

City of Capitola

City Council Meeting Minutes

Thursday, June 26, 2025 – 4:30 PM



City Council Chambers

420 Capitola Avenue, Capitola, CA 95010

Mayor: Joe Clarke

Vice Mayor: Margaux Morgan

Council Members: Gerry Jensen, Melinda Orbach, Susan Westman

Regular Meeting of the Capitola City Council – 4:30 PM

- 1. Roll Call and Pledge of Allegiance** - *The meeting was called to order at 4:30 PM. In attendance: Council Members Jensen, Orbach, Westman, Vice Mayor Morgan, and Mayor Clarke.*
- 2. Additions and Deletions to the Agenda** – *None*
- 3. Presentations**
 - A. *Mayor Clarke presented a Proclamation Honoring the 2025 Torch Run to Police Chief Ryan.*
- 4. Additional Materials**
 - A. *Item 5 – One email received after publication of the agenda.*
 - B. *Item 7A – Staff memo with corrected minutes.*
 - C. *Item 7B - One email received after publication of the agenda.*
 - D. *Item 8B - One email received after publication of the agenda and staff memo with updated attachment.*
 - E. *Item 8C - One email received after publication of the agenda.*
 - F. *Item 8F - Three emails received after publication of the agenda.*
- 5. Oral Communications by Members of the Public**
 - *Brenda*
 - *Joe*
- 6. Staff / City Council Comments**
 - *Community Services and Recreation Director Bryant shared that July is known as Parks and Recreation Month and advised the public of upcoming local recreation events.*
 - *Public Works Kahn provided an update on the City's application for the CalTrans Sustainable Transportation Planning Grant.*
 - *City Manager Goldstein reminded the public to apply for vacancies on the City's advisory bodies.*
 - *Council Member Orbach provided updates on recent local meetings attended and provided comments about conflict resolution and the passing of Mike Rotkin.*
 - *Council Member Jensen provided updates on recent local meetings attended; requested the Cliff Drive Resiliency Project on an upcoming agenda, requested a copy of future grants be sent to the City Council.*

- *Council Member Westman thanked Council Member Orbach for her comments; and requested that the Code of Conduct come back to the City Council for review.*
- *Vice Mayor Morgan thanked Council Member Orbach for her comments; provided comments on recent local events attended.*
- *Mayor Clarke acknowledge the passing of Mike Rotkin.*

7. Consent Items

- A. City Council Meeting Minutes
Recommended Action: Approve minutes from the regular meeting on June 12, 2025.
- B. City Check Registers
Recommended Action: Approve check registers dated May 23, 2025, May 30, 2025, and June 6, 2025.
- C. Surplus Vehicle
Recommended Action: Adopt a resolution to declare Police Department Vehicle #182 as surplus property and authorize Public Works to dispose of the vehicle through public auction, in accordance with Administrative Policy III-8 – Surplus Property. **(Resolution No. 4435)**
- D. Sea-Level Rise Adaptation Planning Grant
Recommended Action: Authorize staff to submit an application to the Ocean Protection Council's SB 1 Sea-Level Rise Adaptation Planning Grant Program.

Motion to approve the Consent Calendar: Vice Mayor Morgan

Second: Council Member Orbach

Voting Yea: Council Members Jensen, Orbach, Westman, Vice Mayor Morgan, Mayor Clarke

8. General Government / Public Hearings

- A. Capitola Village and Wharf Business Improvement Area Assessments for FY 2025-26
Recommended Action: Receive update and continue the noticed public hearing to adopt a resolution levying the Fiscal Year 2025-26 Capitola Village and Wharf Business Improvement Area (CVWBIA) Assessments and accepting the CVWBIA Annual Plan and budget to the July 24, 2025, Council meeting.

City Manager Goldstein provided an update to the City Council.

Public Comment: None

Motion to continue this item to July 24th: Council Member Westman

Second: Council Member Jensen

Voting Yea: Council Members Jensen, Orbach, Westman, Vice Mayor Morgan, Mayor Clarke

- B. Capitola Wharf Master Plan Public Input Summary
Recommended Action: Direct staff to proceed with the final development of Wharf Master Plan and return to Council in the fall for adoption.

Community Development Director Herlihy and Dan Townsend, Fuse Architects, provided a report to the City Council.

Public Comment:

- ***Heidy Kellison***
- ***Theresa Locke***
- ***NorCal Carpenters Union Representative***

The City Council discussed a preference for implementation of additional restrooms on the Wharf and a lifeguard station.

Motion to direct staff to proceed with final development of the Wharf Master Plan and return to Council in the fall for final adoption: Council Member Orbach

Second: Vice Mayor Morgan

Voting Yea: Council Members Jensen, Orbach, Westman, Vice Mayor Morgan, Mayor Clarke

C. FY 2025 – 2026 Salary Schedule

Recommended Action: Adopt a resolution approving the Fiscal Year 2025-26 annual salary adjustments, consistent with the following employment agreements: Association of Capitola Employees, Police Officers Association, Confidential Employees, Mid-Management Employees, Police Captains, the Department Head Compensation Plan, and City Manager Employment Agreement.

Council Member Jensen recused himself due to a conflict of interest. Assistant to the City Manager Woodmansee provided a report to the City Council.

Public Comment: None

Motion to adopt Resolution No. 4436 approving the FY 2025-26 annual salary adjustments: Vice Mayor Morgan

Second: Council Member Orbach

Voting Yea: Council Members Orbach, Westman, Vice Mayor Morgan, Mayor Clarke

Abstain: Council Member Jensen

D. Compliance with Assembly Bill 2561/Government Code Section 3502.3 regarding Vacancies, Recruitment, and Retention Efforts

Recommended Action: Conduct the duly noticed public hearing and receive a report on the City of Capitola's recruitment and retention efforts.

Assistant to the City Manager Woodmansee provided a report to the City Council.

Public Comment: None

E. City-Owned Property Leasing Policy

Recommended Action: Establish a standard frequency to put leases of City-owned property out for proposals and adopt an administrative policy outlining the process for the lease of City-owned property.

Public Comment: None

Motion to continue the item to a future Council meeting date: Mayor Clarke

Second: Council Member Westman

Voting Yea: Council Members Jensen, Orbach, Westman, Vice Mayor Morgan, Mayor Clarke

F. Fiscal Year 2025-26 Operating Budget and Capital Improvement Program

Recommended Action: Adopt a resolution adopting the Fiscal Year 2025-26 City of Capitola Budget and Capital Improvement Program.

Finance Director Malberg provided a report to the City Council.

Public Comment: None

Motion to adopt Resolution No. 4437 adopting the FY 2025-26 Budget and Capital Improvement Program: Council Member Orbach

Motion amended to not release \$150,000 until the CDBG grant is announced: Vice Mayor Morgan

Amendment accepted: Council Member Orbach

After clarification from the City Manager, Council Member Orbach and Vice Mayor Morgan agreed to let the original motion stand.

Second: Council Member Morgan

Voting Yea: Council Members Jensen, Orbach, Westman, Vice Mayor Morgan, Mayor Clarke

G. FY 2025-26 Bail Schedule

Recommended Action: Conduct the duly noticed public hearing and adopt a resolution repealing Resolution No. 4233.1 and approving the Fiscal Year 2025-26 Bail Schedule.

Finance Director Malberg provided a report to the City Council.

Public Comment: None

Motion to adopt Resolution No. 4438 repealing Resolution No. 4233.1 and approving the FY 2025-26 Bail Schedule: Council Member Westman

Second: Council Member Orbach

Voting Yea: Council Members Jensen, Orbach, Westman, Vice Mayor Morgan, Mayor Clarke

H. FY 2025-26 City Fee Schedule

Recommended Action: Conduct the duly noticed public hearing on the proposed changes to the City's Fee Schedule and adopt a resolution approving the Fiscal Year 2025-26 Fee Schedule.

Finance Director Malberg provided a report to the City Council.

Public Comment: None

Motion to adopt Resolution No. 4439 approving the FY 2025-26 Fee Schedule: Council Member Orbach

Second: Vice Mayor Morgan

Voting Yea: Council Members Jensen, Orbach, Westman, Vice Mayor Morgan, Mayor Clarke

The Council took a recess at 6:08 PM and reconvened at 6:12 PM.

I. Treasure Cove Playground, Restroom Renovation, and Community Center Patio Improvements

Recommended Action: Staff recommends the City Council: 1) Approve the construction plans for the Treasure Cove Playground, public restroom renovation, and Community Center patio improvements; 2) authorize the Public Works Department to advertise the project for competitive construction bids; 3) authorize staff to execute Amendment 1 to the Professional Services Agreement with Boone Low Ratliff Architects for construction support services related to the patio and restroom renovation, in the amount of \$35,000, for a revised total contract amount of \$70,258; 4) authorize staff to execute Amendment No. 2 to the Professional Services Agreement with Verde Design, Inc. for construction-phase services related to the playground, in the amount of \$99,000, for a revised total contract amount of \$293,083; and 5) direct staff to return to Council with construction contract award recommendations and budget amendments once bids are received and funding is secured (anticipated August 2025).

Public Works Director Kahn provided a report to the City Council.

Public Comment:

- **Heidy Kellison**
- **Dan Haifley**

Motion to approve staff's recommendation: Council Member Orbach

Second: Vice Mayor Morgan

Voting Yea: Council Members Jensen, Orbach, Westman, Vice Mayor Morgan, Mayor Clarke

- 9. Adjournment** – *The meeting adjourned at 6:39 PM. The next regularly scheduled City Council meeting is on July 24, 2025, at 6:00 PM.*

ATTEST:

Joe Clarke, Mayor

Julia Gautho, City Clerk