Fees</b>	
Parking Spaces	\$3,400 annually for each space or partial space
Sidewalks and non-parking spaces	\$18.00 per square foot annually
<b>Outdoor Dining Maintenance Deposit</b>	
Sidewalks and non-parking spaces	\$500
1-2 parking spaces	\$1,000
3-5 parking spaces	\$1,500
Notary Service Fees (State Code)	
Acknowledgment or proof of a deed, or other instrument, to include the seal and writing of the certificate	\$15 / signature
Administering an oath or affirmation to one person and executing the jurat, including the seal	\$15 / signature
Credit Card Transaction Fee	3%
Electric Vehicle Charging Fee	\$0.50 / hour
Cannabis Annual License Fee	\$2,677
Retail Cannabis Application Fee	\$1,745

Description	2022/23 Amended Fee Schedule
<b>POLICE DEPARTMENT FEES</b>	
Special Event Permit	\$64
Amplified Sound Permit (Municipal Code 9.12.040)	\$30
DUI Cost Recovery Fee (Res. 3533)	Not to exceed \$12,000
Copies of reports: Crime Reports, Special Reports, etc. (Regardless of number of pages)	\$0.25 / page
Copies of: Citations, Code sections, Ordinances, etc.	\$0.25 / page
Bicycle Licenses (New)	\$0
Bicycle Licenses (Renewal)	\$0
Citation Sign-Offs	\$0
Photographs	\$19 + administration fees
VIN verifications	\$17
Video Tapes, Flash Drive, CD/DVD Production	Cost + \$54.18 1st Hour (Minimum) + \$27.08 / hour
Local Fire Arm dealers (set by state)	
New application	set by state
Renewal	set by state
Second Dealers License (set by state)	
Application	set by state
Renewal	set by state
Taxi Fee per application	set by state
Tobacco retail license	\$274
Civil Subpoena (per case) (set by state)	set by state
Parking Permits (separate action by the Council)	
Neighborhoods per year (Resolution No. 3733)	\$25
Village Preferential Permit (Resolution No. 3733)	\$50 per year
Village Employer/Employee Permit (Resolution No. 3733)	\$50 per year
Morning Village Parking Permit (Resolution No. 3715)	\$50 per year
Concealed Weapon Permits (set by state)	
Application	
Standard	set by state
Judicial	set by state
Employment	set by state
Renewal	
Standard	set by state
Judicial	set by state
Employment	set by state
Firearm Surrender Fees (set by state law)	
1-5 guns	set by state
6+ guns	set by state
Vehicle Storage per day	\$28
Administrative fee to release Impounded / Stored Vehicle	\$137
Surf School Permit Fee	\$563
<b><u>Animal Services Fees</u></b>	
See Exhibit B "Animal Services Fees"	

Description	2022/23 Amended Fee Schedule
<b>PUBLIC WORKS DEPARTMENT FEES</b>	
Encroachment Permits	
<b>Revocable Encroachment Permit - Outdoor Dining</b>	<b>\$230</b>
Non-Construction Items (includes materials storage within right-of-way road and sidewalk closures)	\$71
Village Sidewalk Encroachment Permit	\$41
Village Parking Space Encroachment Permit (annually)	\$3,400
Construction Items	
Level A	\$215
Level B	\$477
Level C	\$951
Level D	\$1,546
Level E	\$2,143
Residential Blue Curb Application Fee	\$225
Residential Blue Curb Annual Fee	\$57
Blanket Permits (repair and maintenance of existing facilities)	\$2,379
Private Improvement Permits/Encroachment Agreement	
Applications for Minor Permits	\$238
Applications for Major Permits	\$595
New Memorial Bench	\$1,077
Replacement Memorial Bench	\$525
Memorial Plaque	\$808
Replacement Plaque	\$262
Memorial Plaque (tree)	\$516 + Cost of Tree
Memorial Picnic Table	\$1,725
Seasonal Boat Storage Permits	
Seasonal Permit	\$400 per month
Short Term Permit	\$15 per day
Stormwater Development Review Fee	
Stormwater Plan Review Fee	\$118
Large Project Plan Review Deposit	
Tier 2	\$3,571
Tier 3 & 4	\$4,761
Research Fee - 1/2 hour minimum charge	Cost
Information Technology Fee (Resolution No. 3796 adopted 11/12/09)	5% of Permit Fee
Final Map	Cost; \$3,000 min. deposit

Description	2022/23 Amended Fee Schedule
<b>PLANNING FEES</b>	
<b><u>Administration/Documents</u></b>	
Continuance Request - Applicant (2+)	\$175
Staff Billing Rate	Cost
Appeals-by Applicant	Cost
Appeals- by City Officials	\$0
Appeals- by Other	\$562
Coastal Development Permit Appeal	\$0
Appeals -Building/Zoning Code Violations	\$562
Records Search/Research/Special Report	Cost
<b><u>Administrative Permits</u></b>	
Tree Removal 1- Staff -Review	\$142
Tree Removal -- 3 or more trees on a property	\$306
Tree Installation Deposit (Refundable)	\$500 Deposit
Tree replacement in-lieu fee (if available)	\$600 per tree
Tree removal w/ PC approval	\$1,000 deposit
Commercial Sidewalk/Parking Lot Sale Permit	\$85
Tenant Use Permit (MCUP)--Staff approval	\$86
Transient Rental Occupancy Use Permit	\$596
Home Occupation Use Permit	\$179
Fence Permit- Staff approval	\$47
Fence Permit- PC approval	\$893
Sidewalk vendor permit	\$131
Sidewalk vendor annual refuse fee	\$525
Temporary Sidewalk Dining	\$86
Temporary Use Administrative Permit	\$86
<b><u>Sign Permits</u></b>	
Temporary Signs and Banner Permits	\$42
Signs-permit - Staff Review	\$143
Signs- permit - PC Review	\$596
Master Sign Program	Cost; \$3,000 min deposit
Village Sidewalk Sign Permit	\$73
<b><u>Design Permits</u></b>	
Residential-Single Family/Minor Design Permit - Staff Review	\$870
Residential-Single Family - PC Review	\$2,977
Residential Multi-Family - PC Review	\$4,165
Commercial - PC Review	\$4,000 Deposit
Secondary Dwelling Unit- Staff Review	\$596
Secondary Dwelling Unit- PC Review	\$1,787
Residential Multi-Family/Minor Design Permit - Staff Review	\$2,000 deposit
Commercial Minor Design Permit	\$2,000 deposit
Historic In-Kind Replacement Design Permit	\$500 deposit
Outdoor Dining - Custom Deck	\$1,000 deposit
<b><u>Use Permits</u></b>	
Master Conditional Use Permit	Cost; \$3,500 min. deposit
Conditional Use Permit/Minor Use Permit - Staff Review	\$1,756
Conditional Use Permit - PC approval	Cost; \$3,000 min. deposit
Temporary Use Permit	\$89
<b><u>Subdivisions</u></b>	
Certificate of Compliance & Lot Merger	\$596
Boundary Line Adjustment	\$951
Tentative Parcel Map	Cost; \$2,000 min. deposit
Tentative Map	Cost; \$5,000 min. deposit
Revised Map	\$2,000 Deposit
Time Extension	\$2,000 Deposit
Subdivision Modification	\$2,000 Deposit

Description		2022/23 Amended Fee Schedule
<b><u>Plan Amendments</u></b>		
General Plan Amendment		Cost; \$5,000 min. deposit
Local Coastal Plan Amendment		Cost; \$5,000 min. deposit
Rezone		Cost; \$5,000 min. deposit
Planned Development Rezone		Cost; \$3,500 min. deposit
<b><u>Other Discretionary Permits</u></b>		
Variance		\$1,787
PC review of minor modifications		\$1,606
Coastal Development Permit		\$893
Coastal Permit Exclusion		\$100
Mobile home Park Change of Use or Closure		\$5,000 Deposit
Development Agreement		\$10,000 min. deposit
Developer agreement annual review		\$2,500 deposit
Specific Plan		Cost; \$5,000 min. deposit
Permit Time Extension -Staff Review		\$596
Permit Time Extension - PC Review		\$1,787
Permit Amendment (any permit)		50% of original cost
Annexation		Costs+ overhead / \$3,000 min. deposit
Minor Modification		\$1,787
<b><u>Environmental Review</u></b>		
Negative Declaration (and Mitigated ND)		Cost; \$2,000 min deposit
EIR Processing		Cost; + 21% of consultant; \$10,000 min deposit
Mitigation/Condition Monitoring Program		Cost + 21%
NEPA Compliance		Cost + 21%
<b><u>Other Permits/Fees</u></b>		
Conceptual Review Fee- PC		\$1,787
Conceptual Review Fee- PC and CC		\$2,678
Technical Study Preparation and Review		Cost + 21%
NOTE: Third party review costs to be required as necessary		Cost + 21%
Code Compliance		Double Application Fees
Code Compliance confiscated property recovery fee		\$282
Research Fee - 1/2 hour minimum charge		Cost
Pre-Application Review		\$250
Building Plan Check & Final Inspection		20% of Building Permit Fee
Major Development Project Fee		Cost; \$5,000 min. deposit
Historical significance determination		\$4,250 deposit
<b><u>Inclusionary Housing</u></b>		
Inclusionary Housing - Unit Sale		\$596
Inclusionary Housing - Unit Refinance		\$238
Single Family Residence		\$2.50 per square foot
<b><u>Other Fees and Assessments</u></b>		
General Plan Maintenance Fee		Total Building Valuation X 0.5%
Information Technology Fee (Resolution No. 3786 adopted 11/12/09)		5% of Permit Fee
Green Building Educational Resource Fund Fee (Municipal Code 17.10.080)		Fee equals .0025 times the overall building permit valuation of the project.
<b><u>Affordable Housing In-Lieu Fees</u></b>		
For Sale Housing Developments of two to six units (Municipal Code Chapter 18.02/Reso. 3473) :		
All Units		\$25 per sq. ft.
For Sale Housing Developments of Seven or more units		
#Units	#Units Built	
7	1	\$0
8-13	1	Total # units minus 7 @ \$25 per avg. sq. ft. per unit
14	2	\$0
15-20	2	Total # units minus 14 @ \$25 per avg. sq. ft. per unit
21	3	\$0
22-27	3	Total # units minus 21 @ \$25 per avg. sq. ft. per unit
28	4	\$0

Description	2022/23 Amended Fee Schedule
Rental Multi-Family	\$6 per sq. ft.
<b><u>Affordable Housing Impact Fees</u></b>	
For Sale Housing Developments of Six or Less Units	\$25 per square foot
Rental Multi-Family	\$6 per square foot
Additional to Housing Units of 50% or more (charged to additional square footage only)	\$2.50 per square foot

## NOTES:

1. All Fees are non-refundable.
2. Deposit accounts are billed on a time and material basis. Additional deposits may be necessary depending on the complexity of the project. Any unused monies in a deposit account will be refunded following case closure.
3. The Community Development Director may reduce the total fee/deposit requirements for applications which are unlikely to require the full deposit amounts established herein.
4. Applications which include a fee and a deposit payment will be processed with a single deposit account.
5. Outside agency fees, including but not limited to County recordation fees, State Fish and Wildlife fees, etc. are charged at cost.
6. The Community Development Director may establish a reasonable fee or deposit amount for permit

Description	2022/23 Amended Fee Schedule
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BUILDING FEES
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The cost of a “combination building permit” shall be 1.5 times the amounts shown in Table 1-A. A “combination building permit” is defined as a permit for a scope of construction work regulated by two or more of the model codes. The model codes are the building code, the plumbing code, the mechanical code and the electrical code.	
The cost of a “building permit” shall be the amounts shown in Table 1-A. A “building permit” is defined as a permit for a scope of construction work regulated solely by a single model code. The model codes are the building code, the plumbing code, the mechanical code and the electrical code.	
<b>TABLE 1-A</b>	
Total Valuation	<b>FEES</b>
\$1.00 to \$500.00	\$27.98
\$501.00 to \$2,000.00	\$27.98 for the first \$500.00 plus \$3.63 for each additional \$100.00 or fraction thereof.
\$2,001.00 to \$25,000.00	\$82.43 for the first \$2,000.00 plus \$16.66 for each additional \$1000.00 or fraction thereof.
\$25,001.00 to \$50,000.00	\$465.61 for the first \$25,000.00 plus \$12.02 for each additional \$1,000.00 or fraction thereof.
\$50,001.00 to \$100,000.00	\$766.11 for the first \$50,000.00 plus \$8.34 for each additional \$1,000.00 or fraction thereof.
\$100,001.00 to \$500,000.00	\$1,183.11 for the first \$100,000.00 plus \$6.68 for each additional \$1,000.00 or fraction thereof.
\$500,001.00 to \$1,000,000.00	\$3,855.11 for the first \$500,000.00 plus \$5.65 for each additional \$1,000.00 or fraction thereof.
\$1,000,001.00 and up	\$6,680.11 for the first \$1,000,000.00 plus \$3.06 for each additional \$1,000.00 or fraction thereof.
Building Plan Check Fee	65% of Building Permit Fee
Reinspection Fee	\$0
Resubmitted Plan Check Fee	\$115.81 / hr.
Building Permit Extension Fee	\$0
Building Permit Reinstatement Fee	50% of the original, singular building permit fee or combo building permit fee, whichever is applicable to the permit being reinstated
Stop Work Order Fee	2x the singular building permit fee

Description	2022/23 Amended Fee Schedule
Greywater System Permit	\$0
Electric Vehicle Charging Permits (* Note: These fees were added to the fee schedule for FY2011-12, but will be waived per the Green Energy Incentive Program)	
a. Level I (120 volts)	\$0
b. Level II (208-240 volts)	\$0
c. Level III (480 volts)	\$0
Solar P.V. System	\$0
Solar P.V. System (Commercial Sale/Distribution)	\$0
Solar Hot Water Heater	\$0
Research Fee - 1/2 hour minimum charge	Cost
Information Technology Fee (Resolution No. 3786 adopted 11/12/09)	5% of Permit Fee
Temporary Trailer/Mobile Home Occupancy Permit	\$0
Structural Review of Engineered Plans	cost + 21%
Outside Consultant Plan Review	cost + 21%
<b><u>Grading Plan Review Fees</u></b>	
50 cubic yard or less	\$ -
51 to 100 cubic yard	\$ -
101 to 1,000 cubic yards	\$ -
1,001 to 10,000 cubic yards	\$ -
10,001 to 100,000 cubic yards	\$57.16 for first 10,000 plus \$29.18 for each additional 10,000 cubic yards
100,001 to 200,000 cubic yards	\$319.75 for first 100,000 plus \$15.77 for each additional 10,000 cubic yards
200,001 cubic yards or more	\$461.69 for first 200,000 plus \$8.64 for each additional 10,000 cubic yards
<b><u>Grading Permit Fees</u></b>	
50 cubic yard or less	\$ -
51 to 100 cubic yard	\$ -
101 to 1,000 cubic yards	\$44.04 for first 100 plus \$20.84 for each additional 100 cubic yards
1,001 to 10,000 cubic yards	\$231.60 for first 1,000 plus \$17.26 for each additional 1,000 cubic yards
10,001 to 100,000 cubic yards	\$386.94 for first 10,000 plus \$78.57 for each additional 10,000 cubic yards
100,001 to 200,000 cubic yards	\$1,094.07 for first 100,000 plus \$43.45 for each additional 10,000 cubic yards

1.0172

1.0321

Description	2022/23 Amended Fee Schedule
<b>PARKS AND RECREATION FEES</b>	
All fees are evaluated annually to determine if they are competitive with other recreation programs in Santa Cruz County	
<b><u>Classes</u></b>	
Negotiated Instructor Activity Fee (Instructor receives 65% of this fee, Department retains 35%)	
Registration Fee - Resident (Capitola Residents Only)-Department retains this fee	\$19
Online Class Registration fee - Department retains this fee	5.5% of Activity Fee
Non-Resident (Anyone residing outside of the City) in addition to Residential Registration Fee- Department retains this fee	\$16
Senior Discount	10% of Activity Fee
Negotiated Instructor of Private Tennis Lessons Activity Fee (Instructor receives 75% of this fee, Department retains 25%)	
<b><u>Sports</u></b>	
League Fees	Costs + 30% admin fee
League fees will change depending upon number and type of leagues offered, number of games per league, number of officials, amount of equipment needed, field/site prep and maintenance, and whether or not playoffs & awards are offered. Fees are calculated based on direct costs + 30% admin fee.	
<b><u>After School - Fees include \$30 non-refundable registration fee</u></b>	
Resident/non resident	\$5.16 / \$5.85 per hour
* Hourly rate used only to calculate monthly fee amount	
* Scholarships may be available	
Late Pick-Up Fee	\$1 per minute
<b><u>Junior Guards - Fees include \$30 non-refundable registration fee</u></b>	
Resident/non resident	\$287 / \$358
U-19 resident/non resident	\$199
Late Pick-Up Fee	\$1 per minute
Regionals	98
* Scholarships may be available	
<b><u>Camp Capitola - Fees include \$30 non-refundable registration fee</u></b>	
All day 2 week session, resident/non resident	\$318 / \$398
1/2 day 2-week session, resident/non resident	\$161 / \$200
All day 1 week session, resident/non resident	\$161 / \$200
All day 1 week teen session, resident/non resident	\$287 / \$358
Junior Leader program	69.29023992
Late Pick-Up Fee	\$1 per minute
Extended Care - daily add on, resident/non resident	\$12
AM Extended Care - per 2 week session resident/non resident	\$55
PM Extended Care - per 2 week session resident/non resident	\$55
Transportation fee to Jr. Guards per session	\$60
* Scholarships may be available	
<b><u>Family Camp</u></b>	
3 night family camp Adult (13+) / Child (3-12)	\$339.39 / \$231.51 per night
<b><u>Facility Rentals</u></b>	
Field and Courts hourly rental; non profit youth groups/other non profit & Cap residents/all others	\$14 / \$27 / \$36
Jade Street Community Center	
Rooms A&B hourly rent	\$46
Room C hourly rent	\$63
Patio hourly rent	\$9
Kitchen hourly rent	\$23
Entire Center hourly rent	\$164
Non profit discount of Jade Street Facility rents	25%
Community Center Deposit	
1 to 50 people	\$105
51 to 150 people	\$262
151 to 250 people	\$525
Lost key fee	\$26
Event vendor fee	\$105 per event
Field Prep and/or additional staffing required to prepare for or supervise the Sports rentals only	\$13 / hr
Notes: Residents include Soquel Union Elementary School District	

Description	2022/23 Amended Fee Schedule
<p>Costs mean staff costs adjusted for benefits, department overhead, and City overhead as calculated by the City Manager. Costs can also mean direct cost of a consultant. When consultant costs are included <u>21%</u> of such costs will be charged to cover staff time for contract management. <i>Staff costs do not accrue during an appeal unless appeal is made by applicant.</i></p>	
<p>Deposits are stated as minimums. Actual deposits depend on the evaluation by staff of an individual project or application. The City Manager may lower minimum deposits if the application or project justifies a lower deposit. When an application involves multiple minimum fees the highest minimum fee applies.</p>	

Description	2022/23 Amended Fee Schedule
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<b>HISTORICAL MUSEUM FEES</b>	
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Research Fee - 1/2 hour minimum charge	Cost
Print of an electronically available Photograph in Collection	8
Digital Copies of Collection Items	21
Scan High Resolution Tiff File of any collection item for a customer	25

**Proposed 2022-23**

**Adoption Fees**

Dogs	Puppies 2-6 months	\$195
	Adults 7 mon-6 yrs	\$130
	Sr. Adult 6 yrs+	\$60
Cats	Kittens 2-12 months	\$120
	Adults 1-6 yrs	\$100
	Sr. Adult 6 yrs+	\$55
Rabbits		\$50
Rodents		\$25
Small caged birds		\$25
Exotic birds (i.e. parrots)		\$75
Small Livestock		\$75
Large Livestock		\$100
Horse		\$250
Chicken/Rooster		\$10

Adoption Hold Fee, until 5:00 p.m. next business day, not applicable to adoption,  
non-refundable      Cat      \$20  
                                 Dog      \$25

Adoption fee for rescue/non-profit agencies is equal to the cost of the spay/neuter for only adoptable animals

Adoption fee for rescue/non-profit agencies for Rabbits \$20

Adoption fee for rescue/non-profit agencies include a microchip

**Impound Fees**

		Altered	* Unaltered
Cat	First Impound	\$ 30	\$ 30 + Penalty \$ 35
	Second Impound	\$ 50	\$ 50 + Penalty \$ 50
	Third Impound	\$ 75	\$ 75 + Penalty \$100
	Fourth/Subsequent	\$ 75	\$ 75 + Penalty \$100
Dog	First Impound	\$ 75	\$ 75 + Penalty \$ 35
	Second Impound	\$ 115	\$115 + Penalty \$ 50
	Third Impound	\$ 195	\$195 + Penalty \$100
	Fourth/Subsequent	\$ 225	\$225 + Penalty \$100

\*Unaltered animal penalty fee provided under California Food and Agriculture Code section 30804.7 and 31751.7

Livestock:	Large: First Impound	\$200
	Second/Subsequent	\$250
	Small: First Impound	\$75
	Second/Subsequent	\$125
	A.C. Officer Services	\$75 /hour min.2 hours (after hrs)

**Boarding Fees - Daily**

Cats	\$20/day
Dogs	\$25/day
Other	\$25/day

**Proposed 2022-23**

**License Fees – Dogs**

Altered - one year	\$29
Unaltered - one year	\$100 with Unaltered Animal Certificate
Late Penalty	\$15
Senior Citizen (65+) - Altered dog	\$29
Senior Citizen (65+) - Unaltered dog	\$100
Potentially Dangerous/Vicious dog	\$200
Late Penalty for dog licenses for dogs designated Potentially Dangerous, Vicious, Habitual or Public Nuisance.	\$100
Unaltered Animal Certificate (one-time fee)	\$350
Exemption from Unaltered Animal Certificate	\$15 plus license fee
Administrative fee for mailed licenses	\$1
Replacement License Tag Fee	\$5
Failure to License Penalty (per dog, if impounded)	\$30

**License Fees – Cats**

Unaltered Animal Certificate	\$350
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**Quarantine Fees**

Home Quarantine (Field Check)	\$75
Shelter Quarantine	\$50 plus board fees

**Service Fees**

Microchip/walk-in service	\$15
Microchip for impounded dogs and cats	\$25
Dog/Cat trap rental	N/C
Dog Humane Trap Deposit	\$255
Cat Humane Trap Deposit	\$70
Trap Processing Fee	\$10
Pick-Up Animal in a Trap	\$75
Pick-Up of Owned Animal	\$75
Pick-up and Disposal of Deceased Animal on Private Property	\$85
Use of Livestock Trailer	\$100/\$150 (1st /2nd time)

**Medical Fees**

Medical groom	\$25 - \$100
Medical nail trim	\$15
Medication dispensed	\$20
Vet procedure	\$25 - \$100
Rabies	\$14
FVRCP	\$20
DA2PP	\$20
Medical bath	\$20
Wound prep	\$35
Kitten Package	\$400
Puppy Package	\$400
Dental	\$200 - \$800
Umbilical hernia repair	\$40
Recovery cone collar	\$8

**Proposed 2022-23**

**Owner Surrender of Animal Residing in Santa Cruz County**

Owner Surrender of Dog	\$0
Owner Surrender of Cat	\$0
Owner Surrender of Rabbit	\$0
Owner Surrender of Exotic	\$0
(snake, lizard, bird, turtle)	\$0
small rodents	\$0
Large livestock	\$0
small livestock	\$0
Large Exotic	\$0

**Owner Surrender of Animal Residing Outside of Santa Cruz County**

Owner Surrender of Dog	\$50
Owner Surrender of Cat	\$35
Owner Surrender of Rabbit	\$25
Owner Surrender of Exotic	\$55
(snake, lizard, bird, turtle)	\$15 - \$35
small rodents	\$10 - \$25
Large livestock	\$100
small livestock	\$75
Large Exotic	\$55

**Protective Custody Fee**

Owner Arrest	\$75 /hour min.(2 hours after hrs)
Confiscate/Humane	\$75 /hour min.(2 hours after hrs)
Emergency Hospital	\$25

Owner Requested Euthanasia \$75 Plus Disposal

Disposal of Owned Dead Animals \$50

Refund Processing Fee \$25

Animal Control Officer Services \$75/hour (2 hr minimum after hours)

Field Return of Owned Animal \$75

**Spay/Neuter Fees for Impounded Animals**

Cats \$50

Dogs \$275

**Planned Pethood Spay/Neuter Fees**

Dog	\$250
Cat	\$50
Rabbit	\$75
Pit Bulls & Chihuahuas	\$50

\*Animals over 100 lbs., in heat, pregnant or cryptorchid – add \$50. Animals determined obese by veterinarian add \$50. Animals over 7 years of age are required to receive a blood panel for an additional \$75. Late drop-off fee (more than 20 minutes) is \$20. Reschedule fee for missed appointments is \$25.

## Proposed 2022-23

### Fees for Additional Required Services

Microchip	\$10
License	\$29
Rabies	\$10
Late drop-off fee	\$20
Late pick-up fee	\$40/night
Blood panel for dogs over 7 yrs of age and cats over 10 yrs of age	\$75

### Planned Pethood Spay/Neuter Fees for Limited Income\*

Dog	\$50
Cat	\$25
Rabbit	\$50

\*Limited income eligibility determined through proof of receipt of government assistance

OR through a year-to-date pay stub or W2 tax form that proves the following:

- 1 person household--maximum of \$35,350 annual income
- 2 person household--maximum of \$40,350 annual income
- 3 person household--maximum of \$45,400 annual income
- 4 person household--maximum of \$50,400 annual income

## FINES FOR VIOLATIONS OF ANIMAL ORDINANCE – ADMINISTRATIVE CITATION PROGRAM

### \*Failure to license

First offense in one year	\$100
Second offense in one year	\$200
Third offense in one year	\$500

### \*\*Failure to provide rabies vaccination

First offense in one year	\$100
Second offense in one year	\$200
Third offense in one year	\$500

### Failure to display license (each dog)

\$50

### \*\*\*Failure to spay or neuter dog or cat over 6 months, unless owner holds unaltered animal certificate

First offense	\$100
Second offense	\$200
Third offense	\$500

Dog running at large, first offense	\$100
Dog running at large, second offense	\$200
Dog running at large, third offense	\$250

Dog off leash, first offense	\$50
Dog off leash, second offense	\$150
Dog off leash, third offense	\$250

Failure of owner to pick up after dog or cat defecating	\$100
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Habitual noisy animals (6.12.090)	\$100
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Permitting livestock to trespass, per offense	\$200
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All non-correctable penalties will be reduced by 50% if they are paid in full by close of business of the first business day following issuance.

\*Citations for failure to license will be dismissed if cured within 7 calendar days, including day of issuance

\*\*Citations for failure to provide rabies vaccination will be dismissed if cured within 7 days, including day of issuance.

\*\*\*Citations for failure to spay or neuter dog or cat over 6 months will be dismissed if an unaltered animal certificate is purchased or if the animal is spayed or neutered within 30 calendar days including day of issuance.

Description	2022/23 Fee Schedule
<b>MISCELLANEOUS FEES</b>	
Administrative Decision Appeal Fee	\$562
Bingo Permit	\$67
Capitola Municipal Code	0.15 / page
Capitola Municipal Code Supplement Service (Per year)	\$0
Copies:	
1-5 copies	\$0
6 or more copies (per copy)	\$0.25 / page
Gov't Code § 81008 (Political Reform Act) statements/reports (Per copy)	\$0.10 / page
Video Tapes, Flash Drive, CD/DVD Production	Cost + \$54.18 1st Hour (Minimum) + \$27.08 / hour
Simple film permit	\$52
Major film permit	\$258
Entertainment Permit Application Fee	\$41
Single Event Permit	\$41
Minor Entertainment Permit	\$174
Regular Entertainment Permit	\$652
Pet Shops and Kennel License Fee (Municipal Code § 5.20.020) set only by ordinance	\$23
Returned Check Fee	\$41
Business License Overpayment Refund Fee (resolution 3532, ord 871)	\$0 (Set to -0- by Council in 2011)
Business License Late Payment Penalty Admin. Fee	\$35 + 10% each month late
Business License Application Fee (Reso. 3532)	\$41
Business License - Disability Access and Education Fee (State)	\$4
Temporary, Publicly Attended Activities, Application Fee (Municipal Code § 9.36.040)	\$34
Public Art (Total Building Valuation \$250,000 or more) (Municipal Code Chapter 2.58)	2% of TBV or 1% in lieu to City
Notice of Intent to Circulate Initiative Petition (Elections Code § 9103(b))	\$200
Bandstand Rental Fee	\$233 / 4 hrs or \$699 all day / deposit \$1,500
<b>Outdoor Dining Rental Fees</b>	
Parking Spaces	\$0
Sidewalks and non-parking spaces	\$0
<b>Outdoor Dining Maintenance Deposit</b>	
Sidewalks and non-parking spaces	\$0
1-2 parking spaces	\$0
3-5 parking spaces	0
<b>Notary Service Fees (State Code)</b>	
Acknowledgment or proof of a deed, or other instrument, to include the seal and writing of the certificate	\$15 / signature
Administering an oath or affirmation to one person and executing the jurat, including the seal	\$15 / signature
Credit Card Transaction Fee	3%
Electric Vehicle Charging Fee	\$0.50 / hour
Cannabis Annual License Fee	\$2,677
Retail Cannabis Application Fee	\$1,745

2022/23 Amended Fee Schedule
\$562
\$67
0.15 / page
\$0
\$0
\$0.25 / page
\$0.10 / page
Cost + \$54.18 1st Hour (Minimum) + \$27.08 / hour
\$52
\$258
\$41
\$41
\$174
\$652
\$23
\$41
\$0 (Set to -0- by Council in 2011)
\$35 + 10% each month late
\$41
\$4
\$34
2% of TBV or 1% in lieu to City
\$200.00
\$233 / 4 hrs or \$699 all day / deposit \$1,500
\$3,400 annually for each space or partial space
\$18.00 per square foot annually
\$500
\$1,000
\$1,500
\$15 / signature
\$15 / signature
3%
\$0.50 / hour
\$2,677
\$1,745

Description	2022/23 Fee Schedule
<b>POLICE DEPARTMENT FEES</b>	
Special Event Permit	\$64
Amplified Sound Permit (Municipal Code 9.12.040)	\$30
DUI Cost Recovery Fee (Res. 3533)	Not to exceed \$12,000
Copies of reports: Crime Reports, Special Reports, etc. (Regardless of number of pages)	\$0.25 / page
Copies of: Citations, Code sections, Ordinances, etc.	\$0.25 / page
Bicycle Licenses (New)	\$0
Bicycle Licenses (Renewal)	\$0
Citation Sign-Offs	\$0
Photographs	\$19 + administration fees
VIN verifications	\$17
Video Tapes, Flash Drive, CD/DVD Production	Cost + \$54.18 1st Hour (Minimum) + \$27.08 / hour
Local Fire Arm dealers (set by state)	
New application	set by state
Renewal	set by state
Second Dealers License (set by state)	
Application	set by state
Renewal	set by state
Taxi Fee per application	set by state
Tobacco retail license	\$274
Civil Subpoena (per case) (set by state)	set by state
Parking Permits (separate action by the Council)	
Neighborhoods per year (Resolution No. 3733)	\$25
Village Preferential Permit (Resolution No. 3733)	\$50 per year
Village Employer/Employee Permit (Resolution No. 3733)	\$50 per year
Morning Village Parking Permit (Resolution No. 3715)	\$50 per year
Concealed Weapon Permits (set by state)	
Application	
Standard	set by state
Judicial	set by state
Employment	set by state
Renewal	
Standard	set by state
Judicial	set by state
Employment	set by state
Firearm Surrender Fees (set by state law)	
1-5 guns	set by state
6+guns	set by state
Vehicle Storage per day	\$28
Administrative fee to release Impounded / Stored Vehicle	\$137
Surf School Permit Fee	\$563
<b>Animal Services Fees</b>	
See Exhibit B "Animal Services Fees"	

2022/23 Amended Fee Schedule
\$64
\$30
Not to exceed \$12,000
\$0.25 / page
\$0.25 / page
\$0
\$0
\$0
\$19 + administration fees
\$17
Cost + \$54.18 1st Hour (Minimum) + \$27.08 / hour
set by state
set by state
set by state
set by state
set by state
set by state
\$274
set by state
\$25
\$50 per year
\$50 per year
\$50 per year
set by state
set by state
set by state
set by state
set by state
set by state
set by state
set by state
set by state
\$28
\$137
\$563

Description	2022/23 Fee Schedule
<b>PUBLIC WORKS DEPARTMENT FEES</b>	
Encroachment Permits	
Revocable Encroachment Permit - Outdoor Dining	\$0
Non-Construction Items (includes materials storage within right-of-way road and sidewalk closures)	\$71
Village Sidewalk Encroachment Permit	\$41
Village Parking Space Encroachment Permit (annually)	\$3,400
Construction Items	
Level A	\$215
Level B	\$477
Level C	\$951
Level D	\$1,546
Level E	\$2,143
Residential Blue Curb Application Fee	\$225
Residential Blue Curb Annual Fee	\$57
Blanket Permits (repair and maintenance of existing facilities)	\$2,379
Private Improvement Permits/Encroachment Agreement	
Applications for Minor Permits	\$238
Applications for Major Permits	\$595
New Memorial Bench	\$1,077
Replacement Memorial Bench	\$525
Memorial Plaque	\$808
Replacement Plaque	\$262
Memorial Plaque (tree)	\$516 + Cost of Tree
Memorial Picnic Table	\$1,725
Seasonal Boat Storage Permits	
Seasonal Permit	\$400 per month
Short Term Permit	\$15 per day
Stormwater Development Review Fee	
Stormwater Plan Review Fee	\$118
Large Project Plan Review Deposit	
Tier 2	\$3,571
Tier 3 & 4	\$4,761
Research Fee - 1/2 hour minimum charge	Cost
Information Technology Fee (Resolution No. 3796 adopted 11/12/09)	5% of Permit Fee
Final Map	Cost; \$3,000 min. deposit

2022/23 Amended Fee Schedule
\$230
\$71
\$41
\$3,400
\$215
\$477
\$951
\$1,546
\$2,143
\$225
\$57
\$2,379
\$238
\$595
\$1,077
\$525
\$808
\$262
\$516 + Cost of Tree
\$1,725
\$400 per month
\$15 per day
\$118
\$3,571
\$4,761
Cost
5% of Permit Fee
Cost; \$3,000 min. deposit

Description	2022/23 Fee Schedule	2022/23 Amended Fee Schedule
<b>PLANNING FEES</b>		
<b>Administration/Documents</b>		
Continuance Request - Applicant (2+)	\$175	\$175
Staff Billing Rate	Cost	Cost
Appeals-by Applicant	Cost	Cost
Appeals- by City Officials	\$0	\$0
Appeals- by Other	\$562	\$562
Coastal Development Permit Appeal	\$0	\$0
Appeals -Building/Zoning Code Violations	\$562	\$562
Records Search/Research/Special Report	Cost	Cost
<b>Administrative Permits</b>		
Tree Removal 1- Staff -Review	\$142	\$142
Tree Removal -- 3 or more trees on a property	\$306	\$306
Tree Installation Deposit (Refundable)	\$500 Deposit	\$500 Deposit
Tree replacement in-lieu fee (if available)	\$600 per tree	\$600 per tree
Tree removal w/ PC approval	\$1,000 deposit	\$1,000 deposit
Commercial Sidewalk/Parking Lot Sale Permit	\$85	\$85
Tenant Use Permit (MCUP)--Staff approval	\$86	\$86
Transient Rental Occupancy Use Permit	\$596	\$596
Home Occupation Use Permit	\$179	\$179
Fence Permit- Staff approval	\$47	\$47
Fence Permit- PC approval	\$893	\$893
Sidewalk vendor permit	\$131	\$131
Sidewalk vendor annual refuse fee	\$525	\$525
Temporary Sidewalk Dining	\$86	\$86
Temporary Use Administrative Permit	\$86	\$86
<b>Sign Permits</b>		
Temporary Signs and Banner Permits	\$42	\$42
Signs-permit - Staff Review	\$143	\$143
Signs- permit - PC Review	\$596	\$596
Master Sign Program	Cost; \$3,000 min deposit	Cost; \$3,000 min deposit
Village Sidewalk Sign Permit	\$73	\$73
<b>Design Permits</b>		
Residential-Single Family/Minor Design Permit - Staff Review	\$870	\$870
Residential-Single Family - PC Review	\$2,977	\$2,977
Residential Multi-Family - PC Review	\$4,165	\$4,165
Commercial - PC Review	\$4,000 Deposit	\$4,000 Deposit
Secondary Dwelling Unit- Staff Review	\$596	\$596
Secondary Dwelling Unit- PC Review	\$1,787	\$1,787
Residential Multi-Family/Minor Design Permit - Staff Review	\$2,000 deposit	\$2,000 deposit
Commercial Minor Design Permit	\$2,000 deposit	\$2,000 deposit
Historic In-Kind Replacement Design Permit	\$500 deposit	\$500 deposit
Outdoor Dining - Custom Deck	\$0	\$1,000 deposit
<b>Use Permits</b>		
Master Conditional Use Permit	Cost; \$3,500 min. deposit	Cost; \$3,500 min. deposit
Conditional Use Permit/Minor Use Permit - Staff Review	\$1,756	\$1,756
Conditional Use Permit - PC approval	Cost; \$3,000 min. deposit	Cost; \$3,000 min. deposit
Temporary Use Permit	\$89	\$89
<b>Subdivisions</b>		
Certificate of Compliance & Lot Merger	\$596	\$596
Boundary Line Adjustment	\$951	\$951
Tentative Parcel Map	Cost; \$2,000 min. deposit	Cost; \$2,000 min. deposit
Tentative Map	Cost; \$5,000 min. deposit	Cost; \$5,000 min. deposit
Revised Map	\$2,000 Deposit	\$2,000 Deposit
Time Extension	\$2,000 Deposit	\$2,000 Deposit
Subdivision Modification	\$2,000 Deposit	\$2,000 Deposit

Description	2022/23 Fee Schedule	2022/23 Amended Fee Schedule
<b>Plan Amendments</b>		
General Plan Amendment	Cost; \$5,000 min. deposit	Cost; \$5,000 min. deposit
Local Coastal Plan Amendment	Cost; \$5,000 min. deposit	Cost; \$5,000 min. deposit
Rezone	Cost; \$5,000 min. deposit	Cost; \$5,000 min. deposit
Planned Development Rezone	Cost; \$3,500 min. deposit	Cost; \$3,500 min. deposit
<b>Other Discretionary Permits</b>		
Variance	\$1,787	\$1,787
PC review of minor modifications	\$1,606	\$1,606
Coastal Development Permit	\$893	\$893
Coastal Permit Exclusion	\$100	\$100
Mobile home Park Change of Use or Closure	\$5,000 Deposit	\$5,000 Deposit
Development Agreement	\$10,000 min. deposit	\$10,000 min. deposit
Developer agreement annual review	\$2,500 deposit	\$2,500 deposit
Specific Plan	Cost; \$5,000 min. deposit	Cost; \$5,000 min. deposit
Permit Time Extension -Staff Review	\$596	\$596
Permit Time Extension - PC Review	\$1,787	\$1,787
Permit Amendment (any permit)	50% of original cost	50% of original cost
Annexation	Costs+ overhead / \$3,000 min. deposit	Costs+ overhead / \$3,000 min. deposit
Minor Modification	\$1,787	\$1,787
<b>Environmental Review</b>		
Negative Declaration (and Mitigated ND)	Cost; \$2,000 min deposit	Cost; \$2,000 min deposit
EIR Processing	Cost; + 21% of consultant; \$10,000 min deposit	Cost; + 21% of consultant; \$10,000 min deposit
Mitigation/Condition Monitoring Program	Cost + 21%	Cost + 21%
NEPA Compliance	Cost + 21%	Cost + 21%
<b>Other Permits/Fees</b>		
Conceptual Review Fee- PC	\$1,787	\$1,787
Conceptual Review Fee- PC and CC	\$2,678	\$2,678
Technical Study Preparation and Review	Cost + 21%	Cost + 21%
NOTE: Third party review costs to be required as necessary	Cost + 21%	Cost + 21%
Code Compliance	Double Application Fees	Double Application Fees
Code Compliance confiscated property recovery fee	\$282	\$282
Research Fee - 1/2 hour minimum charge	Cost	Cost
Pre-Application Review	\$250	\$250
Building Plan Check & Final Inspection	20% of Building Permit Fee	20% of Building Permit Fee
Major Development Project Fee	Cost; \$5,000 min. deposit	Cost; \$5,000 min. deposit
Historical significance determination	\$4,250 deposit	\$4,250 deposit
<b>Inclusionary Housing</b>		
Inclusionary Housing - Unit Sale	\$596	\$596
Inclusionary Housing - Unit Refinance	\$238	\$238
Single Family Residence	\$2.50 per square foot	\$2.50 per square foot
<b>Other Fees and Assessments</b>		
General Plan Maintenance Fee	Total Building Valuation X 0.5%	Total Building Valuation X 0.5%
Information Technology Fee (Resolution No. 3786 adopted 11/12/09)	5% of Permit Fee	5% of Permit Fee
Green Building Educational Resource Fund Fee (Municipal Code 17.10.080)	Fee equals .0025 times the overall building permit valuation of the project.	Fee equals .0025 times the overall building permit valuation of the project.
<b>Affordable Housing In-Lieu Fees</b>		
For Sale Housing Developments of two to six units (Municipal Code Chapter 18.02/Reso. 3473) :		
All Units	\$25 per sq. ft.	\$25 per sq. ft.
For Sale Housing Developments of Seven or more units		
#Units #Units Built		
7 1	\$0	\$0
8-13 1	Total # units minus 7 @ \$25 per avg. sq. ft. per unit	Total # units minus 7 @ \$25 per avg. sq. ft. per unit
14 2	\$0	\$0
15-20 2	Total # units minus 14 @ \$25 per avg. sq. ft. per unit	Total # units minus 14 @ \$25 per avg. sq. ft. per unit
21 3	\$0	\$0
22-27 3	Total # units minus 21 @ \$25 per avg. sq. ft. per unit	Total # units minus 21 @ \$25 per avg. sq. ft. per unit
28 4	\$0	\$0
Rental Multi-Family	\$6 per sq. ft.	\$6 per sq. ft.
<b>Affordable Housing Impact Fees</b>		
For Sale Housing Developments of Six or Less Units	\$25 per square foot	\$25 per square foot
Rental Multi-Family	\$6 per square foot	\$6 per square foot
Additional to Housing Units of 50% or more (charged to additional square footage only)	\$2.50 per square foot	\$2.50 per square foot

## NOTES:

- All Fees are non-refundable.
- Deposit accounts are billed on a time and material basis. Additional deposits may be necessary depending on the complexity of the project. Any unused monies in a deposit account will be refunded following case closure.
- The Community Development Director may reduce the total fee/deposit requirements for applications which are unlikely to require the full deposit amounts established herein.
- Applications which include a fee and a deposit payment will be processed with a single deposit account.
- Outside agency fees, including but not limited to County recordation fees, State Fish and Wildlife fees, etc. are charged at cost.
- The Community Development Director may establish a reasonable fee or deposit amount for permit types

Description	2022/23 Fee Schedule
<b>BUILDING FEES</b>	
The cost of a "combination building permit" shall be 1.5 times the amounts shown in Table 1-A. A "combination building permit" is defined as a permit for a scope of construction work regulated by two or more of the model codes. The model codes are the building code, the plumbing code, the mechanical code and the electrical code.	
The cost of a "building permit" shall be the amounts shown in Table 1-A. A "building permit" is defined as a permit for a scope of construction work regulated solely by a single model code. The model codes are the building code, the plumbing code, the mechanical code and the electrical code.	
<b>TABLE 1-A</b>	
Total Valuation	<b>FEES</b>
\$1.00 to \$500.00	\$27.98
\$501.00 to \$2,000.00	\$27.98 for the first \$500.00 plus \$3.63 for each additional \$100.00 or fraction thereof.
\$2,001.00 to \$25,000.00	\$82.43 for the first \$2,000.00 plus \$16.66 for each additional \$1000.00 or fraction thereof.
\$25,001.00 to \$50,000.00	\$465.61 for the first \$25,000.00 plus \$12.02 for each additional \$1,000.00 or fraction thereof.
\$50,001.00 to \$100,000.00	\$766.11 for the first \$50,000.00 plus \$8.34 for each additional \$1,000.00 or fraction thereof.
\$100,001.00 to \$500,000.00	\$1,183.11 for the first \$100,000.00 plus \$6.68 for each additional \$1,000.00 or fraction thereof.
\$500,001.00 to \$1,000,000.00	\$3,855.11 for the first \$500,000.00 plus \$5.65 for each additional \$1,000.00 or fraction thereof.
\$1,000,001.00 and up	\$6,680.11 for the first \$1,000,000.00 plus \$3.06 for each additional \$1,000.00 or fraction thereof.
Building Plan Check Fee	65% of Building Permit Fee
Reinspection Fee	\$131
Resubmitted Plan Check Fee	\$115.81 / hr.
Building Permit Extension Fee	\$185
Building Permit Reinstatement Fee	50% of the original, singular building permit fee or combo building permit fee, whichever is applicable to the permit being reinstated
Stop Work Order Fee	2x the singular building permit fee
Greywater System Permit	\$0
Electric Vehicle Charging Permits (* Note: These fees were added to the fee schedule for FY2011-12, but will be waived per the Green Energy Incentive Program)	
a. Level I (120 volts)	\$0
b. Level II (208-240 volts)	\$0
c. Level III (480 volts)	\$0
Solar P.V. System	\$0
Solar P.V. System (Commercial Sale/Distribution)	\$0
Solar Hot Water Heater	\$0
Research Fee - 1/2 hour minimum charge	Cost
Information Technology Fee (Resolution No. 3786 adopted 11/12/09)	5% of Permit Fee
Temporary Trailer/Mobile Home Occupancy Permit	\$56
Structural Review of Engineered Plans	cost + 21%
Outside Consultant Plan Review	cost + 21%
<b>Grading Plan Review Fees</b>	
50 cubic yard or less	\$ -
51 to 100 cubic yard	\$ 27.98
101 to 1,000 cubic yards	\$ 44.04
1,001 to 10,000 cubic yards	\$ 57.15

2022/23 Amended Fee Schedule
<b>FEES</b>
\$27.98
\$27.98 for the first \$500.00 plus \$3.63 for each additional \$100.00 or fraction thereof.
\$82.43 for the first \$2,000.00 plus \$16.66 for each additional \$1000.00 or fraction thereof.
\$465.61 for the first \$25,000.00 plus \$12.02 for each additional \$1,000.00 or fraction thereof.
\$766.11 for the first \$50,000.00 plus \$8.34 for each additional \$1,000.00 or fraction thereof.
\$1,183.11 for the first \$100,000.00 plus \$6.68 for each additional \$1,000.00 or fraction thereof.
\$3,855.11 for the first \$500,000.00 plus \$5.65 for each additional \$1,000.00 or fraction thereof.
\$6,680.11 for the first \$1,000,000.00 plus \$3.06 for each additional \$1,000.00 or fraction thereof.
65% of Building Permit Fee
\$0
\$115.81 / hr.
\$0
50% of the original, singular building permit fee or combo building permit fee, whichever is applicable to the permit being reinstated
2x the singular building permit fee
\$0
\$0
\$0
\$0
\$0
\$0
Cost
5% of Permit Fee
\$0
cost + 21%
cost + 21%
\$ -
\$ -
\$ -
\$ -

Description	2022/23 Fee Schedule
10,001 to 100,000 cubic yards	\$57.16 for first 10,000 plus \$29.18 for each additional 10,000 cubic yards
100,001 to 200,000 cubic yards	\$319.75 for first 100,000 plus \$15.77 for each additional 10,000 cubic yards
200,001 cubic yards or more	\$461.69 for first 200,000 plus \$8.64 for each additional 10,000 cubic yards
<b>Grading Permit Fees</b>	
50 cubic yard or less	\$ 27.98
51 to 100 cubic yard	\$ 44.04
101 to 1,000 cubic yards	\$44.04 for first 100 plus \$20.84 for each additional 100 cubic yards
1,001 to 10,000 cubic yards	\$231.60 for first 1,000 plus \$17.26 for each additional 1,000 cubic yards
10,001 to 100,000 cubic yards	\$386.94 for first 10,000 plus \$78.57 for each additional 10,000 cubic yards
100,001 to 200,000 cubic yards	\$1,094.07 for first 100,000 plus \$43.45 for each additional 10,000 cubic yards

2022/23 Amended Fee Schedule
\$57.16 for first 10,000 plus \$29.18 for each additional 10,000 cubic yards
\$319.75 for first 100,000 plus \$15.77 for each additional 10,000 cubic yards
\$461.69 for first 200,000 plus \$8.64 for each additional 10,000 cubic yards
\$ -
\$ -
\$44.04 for first 100 plus \$20.84 for each additional 100 cubic yards
\$231.60 for first 1,000 plus \$17.26 for each additional 1,000 cubic yards
\$386.94 for first 10,000 plus \$78.57 for each additional 10,000 cubic yards
\$1,094.07 for first 100,000 plus \$43.45 for each additional 10,000 cubic yards

Description	2022/23 Fee Schedule	2022/23 Amended Fee Schedule
<b>PARKS AND RECREATION FEES</b>		
All fees are evaluated annually to determine if they are competitive with other recreation programs in Santa Cruz County		
<b>Classes</b>		
Negotiated Instructor Activity Fee (Instructor receives 65% of this fee, Department retains 35%)		
Registration Fee - Resident (Capitola Residents Only)-Department retains this fee	\$19	\$19
Online Class Registration fee - Department retains this fee	5.5% of Activity Fee	5.5% of Activity Fee
Non-Resident (Anyone residing outside of the City) in addition to Residential Registration Fee-Department retains this fee	\$16	\$16
Senior Discount	10% of Activity Fee	10% of Activity Fee
Negotiated Instructor of Private Tennis Lessons Activity Fee (Instructor receives 75% of this fee, Department retains 25%)		
<b>Sports</b>		
League Fees	Costs + 30% admin fee	Costs + 30% admin fee
League fees will change depending upon number and type of leagues offered, number of games per league, number of officials, amount of equipment needed, field/site prep and maintenance, and whether or not playoffs & awards are offered. Fees are calculated based on direct costs + 30% admin fee.		
<b>After School - Fees include \$30 non-refundable registration fee</b>		
Resident/non resident	\$5.16 / \$5.85 per hour	\$5.16 / \$5.85 per hour
* Hourly rate used only to calculate monthly fee amount		
* Scholarships may be available		
Late Pick-Up Fee	\$1 per minute	\$1 per minute
<b>Junior Guards - Fees include \$30 non-refundable registration fee</b>		
Resident/non resident	\$287 / \$358	\$287 / \$358
U-19 resident/non resident	\$199	\$199
Late Pick-Up Fee	\$1 per minute	\$1 per minute
Regionals	\$98	98
* Scholarships may be available		
<b>Camp Capitola - Fees include \$30 non-refundable registration fee</b>		
All day 2 week session, resident/non resident	\$318 / \$398	\$318 / \$398
1/2 day 2-week session, resident/non resident	\$161 / \$200	\$161 / \$200
All day 1 week session, resident/non resident	\$161 / \$200	\$161 / \$200
All day 1 week teen session, resident/non resident	\$287 / \$358	\$287 / \$358
Junior Leader program	\$69	69.29023992
Late Pick-Up Fee	\$1 per minute	\$1 per minute
Extended Care - daily add on, resident/non resident	\$12	\$12
AM Extended Care - per 2 week session resident/non resident	\$55	\$55
PM Extended Care - per 2 week session resident/non resident	\$55	\$55
Transportation fee to Jr. Guards per session	\$60	\$60
* Scholarships may be available		
<b>Family Camp</b>		
3 night family camp Adult (13+) / Child (3-12)	\$339.39 / \$231.51 per night	\$339.39 / \$231.51 per night
<b>Facility Rentals</b>		
Field and Courts hourly rental; non profit youth groups/other non profit & Cap residents/all others	\$14 / \$27 / \$36	\$14 / \$27 / \$36
Jade Street Community Center		
Rooms A&B hourly rent	\$46	\$46
Room C hourly rent	\$63	\$63
Patio hourly rent	\$9	\$9
Kitchen hourly rent	\$23	\$23
Entire Center hourly rent	\$164	\$164
Non profit discount of Jade Street Facility rents	25%	25%
Community Center Deposit		
1 to 50 people	\$105	\$105
51 to 150 people	\$262	\$262
151 to 250 people	\$525	\$525
Lost key fee	\$26	\$26
Event vendor fee	\$105 per event	\$105 per event
Field Prep and/or additional staffing required to prepare for or supervise the Sports rentals only	\$13 / hr	\$13 / hr
Notes: Residents include Soquel Union Elementary School District		
Costs mean staff costs adjusted for benefits, department overhead, and City overhead as calculated by the City Manager. Costs can also mean direct cost of a consultant. When consultant costs are included 21% of such costs will be charged to cover staff time for contract management. <i>Staff costs do not accrue during an appeal unless appeal is made by applicant.</i>		
Deposits are stated as minimums. Actual deposits depend on the evaluation by staff of an individual project or application. The City Manager may lower minimum deposits if the application or project justifies a lower deposit. When an application involves multiple minimum fees the highest minimum fee applies.		

Description	2022/23 Fee Schedule
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2022/23 Amended Fee Schedule
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HISTORICAL MUSEUM FEES	
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Research Fee - 1/2 hour minimum charge	Cost
Print of an electronically available Photograph in Collection	\$8
Digital Copies of Collection Items	\$21
Scan High Resolution Tiff File of any collection item for a customer	\$25

Cost

\$8

\$21

\$25