



ADMINISTRATIVE POLICY

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Jurisdiction: City Manager

Agenda Preparation Procedures for City Council and Successor Agency Meetings

I. PURPOSE:

This procedure establishes a uniform procedure for the preparation of agendas for City Council and Successor Agency meetings.

II. POLICY:

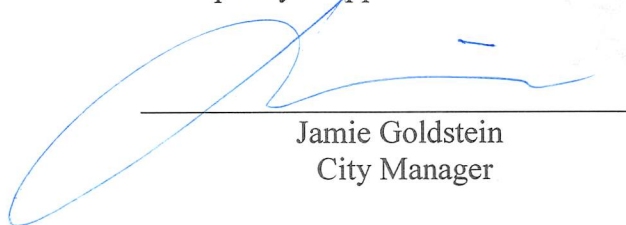
All materials submitted for inclusion in a City Council/Successor Agency meeting agenda must be submitted in accordance with the attached "Agenda Preparation Procedures." Exceptions will only be made with City Manager approval.

City Council/Successor Agency agenda reports are to be prepared and submitted as far in advance of the meeting as possible. Staff is encouraged not to wait until the deadline to submit agenda materials.

Department heads are responsible to review all agenda report attachments to ensure that they are accurate and are vitally required to be copied and distributed.

All agenda items should be treated as documents for internal distribution only until they are presented to the City Council in their agenda packets (at 5:00 p.m. on the Friday preceding the City Council meeting).

This policy is approved and authorized by:



Jamie Goldstein
City Manager

Attachment: Agenda Preparation Procedures

JG/ss

AGENDA PREPARATION PROCEDURES

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I. Introduction

This Agenda Preparation Procedure has been developed to acquaint City staff with the various aspects of the agenda process, and to provide a helpful guide in the preparation of agenda items for City Council or Successor Agency Agenda Packets. This procedure provides schedules and deadlines concerning the City Council and Successor Agency Agendas, and describes standard procedures for the preparation and coordination of City Council/Successor Agency Agenda Staff Reports using MinuteTraq (legislative management software). All references to City Council relate also to the Successor Agency.

Updates will be provided as procedures change. Please contact the City Clerk with suggestions for improving this procedure or to make it more useful.

II. City Council Agenda Format Description

The Agenda [Attachment 1] is the official order of business at City Council meetings. The Mayor may reorder an item if the need arises. If an item is reordered it retains its original Item No., and the Mayor advises that the item will be discussed (i.e. “following General Government/Public Hearing Item 9.D.”).

Regular City Council meetings are held on the second and fourth Thursday of each month and typically begin at 7:00 p.m. but in no event earlier than 6:00 p.m. If there are items to be discussed in Closed Session, the Council generally meets prior to the Regular Meeting. Capitola Successor Agency meetings are generally held following the City Council Meeting [Agenda - Attachment 2]

A. Presentations

The Presentation section of the Agenda is for awards, plaques, proclamations¹, or other forms of recognition. Special presentations may come from Council Members, community organizations, non-profit organizations, outside agencies, citizens, or City staff. The City Clerk coordinates these matters with the Mayor and the City Manager.

B. Report on Closed Session

Following the Presentation section of the Agenda is “Report on Closed Session.” At this time the City Attorney will provide a verbal report informing the public of items discussed in Closed Session and action taken by the Council, if any.

The Ralph M. Brown Act (GC§ 54950 et seq.) specifies certain matters the City Council is permitted to meet privately on, such as

- Conference with Labor Negotiators
- Conference with Legal Counsel — Anticipated/Existing Litigation
- Conference with Real Property Negotiators
- Liability Claims
- Public Employee Appointment
- Public Employee Discipline/Dismissal
- Public Employment
- Public Employee Performance Evaluation
- Threat to Public Services or Facilities

¹ See Administration Police I-35 Proclamations

II. City Council Agenda Format Description (continued)

C. Additions and Deletions to the Agenda

The Council may add items of business to the Agenda under the following circumstances, after the Mayor publicly identifies the item:

1. Upon a majority vote that an emergency situation exists, as that term is defined in the Brown Act; or
2. Upon a determination by a two-thirds vote or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the City subsequent to the Agenda being posted; or
3. The item was posted for a prior meeting of the Council not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

D. Public Comments

This section of the Agenda permits members of the public to comment on issues and concerns that are within the jurisdiction of the City of Capitola but are not listed on the Agenda. The Mayor may set a maximum amount of time for each speaker, generally three minutes. The Council may not take action regarding any matter arising from a request or concern voiced during Public Comment except by following the process outlined in Section C above because the matter was not listed on the posted Agenda pursuant to the Brown Act. Council may refer the matter to staff for research and/or ask that it be placed on a future Agenda. A maximum of 30 minutes is set aside for Public Comments at this time.

Pictures, letters, petitions, and similar documents offered for Council Member review during Public Comments should be forwarded to the City Clerk who retains them for the record.

E. City Council/City Treasurer/Staff Announcements

This section of the Agenda is reserved for issues raised by an individual Council Member, City Treasurer, or staff for discussion and/or action or for Council Member reports, that is, briefings and summaries concerning meetings, projects, or miscellaneous comments and statements. A Council report may be entirely oral or may include written information. Written reports are submitted to the City Manager for inclusion in the Agenda Packet. Generally, more complex Council announcements and recommendations are accompanied by a written report. The City Council may not take action or give direction unless the issue was printed on the Agenda and posted 72 hours prior to meeting (unless by urgency motion and a four-fifths vote).

F. Boards, Commissions and Committee Appointments

Board, commission, or committee appointments are placed under this section.²

G. Consent Calendar

All items listed on the Consent Calendar are considered to be routine, not considered controversial, and do not need discussion. The recommended action for Consent Calendar items should be self-explanatory and should not require input by the Council. The Consent Calendar is approved by one motion. There is no separate discussion unless a Council Member, staff member, or citizen requests separate discussion of an item and that item is removed from the Consent Calendar.

² Refer to Administrative Procedure I-20: Board, Commission and Committee Guide Procedures

II. City Council Agenda Format Description (continued)

H. Items Removed from the Consent Calendar

Items removed from the Consent Calendar for separate discussion are placed at the end of the Agenda following the last item of General Government/Public Hearing, unless reordered by the Mayor. The Council may ask for a staff report and/or may ask questions about the item at that time.

I. General Government/Public Hearings

All items required by the Capitola Municipal Code or California Government Code to be Public Hearings are noticed as such and are held under this section of the Agenda. The introduction of new ordinances and ordinance amendments, or controversial business matters are General Government/Public Hearing items. Appeals of Planning Commission applications are generally set for Public Hearing. Public Hearings are items on which the City Council is required to obtain public input in a formal setting. Consideration should be given to the overall length of the City Council meeting when scheduling Public Hearings.

General Government/Public Hearings are intended to provide an opportunity for public discussion of each item. The following procedure is followed for each General Government/Public Hearing listed: 1) staff explanation; 2) Council questions; 3) public comment; 4) Council deliberation; 5) Decision.

J. Additional Material

Occasionally a matter before the Council generates communications from the public prior to the meeting. Such communications can be in writing or via email.

Pursuant to Government Code § 54957.5, all materials relating to an agenda item for an open session of a regular meeting of the City Council which are provided within 72 hours of the meeting are to be made available for public inspection.

If staff is the only recipient of correspondence addressed to the Council after the agenda packet has been delivered or if staff has additional material and/or corrections to an original agenda report, then the City Clerk shall immediately forward by email the documents to the Council. On the header of each document the City Clerk shall add "Additional Material" (including the agenda item number and meeting date).

All other correspondence emailed directly to the City Council after the agenda packet has been delivered shall be emailed by 3:00 p.m. on Wednesday, the day prior to the meeting using the Outlook "Agenda & Agenda Packet Distribution List."³ In addition, the City Clerk shall provide copies of all additional material for public inspection on the designated clipboard (entitled "Additional Material") in the City Hall lobby. The City Clerk is to place copies in the Council Members' places at the dais in the Council Chambers prior to the meeting, and provide additional copies for the public.

All distributed Additional Materials are to be incorporated into a revised agenda and agenda packet through MinuteTraq after the applicable City Council meeting has been held. Each numbered agenda item which has Additional Materials found pertinent to it is added separately under the numbered agenda item listed as "Additional Materials" by its original agenda item number and description of the materials regarding the applicable agenda item (e.g. Item 8.H. Public Communication(s) regarding Installation of Blue Curbed Parking Spaces). This is done by creating a new Communication in MinuteTraq then once the Communication has been created it is added to the agenda and agenda packet through MinuteTraq's Agenda Wizard for finalization of the revision and to the minutes through Minute Wizard for their finalization.

³ The "Agenda & Agenda Packet Distribution List" includes the City Council, City staff, City Attorney, local media, and other interested members of the public. This list is maintained in the City Clerk's Outlook contracts.

II. City Council Agenda Format Description (continued)

In creating the new Communication per each agenda item that has had Additional Materials found applicable to it the following steps are to be taken once in MinuteTraq:

1. Under the drop down menu for New select, Communication.
2. Under the drop down menu for Communication Type select, Additional Materials.
3. Under the drop down menu for Received select, a date prior to the actual meeting date.
4. Under the drop down menu for Target Meeting select, actual meeting date.
5. Within the Subject indicate, Agenda Item Number and Description (e.g. Item 8.H. Public Communications regarding Installation of Blue Curbed Parking Spaces).
6. Under File (Optional) browse and find the PDF of the Additional Materials received to add by clicking on it in its location.
7. Click on OK to save.

The new created Communication can be added to the agenda and agenda packet through MinuteTraq's Agenda Wizard by selecting it to be added under the "Communications" tab within the applicable meeting. When added both the agenda and agenda packet can be regenerated and reposted to the City's website under "Meeting Video" with the word "REVISED" in red as part of the agenda title and file name. It does not have to be redistributed, but should also be reposted on the City's website under "Agendas/Minutes." Save both the revised agenda and agenda packet regenerated files within the dated Agenda Reports directory. (e.g. R:\CITY COUNCIL\Agenda Staff Reports\2016 Agenda Reports\112216 CC Meeting\Agenda Working Folder 11-22-16 CC Agenda Packet Revised).

Once the revised agenda and agenda packet have been regenerated and are in place the Additional Materials can be reflected in the Minutes through MinuteTraq's Minute Wizard by selecting "Auto Fill From Agenda" using the Action drop down menu.

III. Agenda Process and Schedule

A. Items Requiring City Council Approval

The City Council is the policy making body of the City, and, as such, reviews or approves major policy matters, fiscal concerns, and major projects. The Council can only act as a public body in open or Closed Session as allowed by law when there is a quorum present and the matters before the Council have been properly noticed and agendized. Unless the item being considered is administrative or has otherwise been delegated to the City Manager or City staff, the item will require Council approval. If a City staff member is unclear about whether a matter requires Council action, the Department Head should be consulted and, if there still are questions, the City Manager's office should be consulted. Capitola Municipal Code (CMC) §2.04.140 addresses placement of items on the Council Agenda. Items that are solely for the information of the Council and were not specifically directed to be considered at a City Council meeting should be provided to the Council through the City Manager's office outside the formal Agenda process.

III. Agenda Process and Schedule (continued)

Some Items Requiring Council Approval

- Expenditure of \$25,000 or more
- Increases/decreases to total appropriations for a program area
- Transfers of appropriations between program areas
- Increases/decreases of more than \$25,000 in a capital project
- Transfers to/from reserves, cancellation of appropriations, and appropriations of fund balances
- Agreements/contracts/change orders exceeding \$25,000
- Annual budget
- Appeals of Planning Commission decisions
- Applications for a grant
- Authorization to commence formal bidding (at discretion of City Manager)
- Commission/committee appointments
- Development agreements
- Donation of surplus property (30-day notification)
- Eminent domain
- Fees (new or amended)
- General Plan amendments
- Municipal Code/City Ordinance amendments
- Personnel classifications/amendments to Memorandums of Understanding
- Ratification of emergency purchases
- Resolutions
- Settlement of lawsuits
- Street name changes
- Street vacations
- Zoning Text/Map amendments

III. Agenda Process and Schedule (continued)

B. Agenda Process

The preparation, publication, and distribution of the Agenda and staff reports for the City Council meetings are controlled by deadlines [Attachment 3]. All agenda reports are prepared, reviewed and approved through MinuteTraq (legislative management software). To avoid problems and delays, departments must comply with the MinuteTraq procedures [Attachment 4].

1. The preparer of the Agenda staff reports adds items to MinuteTraq, including “Placement” on Agenda (Consent, General Government/Public Hearings, Presentations, etc.); “Formal Title/Summary”; and “Discussion” (Recommended Action) preferably the earliest the preparer knows the meeting date the item is to go City Council or on Monday afternoon by 4:00 p.m., two weeks prior to the meeting for which the items are to be agendized. This will place the agenda items on the City Council Work in Progress (WIP) list that the City Clerk prepares regularly and is distributed via email to staff.
2. The City Attorney (“Legal Review”) should be included in the MinuteTraq workflow for Agenda Reports containing contracts/agreements and ordinances. The original contracts will be retained by the Contract Manager until approved, and will then be given to the City Manager for signature following the meeting.⁴
3. The final submission of staff reports in MinuteTraq are due no later than Wednesday by 4:00 p.m., the week prior the City Council meeting. An email containing any special instructions regarding the Agenda item; i.e. a list of individuals and/or outside agencies (names, mailing addresses or emails addresses) who should receive a copy of the staff report, special follow-up requirements, etc. should be submitted at this time as well. The City Clerk is included in the MinuteTraq workflow to review all staff reports for format and completeness, particularly with respect to resolutions/ordinances.
4. Following review, the City Clerk or City Manager may email the preparer stating that additional information/changes are needed.
5. The City Clerk/Records Coordinator will generate a Draft Agenda in MinuteTraq for review by Department Heads at the Department Head Staff Meeting which is typically on Thursday morning at 10:00 a.m. the week prior to the City Council meeting.
6. On Friday following the staff meeting (week prior to the City Council meeting) the City Clerk/Records Coordinator will generate the Final Agenda and Agenda Packet for distribution.
7. Distribution of Agenda materials is completed and packets are made for those listed on the Agenda Distribution List [Attachment 11]. A counter copy of the Agenda Packet and copies of the Agenda are placed in the rack in the lobby in the City Hall reception area. A copy of the Agenda is posted on the meeting board located in the City Hall foyer next to the Council Chambers by 5:00 p.m.; other Agenda Packet distribution includes the Capitola Branch Library and Council Members that request hard copies of the packet. Agenda copies are also delivered to the Capitola Post Office.

⁴ Refer to Administrative Procedure I-16: Development, Review, Approval & Custody of Contracts.

III. Agenda Process and Schedule (continued)

C. Staff Report Changes

Should staff members that are included in the MinuteTraq workflow recommend changes be made, it is the responsibility of the originating department to make the required changes in the staff report. No change should be made to a staff report without the knowledge of the preparer and the concurrence of previous reviewers.

Any significant changes in an Agenda item such as the Formal Title/Summary or the Discussion (Recommended Action) need to be communicated promptly to the City Clerk so that the agenda can be updated accordingly.

D. Agenda Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
TWO WEEKS PRIOR TO THE MEETING	Enter agenda item in MinuteTraq including Formal Title/Summary, Discussion (Recommended Action), Placement, Comments (includes Background, Discussion and Fiscal Impact)	City Clerk/Records Coordinator generates the Draft Agenda			
ONE WEEK PRIOR TO THE MEETING	Submit staff report in MinuteTraq.	City Clerk emails the staff report preparer if corrections are needed. An email with the names, addresses, or emails addresses of individuals or organizations that should receive copies of the Agenda and staff report, as well as any special instructions (i.e. forward certified copy of resolution after adoption) should accompany final staff report.	All staff report <u>must</u> be submitted in MinuteTraq by 4:00 p.m.	Typically the Dept. Head Staff Meeting is 10 a.m. for the final Council agenda review.	Staff reports are generated into Agenda Packet and distributed. Agenda Packet web link is emailed to staff, public, and the press using the MinuteTraq distribution list. Agenda posted in the foyer at City Hall next to the Council Chambers by 5:00 p.m. Agenda Packets delivered to City Council Members that requested hard copies & the Capitola Library by 5 p.m. Agendas only are placed in tray at Capitola Post Office
WEEK OF MEETING		Late item delivery if approved. City Clerk must receive any late items no later than 12 noon for distribution.		City Council/ Successor Agency Meetings	

III. Agenda Process and Schedule (continued)

E. Agenda Deadline/Meeting Date Changes

Deadlines for staff submittal of staff reports are contained on “Staff Report Submittal Deadlines” document, which is updated annually [Attachment 3]. If there are any changes to that schedule, the City Clerk will send an email to all Department Heads informing them of changes to deadlines.

The City Council/Successor Agency may approve having only one regularly scheduled Council/Successor Agency meeting during the month of July and one regular meeting in August. In addition, the second meeting in November is generally held on the fourth Tuesday due to the Thanksgiving Holiday.

F. Confidential Closed Session Memorandum Transmittal


The Brown Act requires that all Closed Session items (restricted by law) be posted on the City Council Agenda. The City Attorney’s Office generally prepares confidential Closed Session memorandums. Filing times are the same as for the Regular City Council staff report transmittal.

Generally, only the City Manager, City Attorney and City Council will use the confidential Closed Session memorandums. The City Attorney’s Memorandums and any attached material will remain confidential.

III. Agenda Process and Schedule (continued)

G. City Council Staff Reports

Note: The staff reports shall be prepared in MinuteTraq using Arial 11 pt. font.

 <p>CAPITOLA CITY COUNCIL AGENDA REPORT</p> <p>MEETING OF _____</p> <p>FROM: (Name of Department; i.e. City Manager's Dept., Police Dept.)</p> <p>SUBJECT: ("Formal Title/Summary" section of Minute Traq) 1</p> <hr/> <p>RECOMMENDED ACTION: ("Discussion" section of MinuteTraq) 2</p> <p style="text-align: center;">.....</p> <p>Following are in the "Comments" section of MinuteTraq</p> <p>BACKGROUND: 3</p> <p>DISCUSSION: 4</p> <p>FISCAL IMPACT: 5</p> <p>The following lists attachment uploaded in Minute Traq</p> <p>ATTACHMENTS: 6</p> <p>Report Prepared by: _____ 7</p> <p style="text-align: right;">Reviewed and Forwarded By City Manager: ____ 8</p>

1. **Formal Title (Summary):** Simple, descriptive phrase identifying the item under consideration. This language will appear on the Agenda.
2. **Discussion (Recommended Action):** The Staff, Committee, or Council Member recommendation for Council consideration and action. It is not necessary to begin the recommended action with the words: "That the City Council...". Merely state the action to be taken (i.e. "Adopt, approve, authorize, award," etc.). If approved, the recommendation generally becomes part of the motion. If more than one action is recommended, the actions should be identified and listed separately. This language will appear on the Agenda.

Comment includes the following:

Background: The background category is intended to provide information regarding prior City Council and/or advisory body discussion or action on this subject.

- a) **Discussion:** The Discussion category is intended to provide information justifying the Recommended Action, including a description of the required action. Staff should list and analyze viable alternatives, including a discussion of the financial impacts and operation benefits/consequences of each alternative. The discussion should be factual, to the point, and easily understood. Conclude discussion by summarizing the facts analyzed and provide justification for the selection of the recommended action.
 - b) **Fiscal Impact:** A complete and verifiable fiscal impact statement is required on all staff reports. If there is a cost to the Recommended Action, identify the total cost of the recommendation and check to indicate whether or not sufficient funds are available. Include all fiscal impacts, including start-up costs, budget implications, budget transfers, annualized operating costs, and projected revenue increases or decreases. The Finance Director is to be included in the MinuteTraq workflow process for review of the fiscal impact.
4. **Attachments:** The contents of voluminous attachments may be summarized in the staff report with the actual materials placed on file in the City Clerk's office (plans and specifications, maps, and the like). Items placed on file with the City Clerk and not distributed with the staff report are indicated in this section. If a attachment is distributed to Council Members only, a notation to that effect is made in parenthesis next to the attachment description.
 5. **Report Prepared By:** The name and title of the person preparing the staff report.
 6. **Reviewed and Forwarded By:** This signature line indicates that the staff report has been reviewed by the City Manager and is approved with an electronic signature.

III. Agenda Process and Schedule (continued)

H. Ordinances

Ordinances are laws of a municipality. The City Council is given the authority to pass local laws (ordinances) pursuant to GC§ 37100 if those ordinances are not in conflict with the laws of the Federal or State government. An ordinance is the most binding form of action that the City Council can take, the violation of which is a misdemeanor, unless it is made an infraction (GC§ 36900). Generally, an ordinance is required when an existing ordinance is amended or repealed, when the law will impose a penalty by fine, imprisonment or forfeiture, or when required by statute. Ordinances are codified by a publisher into the Capitola Municipal Code, which is an exact recitation of the City's ordinances currently in effect as local laws. Chapter 1.01 of the CMC addresses Code Adoption. The procedure for adoption of an ordinance is set forth in the Government Code and must be followed or the ordinance may be subject to challenge and could be declared void. All ordinances require a majority vote of the City Council to be enacted, with the exception of urgency ordinances which requires a 4/5's vote of the City Council.

Types of Ordinances/Placement on the Agenda

There are two types of ordinances:

1. Regular Ordinance

Approval of an ordinance requires a first reading (introduction) and a second reading (adoption). The adoption can occur only at a Regular or Adjourned Regular Meeting held at least five days after introduction of the ordinance. A regular ordinance takes effect on the thirty-first day after adoption.

Regular ordinances being introduced are placed under the General Government/Public Hearings section of the Agenda. Regular ordinances being adopted (read for a second time) are generally placed on the Consent Calendar section of the agenda.

2. Urgency (Emergency) Ordinance

An urgency ordinance takes effect immediately upon adoption or takes effect at a date specified, that is less than thirty days after adoption. The urgency ordinance requires a 4/5's vote of the City Council and may be adopted at a Special or Regular Meeting. The ordinance must contain a declaration of the facts which constitute the urgency, i.e. the reasons why the urgency ordinance is necessary "for the immediate preservation of the public peace, health or safety." (GC§ 36937 (b)). Urgency ordinances are placed under the General Government/Public Hearings section of the Agenda.

III. Agenda Process and Schedule (continued)

Ordinance Drafting Procedures

Ordinances amend, revise, rescind or add sections of the Municipal Code unless the ordinance is designated to be uncodified. The content of the bodies of the ordinances and Municipal Code is identical. When drafting an amendment or repealing an ordinance, it is important to identify within the ordinance the affected municipal code section(s) being amended or repealed. The template for ordinances is located in the shared drive at: <R:\CITY COUNCIL\Templates\Ordinance Template.dotx> [Attachment 8]. The City Attorney (Legal Department) must be included in the MinuteTraq workflow in order to review all ordinances prior to being approved for the Agenda Packet.

I. Resolutions

A Resolution constitutes a written action or decision; however, it usually does not demand the legal processing required of an ordinance. A resolution is generally introduced and adopted at the same meeting and is effective upon adoption. Most resolutions do not require publishing or posting as do ordinances, unless there is a specific statute or local custom making this mandatory.

If a certified copy of a resolution is required for disbursement following the meeting, the staff person is responsible for informing the City Clerk as to whom copies are to be sent and address(es). After a resolution is adopted and executed, the City Clerk will certify copies as requested.

The template for City Council Resolutions is located in the Shared drive at: <R:\CITY COUNCIL\Templates\Resolution Council Template.dotx> [Attachment 9]. Successor Agency Resolution template is located at: <R:\CITY COUNCIL\Templates\Resolution SA Template.dotx> [Attachment 7].

J. Minute Orders

Minute Orders are made to memorialize Council actions when a resolution or ordinance is not necessary, or to address non-recurring situations, and are reflected in the minutes under "ACTION:" taken for the Agenda item.

*Pursuant to Government Code 54957.5, all materials relating to an agenda item for an open session of a regular meeting of the Board of Supervisors which are provided to a majority or all of the members of the Board by Board members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, at and after the time of such distribution, in the office of the Clerk of the Board of Supervisors, 810 Court Street, Jackson, California 95642, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for County holidays. Materials distributed to a majority or all of the members of the Board at the meeting will be available for public inspection at the public meeting if prepared by the members of the Board or County staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials that are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

City of Capitola Agenda



Mayor: Ed Bottorff
Vice Mayor: Stephanie Harlan
Council Members: Jacques Bertrand
Dennis Norton
Michael Termini
Treasurer: Christine McBroom

CAPITOLA CITY COUNCIL REGULAR MEETING

THURSDAY, _____, _____

7:00 PM

CITY COUNCIL CHAMBERS
420 CAPITOLA AVENUE, CAPITOLA, CA 95010

CLOSED SESSION - _____ PM
CITY MANAGER'S OFFICE

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.

REGULAR MEETING OF THE CAPITOLA CITY COUNCIL - 7:00 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.

All matters listed on the Regular Meeting of the Capitola City Council Agenda shall be considered as Public Hearings.

1. ROLL CALL AND PLEDGE OF ALLEGIANCE
2. PRESENTATIONS

CAPITOLA CITY COUNCIL REGULAR MEETING AGENDA

3. REPORT ON CLOSED SESSION

4. ADDITIONAL MATERIALS

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

5. ADDITIONS AND DELETIONS TO AGENDA

6. PUBLIC COMMENTS

Oral Communications allows time for members of the Public to address the City Council on any item not on the Agenda. Presentations will be limited to three minutes per speaker. 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. All speakers are requested to print their name on the sign-in sheet located at the podium so that their name may be accurately recorded in the minutes. A MAXIMUM of 30 MINUTES is set aside for Oral Communications at this time.

7. CITY COUNCIL / CITY TREASURER / STAFF COMMENTS

City Council Members/City Treasurer/Staff may comment on matters of a general nature or identify issues for staff response or future council consideration.

8. CONSENT CALENDAR

All items listed in the "Consent Calendar" 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 public or 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.

9. GENERAL GOVERNMENT / PUBLIC HEARINGS

All items listed in "General Government" 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.

10. ADJOURNMENT

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.

CAPITOLA CITY COUNCIL REGULAR MEETING AGENDA

Agenda and Agenda Packet Materials: The City Council Agenda and the complete Agenda Packet are available for review on the City's website: www.cityofcapitola.org and at Capitola City Hall and at the Capitola Branch Library, 2005 Wharf Road, Capitola, 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.

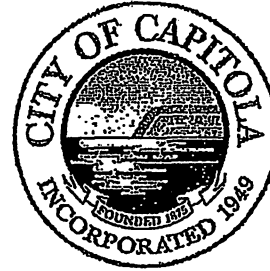
Televised Meetings: City Council meetings are cablecast "Live" on Charter Communications Cable TV Channel 8 and are recorded to be rebroadcasted at 8:00 a.m. on the Wednesday following the meetings and at 1:00 p.m. on Saturday following the first rebroadcast on Community Television of Santa Cruz County (Charter Channel 71 and Comcast Channel 25). Meetings are streamed "Live" on the City's website at www.cityofcapitola.org by clicking on the Home Page link "Meeting Video." Archived meetings can be viewed from the website at anytime.

City of Capitola Agenda

ATTACHMENT 2

Mayor: _____
Vice Mayor: _____
Council Members: _____

Treasurer: _____



CITY OF CAPITOLA, AS SUCCESSOR AGENCY TO THE FORMER CAPITOLA REDEVELOPMENT AGENCY THURSDAY, _____,

After the adjournment of the City Council Meeting

All matters listed on the Regular Meeting of the City of Capitola Successor Agency Agenda shall be considered as Public Hearings.

1. **ROLL CALL**

Board Members Dennis Norton, Sam Storey, Ed Bottorff, Michael Termini, and Chairperson Stephanie Harlan

2. **ORAL COMMUNICATIONS**

A. Additions and Deletions to Agenda

B. Public Comments

Oral Communications allows time for members of the Public to address the Successor Agency on any item not on the Agenda. Presentations will be limited to three minutes per speaker. 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. All speakers are requested to print their name on the sign-in sheet located at the podium so that their name may be accurately recorded in the minutes. A MAXIMUM of 30 MINUTES is set aside for Oral Communications at this time.

C. Staff Comments

3. **GENERAL GOVERNMENT/PUBLIC HEARINGS**

General Government items are intended to provide an opportunity for public discussion of each item listed. The following procedure is followed for each General Government item: 1) Staff explanation; 2) Council questions; 3) Public comment; 4) Council deliberation; 5) Decision.

4. **ADJOURNMENT**

Adjourn to the next regular meeting of the City of Capitola, as Successor Agency to the former Capitola Redevelopment Agency, is to be determined.

**2016 CITY OF CAPITOLA
City Council and Successor Agency Meeting Dates
and Deadline for Submittal of Agenda Items**

SUBMITTAL DATE¹	MEETING DATE²
JANUARY 4	JANUARY 14
JANUARY 19	JANUARY 28
FEBRUARY 1	FEBRUARY 11
FEBRUARY 16	FEBRUARY 25
FEBRUARY 29	MARCH 10
MARCH 14	MARCH 24
APRIL 4	APRIL 14
APRIL 18	APRIL 28
MAY 2	MAY 12
MAY 16	MAY 26
MAY 31	JUNE 9
JUNE 13	JUNE 23
JULY 18	JULY 28
AUGUST 1	AUGUST 25
AUGUST 29	SEPTEMBER 8
SEPTEMBER 12	SEPTEMBER 22
OCTOBER 3	OCTOBER 13
OCTOBER 17	OCTOBER 27
OCTOBER 31	NOVEMBER 10
NOVEMBER 14	TUESDAY, NOVEMBER 22 ▲ ▲
NOVEMBER 28	DECEMBER 8

Items to be included on a particular agenda must be submitted to the City Manager's Office NO LATER than 5 p.m. on the submittal date so that a staff report may be prepared. Items received after that date may be scheduled for the next available agenda.

NOTE: ▲ ▲ DUE TO THANKSGIVING HOLIDAY, THE MEETING WILL BE HELD ON TUESDAY

This schedule was approved at the November 12, 2015, City Council meeting.

¹ Submittal dates are on Mondays, with the exception of Tuesdays that follow a holiday as indicated above.

² Regular Meetings of the City Council/Successor Agency are held on the 2nd & 4th Thursdays of each month. The Regular City Council meetings begin at 7:00 p.m. (or in no event earlier than 6:00 p.m.) in the Capitola City Hall Council Chambers, 420 Capitola Avenue, Capitola, CA.

CREATING A NEW CITY COUNCIL STAFF REPORT IN ACELA

Rev 8/14/15

STEP 1:
Click on "New"
to create a new
staff report

Enter brief name
in the "Short
Name" box.

Select target meeting
date from the drop
down.

Leave blank

Select a category from the
"Categories" drop down list. Refer to
the "Category List" handout.

Enter the formal item description by capitalizing each
word (except words like "and", "a", "for", "the", "to",
etc.). This title will be visible on the staff report and the
City Council Agenda

Make sure "City
Council" is selected

Agendas and Minutes

Edit View Lists Tools Reports Window Help

New Save & Close Comment History

Quick Links

Recent Documents

1101: McGregor Park Rem...
McGregor Park_Attachmen...
1107: Su Test 080715
1103: 2015 Grand Jury Res...
1106: Successory Agency...
1100: Capital Improvement...
1106: 411 Beverly Extension
Find More...

Details

File Number (Clerks Office Only):

Workflow

Stage	Reviewer	Description	Due Date	Status
-------	----------	-------------	----------	--------

Staff Report Body

Formal Title / Summary:

Discussion:

RECOMMENDED ACTION:

Comments:

BACKGROUND:

DISCUSSION:

FISCAL IMPACT:

Rich Text

Update Available Waiting City Council s.sneddon@Capitol

4:11 PM 8/7/2015

If the "Comments" box is not visible select it by View/Comments

The screenshot shows a software application window titled "Agendas and Minutes". The "View" menu is open, and the "Comments" option is highlighted with a red circle. A red arrow points from the text box above to the "Comments" option. The main window displays a "Staff Report" form with various fields and a "Workflow" table.

View Menu Options:

- Use Window Docking
- Task Pane
- Media Viewer
- Encoder Remote Control
- Workflow
- Attachments
- Discussion
- Comments**
- Financial Impact
- Projects and Functions
- Resolution Link
- Recipient Tracking
- History
- Refresh

Staff Report Form Fields:

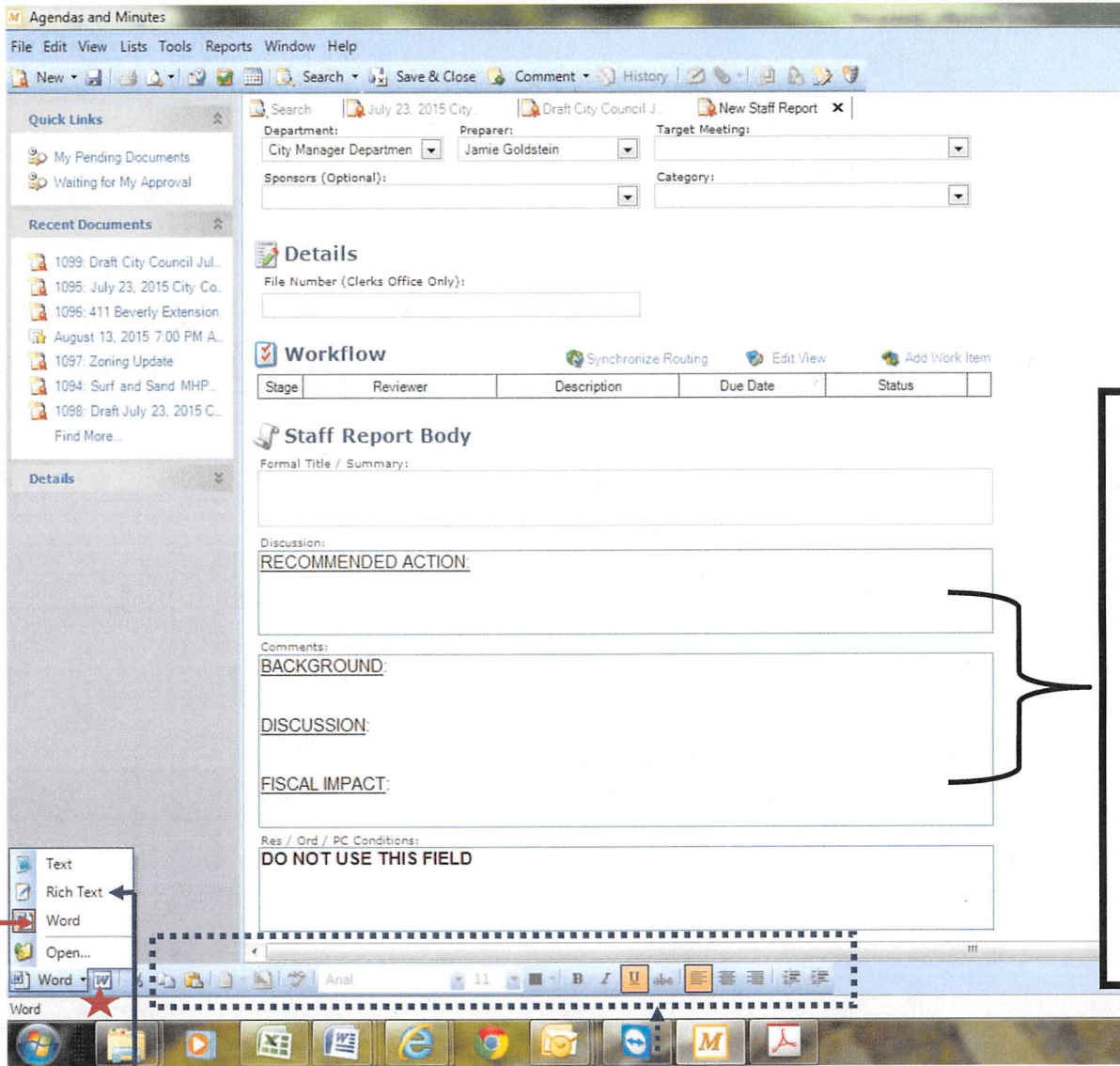
- Name:
- Status: **Draft**
- Department: **Manager Department**
- Preparer: **Jamie Goldstein**
- Target Meeting:
- Category:
- Number (Clarks Office Only):
- Gen Gov or Consent:

Workflow Table:

Stage	Reviewer	Description	Due Date	Status
-------	----------	-------------	----------	--------

Staff Report Body:

- Formal Title / Summary:
- Discussion: **RECOMMENDED ACTION:**
- Comments: **BACKGROUND:**
- DISCUSSION:**



Option 1 - Editing in Rich Text (see below):

You may edit text in the "Discussion" or the "Comments" boxes while in the "Rich Text" mode and use the editing tool bar directly below the "Res/Ord /PC Conditions box". **DO NOT SELECT RICH TEXT TO DO TRACK CHANGES IN WORD!**

Option 2 - Editing in Word (see below):

If you click inside either the "Discussion" or the "Comments" boxes you may open the section in Word for editing and to use track changes.

Closing while in Word:

Close the Word document by clicking "X" in the upper right corner. While in Word you do not need to select SAVE because the content is automatically transferred into the staff report.

Option 1 - Editing in Rich Text:

Use "Rich Text" ONLY when editing within the "Discussion" or the "Comments" boxes. You can use the editing tool bar.

Option 2 - Editing in Word: If you want to open the "Discussion/Comments" boxes you must select Word in the drop down menu in the bottom left, then click on the Word icon to the right of the dropdown.★

Staff Report

ID# 1101

City Council

Updated 8/7/2015 3:50 PM

Short Name: Status: Submitted ▾

Department: Preparer: Target Meeting:

Sponsors (Optional): Category:

8/07 - SS: minor edits
8/07 - SS: Approved by Susan Sneddon in Stage 2, sent to Jamie Goldstein at Stage 3.
8/07 - SS: deleted text in Reso box

Details

File Number (Clerks Office Only):

Workflow

[Edit View](#) Add Work Item

Stag	Reviewer	Description	Due Date	Status
1	Steve Jesberg	Review		✔ Completed
2	Susan Sneddon	Review		✔ Completed
3	Jamie Goldstein	Sign		⌚ Pending
4	City Council	Meeting	08/13/15 07:00 PM	⌚ Pending

Attachments

Add File Add Note

	Title	Rev #	Review Status	Progress
	McGregor Park_Attachment 1			
	McGregor Park_Attachment 2			
	McGregor Park_Attachment 3			
	McGregor Park_Attachment 4			

Staff Report Body

Formal Title / Summary:

RECEIVE REPORT REGARDING THE MCGREGOR PARK CONSTRUCTION PROJECT

To enter the placement in an agenda section (Consent, Gen Gov, etc.) click on "Edit View" to change to "Normal View" and go to the next page.

Staff Report

ID# 1101

City Council

Updated 8/7/2015 3:50 PM

Short Name: Status: Submitted

Department: Public Works Department Preparer: Steve Jesberg Target Meeting: 8/13/2015 7:00 PM (Thu) - Regular Meeting

Sponsors (Optional): Category: Contract

8/07 - SS: minor edits
8/07 - SS: Approved by Susan Sneddon in Stage 2, sent to Jamie Goldstein at Stage 3.
8/07 - SS: deleted text in Reso box

Details

File Number (Clerks Office Only):

Workflow

Normal View Add Work Item

Stage	Reviewer	Placement	Due Date
1	Steve Jesberg		
2	Susan Sneddon		
3	Jamie Goldstein		
4	City Council	AGENDA / PUBLIC HEARINGS	08/13/15 07:00 PM

To place an item in the correct order in an agenda section select one of the following dropdowns.

Attachments

ADDITIONAL MATERIALS
ADDITIONS AND DELETIONS TO AGENDA
ADJOURNMENT
BOARDS, COMMISSIONS AND COMMITTEES APPOINTMENTS
CITY COUNCIL / CITY TREASURER / STAFF COMMENTS
CLOSED SESSION
CONSENT CALENDAR
GENERAL GOVERNMENT / PUBLIC HEARINGS

File Name	Status	Progress
McGregor Park_Attachment 3		
McGregor Park_Attachment 4		

Staff Report Body

Formal Title / Summary:
RECEIVE REPORT REGARDING THE MCGREGOR PARK CONSTRUCTION PROJECT

Make sure you save the document before closing.

Agendas and Minutes

File Edit View Lists Tools Reports Window Help

New Save & Close Comment History

Quick Links

- My Pending Documents
- Waiting for My Approval

Recent Documents

- 1103: 2015 Grand Jury Res...
- 1106: Successory Agency...
- 1100: Capital Improvement...
- 1096: 411 Beverly Extension

New Staff Report

Department: City Manager Departmen
Preparer: Jamie Goldstein
Target Meeting:

Sponsors (Optional):
Category:

Details

File Number (Clarks Office Only):
Gen Gov or Consent:

Revised 081715

Creating MinuteTraq Agenda Packet

Prior to creating an agenda the following must be in the system:

1. All agenda items must be in the system
2. Each item must have a target meeting
3. Each item must have placement within the agenda (Workflow-Edit View –Placement)

Step 1. Click on the calendar icon in the tool bar.

Step 2. Right click on the correct meeting and choose “Open Agenda Wizard”

Step 3. Right click on the right hand side of the screen and chose “Chose Columns”

Scroll down and check “Placement”. The Placement Column should now show on the right hand side of the screen.

Step 4. Actions: Auto fill Note: Items will only move if they have placement.

If they do not have placement, you can drag and drop an item.

Blue: Ready for agenda.

Gold: Has pending workflow. Not ready.

Green: On agenda. Completed status. Placed on agenda.

Note: Sometimes not all agenda items will show up, such as “Roll Call” or “Pledge of Allegiance”. To fix this:

Close the meeting you’re a working on.

Open a previous meeting that has the correct agenda layout.

Under Action click on Save Default Outline

Step 5. Checking your placement.

Items can be moved by dragging and dropping within the agenda.

It will be saved where you put it. If you auto fill again, the item will move back to the placement identified within the staff report. A good practice is to make sure your placement is correct within the staff report so if you auto fill the items go to the correct placement.

Step 6. Check outline format. City of Capitola uses the following outline format:

1.

A.

1.

If the outline format is not correct, put cursor over the section above the items that are incorrect and right click. Scroll down to “outline format” and chose the correct format.

Step 7. Save. Anytime you modify the agenda you must save.

LOCKING: When you are ready to create the Packet you can lock all documents so coworkers are prevented from modifying any items.

Actions – Lock all documents.

Automatically lock added items.

TAGS: Tags produce a tag to the right of the title of the item in red letters on the agenda. You can create unique tags within the “list” menu for “tags” Example. Revised

ADD On: Items that do not have a staff report, such as a recognition award.

Right click on section of Agenda "Presentation"

Go to add button on the top of the screen. Chose "statement" – "blank"

Type in statement in Agenda. Example "Girl scouts of America receive proclamation"

Publishing an Agenda Packet Mantra: "Synchronize, Generate, Save"

Step 1: Synchronize. Once you have moved Items onto the agenda, new attachments must be synchronized. Go to Actions: Scroll down to synchronize.

NOTE: When you have an irregular sized attachment or small margins on a pdf, your attachment headings will not align correctly. See instructions for attachments on next page.

Step 2: Create a word doc of agenda that can be edited.

- A. Click on Generate.
- B. Click DOC (no appendix) Agenda packet and agenda will be checked off.
- C. Click Generate.
- D. You will receive a message that the agenda was created. Click on Open pulldown in the top tab. Open Agenda Packet
- E. A word document of your agenda will open. Fix as you like then save, highlight the entire text and right click copy, then close.
- F. Click Open pull down in top tab. Open Agenda. Paste your fixed agenda onto the word document. Save. Close.
- G. Save in Agenda Wizard Screen.

Step 3: Create a pdf of Agenda and Agenda Packet

- A. Click on Generate
- B. Click on Generate and select Doc → PDF
- C. Check Agenda Packet and choose "Attachments and Printouts". Note "printout" is staff report.
- D. Check Agenda choose "No Appendix"
- E. Check Board Agenda with Attachments and Printouts. This will include any confidential items.
- F. Generate

Step 3: Save. By saving the document is saved up to the web server. It is not published.

Step 4: View document. Click "Open" on far right to review the documents.

Step 5: Publish document.

- A. Go to Actions
- B. Click on Publish and Distribute Agenda
- C. Check "Finalize Agendas"
- D. Check "Publish to Web" Add date and Versions "both"
- E. Check "Distribute Agenda".
- F. Chose distribution list. Note: All addresses are blind copied.
- G. Click link only.

H. Add message.

I. Click "OK" to publish.

Note: If you need to un-publish. Go to Actions – Publish – Click on "un-publish agenda" in bottom left corner.

Attachments:

Irregularly shaped items and plan. When you have an irregular sized attachment it will throw off the attachment headings. To make the attachments not have this issue you must Print and Attach through Minute Traq.

1. Open the pdf –
2. Go to FILE – PRINT – chose “Minute Traq” printer – PRINT –
3. Minute traq will open on a “file received” page. You must input the document number that you would like it attached to. Chose the correct document and hit ATTACH. When you open the attachment the file path will be tied to IQM2.com.

You have the option to deactivate attachment problem attachment without taking them off the agenda.

1. Double click attachment
2. Go to OPTIONS tab
3. Under Agendas check NONE.
4. Change name of attachment so you know is deactivated.

Creating a Distribution List

Step One: Create the Recipient

1. Go to List
2. Recipient List
3. Right click to add NEW recipient
4. Fill in 3 required items: Name, Company (can be resident, home owner, etc), and Email

Step Two: Create the Distribution List

1. Go to List Menu
2. Click on Distribution List.
3. Right click. Select new.
4. Type in List Name. Example – Planning Commissioners
5. Under Recipients in Distribution List type in names to find user.
6. Check on box next to the name. If they come up twice just check once.

Put PDF of the Agenda Packet in the following folder R:\dropbox\Dropbox\meetings\Council

Rev 10/06/15



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF _____, _____

FROM:

SUBJECT:

RECOMMENDED ACTION:

BACKGROUND:

DISCUSSION:

FISCAL IMPACT: None

ATTACHMENTS:

Report Prepared By: _____ (Name)
_____ (Title)

Reviewed and Forwarded by:

Jamie Goldstein, City Manager 12/2/2016



CAPITOLA
CITY COUNCIL /SUCCESSOR AGENCY
TO THE FORMER
REDEVELOPMENT AGENCY

AGENDA REPORT

MEETING OF _____, _____

FROM:

SUBJECT:

RECOMMENDED ACTION:

BACKGROUND:

DISCUSSION:

FISCAL IMPACT:

ATTACHMENTS:

Report Prepared By: _____ (Name)
_____ (Title)

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

9/2/2015

ATTACHMENT 8

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CAPITOLA

**BE IT ORDAINED BY THE CITY OF CAPITOLA OF THE CITY OF CAPITOLA
AS FOLLOWS:**

Section 1.

Section ____. This ordinance shall be in force and take effect thirty (30) days after final adoption.

This ordinance was introduced on the ____ day of _____, _____, and was passed and adopted by the City Council of the City of Capitola on the ____ day of _____, _____, by the following vote:

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

APPROVED:

_____, Mayor

ATTEST:

_____, City Clerk

ATTACHMENT 9

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA

WHEREAS,

WHEREAS,

WHEREAS,

WHEREAS,

NOW, THEREFORE, BE IT FUTHER RESOLVED, by the City Council of the City of Capitola

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 ___ day of _____, _____, by the following vote:

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

_____, Mayor

ATTEST:

_____, City Clerk

ATTACHMENT 10

RESOLUTION NO. ____

**RESOLUTION OF THE CITY OF CAPITOLA ACTING AS THE SUCCESSOR AGENCY TO THE
FORMER REDEVELOPMENT AGENCY OF THE CITY OF CAPITOLA**

WHEREAS,

WHEREAS,

WHEREAS,

NOW, THEREFORE, BE IT RESOLVED by the Successor Agency as follows:

Section ____: Effective Date. This Resolution shall take effect

PASSED AND ADOPTED on the ____ day of _____, _____m by the Successor Agency for the
Redevelopment Agency of the City of Capitola with the following vote, to wit:

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

_____, Chair

ATTEST: _____
_____, Secretary

**CITY COUNCIL/SUCCESSOR AGENCY
AGENDA PACKET DISTRIBUTION
HARD COPY PACKETS (5)**

COUNCIL MEMBERS

- (1) DENNIS NORTON
ED BOTTORFF, MAYOR (EMAIL ONLY)
- (2) JACQUES BERTRAND
STEPHANIE HARLAN, VICE MAYOR (EMAIL ONLY)
MICHAEL TERMINI (EMAIL ONLY)

AGENDA MAILING LIST

GET SELF-ADDRESSED
ENVELOPES: 4 (DOUBLE SIDED)

TOTAL DOUBLE
SIDED COPIES: 35

CITY TREASURER – CHRISTINE MCBROOM (EMAIL ONLY)

STAFF

- (3) ANTHONY CONDOTTI, CITY ATTORNEY

OTHERS (DOUBLE SIDED)

- (4) CAPITOLA BRANCH LIBRARY (TOP 2-HOLE PUNCH PACKET
MATERIALS + 6 COPIES OF AGENDA) HAND DELIVER
- (5) COUNTER COPY (TOP 2-HOLE PUNCH & PUT IN CLIP BOARD)

AGENDAS ONLY:

- JAMIE GOLDSTEIN, CITY MANAGER * (SINGLE SIDED)
- TERRY McMANUS, CHIEF OF POLICE * (SINGLE SIDED)
- MARK WELCH, FINANCE DIRECTOR* (SINGLE SIDED)
- SUSAN SNEDDON, CITY CLERK * (SINGLE SIDED WITH MASTER PACKET)
- COPY TO POST - COUNCIL CHAMBERS FOYER (SINGLE SIDED)
- CAPITOLA POST OFFICE (12 COPIES) HAND DELIVER (DOUBLE SIDED)
- MUSEUM * (SINGLE SIDED)
- RECREATION DEPT * (SINGLE SIDED)
- CORPORATION YARD * (SINGLE SIDED)

***PUT IN APPROPRIATE TRAYS**

*Regular meetings - blue color agenda
Special meetings - salmon color agenda
Successor Agency - golden rod color agenda*

[REVISED 12/16]