

City of Capitola Agenda

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



AMENDED

CAPITOLA CITY COUNCIL REGULAR MEETING

THURSDAY, MARCH 13, 2014

**CITY HALL COUNCIL CHAMBERS
420 CAPITOLA AVENUE, CAPITOLA, CA 95010**

**CLOSED SESSION – 6:30 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 City Council's Open Session Meeting.

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Govt. Code §54956.9)

Rae Ellen Leonard vs. the City of Capitola et al.
[United States District, Case #C13-3714]

REGULAR MEETING OF THE CAPITOLA CITY COUNCIL – 7:00 PM

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

Council Members Stephanie Harlan, Dennis Norton, Ed Bottorff, Michael Termini and Mayor Sam Storey

2. PRESENTATIONS

A. Proclamation declaring March 13, 2014, as Capitola Book Café Day.

3. REPORT ON CLOSED SESSION

4. ADDITIONAL MATERIALS

Additional information submitted to the City Council 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. BOARDS, COMMISSIONS AND COMMITTEES APPOINTMENTS

A. Consider an appointment to the Library Ad Hoc Committee.
RECOMMENDED ACTION:
Appoint Shirley Manis.

9. 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.

A. Consider approving the City Council Minutes of the Regular Meeting held on February 27, 2014.
RECOMMENDED ACTION:
Approve Minutes.

CAPITOLA CITY COUNCIL REGULAR MEETING - Thursday, March 13, 2014

- B. Receive Planning Commission Action Minutes for the Regular Meeting of March 6, 2014.
RECOMMENDED ACTION:
Receive Minutes.
- C. Consider an Ordinance amending Sections 8.38.030 and 8.38.112(B) pertaining to Smoking Regulations prohibiting the sale of tobacco products within 1,000 feet of public libraries [2nd Reading].
RECOMMENDED ACTION:
Adopt Ordinance.
- D. Consider a Contract Amendment for Carolyn Flynn to perform Housing and Grant Administration Services.
RECOMMENDED ACTION:
Authorize Contract Amendment.
- E. Consider approving a contract with Kimley-Horn and Associates, Inc. for completion of a Safe Routes to School Study in the amount of \$43,000 as part of a Safe Routes to School Grant received by the City on behalf of the Soquel Union Elementary School District.
RECOMMENDED ACTION:
Approve Contract.
- F. Consider a Resolution amending the Classification Plan to add previously authorized Environmental Projects Manager, and amend the Mid-Management Memorandum of Understanding.
RECOMMENDED ACTION:
Adopt Resolution.
- G. Consider the authorization to recruit and hire a Senior Accountant, and restore the City Manager's hiring authority for authorized positions.
RECOMMENDED ACTION:
(1) Authorize the City Manager to recruit and hire for the position of Senior Accountant; and (2) restore the City Manager's authority to recruit and hire for funded positions.

10. 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.

- A. Presentation provided by Rosemary Menard, City of Santa Cruz Water Director, regarding the current drought and long term water supply issues.
RECOMMENDED ACTION:
Receive presentation.
- B. Consider a Resolution designating one yellow loading zone and two 24-minute green zones at 1066 41st Avenue.
RECOMMENDED ACTION:
Adopt Resolution.

CAPITOLA CITY COUNCIL REGULAR MEETING - Thursday, March 13, 2014

- C. Consider authorizing the acceptance of a Capitola Public Safety Foundation Grant of \$3,250.96 for the purchase of Police Department firearms equipment, and authorize a budget adjustment in the amount of \$3,250.96 for Fiscal Year 2013-2014.

RECOMMENDED ACTION:

Authorize the acceptance of grant funds, purchase firearms equipment, and a budget adjustment.

11. ADJOURNMENT

Adjourn to the next Regular Meeting of the City Council on Thursday, March 27, 2014, at 7:00 PM, in the City Hall Council Chambers, 420 Capitola Avenue, Capitola, California.

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 Capitola 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 on the Internet at the City’s website: www.cityofcapitola.org. Agendas are also available at the Capitola Post Office located at 826 Bay Avenue, Capitola.

Agenda Document Review: The complete agenda packet is available at City Hall and at the Capitola Branch Library, 2005 Wharf Road, Capitola, on the Monday prior to the Thursday meeting. 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 replayed at 12:00 Noon on the Saturday following the meetings 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 “**View Capitola Meeting Live On-Line.**” Archived meetings can be viewed from the website at anytime.

City of Capitola Mayor's Proclamation

Declaring March 13, 2014
Capitola Book Café Day

WHEREAS, the original Capitola Book Café owners: Gwen Marcum, Marcia Rider, Judy Stenovich and Kathy Kitsuse had the foresight to open the book store; and

WHEREAS, the Capitola Book Café offered millions of books, thousands of author signings, countless hours of discovery, and a bottomless cup of coffee to readers; and

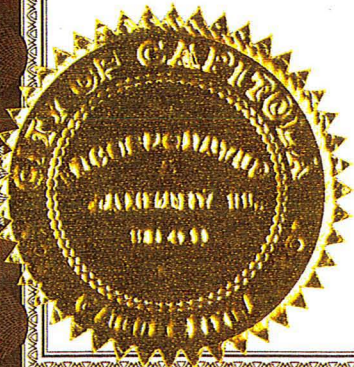
WHEREAS, the Capitola Book Café held live events featuring authors talking about their work and signing their books. During the course of its 34 year history, the Book Café both nurtured Monterey Bay writers and authors, and hosted some of the biggest names in late 20th century literature such as Salman Rushdie, Frank McCourt, Garrison Keillor, Jane Smiley, Gary Snyder, Russell Banks, Terry Tempest Williams, Ann Rice, Jonathan Franzen, Pat Conroy, Ann Lamott, Amy Tan, and David Sedaris. In addition the Capitola Book Café hosted filmmaker Michael Moore, football star Jerry Rice, movie icon Jane Fonda, and comedian-turner-senator Al Franken; and

WHEREAS, the Capitola Book Café, after having diligently served the residents of Capitola and Santa Cruz County for the past 34 years, closed their doors as of February, 28, 2014; and

WHEREAS, the City and its citizens would like to thank the Capitola Book Café for making previously displayed artwork available to the City; and

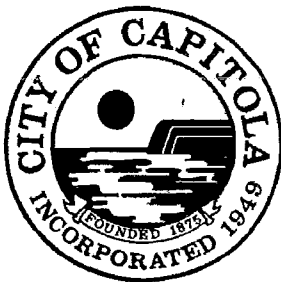
WHEREAS, the cherished memories of the Capitola Book Café's commitment to customers, community and employees will live on; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Capitola recognizes March 13, 2014, as Capitola Book Café Day.



Sam Storey, Mayor
Signed and sealed this 13th day of March 2014

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CITY COUNCIL AGENDA REPORT

MEETING OF JANUARY 23, 2014

FROM: CITY CLERK'S OFFICE

SUBJECT: APPOINTMENT TO THE LIBRARY AD HOC COMMITTEE

RECOMMENDED ACTION: That the City Council considers an appointment to the Library Ad Hoc Committee and close the recruitment process.

BACKGROUND: At the February 13, 2014, City Council meeting appointments were made to the re-established City's Library Ad-Hoc Committee (Committee). City Council directed staff to continue advertising for an appointment of one additional member to this Committee.

DISCUSSION: Staff initiated recruitment on February 20, 2014, and received one application from Shirley Manis (application attached). As the Committee has begun meeting staff recommends closing the recruitment at this time to ensure continuity of the Committee membership.

FISCAL IMPACT: None

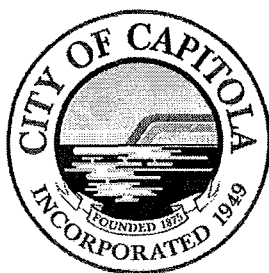
ATTACHMENT:

1. Recruitment Notice
2. Application
3. Current Committee Roster

Report Prepared By: Susan Sneddon, CMC
City Clerk

Reviewed and Forwarded
By City Manager: 

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CITY OF CAPITOLA
420 Capitola Avenue
Capitola, CA 95010
(831) 475-7300
FAX (831) 479-8879

APPLICATIONS FOR APPOINTMENT TO:

Capitola Library Ad Hoc Committee

NOTICE IS HEREBY GIVEN that the Capitola Library Ad Hoc Committee is being re-established. The City Council is seeking applications from persons who are interested in reviewing the various aspects of a new, permanent Capitola Branch Library, and discussion of other civic uses or accommodations for the proposed structure, outdoor space use and suggestions, potential funding sources, and scheduling. The committee will provide recommendations to the City Council for consideration. Specific questions regarding the committee can be directed to Liz Nichols, Executive Assistant to the City Manager, at (831) 475-7300, Ext. 226, or by email at lnichols@ci.capitola.ca.us.

Application Deadline: Open until filled.

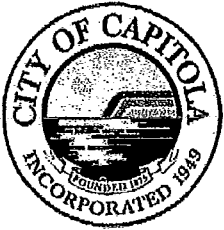
Applications may be obtained at Capitola City Hall, 420 Capitola Avenue, or by calling (831) 475-7300 and requesting an application be sent to you. In addition, a notice with an application form is available on the City's website (for printing) at www.cityofcapitola.org under "What's New" and then "View All News".

I, Susan Sneddon, City Clerk of the City of Capitola, California, hereby certify that the above Notice was posted on February 20, 2014.

Dated: February 20, 2014

Susan Sneddon
City Clerk

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CITY OF CAPITOLA

CITY of CAPITOLA BOARDS AND COMMISSIONS APPLICATION

Citizens are encouraged to serve on the various City Boards, Committees, and Commissions. Appointments are made at a public City Council meeting.

Application for:

- Art & Cultural Commission
[Artist; Arts Professional; At Large Member]
Please underline category above.
- Finance Advisory Committee
[Business Representative; At Large Member]
Please underline category above.
- Historical Museum Board
- Architect & Site Committee
[Architect; Landscape Architect; Historian]
Please underline category above.
- Traffic & Parking Commission
[Village Resident; Village Business Owner; At Large Member]
Please underline category above.
- Planning Commission
- Other Committee LIBRARY AD HOC COMMITTEE

Name: MANIS SHIRLEY A.
Last First M.I.

Telephone: (831) 462-4126 Ø (831) 219-4126
Home Business Cell

E-mail Address: smanis@cfuzio.com

Physical Address of Residence: 2205 FRANCESCO CIRCLE, CAPITOLA, CA 95010

Mailing Address: (Same)

Business Address: N/A

Occupation: RETIRED

Are you a resident of the City of Capitola? Yes No

Describe your qualifications and interest in serving on this Board/Commission/Committee: I AM A FORMER EDUCATOR (ELEM, MIDDLE SCHOOL, COMMUNITY COLL, ADULT ED), SOFTWARE PUBLICATIONS MANAGER, BUSINESS OWNER AND PUBLISHED CHILDREN'S BOOK AUTHOR. IN MAKING AUTHOR PRESENTATIONS, I HAVE SEEN THE CHANGING FACES OF LIBRARIES. I BELIEVE THIS COMMITTEE WILL BE A CHANCE TO HELP SHAPE

(Use additional paper, if necessary) THE FUTURE OF OUR TOWN'S

Please Note: Appointment to this position may require you to file a conflict of interest disclosure statement with the City Clerk. This information is a public record and these statements are available to the public on request.

2-25-14

Date

Shirley Manis
Signature of Applicant

Mail or Deliver Application to:
Capitola City Hall
Attn: City Clerk

420 Capitola Avenue, Capitola, CA 95010

For questions please call the City Clerk at (831) 475-7300

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**City of Capitola**

420 Capitola Avenue
 Capitola, CA 95010
 (831) 475-7300
 FAX (831) 479-8879

CITY OF CAPITOLA

**CURRENT
 LIBRARY AD HOC COMMITTEE MEMBERS**

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE/EMAIL ADDRESS</u>
Gorson, Barbara	617 Riverview Drive Capitola, CA 95010	(831) 464-6717 gorson@pacbell.net
Ortiz, Gayle	517 Riverview Drive Capitola, CA 95010	(831) 476-7016 gayle@gocapitola.com
Steingrube, Lisa	701 Monterey Avenue Capitola, CA 95010	Day: (831) 332-7920 Eve: (831)462-2577 lisasteingrube@gmail.com
Kraemer, Dave	413 Pine Street Capitola, CA 95010	(831) 566-2723 david_kraemer2001@yahoo.com
Termini, Michael	503 Oak Drive Capitola, CA 95010	(831) 476-6206 michael@triadelectric.com
Norton, Dennis	712 Capitola Avenue #C Capitola, CA 95010	(831) 476-2616 dnortondesigns@msn.com

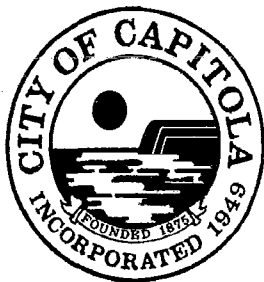
VACANT

STAFF REPRESENTATIVE:

Liz Nichols, Exec. Assistant to the City Manager
 (831) 475-7300, Ext. 226
lnichols@ci.capitola.ca.us

Revised: 2/14 ss

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CITY COUNCIL AGENDA REPORT

MEETING OF MARCH 13, 2014

FROM: OFFICE OF THE CITY CLERK

SUBJECT: MINUTES OF THE FEBRUARY 27, 2014, REGULAR CITY COUNCIL
MEETING

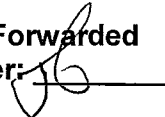
RECOMMENDED ACTION: Approve the subject minutes as submitted.

DISCUSSION: Attached for City Council review and approval are the minutes of the subject meeting.

ATTACHMENTS:

1. February 27, 2014, Regular City Council Meeting.

Report Prepared By: Susan Sneddon, CMC
City Clerk

Reviewed and Forwarded
By City Manager: 

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**CAPITOLA CITY COUNCIL
REGULAR MEETING MINUTES
THURSDAY, FEBRUARY 27, 2014 - 7:00 PM**

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Council Members Stephanie Harlan, Dennis Norton, Ed Bottorff, Michael Termini and Mayor Sam Storey

2. PRESENTATIONS

- A. Proclamation honoring Bruce Arthur for his service on the Capitola Public Safety Foundation. [485-10]
- B. Presentation by Tad Sterling, United Way of Santa Cruz County 2-1-1 Coordinator. [420-30]

Mayor Storey requested a moment of silence in memory of Sergeant Butch Baker and Detective Elizabeth Butler, both officers from the City of Santa Cruz passed away one year ago.

3. REPORT ON CLOSED SESSION

No Closed Session was held. [520-25]

4. ADDITIONAL MATERIALS (None provided)

5. ADDITIONS AND DELETIONS TO AGENDA

Mayor Storey requested that Item 9.D. be discussed prior to Item 9.A.

ACTION Motion made by Council Member Harlan, seconded by Council Member Termini, to approve the discussion of Item 9.D. prior to Item 9.A. The motion was passed unanimously.

6. PUBLIC COMMENTS

The following local residents stated concerns regarding the newly installed solar radar speed sign affecting the residents' ocean view:

- Debra Young
- Bob Sues

7. CITY COUNCIL / CITY TREASURER / STAFF COMMENTS

Council Member Harlan stated that Capitola Historical Museum will have an open house and new exhibit on March 22nd. In addition, she encouraged the public to attend the Soquel Creek Water District's public meetings regarding current drought issues.

Mayor Storey announced that the Capitola Police Department will be welcoming guests at Chili's Grill & Bar to benefit 2014 Special Olympics Northern California. In addition, he stated that the Capitola Book Café will be closing its doors after 34 years.

8. CONSENT CALENDAR

- A. Consider approving the City Council Minutes of the Regular Meeting held on February 13, 2014.
- B. Approval of City Check Register Reports dated January 3, 2014; January 10, 2014; January 17, 2014; January 24, 2014; January 31, 2014; February 7, 2014; and February 14, 2014. [300-10]

12483 CAPITOLA CITY COUNCIL MINUTES – Thursday, February 27, 2014

- C. Approval of **Ordinance No. 993** amending Section 10.04.010 and adding Section 10.32.030 to the Capitola Municipal Code pertaining to Vehicles and Traffic [2nd Reading]. [490-20]

ACTION Motion made by Council Member Termini, seconded by Council Member Harlan, to approve **Items 8.A., 8.B., and 8.C.** on the Consent Calendar. The motion carried unanimously.

9. GENERAL GOVERNMENT / PUBLIC HEARINGS

- D. Consider supporting Assembly Bill 1603 (Assemblymember Stone) Outdoor Environmental Education. [580-40]

Dan O'Neill, O'Neill Sea Odyssey, stated his support for Assembly Bill 1603.

ACTION Motion made by Council Member Norton, seconded by Council Member Termini, to support Assembly Bill 1603 Outdoor Environmental Education. The motion carried unanimously.

- A. 305 Fanmar Way #13-026 APN: 035-161-14
Appeal of a Planning Commission denial of an amendment to Design Permit and Coastal Development Permit for remodel and addition to a single-family dwelling in the RM-LM zoning district. [730-10]

Peter Wilk, applicant, stated that he has provided an alternative design for the following: (1) exterior siding materials; (2) windows; (3) garage door; (4) relocation of the utility pole; and (5) the railing design. He requested that the City Council uphold the appeal and approve the amendment to allow the as-built design.

310 Fanmar Way resident encouraged the City Council to allow the applicant to retain the horizontal siding.

Denise Salaberry, applicant's fiancée, supports the horizontal siding because it adds textural difference.

Dunn Silvey, 307 Fanmar Way, supports the project.

ACTION Motion made by Council Member Bottorff, seconded by Council Member Termini, to uphold the appeal and approve the as-built design with required additional modifications, as conditioned. The motion carried with the following roll call vote: **AYES: Council Members Harlan, Norton, Bottorff, Termini, and Mayor Storey. NOES: Council Member Harlan. ABSENT: None. ABSTAIN: None.**

Council Member Norton requested that staff consider modifications to the City's policy regarding residential design review.

- B. Approval of the Art & Cultural Commission's 2013/2014 Annual Report. [1010-60]

Nathan Cross, Capitola Art & Cultural Commission member, stated that the Commission is planning their annual retreat, and announced that the Commission will have an Art app for smart phones.

ACTION Motion made by Council Member Norton, seconded by Council Member Bottorff, to approve the Art & Cultural Commission's 2013/2014 Annual Report. The motion carried unanimously.

- C. Consider the approval of the design of the Esplanade and Stockton Avenue Intersection Improvements, and authorize advertising the project for construction bids. [490-60]

CAPITOLA CITY COUNCIL MEETING MINUTES - Thursday, February 27, 2014

Nathan Cross, complimented the City Council for moving forward on the Esplanade and Stockton Avenue intersection improvements.

ACTION Motion made by Council Member Termini, seconded by Council Member Norton, to approve the design of the Esplanade and Stockton Avenue Intersection Improvements, and authorize advertising the project for construction bids. The motion carried unanimously.

E. Consider a Resolution to apply for a Proposition 84 Grant for preparation of Design Guidelines and Sustainable Development Initiatives. [390-25]

ACTION Motion made by Council Member Norton, seconded by Council Member Bottorff, to adopt Resolution No. 3981 approving the Proposition 84 Grant application for the preparation of the Climate Action Plan Greenhouse Gas Emissions Modeling and Implementation Appendix. The motion carried unanimously.

F. Consider the introduction of an Ordinance prohibiting the sale of tobacco products within 1,000 feet of public libraries [1st Reading]. [460-70]

ACTION Motion made by Council Member Harlan, seconded by Council Member Bottorff, to introduce an Ordinance amending Sections 8.38.030 and 8.38.112(B) pertaining to Smoking Regulations prohibiting the sale of tobacco products within 1,000 feet of public libraries. The motion carried unanimously.

G. Hold a public hearing and receive public comment and suggestions for the 2014 Community Development Block Grant Program. [700-10]

David Foster, Habitat for Humanity Santa Cruz County Executive Director, requested that the City consider partnering with Habitat for Humanity in land acquisition for the 2014 Community Development Block Grant Program.

ACTION Motion made by Council Member Harlan, seconded by Council Member Bottorff, directing staff to prepare an application for funding the City's Rehabilitation and Mortgage Assistance Programs. The motion carried unanimously.

10. ADJOURNMENT

Mayor Storey adjourned the meeting at 9:45 PM to the next Regular Meeting of the City Council on Thursday, March 13, 2014, at 7:00 PM, in the City Hall Council Chambers, 420 Capitola Avenue, Capitola, California.

ATTEST:

Sam Storey, Mayor

_____, CMC
Susan Sneddon, City Clerk

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ACTION SUMMARY MINUTES
CAPITOLA PLANNING COMMISSION
THURSDAY, MARCH 6, 2014
7 P.M. CITY COUNCIL CHAMBERS

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Commissioners: Ron Graves, Gayle Ortiz, Mick Routh, Linda Smith and TJ Welch

2. ORAL COMMUNICATIONS

- A. Additions and Deletions to Agenda
- B. Public Comments
- C. Commission Comments
- D. Staff Comments

3. APPROVAL OF MINUTES

- A. February 6, 2014, Draft Planning Commission Minutes

ACTION: Approved 5-0

4. CONSENT CALENDAR

- A. **1550 McGregor Drive #13-174 APN: 036-34-101**
Design Permit, Conditional Use Permit, Tree Removal Permit, and Coastal Development Permit for a public multiuse park with recycling pod in the PF/VS (public facilities/visitor serving) zoning district.
This project requires a Coastal Development Permit which is appealable to the California Coastal Commission after all possible appeals are exhausted through the City.
Environmental Determination: Categorical Exemption
Owner: City of Capitola
Representative: Steve Jesberg, filed 01/08/2014

ACTION: Approved 5-0 (Pulled from Consent)

- B. **306 El Salto Drive #13-181 APN: 036-123-26**
Design Permit and Coastal Development Permit for an addition to an existing single-family home in the R-1 (Single Family) zoning district.
This application requires a Coastal Development permit which is appealable to the California Coastal Commission after all possible appeals are exhausted through the City.
Environmental Determination: Categorical Exemption
Property Owner: Chris and Cindy Henry
Representative: Martha Matson, filed 01/23/2014

ACTION: Approved 4-0

C. 4605 Emerald Street #14-011 APN: 034-032-15

Design Permit and Coastal Development Permit application to demolish an existing accessory dwelling unit and construct a new single-family home, located in the R-1(Single Family) zoning district.

This project requires a Coastal Development Permit which is not appealable to the California Coastal Commission.

Environmental Determination: Categorical Exemption

Property Owner: North Point Investments LLC

Representative: Wayne Miller, filed 01/27/2014

ACTION: Approved 4-0

D. 4625 Emerald Street #14-012 APN: 034-032-22

Design Permit and Coastal Development Permit application to demolish an existing single-family residence and construct a new single-family home, located in the R-1(Single Family) zoning district.

This project requires a Coastal Development Permit which is not appealable to the California Coastal Commission.

Environmental Determination: Categorical Exemption

Property Owner: North Point Investments LLC

Representative: Wayne Miller, filed 01/27/2014

ACTION: Approved 4-0

E. 507 Plum Street/712 Capitola Avenue #14-020 APN: 036-062-14

Design Permit and Coastal Development Permit application for a garage addition to a single family home in the CN (Central Neighborhood) Zoning District.

This project requires a Coastal Development Permit which is not appealable to the California Coastal Commission.

Environmental Determination: Categorical Exemption

Property Owner: Terry Evan David

Representative: Dennis Norton, filed 02/04/2014

ACTION: Approved 4-1 (Pulled from consent)

F. 2001 40th Avenue #14-029 APN: 034-512-02

Conditional Use Permit for a Pure Barre Capitola Fitness Studio in the CC (Community Commercial) Zoning District.

Environmental Determination: Categorical Exemption

Property Owner: Lockwood Epping Properties

Representative: Ashley Weaver, filed 02/14/2014

ACTION: Approved 4-0

5. PUBLIC HEARINGS

A. 110 Lawn Way #14-006 APN: 035-124-05

Design Permit, Variance, and Coastal Development Permit application for an addition to a single family home in the CV (Central Village) Zoning District. The applicant is requesting a variance for onsite parking.

This project requires a Coastal Development Permit which is appealable to the California Coastal Commission after all possible appeals are exhausted through the City.

Environmental Determination: Categorical Exemption

Property Owner: Norma Kettman

Representative: Gary Lindeke, filed 1/24/2014

ACTION: Approved 5-0**B. 1740 Wharf Road #14-016 APN: 035-111-14**

Design Permit, Variance, Coastal Development Permit, and Tree Removal Permit for a new single-family residence in the R-1/AR (Single Family/Automatic Review) Zoning District. The applicant is requesting a variance to the side-yard setback requirement. This project requires a Coastal Development Permit which is appealable to the California Coastal Commission after all possible appeals are exhausted through the City.
Environmental Determination: Categorical Exemption
Owner: Bruce Golino
Representative: Courtney Hughes, William Fisher Architecture, filed 02/03/2014

ACTION: Approved 3-0**6. DIRECTOR'S REPORT****7. COMMISSION COMMUNICATIONS****8. ADJOURNMENT**

Adjourned at 8:05 p.m. to the next Planning Commission meeting Thursday, April 3, 2014, at 7 p.m., in the Capitola City Council Chambers, 420 Capitola Ave., Capitola, California.

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CITY COUNCIL AGENDA REPORT

MEETING OF MARCH 13, 2014

FROM: OFFICE OF THE CITY CLERK

SUBJECT: ORDINANCE AMENDING SECTIONS 8.38.030 AND 8.38.112(B) PERTAINING TO SMOKING REGULATIONS PROHIBITING THE SALE OF TOBACCO PRODUCTS WITHIN 1,000 FEET OF PUBLIC LIBRARIES [2ND READING]

RECOMMENDED ACTION: Adopt the proposed Ordinance amending Sections 8.38.030 and 8.38.112(B) pertaining to Smoking Regulations prohibiting the sale of tobacco products within 1,000 feet of public libraries [2nd Reading].

BACKGROUND: The draft Ordinance amending Sections 8.38.030 and 8.38.112(B) pertaining to Smoking Regulations prohibiting the sale of tobacco products within 1,000 feet of public libraries is presented for a second reading. The City Council approved the first reading of this Ordinance at the Council meeting held on February 27, 2014.

The proposed Ordinance is before the City Council for its second reading and final adoption.

FISCAL IMPACT: None

ATTACHMENTS:

1. Proposed Ordinance

Report Prepared By: Susan Sneddon
City Clerk

Reviewed and Forwarded
By City Manager 

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ORDINANCE NO. ____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
AMENDING CHAPTER 8.38 AND ADDING THE DEFINITION OF "PUBLIC LIBRARIES" TO
SUBSECTION 8.38.030, AND INCLUDING "PUBLIC LIBRARIES" TO SUBSECTION
8.38.112, SUB-SECTION B TO TITLE 8 OF THE CAPITOLA MUNICIPAL CODE
PERTAINING TO SMOKING REGULATIONS**

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

"Chapter 8.38"

SMOKING REGULATIONS

Section 1. 8.38.030 is hereby amended to read as follows:

8.38.030 Definitions

The following words and phrases, whenever used in this chapter, shall be construed as defined in this section:

"Business" means any sole proprietorship, partnership, joint venture, corporation or other business entity formed for profit-making purposes, including retail establishments where goods or services are sold as well as professional corporations and other entities where legal, medical, dental, engineering, architectural or other professional services are delivered.

"City health officer" means the director of the county health department or designee serving as the city's health officer.

"Employee" means any person who is employed by any employer in consideration for direct or indirect monetary wages or profit, and any person who volunteers his or her services to a nonprofit entity.

"Employer" means any person, partnership, corporation, public agency or nonprofit entity, which employs the services of one or more individual persons.

"Enclosed area," for purposes of Section 8.38.050, which prohibits smoking in enclosed public places and Section 8.38.030 which defines means an area substantially surrounded by a combination of walls, windows, doors, partitions or other architectural feature which significantly prevent smoke from escaping into the open air.

"Place of employment" means any enclosed area under the control of a public or private employer which employees normally frequent during the course of employment, including, but not limited to, work areas, employee lounges and restrooms, conference rooms and classrooms, employee cafeterias and hallways. A private residence is not a place of employment unless it is used as a child care, health care, board and care, or community foster care facility.

"Public Libraries" means any public library maintained and operated within the City of Capitola.

"Public place" means any area to which the public is invited or in which the public is permitted, including, but not limited to, banks, educational facilities, places of employment, health facilities, laundromats, public transportation facilities, reception areas, restaurants, retail food production and marketing establishments, retail service establishments, retail stores, theaters and waiting rooms. A private residence is not a public place.

Item #: 9.C. Attach 1.pdf

ORDINANCE NO. _____

“Reasonable Distance” means a distance that ensures that occupants of an area in which smoking is prohibited are not exposed to secondhand smoke created by smokers outside the area. This distance shall be a minimum of twenty (20) feet.

“Restaurant” means any coffee shop, cafeteria, sandwich stand, private or public school cafeteria, Outdoor Dining Areas, and any other eating establishment which gives or offers for sale food to the public, guests or employees; any kitchen in which food is prepared on the premises for serving elsewhere, including catering facilities. The term “restaurant” shall not include a cocktail lounge or tavern if said cocktail lounge or tavern is a “stand alone bar” as defined in this section.

“Retail tobacco store” means a retail store where the majority of its sales are from tobacco products and smoking accessories and in which the sale of other products is merely incidental.

“Right-of-way” means any portion of the street, sidewalk or adjacent public property, over which people and goods have the right to pass or travel.

“Schools” means any public or private pre-school, elementary, middle, junior high or high school within the City of Capitola.

“Service line” means any indoor or outdoor line at which one or more persons are waiting for or receiving service of any kind, whether or not such service involves the exchange of money.

“Smoking” means inhaling, exhaling, burning or carrying any lighted cigar, cigarette, weed, plant or other combustible substance in any manner or in any form.

“Sports arena” means auditoriums where sporting events are conducted from time to time; gymnasiums, health spas; indoor or outdoor swimming pools, skating rinks; bowling hallways; and other similar places where members of the general public assemble either to engage in physical exercise, participate in athletic competition, or witness sporting events.

“Stand alone bar” means an area in which: (1) the serving of alcoholic beverages for consumption by patrons on the premises is its primary purpose; (2) persons under the age of twenty-one are not permitted on the premises; and (3) serves no food but snack-type foods. A “stand alone bar” for the purpose of this chapter does not include any bar which is structurally part of a building also hosting other business operations, unless it is physically separate from other uses in the same building and has a separate ventilating system ventilating directly to the outside of the building. “Physically separate” means separated (except for doors and windows left closed during business hours) by durable, smoke impervious materials from other areas (except open air areas) of the same structure.

“Nonprofit entity” means any corporation, unincorporated association or other entity created for charitable, philanthropic, educational, charter building, political, social or other similar purposes, the net proceeds from the operations of which are committed to the promotion of the objects or purposes of the organization and not to private financial gain. A public agency is not a nonprofit entity within the meaning of this subsection.

Section 2. 8.38.112 is hereby added to read as follows:

8.38.112 Regulating the Sale of Tobacco Products

- A. No Business shall sell, offer to sell or permit to be sold any Tobacco Product to an individual without requesting and examining identification establishing the purchaser’s age as eighteen years or greater unless the seller has some other clear and convincing basis for knowing the buyer’s age.

ORDINANCE NO. _____

B. No Business shall be permitted to sell tobacco products from a location within 1,000 feet of a school and/or a public library as measured by the shortest distance traveled from any entrance of the proposed location for tobacco retailing to the parcel boundary of the school, provided, however, that the prohibition contained in this subsection shall not apply to the following:

- (1) A Business selling tobacco products that was in operation lawfully on the date immediately prior to this chapter becoming effective; and
- (2) Any lawfully operating Business that sells tobacco products that would otherwise become ineligible to receive or renew a tobacco retailer permit due to the creation or relocation of a school.

Section 3. This Ordinance shall be in force and take effect thirty (30) days after final adoption.

This Ordinance was introduced on the 27th day of February, 2014, and was passed and adopted by the City Council of the City of Capitola on the 13th day of March, by the following vote:

AYES:
 NOES:
 ABSENT:
 ABSTAIN:

ATTEST:

_____, CMC
 Susan Sneddon, City Clerk

APPROVED:

 Sam Storey, Mayor

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CITY COUNCIL AGENDA REPORT

MEETING OF MARCH 13, 2014

FROM: COMMUNITY DEVELOPMENT DEPARTMENT

SUBJECT: CONTRACT AMENDMENT WITH CAROLYN FLYNN FOR AFFORDABLE HOUSING AND GRANT WRITING SERVICES.

RECOMMENDED ACTION: Authorize a contract amendment with Carolyn Flynn in the amount of \$18,500 to provide affordable housing and grant writing services.

BACKGROUND: Carolyn Flynn has provided a wide range of consulting assistance with the City's Community Development Department since September 1997. Her services have included grant writing, affordable housing, and professional planning. She currently administers the City's CDBG program, including grant applications and administration, and CDBG Program Income tracking. Additionally, Ms. Flynn administers the City's Strategic Growth Council/Prop 84 Grant to fund Sustainability in the General Plan Update, and the CDBG Disaster Recovery Initiative Program Grant (DRI) for the City's the Safety Element. In addition, as the City's Housing Coordinator, Ms. Flynn handles Inclusionary Housing sales, monitoring the City's Regulatory Agreements with Turner Lane Mobile Home Park, Castle Mobile Home Park, Habitat for Humanity (38th & Brommer), and The Dakota. Ms. Flynn handles affordable housing issues related to the prior Redevelopment Agency, on behalf of the Housing Successor, such tracking the previous RDA affordable housing loans, and monitoring Regulatory Agreements at Loma Vista Mobilehome Park & Wharf Road Manor Mobilehome Park, including coordinating income certification for new residents at these parks.

DISCUSSION: On July 25, 2013, the City Council authorized a contract with Ms. Flynn in the amount of \$46,200 for the above work. Since that time, Ms. Flynn has been tasked with preparing applications for a Housing-Related Parks Program (HRPP) grant to fund improvements at the Rispin property, coordination of a \$1 million housing rehabilitation and mortgage assistance grant and associated guidelines, and a Prop 84 grant to help fund advanced modeling and an Implementation Matrix for the City's Climate Action Plan. Additionally, Ms. Flynn has continued to work with the city-assisted mobile home parks in an effort to amend their regulatory agreements to establish reasonable asset limits. All of these tasks are outside the original scope of work in Ms. Flynn's contract; accordingly, staff is requesting the Council authorize a contract amendment to fund additional affordable housing and grant writing services.

FISCAL IMPACT: The Fiscal Year 2013-2014 contract with Ms. Flynn is for an amount not to exceed \$46,200. If the requested amendment is approved by the City Council, an additional \$18,500 would be added to the contract. Additional funding for this contract is available in the current budget and would be provided through \$7,500 from the Community Development Department general operating budget and \$11,000 from the Housing Trust Fund.

Report Prepared By: Richard Grunow
Community Development Director

**Reviewed and Forwarded
By City Manager:** 

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CITY COUNCIL AGENDA REPORT

MEETING OF MARCH 13, 2014

FROM: DEPARTMENT OF PUBLIC WORKS

SUBJECT: SAFE ROUTES TO SCHOOL GRANT
AWARD OF CONTRACT

RECOMMENDED ACTION: Approve a contract with Kimley-Horn and Associates, Inc. for completion of a Safe Routes to School Study in the amount of \$43,000 as part of a Safe Routes to School grant received by the City on behalf of the Soquel Union Elementary School District (SUESD).

BACKGROUND: In 2009 the City sponsored a Caltrans Safe Routes to School Grant for the Soquel Union Elementary School District to complete a study of impediments to alternatives to single car transportation to schools in the District. Due to staffing changes at the school district, the project has not yet been completed. Recent collaborative efforts between City and District staff have jump started the project. In October 2012 the City solicited proposals from three traffic engineering firms to complete the work. One firm, Kimley-Horn submitted a proposal on October 16, 2013, while the two other firms declined to submit as they did not have the experience and resources available to respond. Staff from the District, Kimley-Horn, and the City met to review their proposal, and it was determined to be responsive to the grant. City and District staff agreed to move forward with this proposal. Caltrans then informed all parties that due to local delays in starting the project, we would need to get a time extension. The extension was applied for and on February 27, 2014, the time extension was approved. On January 15, 2014, the SUESD Board of Trustees approved the proposal with Kimley-Horn.

DISCUSSION: The work to be completed under the grant is detailed in the 2009 grant application and includes conducting field studies of four school sites; (1) Santa Cruz Gardens; (2) Soquel; (3) Main Street; and (4) New Brighton – to identify physical barriers to walking and biking to these campuses, and survey parents and school children on why they don't walk or bike to school. Kimley-Horn's proposal includes inspections, meetings with stakeholders from each school, the development of a survey for parents and children to take, and a final report.

FISCAL IMPACT: A grant from the Safe Routes to School Program in the amount of \$46,000 has been awarded to the City and the District. \$43,000 of the grant is to pay for the study, while \$3,000 is to reimburse staff time. To date \$500 has been collected for re-imburement of staff time.

ATTACHMENTS:

1. Grant Proposal dated 2009
2. MOU between SUESD and City dated 2009
3. Kimley-Horn Proposal dated October 16, 2013

Report Prepared By: Steven Jesberg
Public Works Director

Reviewed and Forwarded
by City Manager: 

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EXHIBIT 24-A

Application for Federal Safe Routes to School Funding

Check one:

This application is for: Infrastructure project
 Non-infrastructure project

This application is to be completed when seeking funds for infrastructure and/or non-infrastructure projects from the federal Safe Routes to School (SRTS) program. It consists of six (6) parts which asks for the following information:

PART 1: General Information About the Applicant**PART 2:** General Information About the Project**PART 3:** Organization Background and Capacity**PART 4:** Detailed Information About the Project**PART 5:** Project Cost Estimates**PART 6:** Project Delivery Schedule

NOTE: Applicants can recreate this application form, however, the format and all questions must remain exactly the same as presented and submitted with attachments in hard copy to your Caltrans District Local Assistance Engineer (DLAE). Please submit three (3) sets of the application package to the DLAE in your Caltrans District Office. Refer to the DLA web site for the DLAE in your District and their mailing address: <http://www.dot.ca.gov/hq/LocalPrograms/dlae.htm>.

Applications from nontraditional applicants (school districts, nonprofit organizations, public health/education departments, federally recognized Native American Tribes, hospitals) must be accompanied by a signature from a top official from a City/County/Metropolitan Planning Organization (MPO)/Regional Transportation Planning Agency (RTPA) certifying that they will agree to be the responsible agency over the nontraditional awardee. If a nontraditional applicant is awarded funds for an infrastructure project, a signature is required from a public works official from the public agency certifying that they agree to operate and maintain the facility after construction.

An incomplete application will be disqualified from review. The entire application text must not exceed 30 pages. Maps, photographs, and Letters of Support may be included in the application package separately as attachments and will not be counted as part of the 30 page limit. **All Letters of Support to Caltrans must be directed to "To Whom it May Concern."** Do not send them directly to the Director at Caltrans Headquarters or District Director.

Applications must be stapled in the upper left-hand corner. Those bound by any other means will not be accepted; i.e., binders, protective covers, spiral threading, etc. If you wish to submit a transmittal letter, please attach it to the application with a removable binder clip.

PART 1: General Information About the Applicant

Name of applicant (or responsible agency):

Soquel Union Elementary School District

If a nontraditional applicant, name of responsible City/County/MPO/RTPA that has agreed to partner with the applicant:

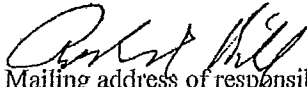
City of Capitola

Name and title of contact person responsible for this project:

Kathleen Howard, Superintendent

Name, title, and signature of top official from a City/County/MPO/RTPA (if applicable):

TBD (Type here and sign below)



City Manager, City of Capitola

Mailing address of responsible contact person responsible for this project:

Street address: 620 Monterey Avenue City: Capitola County: Santa Cruz Zip: 95010

Telephone number of contact person responsible for the project: 831-464-5630

E-mail address of contact person responsible for the project: KHoward@suesd.org

Fax number of contact person responsible for the project: 831-475-5196

PART 2: General Information About the Project

Check all of the areas that you will use SRTS funds for:

Education Encouragement Enforcement Engineering

State Legislative District(s): Senate 11 Assembly 27

Caltrans District: 5

Metropolitan Planning Organization (MPO)/Regional Transportation Planning Agency (RTPA):

AMBAG

Project title:

Why Won't They Walk? - A Study of Impediments to Alternatives to Single Car Transportation to School in the Soquel/Capitola Area

Clearly state the specific deliverables that will result from your project:

An in depth study of the walking routes to the various schools, determining impediments to walking/biking and surveying parent attitudes toward walking/biking to school.

Identify other safety efforts already underway in your locale that may complement your project:

We have encouraged Bike to Work/School at the middle school, participated in Safe Routes to School programs to promote walking and bicycling as an alternative. We have had a site parking and traffic flow study done in April of 2007 and have been improving our school parking lots based on this study in order to minimize congestion at drop off and pick up times.

Brief description of project:

Work with the firm that studied site traffic and parking patterns, Higgins Associates, to study walking/biking routes to school, determine impediments to walking and biking for students, and suggest mitigations/improvements. We will also survey parent attitudes to determine why parents do not allow their children to walk or bike to school.

Brief description of targeted location; i.e., urban/rural/suburban setting, geographic characteristics, etc.:

The targeted location is the Soquel Union Elementary School District in central Santa Cruz County. A map of the district's four schools and their locations is provided as Exhibit 1. A map of the district boundaries and the major roadways is shown on Exhibit 2. The Soquel Union Elementary School District is bisected by State Route 1 (SR1) from its westerly border near Soquel Drive / SR1 to just beyond the eastern edge at Park Avenue / SR1. All three elementary schools are on the north side of the freeway. The New Brighton Middle School, to which all students eventually go, is on the south side of SR 1. Soquel Drive is a major corridor for local transit service.

Since 2002, the district ceased general education school bus service due to lack of adequate state funding and low ridership.

Identify the names of school(s) in the target area, the total student enrollment in each of the schools, and approximate number of children who currently walk/bicycle to school:

The four schools in the District are:

New Brighton Middle School with 591 students. New Brighton has 2 large bicycle cages and students are encouraged to walk and ride. However, most students still arrive by car.

Main Street Elementary School, with 464 students. Main Street has a bicycle area, but finds that most parents drive their children to school.

Santa Cruz Gardens Elementary with 247 students. Santa Cruz Gardens has more students that walk to school, from the neighborhood in a half mile radius.

Soquel Elementary School is located in the middle of Soquel Village, steps away from Soquel Avenue. Soquel has two easy access points and crossing guards on busy Porter and Main Streets, which encourage more students to walk.

If submitting more than one application, the priority number of this application: 1

Total number of project applications being submitted: 1

PART 3: Organization Background and Capacity

1. Provide a brief overview of your organization if the applicant is a nontraditional applicant (example, a mission statement, geographical area served, experience with projects similar to the one proposed, etc). The Soquel Union Elementary School District is a public school district. Our geographical area served is shown on Exhibit 2. The Soquel Union Elementary School District has ongoing experience in working with traffic engineers to study traffic patterns on and near school property and extensive experience in modifying infrastructure to reflect study findings. Our most recent traffic study was completed in April of 2007 in the wake of construction projects totaling over \$25 million, all managed by the district. Infrastructure projects were undertaken to improve the flow of traffic based on the 2007 study, including an award winning design for Soquel Elementary School's parking lot.

PART 4: Detailed Information About the Project(s)

When seeking funds for infrastructure projects, the following four (4) documents must be attached to this application:

1. A clear, color rendering of a general map showing the location of all proposed improvements and their proximity to the school and school routes within the two-mile radius.
2. A clear site plan for each improvement location showing existing and proposed conditions, preferably in color.
3. Detailed Engineer's Estimate (use form posted on the Division of Local Assistance Home Page in the internet under SRTS located at: www.dot.ca.gov/hq/LocalPrograms).
4. Completed "warrant" sheets per the California MUTCD for projects with traffic control devices (if required).

For both infrastructure and non-infrastructure projects, applicants are encouraged to provide letters of support from project partners and advocacy groups. These letters should be attached to the back of this application and do not count toward the total number of pages that are allowed.

Please respond to the following eight (8) statements when seeking infrastructure or non-infrastructure funds. They must be answered in sufficient detail and clarity to enable the review committee to fully understand your proposed project. They will be evaluated against all the other project proposals received. Refer to Section 24.6 of the SRTS Guidelines which explains the project selection process.

NOTE: The Evaluation element is a requirement of the program. It is not an option. It involves preparation of the Student Tally and Parent Survey at the beginning and end of the SRTS project in the target school(s). Forms along with data collection descriptions and instructions are posted on the Safe Routes to School web site. All applicants must provide the requested data to the National Center for Safe Routes to School at the completion of their project. The purpose is to determine the project's effectiveness in increasing the number of children walking and bicycling to school.

1. Describe the extent to which your project incorporates elements of the following 5 Es, and identify the individual and agency/organization responsible for the implementation of each element (maximum: 20 pts.)

If an Infrastructure Project:

- Engineering – Participation by engineers in providing correct technical information, oversight of construction facilities, conducting engineering studies, providing engineering data, consulting with engineers, etc. (11 pts.)
- Education – Programs that improve safety and convenience for children who walk or bicycle to school; i.e., public safety awareness campaigns or safety training. (3 pts.)
- Encouragement – Activities that promote walking and bicycling to school; i.e., providing incentives to children who are physically active, introducing children and parents to walking and bicycling through Walk to School Day events, "Walking Wednesdays," purchasing and distributing bicycle helmets, etc. (3 pts.)
- Enforcement – Participation by law enforcement in the development and implementation of a project; i.e., ensuring safe speed limits are posted near schools, ticketing abusers, conducting safety check points, etc. (3 pts.)

If a Non-infrastructure Project:

- Education – See description above. (10 pts.)
- Encouragement – See description above. (5 pts.)
- Enforcement – See description above. (3 pts.)

- Engineering – See description above. (2 pts.)

Education and encouragement targeted toward making getting to school and home from school a safe and pleasurable experience for students and their families has been ongoing in the district. School newsletters contain information on safe, alternative routes, such as encouraging the use of the bridge over Soquel Creek as a back entrance to Soquel Elementary School. Each of our schools has yearly bicycle safety "rodeos" in cooperation with law enforcement. Many of our existing bicycle racks were purchased with parent donated funds, and these donation drives served to focus attention on the benefits of riding to school. Schools provides bicycle lock-up areas. Anyone walking into a school office might also see skateboards in the Principal's office--not confiscated, but turned in at the beginning of the day and picked up at the end of the day because it is the student's mode of transportation to and from school. The middle school participates in Bike to Work/School days sponsored by the County.

Enforcement is provided through cooperation with local law enforcement and by our Principals.

Our district lies within three jurisdictions. The City of Capitola Police Department, the Sheriff's Department, and the California Highway Patrol all play a role in our area. These various agencies assist us with enforcement of laws that contribute to student safety. Some of our schools are surrounded by busy streets, and harried, impatient or inattentive drivers sometimes put our students at risk. A strong cooperation with these agencies assists us in keeping the community aware of the strong enforcement component. The Capitola Police Department have, for example, established a substation at New Brighton Middle School, so frequently maintain a presence to help us keep our students safe while traveling to and from school.

Enforcement also comes from our Principals. Students are expected to travel to and from school safely, obey the rules of the road while bicycling and as pedestrians. When we have reports of incidents involving our students forgetting or ignoring the rules they must obey for safety, the Principals take action. Parents are called. Notices are sent home for chronic issues, and students who are unsafe while walking, skateboarding or bicycling to and from school may find themselves facing discipline consequences at school. If students are late arriving home, parents know that Principals will assist with tracking down that student until he or she is found.

Engineering is also an important component. Higgins Associates has done more than one study for the district over the years. Every parking lot revision takes into account the safe passage of students who are walking or bicycling, arriving into the school area via busy front entrances. Last summer's remodel of the Soquel Elementary School parking lot, for example, included additional walkways for walkers leading to safe paths of travel. Soquel Union Elementary School District recognizes and respects the specialized knowledge that traffic and civil engineers possess and seek their advice. This request for funds to study the routes for walking and bicycling to school in part of the continuing effort to seek expert advice.

2. Cite the names and organizations/agencies that contributed to the development of a plan for this application and explain how they will continue to be involved in the project if it is funded; that is, formation of an ongoing "team." (10 pts.)
 - Was there representation from the school, parents, professionals in the areas of health, transportation, enforcement, local elected officials, and other key members of the community in formulating this project? (5 pts.)
 - Describe the collaborative process followed in the development of this project and the individual contributions of each. (5 pts.)

The Soquel School District has had an ongoing discussion with the community regarding travel to school. The traffic study done in 2007 through Higgins Associates, Traffic and Civil Engineering, contributed to this discussion through providing clear suggestions for improving the parking lot and entry infrastructure of the schools. The Board of Trustees has made changes to two of the parking lots in response to the report and community discussion. A third project is planned.

Most recently parents and a Board Member with experience in the traffic/transportation world, a City of Capitola manager, four school site administrators, a staff member with transportation background, Maintenance and Operations personnel and others met to review the possible impediments to the goal of increasing the number of students who walk and bike to school. This group, based on their combined expertise and information gleaned from contact with the community, developed suggestions for projects to contribute to this goal. Projects proposed included: education of parents; the establishment of a riparian walkway along Soquel Creek to Soquel Elementary School; additional signage/roadway "bumps" at the SR 1/Porter Street exits to alert motorists of the crosswalk; additional sidewalks in Capitola to correct the intermittent sidewalks on routes to school, and a discussion of the need to find a way to assure parents that students have arrived at school safely. The group realized that, though they have clear ideas of some impediments, more study is needed to insure that additional projects truly target the goal and produce results. The task force realized that they did not have sufficient data and further study was required. The group proposed: 1) a survey of parent attitudes regarding walking and riding to school; 2) a study by Higgins Associates, Traffic and Civil Engineers, to review the routes to school and suggest improvements.

3. Does the applicant have a commitment from other agencies and organizations to have a role in implementing the project once awarded? (maximum: 5 pts.)

- Cite the name, title, and contact information of the individual responsible for ensuring completion of this project. (3 pts.)
- Has the commitment been formalized? Please describe. (2 pts.)

Kathleen Howard, Superintendent of Schools, 620 Monterey Avenue, Capitola, CA 95010, KHoward@suesd.org, will coordinate this project.

The Board of Trustees of the Soquel Union Elementary School District took action at the regular Board Meeting of June 17 to support this application for resources to study this issue. The City of Capitola has a representative on the task force, the Public Works Director, who has expressed the City of Capitola's support for this grant, and the support for further study to address this issue.

The Superintendent of Schools, based on the recommendation of the task force cited above, contacted Higgins Associates to research the possibility of an in depth study of walking/biking routes to school for district students. Higgins Associates has experience with such studies and would be able to complete such a study for \$40,000.

The district has conducted semi-annual customer satisfaction surveys via internet and telephone sample. The District would conduct a study of parent attitudes toward walking/riding and determine what key education or infrastructure improvements would support parents in making a decision to allow their children to walk/bicycle to school. Such a study would require \$6,000, including \$3,000 of staff time to conduct telephone and focus group survey and \$3,000 of contracted services for internet survey.

4. Describe in detail any other efforts within the agency or organization that are planned or underway to support or compliment the proposed project. (maximum: 10 pts.)

- Cite any funding commitments that have been made by agencies or organizations to sustain this project. (5 pts.)
- Is this project consistent with the goals and objectives of local or regional planning documents; i.e., City/County Master Plan or General Plan, School Safety Plan, Circulation Plan, etc.?
(5 pts.)

This project is consistent with the City of Capitola Masterplan, the Soquel Union Elementary School District's Safety Plan, as reflected by the participation and support of these agencies.

A member of the Soquel Board of Trustees has kept the Soquel Neighborhood Association informed of this proposed project. The Neighborhood Association, with the support of local conservation groups, has been working on cleaning the Soquel Creek area and hopes someday, with the Santa Cruz Redevelopment Agency, to establish a riparian walkway along the creek which would provide both public access to the beautiful creek area and an additional route of travel to Soquel Elementary School, which has a back entrance bordering the creek.

The Soquel Union Elementary School District Superintendent will coordinate the contracts for the Higgins study and the parent survey, presenting the results at a public meeting and reconvening the task force to establish an action plan based on the results. This will be done as an "in kind" contribution on the part of the school district.

5. Describe the safety-risks children currently encounter at the project location when walking or bicycling to school. Include supporting data such as accident reports, survey results, etc. (maximum: 15 pts.)

- How was the determination made for each of the risks? (3 pts.)
- Describe the extent and severity of the risks; namely, fatalities, injuries. (2 pts.)
- Describe the safety-risks; namely, high vehicular speeds along two-lane roadways without sidewalks exposing children to debris, mud, overgrown vegetation, etc. or recently reported abductions/kidnappings/peer bullying/gang assaults reported against children along commute routes. (10 pts.)

This project is to fund a study to gather the data to determine the actual and perceived risks when walking/bicycling to school. Although students do ride their bikes to school, appropriately one bicycle accident resulting in a student being transported in an ambulance occurs each year within the district. There have been no student fatalities, but the parents are aware of the accidents and this prevents some parents from allowing their student to ride a bicycle to school. In addition, the county has had a number of incidents of students walking home from school accosted by dangerous strangers. These occurrences also cause parents to be uneasy about allowing students to bicycle and walk to school.

A variety of perceived risks exist that need to be studied. These are outlined below.

The location of Highway 1 through the midst of the school district poses particular challenges. Cars exit the freeway at freeway speeds to encounter a light controlled intersections and pedestrian crosswalks at the bottom of both exits, west and east (Exhibit 3). Motorists often come to a stop within the crosswalk rather than before the crosswalk, causing students and parents to be concerned that a student in the crosswalk may be hit. Study is required to determine if additional signage, pavement grooving, or other alerts to motorists would make students more safe and parents more secure in allowing their children to walk or bicycle.

Soquel Drive, a major arterial corridor through central Santa Cruz County, parallels SR 1. This roadway poses some challenges similar to those posed by SR 1, with busy commuters traveling at higher than expected speeds where students would walk to school.

Within the City of Capitola sidewalks are being required at the time of property improvements. However, there are walking routes with partial sidewalks, causing students to walk in the street for some of their path of travel from their home neighborhood to either New Brighton Middle School, Soquel Elementary School or Main Street Elementary School.

A study would suggest effective mitigations for these areas, while studying possible alternative routes for walking/bicycling/skateboarding. Should safer alternative routes be suggested, the District would undertake the task of informing parents of these alternatives.

In today's world many parents have cited the fear of dangerous strangers as the single most compelling reason for driving their children to school. Nothing, for some parents, can be a substitute for seeing their child walk through the schoolhouse door, going on to work knowing that their children have arrived safely. Surveys and focus group questions will include discussion of this fear and what possible communication tools could be used to help parents confirm their children have arrived at school safely.

6. Describe how this project will correct the risks identified above. (maximum: 15 pts.)

- Describe the specific "fixes" for each of the risks identified above. (10 pts.)
- Describe the range of alternatives considered. (5 pts.)

The study and survey commissioned will address each of the points above. The stakeholders recognize that our ability to correct the barriers to walking/biking is dependent on developing an accurate evaluation of what the infrastructure impediments are and what can be done to remedy those barriers.

7. Describe how this project will increase walking and bicycling to school. (maximum: 15 pts.)

- What barriers will be removed to allow for increased walking and bicycling? (10 pts.)
- Describe how increased walking and bicycling among students will be sustained. (5 pts.)

The infrastructure will be studied to determine potential mitigations for risks in the path of travel for students. In addition, the determination of possible alternate routes to the busiest streets will be considered.

This project will attempt to directly address non-infrastructure issues, such as the perceived risk of inattentive drivers, dangerous strangers and the parental concerns for safety. With the assistance of law enforcement and technology, we hope to develop creative solutions to this growing concern.

8. Describe in detail, your agency or organization's capacity to undertake this project. (10 pts.)

- Cite how the lead agency has managed other federal grants. (5 points)
- Who (staff persons and/or volunteers) will be working on this project and what are their roles and responsibilities? (2 pts.)
- Do you have other funding resources available for this project in addition to SRTS funds to cover any cost overruns? (3 pts.)

The Soquel Union Elementary School District manages millions of dollars in local bond and state bond construction grants for public projects, including, but not limited to, supervising major construction projects of over \$25 million over the last five years. These projects were effectively managed as demonstrated by successful completed projects with positive audits.

The Superintendent, as described above, will coordinate the study, survey and the public process to follow. Additional school district staff will support the Superintendent in these tasks as needed.

Because of the modest scope of work in this project, we expect all costs will be adequately funded in this request. However, all of our usual district fiscal oversight practices will apply to this project so that costs will be monitored so as not to exceed allocated funding. We understand that this is a reimbursement program, and so will keep the project within one fiscal year.

PART 5: Project Cost Estimate

Please provide cost estimate figures in the formats displayed below.

FOR INFRASTRUCTURE PROJECTS:

PROJECT COST ESTIMATE (as applicable)**

	SRTS \$	Other \$	Total \$
Preliminary Engineering			
Environmental			\$0.00
PS&E			\$0.00
Right of Way			
Engineering			\$0.00
Appraisals & Acquisitions			\$0.00
Utilities			\$0.00
Construction			
Construction			\$0.00
Construction Engineering			\$0.00
Before/After Evaluation			\$0.00
City/County Partnership Costs			\$0.00
Subtotal	\$0.00	\$0.00	\$0.00
Contingency*			\$0.00
Total Project Cost**	\$0.00	\$0.00	\$0.00

*Contingency "Total Cost" may not exceed 10% of the "Subtotal"; however, exceptions will be considered on a case-by-case basis.

**SRTS funds may not exceed \$1,000,000

Has a non-infrastructure grant been submitted or approved to complement this infrastructure improvement?

 Yes No**FOR NON-INFRASTRUCTURE PROJECTS:**

PROJECT COST ESTIMATE (as applicable)**

	SRTS \$	Other \$	Total \$
Staff Time	\$3,000.00	\$2,000.00	\$5,000.00
Contractual Services*	\$43,000.00		\$43,000.00
Materials			\$0.00
Other Direct Costs			\$0.00
Before/After Evaluation		\$1,000.00	\$1,000.00
City/County Partnership Costs			\$0.00
Total**	\$46,000.00	\$3,000.00	\$49,000.00

*No copyright permitted on materials.

**SRTS funds may not exceed \$500,000.

PART 6: Project Delivery Schedule

Please provide estimated completion dates for the major milestones on your project.

Target Dates for Infrastructure Projects:

- 1. Obtain Authorization to Proceed with Preliminary Engineering (PE) _____
- 2. Complete Student Tally and Parent Survey..... _____
- 3. Complete the NEPA document _____
- 4. Submit first invoice _____
- 5. Complete final design and Plans, Specifications, & Estimate (PS&E)..... _____
- 6. Obtain Authorization to Proceed with Right of Way _____
- 7. Obtain Right of Way Clearance (certification)..... _____
- 8. Obtain project Authorization to Proceed with Construction _____
- 9. Award Construction Contract _____
- 10. Complete construction _____
- 11. Submit second Student Tally and Parent Survey results _____
- 12. Submit final invoice with a report of expenditures, and close out the project _____

Target Dates for Non-Infrastructure Projects (as applicable):

- 1. Obtain Federal Authorization to Proceed 09-01-2008
- 2. Submit Student Tally and Parent Survey results 10-01-2008
- 3. Submit first invoice 12-08-2008
- 4. Complete project and produce deliverables 06-01-2009
- 5. Submit second Student Tally and Parent Survey results 06-01-2009
- 6. Submit final invoice with a report of expenditures and close out the project 06-01-2009



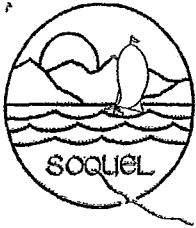
*Source: AAA

*Note: Not to scale

HIGGINS ASSOCIATES

G-215 Exhibits Portrail - Regional Map

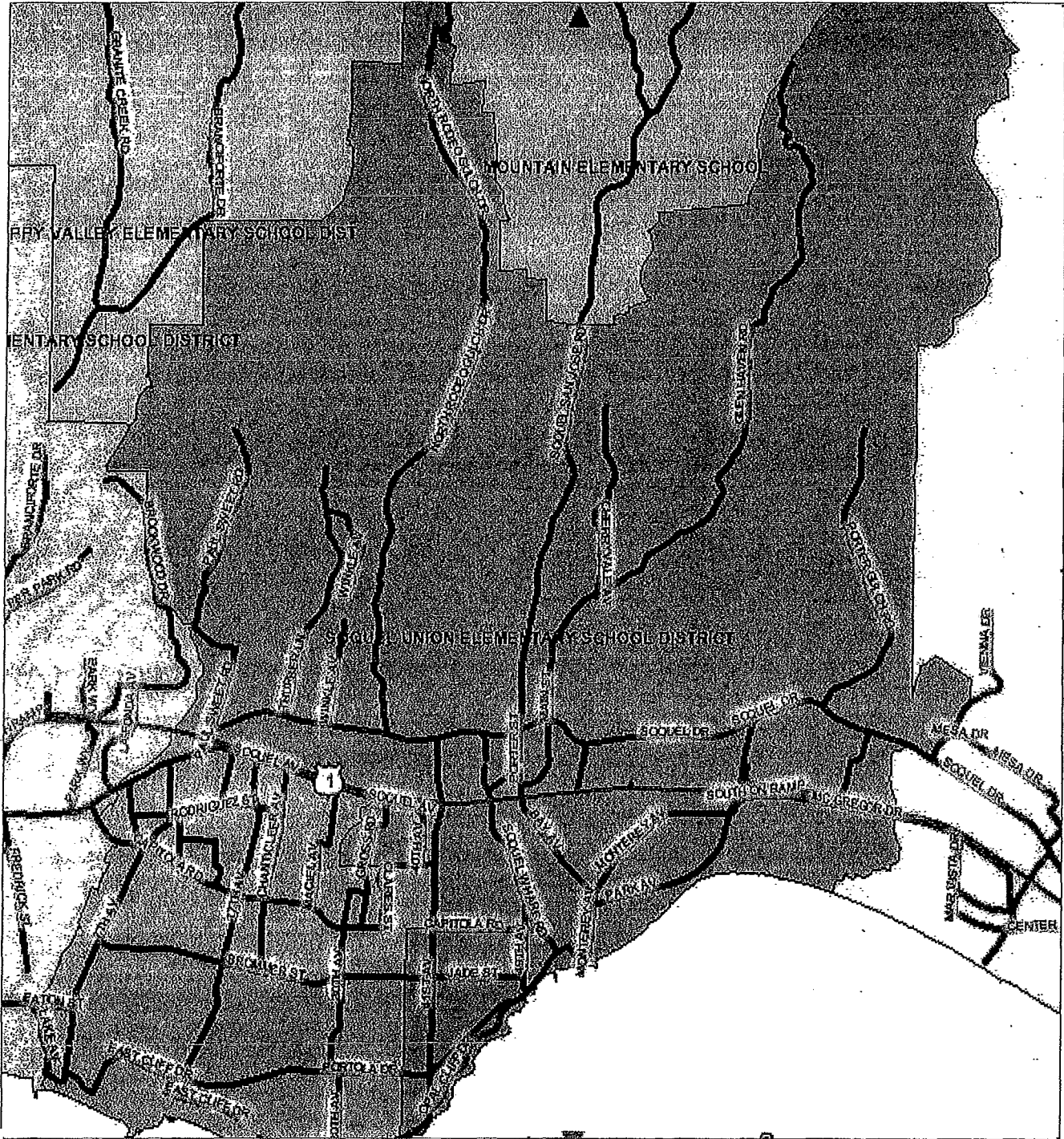
**EXHIBIT 1
SOQUEL UNION SCHOOL DISTRICT
LOCATION MAP**

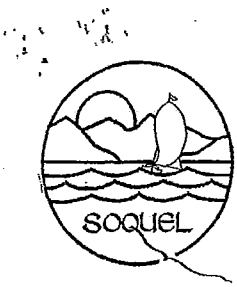


SOQUEL UNION ELEMENTARY SCHOOL DISTRICT

...where the uniqueness of each individual is valued

EXHIBIT 2





SOQUEL UNION ELEMENTARY SCHOOL DISTRICT

District Administration
620 Monterey Avenue
Capitola, CA 95010

Kathleen Howard
Superintendent
KHoward@suesd.org
(831) 464-5630
(831) 475-5196 FAX

Dan Cope
Assistant Superintendent
dcope@suesd.org
(831) 464-5631
(831) 475-5196 FAX

Sherree Brown
Assistant Superintendent Business Services
SBrown@suesd.org
(831) 464-5632
(831) 479-7182 FAX

Board of Trustees
Ted Donnelly
ett Graessle
jnette Hamby
Judy McGooden
Sandra Wallace

EXHIBIT 3



The northbound Bay/Porter Street Exit from SR1.
At bottom is crosswalk for both elementary and middle school students.

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MEMORANDUM OF UNDERSTANDING (MOU)
AGREEMENT FOR SERVICES AND PAYMENT
FOR CAL-TRAN SAFE ROUTES TO SCHOOLS GRANT
BETWEEN THE CITY OF CAPITOLA AND SOQUEL
UNION ELEMENTARY SCHOOL DISTRICT

Soquel Union Elementary School District (SUESD) has been awarded a Safe Routes To School (SRTS) grant by the California Department of Transportation with the City of Capitola acting as the lead agency between the granting agency and grant recipient. SUESD will provide specified services and receive payment for such services as outlined below.

Statement of Services:

SUESD will provide the City of Capitola a 'SRTS' study as described by CALTRANS grant award: Project number SRTSENI-5304(006), E.A Number: 05-930152. Capitola will receive benefit of information with respect to school route traffic analysis through the SRTS study to be performed by SUESD. Pursuant to providing the SRTS study, SUESD agrees to adhere to California Department of Transportation special terms and conditions delineated below:

1. SUESD agrees that it will only proceed with work authorized for specific phase(s) with an "Authorization to Proceed" and will not proceed with future phase(s) of this project prior to receiving an "Authorization to Proceed" from the California Department of Transportation for that phase(s) unless no further State or Federal funds are needed for those future phase(s).
2. SUESD agrees, as a minimum, to submit invoices to the City of Capitola at least once every six months commencing after the funds are encumbered for each phase by the execution of this Project Program Supplement Agreement, or by California Department of Transportation's approval of an applicable Finance Letter. If no costs have been invoiced for a six-month period, SUESD agrees to submit for each phase a written explanation of the absence of project activity along with target billing date and target billing amount. SUESD agrees to submit the final report documents to the City of Capitola that collectively constitute a "Report of Expenditures" within one hundred eighty (180) days of project completion.
3. SUESD shall not discriminate on the basis of race, religion, age, disability, color, national origin, or sex in the award and performance of any Federal assisted contract or in the administration of its Disadvantaged Business Enterprise (DBE) Program Implementation Agreement. SUESD shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of Federal-assisted contracts. SUESD DBE Implementation Agreement is incorporated by reference in this Agreement.

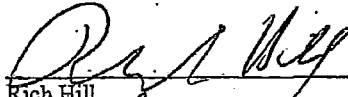
4. As a condition for receiving federal-aid highway funds for the study, SUESD certifies that NO members of the elected board, council, or other key decision makers are on the Federal Government Excluded Parties List System (EPLS).
5. SUESD will advertise, award and administer this project in accordance with the current published Local Assistance Procedures Manual. Award information shall be submitted by the SUESD to the District Local Assistance Engineer (DLAE) within 60 days after the project contract award. A copy of the award package shall also be included with the submittal of SUESD's first invoice to the City of Capitola.
6. The project will be administered in accordance with the SRTS Program Guidelines effective at the time of Program Supplemental Agreement execution.
7. SUESD agrees to encumber the funds under agreement and award the contract by September 30th of the fiscal year in which funds are programmed. For projects unable to meet this deadline, SUESD may request in writing, a time extension, from the DLAE.

Payment for services and payment processing procedures:

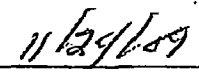
1. It is agreed as the lead agent between the California Department of Transportation and SUESD, the City of Capitola agrees to pay SUESD 100% of allowable costs to perform the project up to a limit of the grant award amount of \$46,000, conditional upon such grant funds received from the grantor agency.
2. SUESD will bill the City of Capitola for payment as project costs are incurred as prescribed under grant award terms. The City of Capitola will forward all SUESD invoices in the proper grant reporting format to the California Department of Transportation within 10 working days after receipt.
3. The City of Capitola will pay SUESD within 10 working days of grant award reimbursements received from the California Department of Transportation..

Signed:

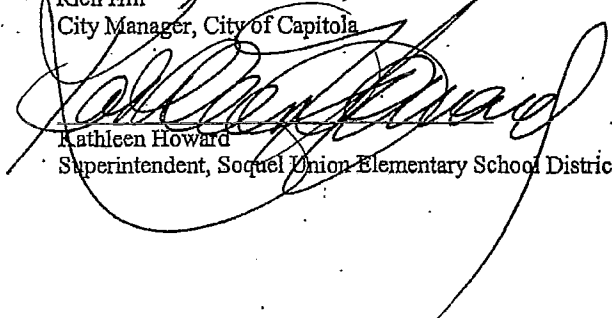
Dated:



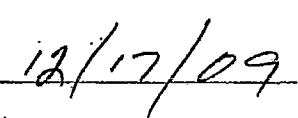
Rich Hill
City Manager, City of Capitola



11/24/09



Kathleen Howard
Superintendent, Soquel Union Elementary School District



12/17/09



Kimley-Horn
and Associates, Inc.

October 16, 2013

Mr. Steve Jesberg
Director of Public Works
City of Capitola
420 Capitola Avenue
Capitola, CA 95010

■
Suite 102
6 Quail Run Circle
Salinas, CA
93907

Subject: Proposal for Safe Routes to School Study for the Soquel Union Elementary School District

Dear Mr. Jesberg,

Kimley-Horn and Associates, Inc. ("KHA" or "Consultant") is pleased to submit this letter (the "Agreement") to you ("Client") for the following Transportation Engineering Scope of Services. The effort for this proposal can be conducted under the existing on-call agreement between KHA and the City of Capitola or separate contract, per your discretion.

Kimley-Horn and Associates, Inc. (KHA) is pleased to submit this proposal for providing traffic engineering services in conjunction with the Safe Routes to School Project for the Soquel Union Elementary School District. Transportation and traffic engineering has been a mainstay of our practice since our founding more than 40 years ago. During that time we have successfully provided our services to thousands of clients throughout the country, including many projects for private and public school campus and the Safe Routes to School program.

This letter is in accordance with your request and based on information you have provided to date concerning the project, and constitutes a proposal setting forth our proposed Scope of Services, Schedule, and Fee.

Project Understanding

The City of Capitola and the Soquel Union Elementary School District received a Federally Funded Safe Routes to School (SRTS) grant to perform an in-depth study of the walking routes to the various schools, determining impediments to walking/biking and surveying parent attitudes toward walking/biking to school. The goal of this project is to provide the City and District with expert technical assistance in developing SRTS plans for areas around school campuses. The different characteristics of the study area around each school as well as different characteristics of the administrators, parents, and children at each school, mean a customized approach to each school is essential to the success of any program. SRTS is intended to create safe and convenient opportunities for children (and adults) to bicycle and walk to each of the study area schools. Secondary benefits to children and their neighborhood, include improved health, reduced traffic congestion and speeding, better air quality, and enhanced neighborhood safety. The culmination of the process is to provide each school with a plan that represents a consensus of the needs and preferences of the school administrators, parents, local residents, and municipal agency staff.



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and Associates, Inc.

Scope of Services

KHA will provide the services specifically set forth below. These services focus on walking and bicycling audits and parent/student surveys at the following four schools in the District:

- New Brighton Middle School
- Main Street Elementary School
- Santa Cruz Gardens Elementary School
- Soquel Elementary School

Task 1 – Project and Grant Funding Administration

KHA will assist City staff in completing the required documentation for the SRTS grant funding process for Caltrans District 5 local assistance. This assistance is assumed to be related to the completion of the Master Agreement and E-76 documentation required from the City for submission to Caltrans local assistance. In addition, this task includes time project management related tasks and meetings including preparation of invoices, budget oversight, adherence to project scheduling; and general project coordination.

An initial kick-off meeting will be arranged to discuss some of the elements associated with the project and to develop a consensus with District staff on the overall project approach. The Kimley-Horn project manager and one additional staff person will attend the kick-off meeting. With your involvement, we will review the proposed project approach and deliverables, and set timetables for deliverables, review periods, and other administrative details.

Task 2 – Walking and Bicycle Audits

Walking audits may identify differing problems related to the safety of school children including speeding, high traffic volume, parking conflicts, and conflicts in the shared public space between passenger vehicles, buses, bicycles, and pedestrians. All of these conflicts lead to an increasingly unsafe condition for children and parents. Programs may identify a greater need for focus on bike or pedestrian safety, revised drop-off and pick-up policies, or encouragement programs for parents and students to increase walking, biking, or carpooling to school. Each walking and bicycle audit will be completed for the roadway/biking/walking facilities immediately adjacent to each school property, as well as up to ½ mile from each campus (considered the typical walking distance for school-aged children). Each audit is anticipated to include:

- **Kick-off Meeting:** Attend a kick off meeting with school staff/stakeholders to discuss known issues in advance of audit. The school or school district is assumed to identify staff/stakeholders and arrange meeting and audit date.
- **Conduct Audit:** Lead one walking and bicycling audit during either the school morning drop-off or afternoon pick-up period. Lead stakeholders on an assessment of the school area to observe drop-off/pick-up operations and walking and bicycling activity, note infrastructure deficiencies, and assess opportunities for safety and operational improvements. Following the audit, convene inside the school to discuss potential improvements. Subsequent to the audit, KHA staff will conduct a detailed field review of infrastructure in the school area including measurements and include in the existing conditions report.
- **Prepare Summary Report:** Outline key identified issues and recommended infrastructure and programmatic improvements. Report will include a graphic illustrating proposed recommendations. Recommendations to be categorized as short, mid or long-term, and the responsible agency identified. A Draft Summary Report will be compiled and submitted electronically to the City and school/district for review and comment.



Kimley-Horn
and Associates, Inc.

- **Final Meeting:** Attend a final meeting with the school stakeholders/city staff to discuss recommendations and receive comments.
- **Final Summary Report:** Incorporate comments received into Final Summary Report and improvement graphic. Submit electronic copy to City and school/district.

For your information and review as part of this proposal, we have included a walking/biking audit report recently completed. The report is for Borel Middle School in the San Mateo Foster City School District, completed as part of our work with the San Mateo County Office of Education and the City/County Association of Governments SRTS Program.

Task 3 – Safe Routes to School Survey

KHA will work with the City and District to conduct parent and student surveys related to SRTS. These surveys will be focused on the current traveling habits of students and parents traveling to and from each school campus. KHA will coordinate with you regarding the development of the survey questions but it is anticipated to include topics/questions such as those listed below, although this certainly isn't an exhaustive list. Since the District currently conducts a semi-annual customer survey, we would anticipate working with them closely in phrasing each question and potential answer listed to be consistent with their format and the overall goal of the survey. It is assumed that surveys will be completed anonymously but that surveys will be separated by school to customize some of the infrastructure questions accordingly.

- Typical travel mode (private vehicle, walk, bike, City bus, or School bus, etc.)
- Reasons currently using the preferred travel mode (Convenience, traffic safety, personal safety, etc.)
- If you walked or biked to school which roadways would you most likely use? (Provide a list of roadways for each school campus)
- What changes would you like to see to make walking and bicycling to school safer? (More speed enforcement, new crosswalks, bike lanes, etc.)
- How would you prioritize improvements to the roadways/bikeways/walkways to improve safety? (New sidewalks, new stop signs, additional lighting, improved crosswalks, etc.)
- What educational elements would you like to see regarding Safe Routes to Schools in your child's classroom? (Bike rodeos, safe walking habits, walking bus, etc.)

It is anticipated that up to two revisions of the survey will be administered prior to the completion of the agreed upon completed survey. KHA will develop the initial set of questions and responses and submit a Draft SRTS Survey to City and District staff for their review and comment. KHA will meet with City and District staff to discuss their comments and address these comments as the Draft Final SRTS Survey. KHA will submit this version of the survey to City and District staff for one final set of comments and incorporate comments as the Final SRTS Survey.

It is anticipated that KHA will host the SRTS Survey on the Survey Monkey website. KHA will open the survey for responses for up to a 6 week period to provide ample time for responses. Following the close of the survey, KHA will summarize the results by school as well as for the overall district. A Draft SRTS Survey Report will be compiled and submitted electronically to the City and District staff for review and comment. The Draft SRTS Survey Report will include tables, graphics, or other elements illustrating the results of the survey. In addition, the survey responses will be submitted to the District for their use in future studies. KHA will have a meeting with the City and District staff to discuss the Draft Report and receive comments. Following receipt of one set of non-conflicting comments, a Final SRTS Survey Report will be completed and submitted electronically to the City and District staff.



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Additional Services and Conditions

Any other services, including but not limited to the following, are not included in this Agreement but may be provided for an additional fee:

- Safe Routes Concept Plan development
- Infrastructure grant preparation
- Traffic/bicycle/pedestrian counts
- School Area Traffic Control Plan Development
- Additional meetings beyond those specified in the project scope

Information Provided By Client

We shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client's consultants or representatives. The Client shall provide all information requested by KHA during the project.

Schedule

We will provide KHA services as expeditiously as practicable with the goal of meeting the future-specified timeframe. The start of each walking and biking audit is unknown due to scheduling stakeholders by school staff; however, there is typically a two to three-month duration between Kick-off Meeting and Final Summary Report. The SRTS Survey efforts can begin immediately and the survey could potentially be circulated late in 2013 or early in 2014 after the Holiday Season.

Compensation, Fees, and Expenses

KHA will perform the services in Tasks 1-3 on a lump sum basis. Individual task amounts are informational only. All permitting, application, and similar project fees will be paid directly by the Client.

Lump sum fees will be invoiced monthly based upon the overall percentage of services performed. Reimbursable expenses will be invoiced based upon expenses incurred. Payment will be due within 25 days of invoice receipt.

Task 1 – Project and Grant Funding Administration	\$	5,000
Task 2 – Walking and Bicycle Audits	\$	30,000
Task 3 – Safe Routes to School Survey	\$	8,000
<u>TOTAL ESTIMATED KHA FEES</u>	\$	<u>43,000</u>



Kimley-Horn
and Associates, Inc.

Closure

KHA, in an effort to expedite invoices and reduce paper waste, offers its clients the option to receive electronic invoices. These invoices come via email in an Adobe PDF format. We can also provide a paper copy via regular mail if requested. Please select a billing method from the choices below:

____ Please email all invoices to _____@_____.

____ Please email invoices to _____@_____.

AND provide a hard copy to the address listed above to the attention of _____ (or provide alternative address).

____ Please ONLY provide a hard copy invoice to the address listed above to the attention of _____ (or provide alternative address).

If you concur in all the foregoing and wish to direct us to proceed with the services, please have authorized persons execute a purchase order from our proposed master services agreement. We will commence services only after we have received a fully-executed PO. Fees and times stated in this Agreement are valid for sixty (60) days after the date of this letter.

We appreciate the opportunity to provide these services to you. Please contact me if you have any questions.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

Frederik Venter, P.E.
Principal-In-Charge
CA P.E. Certificate No. C64621

(408) 340-8542

Michael Mowery, P.E.
Project Manager
CA P.E. Certificate No. C66353

(650) 533-4697

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CITY COUNCIL AGENDA REPORT

MEETING OF MARCH 13, 2014

FROM: CITY MANAGER'S DEPARTMENT

SUBJECT: CONSIDER A RESOLUTION AMENDING THE CLASSIFICATION PLAN TO ADD PREVIOUSLY AUTHORIZED ENVIRONMENTAL PROJECTS MANAGER, AND AMEND THE MID-MANAGEMENT MEMORANDUM OF UNDERSTANDING

RECOMMENDED ACTION: Adopt a Resolution amending the Classification Plan to add the previously authorized Environmental Projects Manager position, and amending the Mid-Management Memorandum of Understanding adding the position.

BACKGROUND: As part of the Fiscal Year 2013/2014 budget process the City Council authorized the creation of the Environmental Projects Manager position and authorized the funding for the position. A Resolution to create the position and add it to the classification system is required as part of the process.

DISCUSSION: The position was created during the Fiscal Year 2013/2014 budget and filled internally by an existing employee. The job description was approved by the City Council, but a Resolution was not included in the action. Approving the attached Resolution and amending the Mid-Managers Memorandum of Understanding to include the Environmental Projects Manager as an exempt position will resolve this issue.

FISCAL IMPACT: No fiscal impact. This position is fully funded in the budget and is staffed.

ATTACHMENT:

1. Draft Resolution

Report Prepared By: Lisa G. Murphy
Administrative Services Director

Reviewed and Forwarded
by City Manager: 

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REVISED

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA APPROVING A NEW CLASSIFICATION AND AMENDING THE JOB DESCRIPTION FOR THE POSITION OF ENVIRONMENTAL PROJECTS MANAGER, AND AMENDING THE MEMORANDUM OF UNDERSTANDING BETWEEN MID-MANAGEMENT AND CITY OF CAPITOLA ADDING THE ENVIRONMENTAL PROJECTS MANAGER POSITION AND RELATED SALARY SCHEDULE AND BENEFITS EFFECTIVE 8/1/2013

WHEREAS, Section 2.44.030 of the Capitola Municipal Code establishes the City Manager as the personnel officer, and authorizes him to prepare class specifications which shall become effective upon Council approval; and

WHEREAS, the Capitola City Council discussed the work program and level of staff resources of the Public Works Department during the Fiscal Year 2013-14 Budget, and authorized the creation and funding of an Environmental Projects Manager position; and

WHEREAS, the position and job description was approved in the FY13-14 Budget by the City Council without the accompanying required Resolution, and

WHEREAS, an amended job description for the classification of Environmental Projects Manager is attached as Exhibit "A" and herein incorporated by reference; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Capitola does hereby approve the amended job description for the classification of Environmental Projects Manager, which will be placed in the Mid-Management Employees Association and will be FLSA Exempt.

BE IT FURTHER RESOLVED by the City Council that the Mid Management Employees' Association Memorandum of Understanding be amended to include the Environmental Projects Manager classification and salary as listed below effective August 1, 2013.

	A	B	C	D	E
ENVIRONMENTAL PROJECTS MANAGER					
SENIOR PLANNER	\$5317	\$5583	\$5862	\$6155	\$6463

I HEREBY CERTIFY that the foregoing resolution was passed and adopted by the City Council of the City of Capitola on the 13th day of March, 2014, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Sam Storey, Mayor

ATTEST:

_____, CMC
Susan Sneddon, City Clerk

RESOLUTION NO. ____

EXHIBIT "A"
CITY OF CAPITOLA
ENVIRONMENTAL PROJECTS MANAGER

DEFINITION

Under the general direction and oversight of the Public Works Director, the Environmental Projects Manager oversees, monitors, coordinates and manages one or more environmental programs in support of City services and operational activities, such as the storm water program, Soquel Creek Management plan, riparian conservation and enhancement projects, and coordinates with other agencies on programs related to drinking water, and wastewater programs. This position will also manage Public Works improvement projects as directed, collect samples, perform inspections and field and laboratory tests and analysis. Further duties will include performing research and analysis, writing reports, grants, correspondence and a variety of other materials; developing, implementing and administer programs; performing public outreach regarding assigned programs; and, performing other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

- Receives executive direction from the Public Works Director.
- May exercise functional and technical supervision over assigned staff.
- Bargaining Unit: Mid-Management – FLSA Exempt

DISTINGUISHING CHARACTERISTICS

The ***Environmental Projects Manager*** is a journey-level classification responsible for a variety of environmental programs and projects in support of City services and operational activities. The incumbent oversees daily program operations, and assists in reviewing the work performance of contractors.

ESSENTIAL DUTIES & RESPONSIBILITIES *(May include, but are not limited to:)*

Manages, oversees, monitors, conducts and coordinates one or more environmental programs and Public Works projects in support of City services and operational activities, such as the storm water program, Soquel Creek Management plan, riparian conservation and enhancement project, and coordinates with other agencies on programs related to drinking water, and wastewater programs.

Develops and implements City programs, including those involving storm water quality, watershed and water resource management; develops and implements and evaluates goals, objectives, policies and priorities for assigned projects and service areas; ensures that established goals and priorities are achieved.

Stays current with, interprets and applies federal, state and local regulations, codes and ordinances related to area of assignment, such as the Clean Water Act, Permitting for Soquel Creek Management Plan, California Environmental Quality Act, federal and California Endangered Species Acts, the National Environment Protection Act, National Pollutant Discharge Elimination System Program (NPDES), and other regulations related to groundwater and wastewater, storm water quality, waste management.

Develops and maintains environmental monitoring and reporting programs; notes compliance violations and assists with remediation efforts; conducts field studies; may coordinate the performance of a variety of laboratory and field chemical, biological and bacteriological analyses to determine compliance with state and federal agency requirements; performs statistical analyses; adheres to quality assurance programs for all monitoring including laboratory analysis and instrumentation as well as field methods and instrumentation.

RESOLUTION NO. _____

Prepares, organizes and maintains comprehensive databases, records and technical reports, correspondence, requests for proposals, contracts for professional services, brochures, advertisements, posters, and other materials; develops educational materials; writes and monitors grants. Compiles statistics; organizes and analyzes data.

Acts as liaison with government officials, businesses, private landowners, the public and other City staff; provides public outreach and education; makes presentations; serves as a technical resource; responds to questions and inquiries; coordinates pertinent information, resources and work teams necessary for accomplishing tasks; works closely with other departments and outside groups and agencies to coordinate plans for proposed projects and to respond to their concerns. May coordinate the work of volunteers and interns.

Participates in the development of policies and procedures; recommends programs, projects and work assignments to higher level personnel; assists in the development or revision of policies, ordinances and codes relating to assigned duties; implements those policies and procedures.

Participates in the review of environmental and planning documents, environmental monitoring reports, biological assessments, environmental impact reports and permit applications.

MINIMUM QUALIFICATIONS

Knowledge:

- Principles, practices, and terminology of environmental programs related to the area of assignment.
- Applicable federal and state laws, codes, and regulations.
- Natural resource management.
- Basic statistics.
- Methods and techniques for record keeping and report preparation and writing.
- Office practices, methods and equipment, including using a computer for word processing and spreadsheets.
- Principles and practices of program development, administration, and evaluation.
- Nonpoint source water pollution and erosion control/sedimentation best management practices.

The following apply for all positions except for those assigned to Water Resources:

- Methods and techniques of budget development and monitoring.
- Grant writing and administration.

Abilities:

- Oversee, plan, organize, conduct, coordinate, and implement projects and programs.
- Learn more complex principles, practices, techniques, and regulations pertaining to assigned duties.
- Implement, explain, and apply applicable laws, codes, and regulations.
- Analyze and interpret large sets of laboratory, field, and/or statistical data.
- Perform mathematical calculations.
- Write and compile effective technical and administrative reports.
- Read, interpret, and record data accurately.
- Read and interpret maps, sketches, drawings, specifications and technical manuals.
- Adjust standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate.
- Participate in the establishment of section, division, and/or department goals, objectives and methods for evaluating achievement and performance levels.
- Assist with budget development and monitoring.
- Plan, organize, and direct work of assigned staff.

RESOLUTION NO. ____

- Communicate clearly and concisely, both orally and in writing.
- Follow written and oral directions.
- Work independently, as well as in a team context.
- Observe safety principles and work in a safe manner.
- Establish and maintain effective working relationships with representatives of community organizations, private landowners, state, federal, and local agencies and associations, City staff, the general public and other stakeholders.
- May safely and effectively operate the tools and equipment used in environmental fieldwork, sampling and/or laboratory testing and analysis.
- May calibrate and maintain environmental sampling and monitoring equipment.
- May collect a variety of samples in the field.

OTHER REQUIREMENTS

Willingness to work occasional evenings and weekends, as assigned. Willingness to attend off-site meetings and training sessions, such as basic health and safety training related to hazardous materials and waste, as required.

REQUIRED EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the above knowledge, skills, and abilities combined with any required licenses or certificates is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following:

1. Bachelor's degree in engineering, environmental science, environmental studies, planning or a related field; or
2. Two years of experience in the coordination of environmental programs, environmental compliance programs, or related areas.
3. Possession and continued maintenance of a valid California class C driver's license and a safe driving record.

DESIRABLE QUALIFICATIONS

For Storm Water, California State Water Resource Control Board approved training as defined by the California Storm Water Quality Association (CASQA) for individuals intending to become Qualified SWPPP Practitioners (QSP), or Qualified SWPPP Developers (QSD)

ENVIRONMENTAL AND WORKING CONDITIONS

Position requires sitting, standing, walking on level, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. The position also requires near, far and color vision when collecting and analyzing samples. The need to lift, carry, and push tools, equipment and supplies weighing 25 pounds is also required. Additionally, the incumbent may be exposed to biohazards and a variety of working conditions, including mechanical, electrical and water - related hazards, loud noises when collecting samples and performing field inspections and surveys. The incumbent may work in adverse weather conditions, including wet, heat and cold, when collecting samples or performing inspections. The incumbent may use cleaning and lubricating chemicals or work in an environment that may involve exposure to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders and steep slopes. The incumbent may be required to occasionally work evenings and weekends. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

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.

Orig: 5/30/13; Rev. 3/13/14



CITY COUNCIL AGENDA REPORT

MEETING OF MARCH 13, 2014

FROM: CITY MANAGER'S DEPARTMENT

SUBJECT: AUTHORIZATION TO RECRUIT AND HIRE A SENIOR ACCOUNTANT AND RESTORE CITY MANAGERS HIRING AUTHORITY FOR AUTHORIZED POSITIONS

RECOMMENDED ACTION: 1) Restore the City Managers authority to recruit and hire for funded positions, and 2) Authorize the City Manager to recruit and hire for the position of Senior Accountant.

BACKGROUND: Since the 2008/2009 Fiscal Year, the City has implemented a limited hiring freeze, requiring Council permission to fill any vacancy other than a vacancy in the Police Department.

DISCUSSION: In the 2007/08 Fiscal Year the global recession significantly impacted City finances causing reduced expenditures and employee furloughs. Shortly thereafter, the City Council implemented a limited hiring freeze in order to evaluate each position as vacancies occurred. Today, the economy has stabilized for the positive allowing the City to have reassurance that positions which are funded will be financially supported in the budget. The elimination of the hiring freeze will not increase the number of City personnel. This action will allow staff to fill only those positions that have become vacant throughout the year. Whenever a vacancy occurs, management will continue to review the position responsibilities to determine if there are options to provide services more efficiently. Any new positions or position changes would be subject to the City Council approval during the annual budget process.

The Senior Accountant in the Finance Department recently resigned creating a vacancy. The Senior Accountant performs complex professional governmental accounting functions in the maintenance of the City's computerized accounting system; performs internal audits, special studies and analyses; and assists in preparation of annual City budgets and financial reports. This position also oversees payroll, accounts payable, purchasing, revenue collection and supervises two employees.

The recruitment will begin within the next two weeks. The position is budgeted full-time in the Finance Department and is a member of the Mid-Managers Employees Bargaining Unit.

FISCAL IMPACT: The Senior Accountant position is currently fully funded in the adopted Fiscal Year 2013/2014 Budget.

Report Prepared By: Lisa G. Murphy
Administrative Services Director

Reviewed and Forwarded
by City Manager: 

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CITY COUNCIL AGENDA REPORT

MEETING OF MARCH 13, 2014

FROM: DEPARTMENT OF CITY MANAGER

SUBJECT: UPDATE REGARDING DROUGHT CONDITIONS AND LONG TERM WATER SUPPLY OPTIONS FROM SANTA CRUZ CITY WATER DEPARTMENT

RECOMMENDED ACTION: Receive report.

BACKGROUND: At its meeting February 13, 2014, City Council received information on the extreme drought conditions and water supply issues from Soquel Creek Water District, who provides water to the eastern portions of Capitola. City Council directed staff to invite the Santa Cruz Water Department to make a similar presentation. The Santa Cruz Water Department provides water to users in the western portions of Capitola.

DISCUSSION: The City of Santa Cruz declared a Stage 3 Water Shortage Emergency on February 25, 2014, which would affect Capitola users of Santa Cruz water. A Stage 3 is a level of water shortage that constitutes a protracted emergency situation requiring significant actions by the public to reduce system water use by 3 million gallons per day or 25% to avoid depleting limited water storage. It requires the equivalent of 5% to 10% reduction in all indoor use and a drastic two-thirds reduction in outdoor use system wide, for a period of time lasting about seven months extending from late spring through the following fall, and possibly longer.

The three primary measures to be put in place in Stage 3, in addition to blanket regulations prohibiting water waste and eliminating non-essential uses, include:

1. Water rationing for single family and multi-family residential accounts;
2. Significantly scaled back water budgets for large irrigation accounts; and
3. Mandatory water audits, conservation plans, and signage for commercial accounts.

The basic concept of water rationing is that each residential and irrigation account is given a certain allocation of water, expressed in billing units, to use during each monthly billing period¹. For those customers that stay at or below their allocation, charges for water are calculated at the normal rate. Those customers that use more than their allocated amount are charged for their excess use at penalty rates of up to \$50 per billing unit.

Penalty or excess use charges are not designed to generate revenue, but rather to use water pricing to motivate the customer to take necessary actions to stay within their allocation and avoid being penalized. The basis for allocating water to each account under rationing varies among the different account types and is detailed in the 2009 Santa Cruz City Council Adopted Water Shortage Contingency Plan.

While winter is not over yet and there is still some chance that water conditions could improve, there are two reasons for taking early action to declare a water shortage emergency now. First, it provides the time needed to provide notification to users of the Santa Cruz water system about their water consumption targets, and the tools and strategies available for achieving their individual reduction goals. This notification includes undertaking significant public outreach and coordination with large users, public agencies, and key groups.

¹ One billing unit equals one hundred cubic feet or 748 gallons of water.

Item #: 10.A. Staff Report.pdf

MARCH 13, 2014

UPDATE REGARDING DROUGHT CONDITIONS AND LONG TERM WATER SUPPLY OPTIONS FROM SANTA CRUZ CITY WATER DEPARTMENT

Second, taking early action to declare a water shortage emergency gives some flexibility to scale back or to intensify the level of cutback depending on how much more rainfall and runoff is received this winter.

One positive development that has recently occurred was the approval by the State Water Resources Control Board of Santa Cruz's petition for a temporary urgency change. This action reduces the minimum flow release immediately below Newell Creek Reservoir, which will help preserve storage this season. One of the conditions of approval requires the Santa Cruz to adopt and implement a program by May 1, 2014 to meet the water reduction goals in either Stages 3, 4, or 5 of the Water Shortage Contingency Plan.

Santa Cruz Water Department staff is focused now on the many tasks and steps that need to be accomplished ahead of activating water rationing and related regulations later this spring.

Long Term Water Supply Planning

On November 26, 2013, the City of Santa Cruz authorized the formation of an ad hoc committee, the Water Supply Advisory Committee (WSAC), to "explore, through an iterative, fact-based process, Santa Cruz's water profile, including supply, demand and future threats, and analyze potential solutions to deliver a safe, adequate, reliable and environmentally sustainable water supply, and develop strategy recommendations for Santa Cruz City Council consideration."

The Water Supply Advisory Committee membership consists of individuals with a diversity of backgrounds, experience and perspectives, but are unified in their unqualified interest to serve the Santa Cruz community through a serious, open and systematic exploration of our long-term water options.

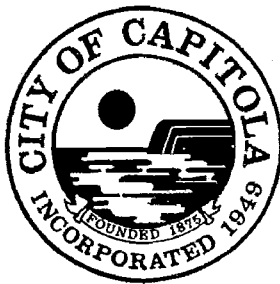
A facilitator for the Water Supply Advisory Committee process has been selected and work is expected to commence in mid-March when the facilitators will begin the assessment and process design phase. The assessment process involves interviews with all committee members to inform process design. Subsequent phases of the year long process will involve committee education, deliberation and development of an agreement.

City of Santa Cruz Water Supply Advisory Committee Membership

Proposed Members	Committee Seat
Doug Engfer	City Resident
Dana Jacobson	City Resident
Charlie Keutmann	City Resident
Suzanne Holt	Non-City Resident (Water Customer)
Rick Longinotti	Santa Cruz Desal Alternatives Representative
Mike Rotkin	Sustainable Water Coalition Representative
Sarah Mansergh	Surfrider Foundation – Santa Cruz Chapter
Greg Pepping	Coastal Watershed Council
Erica Stanojevic	Sierra Club
Peter Beckmann	Think Local First – Santa Cruz County
Mark Mesiti-Miller	Santa Cruz Chamber of Commerce
Sid Slatter	Santa Cruz Business Council
David Green Baskin	Water Commissioner
David Stearns	Water Commissioner

Report Prepared By: Jamie Goldstein
City Manager

Reviewed and Forwarded
by City Manager: 



CITY COUNCIL AGENDA REPORT

MEETING OF MARCH 13, 2014

FROM: DEPARTMENT OF PUBLIC WORKS

SUBJECT: CONSIDER A RESOLUTION ESTABLISHING PARKING TIME LIMITS
AT 1066 41ST AVENUE

RECOMMENDED ACTION: Approve a Resolution designating one yellow loading zone, two 24-minute green zones, and three 2-hour parking spaces at 1066 41st Avenue.

BACKGROUND: The Capitola Beach Villas Development at 1066 41st Avenue is a mixed use project that includes residential and commercial uses. There are three commercial storefronts along the 41st Avenue frontage where six on-street parking spaces exist. Currently, one business space is occupied, one is being used for an on-site sales office, and one is vacant. The existing business opened recently and noticed that the on-street parking spaces are predominately used for vehicle storage, displaying cars for sale, and day-long employee parking with little or no turn over during the day.

The owner of a new business, Amazon Juices, has contacted the City to request that some parking restrictions be placed in the area to discourage long-term parking in front of the businesses. A copy of the email from business owner Ryan Reber is attached (Attachment 2).

DISCUSSION: Historically, the City has approved the establishment of 24-minute green zones or 2-hour parking limits along 41st Avenue. Currently two green zones exist at 1095 41st Avenue and along the entire 1100 block of 41st Avenue. Two-hour parking limits were established for three spaces in front of the auto dealer at 4000 Auto Plaza Drive. Along the southern portion of 41st Avenue, in the unincorporated County, the street parking has a 2-hour limit.

At 1066 41st Avenue, the business owner has requested the City create a yellow loading zone to accommodate deliveries at the northern most parking space and two 24-minute zones on the next two parking spaces to the south. This plan would leave three regular parking spaces along the frontage which would only be restricted by the Citywide 72-hour parking limit.

Although not requested by the business owner, staff recommends that parking restrictions be placed on all six existing parking spaces at this time. This recommendation is based on the anticipated occupancy of all the commercial spaces and is consistent with other parking regulations along 41st Avenue. Staff would recommend one yellow loading zone, two 24-minute green zones, and three 2-hour parking spaces. A map showing this recommended plan is attached (Attachment 3).

The Council should note the Capitola Beach Villas Project does include off-street parking for both the residential and commercial uses. In addition to the 57 covered residential spaces, there are 22 spaces designated for shared commercial/guest parking, and 41 uncovered residential only spaces on the approved project plans.

Item #: 10.B. Staff Report.pdf

MARCH 13, 2014 AGENDA REPORT

ESTABLISHING PARKING TIME LIMITS AT 1066 41ST AVENUE

FISCAL IMPACT: The cost to paint the curb and place signs is approximately \$100 per space and can be paid out of the Public Works Streets Budget.

ATTACHMENTS:

1. Draft Resolution
2. Email from Ryan Reber dated February 5, 2013
3. Map

Report Prepared By: Steven Jesberg
Public Works Director

**Reviewed and Forwarded
by City Manager:** 

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
DESIGNATING A YELLOW LOADING ZONE, TWO GREEN 24-MINUTE PARKING
ZONES, AND THREE 2-HOUR PARKING SPACES IN FRONT OF 1066 41ST AVENUE**

WHEREAS, the store owners at 1066 41st Avenue have requested that the City establish parking regulations along their street frontage on 41st Avenue; and

WHEREAS; and pursuant to Municipal Code Section 10.36.290 the City Council may, by Resolution, limit the period of time in which a vehicle may be parked within a designated area; and

WHEREAS, staff has reviewed this request and the site and is recommending that the entire parking area fronting 1066 41st Avenue be regulated and that there be one yellow loading zone, two 24-minute green zones, and three 2-hour parking spaces; and

WHEREAS, pursuant to Municipal Code Section 10.36.170 the following curb markings are defined:

Yellow curb designation means:

1. From eight a.m. to one p.m. all days of the week including holidays, no stopping, standing or parking at any time, except that commercial vehicles loading or unloading freight, or passenger vehicles loading or unloading passengers, may park therein for twenty minutes, or for a period not to exceed the time necessary for the loading or unloading, whichever is less.
2. Between one p.m. and eight a.m. parking meter and/or two-hour restrictions shall apply; and

Green curb designation means that from eight a.m. to eight p.m. parking is limited to twenty-four minutes, and

WHEREAS, the establishment of parking regulations in front of 1066 41st Avenue is consistent with designations made in front of other properties fronting 41st Avenue.

NOW, THEREFORE, BE IT HEREBY RESOLVED AND ORDERED by the City Council of the City of Capitola that one parking space be designated a yellow loading zone, two parking spaces 24-minute green zones, and three parking spaces be 2-hour spaces at 1066 41st Avenue, and the Public Works Department is hereby directed to paint curbs and install signs necessary to enforce these parking regulations.

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 13th day of March 2014, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Sam Storey, Mayor

ATTEST:
_____, CMC
Susan Sneddon, City Clerk

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Jesberg, Steve

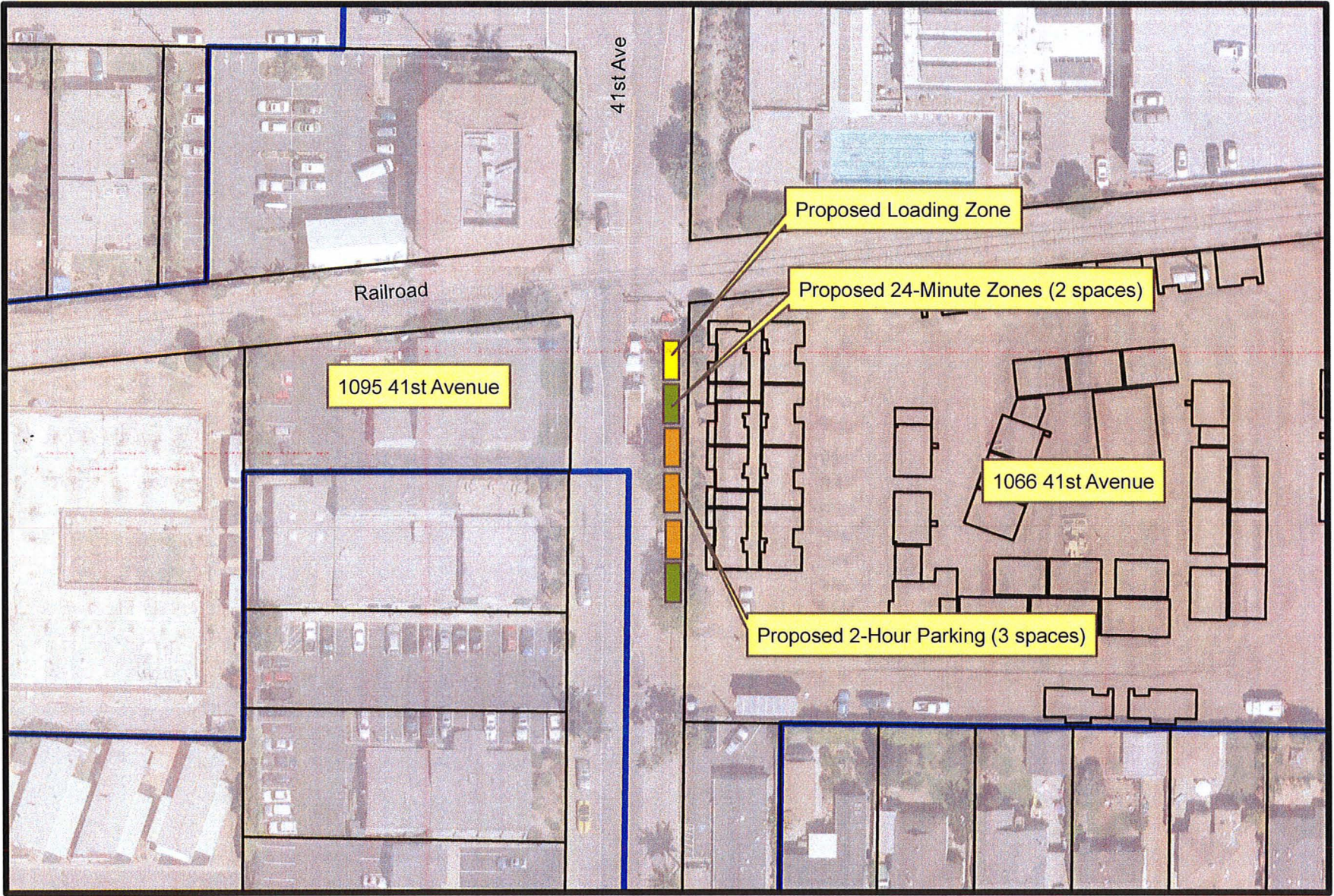
From: Ryan Reber [reber131@gmail.com]
Sent: Wednesday, February 05, 2014 2:17 PM
To: Jesberg, Steve
Subject: parking in front of 1066 41st ave

Good afternoon Steve. Thank you for taking the time last week to meet Jaoa and myself regarding the parking in front of 1066 41st ave. In that meeting, you requested I E-mail you and try to get on the city council meeting on February 27th to discuss with council if they would allow a loading / unloading zone in front of Amazon Juices as well as two 24 minute parking zones behind the loading / unloading? O'neill across the street has a couple green curb 24 minute zones and they work excellent. In front of Amazon Juices and the property management offices, there are no restrictions on parking. often times there are R.V. vehicles that are there for days at a time and on any given day, there will be at least one vehicle parked all day with a "for sale" sign on the vehicle. Amazon Juices is set to open on Monday the 10th of February, so anything you could do to expedite this process will be greatly appreciated! If you have any questions or concerns, please don't hesitate to call. My cell phone is 831-901-2720. This is my personal E-mail or I can be reached at rreber@cityofsantacruz.com. Thanks again for your time, look forward to hearing from you soon. Ryan Reber

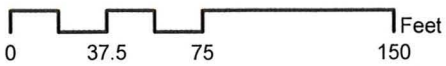
GO GIANTS!!!

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1066 41st Avenue Proposed Parking Regulations



City of Capitola



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CITY COUNCIL AGENDA REPORT

MEETING OF MARCH 13, 2013

FROM: POLICE DEPARTMENT

SUBJECT: CONSIDER AUTHORIZING THE ACCEPTANCE OF A CAPITOLA PUBLIC SAFETY FOUNDATION GRANT OF \$3,250.96 FOR THE PURCHASE OF POLICE DEPARTMENT FIREARMS EQUIPMENT, AND AUTHORIZE A BUDGET ADJUSTMENT IN THE AMOUNT OF \$3,250.96 FOR FISCAL YEAR 2013-2014

RECOMMENDED ACTION: Authorize the acceptance of a Capitola Public Safety Foundation Grant of \$3,250.96 for the purchase of Police Department firearms equipment, and authorize a budget adjustment in the amount of \$3,250.96 for Fiscal Year 2013-2014.

BACKGROUND: Each year, the Capitola Public Safety Foundation offers grant funding opportunities to the Police Department to support community programs and equipment needs. The Police Department continuously evaluates its equipment standards as it relates to safety and performance; while simultaneously monitoring its inventory capacities. The Department currently provides its officers with two types of patrol rifles to address public safety. The current inventory is not equipped with lighting and advanced optical devices that make the deployment more efficient. To minimize cost, reduce inventory, and increase efficiency, the Police Department has an opportunity to trade in 12 outdated and under-equipped rifles; and in return, purchase six fully equipped rifles at a reduced cost of \$6,501.92. This will ensure consistency amongst our available safety equipment within the Police Department.

DISCUSSION: The Police Department relies on grant opportunities from private sector organizations to support community investment programs and equipment purchases. The Capitola Public Safety Foundation has awarded the Police Department half the cost, \$3,250.96, to outfit the Department with six new patrol rifles that are equipped with lighting and advanced optical devices.

FISCAL IMPACT: Amend the Fiscal Year 2013-2014 General Fund Budget to accept \$3,250.96 in grant revenue and increase expenditures by \$6,501.92.

ATTACHMENTS

- 1. Equipment Quote
- 2. Budget Adjustment

Prepared by: Rudy Escalante
Chief of Police

Reviewed and Forwarded
By City Manager: 

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Quotation

Date: March 3, 2014

To:
MARK GONZALES
 CAPITOLA POLICE DEPT
 TEL: 831-475-4242 FAX: 831-479-8881
 EMAIL: MGONZALES@ci.capitola.ca.us

From:
LC ACTION POLICE SUPPLY
 1088 NORTH FIRST STREET
 SAN JOSE CA 95112
 TEL: 408-294-2677 FAX: 408-294-6444
 Email: Kip@LCAction.com

CUST	QUOTED BY	EST. DELIVERY	SHIP VIA	F.O.B.	TERMS
11335	KIP MILLER		BEST WAY	QUOTED	TRADE

QTY	DESCRIPTION	PRICE	TOTAL
6	COLT LE6945CQB 10 " SBR	1,140.65	6843.90
6	AIMPOINT PRO RIFLE OPTIC	405.00	2430.00
6	MAKO GROUP GEN -II VERTICAL INTEGRATED BIPOD FOREGRIP W/ 1IN FLASHLIGHT ADAPTER	238.25	1429.50
6	STREAMLIGHT PROTAC HL LED LIGHT HOLSTER # 88040	75.93	455.58
6	MAGPUL MS3 SLING - 503	46.82	280.92
2	AR FOLDING STOCK ADAPTER GEN 2	248.75	497.50
1	SALES TAX AT 8.75% ON \$11,937.40 SUBTOTAL OF NEW MERCHANDISE		1044.52
8	TRADE-IN MP5 WITH MAGS	-550.00	-4400.00
4	TRADE-IN COLT AR-15 A3 .223 SEMI AUTO RIFLE W/ MAGS	-550.00	-2200.00
	SUBTOTAL		6381.92
	SALES TAX		SEE ABOVE
	SHIPPING		120.00
	TOTAL DUE		\$6501.92

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City of Capitola Budget Adjustment Form



Date 3/7/2014

Requesting Department Police

Administrative Council

Item #
Council Date: 3/13/2014
Council Approval

Revenues		
Account #	Account Description	Increase/Decrease
1000-20-20-000-3700.001	Other Revenue - Safety Donations & Contributio	\$3,251
Total		\$3,251

Expenditures		
Account #	Account Description	Increase/Decrease
1000-20-20-000-4450.500	Supplies - General Supplies	\$6,502
Total		\$6,502

Net Impact (3,251)

Purpose: Accept donation to purchase new rifles

Department Head Approva *Rudolph*

Finance Department Approval _____

City Manager Approval _____

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