

# City of Capitola

## City Council Meeting Minutes

### Thursday, December 12, 2024 – 5:30 PM



City Council Chambers  
420 Capitola Avenue, Capitola, CA 95010

**Mayor:** Kristen Brown

**Vice Mayor:** Yvette Brooks

**Council Members:** Joe Clarke, Margaux Morgan, Alexander Pedersen

---

### Regular Meeting of the Capitola City Council – 5:30 PM

1. **Roll Call and Pledge of Allegiance** - *The meeting was called to order at 5:30 PM. In attendance: Council Members Clarke, Morgan, Pedersen, Vice Mayor Brooks, and Mayor Brown.*
2. **Additions and Deletions to the Agenda** – *City Manager Goldstein requested to pull Item 6E from the Consent Calendar and advised the public that Park Avenue is closed due to necessary tree work. Police Chief Ryan thanked the City Council for their attendance at the Police Chief swearing-in ceremony and invited them to attend a swearing-in ceremony next week for promotional Police roles.*
3. **Additional Materials**
  - A. *Item 5E – One email received after publication of the agenda packet.*
  - B. *Item 6E - Corrected Resolution*
  - C. *Item 7C - One email received after publication of the agenda packet.*
4. **Oral Communications by Members of the Public**
  - *Nicholas Brown*
  - *Goran Klepic*
5. **Elections Business**
  - A. City Council Meeting Minutes  
Recommended Action: Approve minutes from the regular meeting on November 21, 2024.  
  
***Motion to adopt the November 21<sup>st</sup> City Council Meeting Minutes: Council Member Morgan***  
***Second: Council Member Clarke***  
***Voting Yea: Council Members Clarke, Morgan, Pedersen, Vice Mayor Brooks, Mayor Brown***
  - B. Presentation of Certificates of Appreciation to Outgoing Council Members and Outgoing Council Member Comments  
Recommended Action: Receive comments from outgoing Council Members.  
  
***The City Manager presented the outgoing City Council Members with certificates of appreciation and flowers. The outgoing City Council Members provided comments about their experience as elected officials. The City Council shared comments thanking the outgoing members for their contributions to the City.***

City Council Meeting Minutes – December 12, 2024

- C. Results of the General Municipal Election  
Recommended Action: Adopt a resolution confirming and approving the canvass of returns and results of the General Municipal Election, held on November 5, 2024.

***Motion to adopt Resolution No. 4404: Vice Mayor Brooks***

***Second: Council Member Clarke***

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

- D. Oath-of-Office Ceremony  
Recommended Action: Administer the oath of office and receive comments from newly elected Council Members.

***The City Clerk administered the Oath of Office to Gerry Jensen and Melinda Orbach. Council Members Jensen and Orbach provided comments upon taking their seats.***

- E. City Council Reorganization for 2025  
Recommended Action: Nominate and appoint a new Mayor and Vice-Mayor.

***Motion to appoint Joe Clarke as Vice Mayor for 2025: Council Member Jensen***

***Second: Vice Mayor Brooks***

***Voting Yea: Council Members Clarke, Jensen, Orbach, Pedersen, Vice Mayor Brooks***

***Motion to appoint Yvette Brooks as Mayor for 2025: Vice Mayor Clarke***

***Second: Council Member Orbach***

***Voting Yea: Council Members Jensen, Orbach, Pedersen, Brooks, Vice Mayor Clarke***

## 6. Consent Items

- A. City Check Registers  
Recommended Action: Approve check registers dated November 1, 2024, November 8, 2024, November 15, 2024, and November 22, 2024.
- B. Interest Rate for Tenant's Security Deposits  
Recommended Action: Adopt a resolution setting the interest rate for tenant's security deposits for 2025 at zero percent (0%). ***(Resolution No. 4405)***
- C. Implementation of Transactions and Use Tax  
Recommended Action: 1) Adopt a resolution authorizing the execution of a preparatory agreement and administration agreement with the California Department of Tax and Fee Administration (CDTFA) relating to the passage of Measure Y; 2) adopt a resolution authorizing the examination of sales or transactions and use tax records; and 3) authorize staff to prepare and submit all required documentation to the CDTFA to implement the changes resulting from the recently approved tax measure. ***(Resolution Nos. 4406, 4407)***
- D. Capitola Lifeguard Season Overview  
Recommended Action: Receive a report on Capitola Lifeguard Service season statistics.
- E. 2025 City Council Meeting Schedule  
Recommended Action: Adopt a resolution establishing the regular meeting schedule for 2025. ***(Pulled from Consent Calendar by the City Manager)***
- F. Temporary/Hourly Employee Pay Schedule  
Recommended Action: Adopt a resolution amending the temporary/hourly employee pay schedule. ***(Resolution No. 4408)***

***Motion to approve Consent Items 6A, 6B, 6C, 6D, and 6F: Council Member Orbach***

City Council Meeting Minutes – December 12, 2024

**Second: Vice Mayor Clarke**

**Council Member Pedersen requested that staff bring back Item 6B for further discussion.**

**Voting Yea: Council Members Jensen, Orbach, Pedersen, Vice Mayor Clarke, Mayor Brooks**

## **7. General Government / Public Hearings**

### **A. FY 2024-2025 Salary Schedule Update**

**Recommended Action:** Adopt a resolution approving the Fiscal Year 2024 – 2025 salary schedule, consistent with the following employment agreements: Association of Capitola Employees, Police Officers Association, Mid-Management Employees, Confidential Employees, Police Captains, the Department Head Compensation and Benefit Plan, and the City Manager Employment Agreement.

**Council Member Jensen recused himself due to a conflict of interest relating to his wife being a City employee.**

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

**Public Comment: None**

**Motion to adopt Resolution No. 4409: Council Member Pedersen**

**Second: Council Member Orbach**

**Voting Yea: Council Members Orbach, Pedersen, Vice Mayor Clarke, Mayor Brooks**

**Abstain: Council Member Jensen**

### **B. City Council Representation on Regional Boards & City Advisory Bodies**

**Recommended Action:** Appoint City Council representatives to County and Regional Boards and City Advisory Bodies.

**City Clerk Gautho presented the staff report.**

**Public Comment: None**

**Motion to make the following appointments for City Council representatives to regional groups: Vice Mayor Clarke**

**Second: Council Member Orbach**

**Voting Yea: Council Members Jensen, Orbach, Pedersen, Vice Mayor Clarke, Mayor Brooks**

- **AMBAG: Brooks, Orbach**
- **Capitola Safety Foundation: Clarke**
- **3CE Policy Board: Brooks**
- **CAB: Pedersen**
- **CJC: Clarke, Jensen**
- **LAFCO: Brooks**
- **MBUAPCD: Jensen**
- **Zone 5: Clarke, Orbach**
- **Library Financing Authority: Orbach, Clarke**
- **SCC Integrated Waste Management Local Task Force: Erika Senyk, Pedersen**
- **SCC RTC: Pedersen, Clarke**
- **Sanitation District: Clarke, Jensen**
- **METRO: Orbach, Pedersen**

City Council Meeting Minutes – December 12, 2024

**Motion to make the following appointments for City Council representatives to City advisory bodies: Council Member Pedersen**

**Second: Councilmember Jensen**

**Voting Yea: Council Members Jensen, Orbach, Pedersen, Vice Mayor Clarke, Mayor Brooks**

- **Art and Cultural Commission: Vice Mayor Clarke**
- **Commission on the Environment: Council Member Orbach**
- **Finance Advisory Committee: Mayor Brooks, Council Member Pedersen**

C. Planning Commission Appointments

Recommended Action: City Council provide a report on individual Planning Commission Appointments.

**The City Council made appointments to the Planning Commission for terms expiring in December 2026 in accordance with Capitola Municipal Code Section 2.12.020.**

<b>Council Member</b>	<b>Appointment</b>
Brooks	Courtney Christiansen
Clarke	Matthew Howard
Jensen	Susan Westman
Orbach	Nathan Kieu
Pedersen	Paul Estey

6E. 2025 City Council Meeting Schedule (*pulled from Consent by the City Manager*)

Recommended Action: Adopt a resolution establishing the regular meeting schedule for 2025. (**Resolution No. 4410**)


**Item 6E was pulled from Consent by the City Manager.**

**Motion to approve Resolution No. 4410: Council Member Orbach**

**Second: Vice Mayor Clarke**

**Voting Yea: Council Members Jensen, Orbach, Pedersen, Vice Mayor Clarke, Mayor Brooks**

**8. Adjournment –** *The meeting adjourned at 6:32. The next regularly scheduled City Council meeting is January 9, 2025, at 6:00 PM.*

Signed by:  
  
 E08335A1FD7346D...

Yvette Brooks, Mayor

**ATTEST:**

Signed by:  
  
 15832E1B516D4A9...

Julia Gautho, City Clerk